

For meeting on:

9 NOVEMBER 2023

Agenda **2023**

East Dunbartonshire Place Neighbourhood & Corporate Assets Committee



A meeting of East Dunbartonshire Place Neighbourhood & Corporate Assets Committee will be held within **Thursday, 9 November 2023 at 5.30 pm via Tom Johnston Chamber/Via Cisco Webex - Hybrid Meeting** to consider the undernoted business.

(Sgd) Ann Davie
Depute Chief Executive

12 Strathkelvin Place
KIRKINTILLOCH
Glasgow
G66 1XT

Tel: 0141 578 8026

Date: Thursday, 2 November 2023

Agenda

Item No.	Description	Page Nos
1a	Sederunt and Apologies	
1b	Declarations of Interest Members are requested to intimate any declarations of interest in respect of any business to be considered.	
1c	Determination of Exempt Business Members are requested to determine that the exempt business be considered with the press and public excluded.	
1d	Convener's Remarks	
1e	Any other business which the Convener decides is urgent	
MINUTE FOR APPROVAL		
2	Minute of meeting of the Place, Neighbourhood & Corporate Assets Committee of 24 August 2023	5 - 14
REPORTS		
3	Outstanding Business Statement	15 - 34
4	Place, Neighbourhood and Corporate Assets - How Good Is Our Service (April - September 2023)	35 - 82
5	East Dunbartonshire Leisure and Culture - How Good Is Our Trust (April - September 2023)	83 - 100

Item No.	Description	Page Nos
6	Housing Revenue Account Monitoring Report 2023/24/at Period 6	101 - 108
7	Housing Capital Programme Monitoring Report 23-24 Period 6	109 - 118
8	Local Development Plan 3 - Evidence Report Public Engagement	119 - 154
9	Climate Change Duty Report and Carbon Management Plan 2022/23	155 - 176
10	Consultation responses to the Burial and Cremation Act 2016	177 - 238
11	Statutory Biodiversity Duty Report 2021-2023	239 - 262
12	Milngavie Business Improvement District	263 - 294
13	Disabled Persons' Parking Places	295 - 336
14	Campsie Cross No Waiting or Loading At Anytime	337 - 342
15	Canniesburn Toll Roundabout, Bearsden - Redetermination of Footway	343 - 348
16	Union Street, Kirkintilloch - Raised Tables	349 - 354
EXCLUSION OF THE PUBLIC		
<p>It is recommended that the Committee pass the following Resolution:- “That under Section 50A (4) of the Local Government (Scotland) Act 1973, as amended, the press and public be excluded from the meeting for the following item of business on the grounds that it may involve the likely disclosure of exempt information as defined in Paragraphs 6 and 9 of Part 1 of Schedule 7A of the Act”.</p>		
17	Proposed Lease Extension of Twechar Healthy Living Centre, Twechar	355 - 360
18	Proposed Lease of 10 Rochdale Place, Kirkintilloch	361 - 366

Agenda Item 2

Minute of Meeting of the Place, Neighbourhood & Corporate Assets Committee of East Dunbartonshire Council held within Tom Johnston Chambers, 12 Strathkelvin Place, Kirkintilloch and via Cisco Webex (Hybrid Meeting) on 24 August 2023

Present: Provost **RENWICK**
Councillors **FERRETTI, GALLAGHER, HENDRY, MARSHALL, MCNALLY, MOIR, MURRAY AND REID**

Also Present: Councillor **GALLAGHER**

In Attendance: A. **Davie** Depute Chief Executive
E. **Bauer** Executive Officer – Community Services
K. **Donnelly** Chief Solicitor & Monitoring Officer
H. **Holland** Executive Officer – Land Planning & Development
F. **Lambert** Committee Services Officer
G. **Lynn** Estates Manager
G. **Mackintosh** Executive Officer - Housing
L. **McKenzie** Team Leader – Democratic Services
T. **McMenamin** Executive Officer – Roads & Environment
F. **Robb** Development & Investment Manager.
A. **Watson** Media Advisor

Councillor Ferretti (Convener) presiding

OPENING REMARKS

The Convener welcomed everyone to the meeting. He advised that this was a hybrid meeting where Members and Officers were participating in the Chambers and remotely. He outlined a number of procedural matters to assist Members with their participation in the meeting. He also advised that the meeting would be streamed live on YouTube.

1a APOLOGIES FOR ABSENCE

Apologies for absence were intimated on behalf of Councillors Gibbons and Rose.

The Chief Solicitor & Monitoring Officer advised that Provost Renwick and Councillors Ferretti, Hendry, Marshall, Moir and Murray were present in the Chambers and Councillors Gallagher, McNally and Reid were present online.

1b DECLARATIONS OF INTEREST

There were no declarations of interest.

1c DETERMINATION OF EXEMPT BUSINESS

The Committee noted that there were no items of exempt business.

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1d CONVENER'S REMARKS

The Convener did not have any remarks.

1e ANY OTHER BUSINESS WHICH THE CONVENER DECIDES IS URGENT

The Convener did not have any other business.

2. MINUTE OF MEETING OF THE PLACE, NEIGHBOURHOOD & CORPORATE ASSETS COMMITTEE OF 25 MAY 2023.

There was submitted and approved, subject to the undernoted amendment, Minute of Meeting of the Place, Neighbourhood & Corporate Assets Committee of 25 May 2023, copies of which had previously been circulated.

Councillor Moir's Apologies to be included within the Sederunt.

At Page 7, Item 5, Title, the word 'Stre' should read 'Street'.

3. OUTSTANDING BUSINESS STATEMENT

There was submitted Report PNCA/080/23/AD by Depute Chief Executive, copies of which had previously been circulated, providing Members with an update in relation to progress against decisions taken by Place, Neighbourhood & Corporate Assets Committee. Full details were contained within the Report and attached Appendix.

With regard to Page 16, Item 339, Proposed Lease of Lenzie Public Hall, Lenzie, and in response to a request from Councillor McNally for an update on the refurbishment, the Development & Investment Manager advised that they were at the early stages of the feasibility study. He added that the project would be reported to a future meeting of the Council which would include detail of timescales involved. Councillor McNally thanked Officers for the work undertaken

With regard to Page 18, Item 376, Proposed Sale of the former Auchinairn Primary School, Auchinairn, Bishopbriggs, and in response to a question from Councillor Moir regarding the timescales involved, the Development & Investment Manager advised that the team were working through the feasibility stage and the pre-construction surveys. He added that there would be an update to a future meeting of the Council which would detail the design proposals. In response to a further question from Councillor Moir regarding whether the Report would include an update in relation to the site at Huntershill South of Huntershill House, the Development & Investment Manager confirmed that this would be included within the Report.

With regard to Page 22, Item 558, Waste Services: Mavis Valley Booking System/Kerbside Recycling, and in response to a question from Councillor Moir regarding when the data would be available, the Depute Chief Executive advised

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that it was hoped that the information would be provided to Members at the end of September 2023.

With regard to Page 25, Items 581 and 582, Traffic Free Schools Pilot Project – Experimental Traffic Regulation Order, and in response to a request from Councillor Moir regarding whether an interim report could be provided rather than waiting a full academic year, the Executive Officer – Land Planning & Development advised that she would be happy to provide an interim report.

Following further consideration, the Committee agreed as follows:-

- a) to consider the updates contained within the Outstanding Business Statement attached as Appendix 1; and
- b) to note that actions marked as completed would be removed from the Outstanding Business Statement.

4. HOUSING REVENUE ACCOUNT MONITORING REPORT 2023/24 AT PERIOD 3

There was submitted Report PNCA/077/23/JR by the Depute Chief Executive, copies of which had previously been circulated, providing an update to Members of the Place, Neighbourhood and Corporate Assets Committee regarding the 2022/23 Housing Revenue Account (HRA) and associated financial performance as at Period 3 from the 1 April to the 2 July 2023. Full details were contained within the Report and attached Appendix.

Following consideration, the Committee agreed as follows:-

- a) to review the Period 3 analysis and agree that it represented an emerging indication of the potential financial outturn position;
- b) to instruct Officers to continue to report on potential for the financial outturn in line with the established cycle of reports; and
- c) to otherwise note the content of the Report.

5. HOUSING CAPITAL MONITORING REPORT 2023/24 AT PERIOD 3

The Committee took up consideration of Report PNCA/078/23/JR by the Depute Chief Executive, copies of which had previously been circulated, providing Members with an update on the 2023/24 Housing Capital Programme as at accounting Period 3 (to 7th July 2023). Full details were contained within the Report and attached Appendix.

Following consideration, the Committee agreed as follows:-

- a) to review the Period 3 analysis and agree that it represented an indication of the potential outturn financial position;

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- b) to instruct Officers to use £1.5m presently allocated for Whitegates in order to further fund the Open Market Purchase programme; and
- c) to otherwise note the content of the Report.

6. CANNIESBURN TOLL ROUNDABOUT AND SWITCHBACK ROAD, BEARSDEN – AMENDMENTS TO 30MPH AND 40MPH SPEED LIMITS

Consideration was given to Report PNCA/088/23/FS by Depute Chief Executive, copies of which had previously been circulated, seeking the authorisation of the Place Neighbourhood & Corporate Assets Committee to make the East Dunbartonshire Council (Switchback Road, Bearsden) (Amendments To 30 MPH And 40 MPH Speed Limits) Order 2023 (the “Order”). Full details were contained within the Report and attached Appendices.

Following consideration, the Committee agreed as follows:-

- a) to authorise the Chief Solicitor & Monitoring Officer to make the East Dunbartonshire Council (Switchback Road, Bearsden) (Amendments To 30 MPH And 40 MPH Speed Limits) Order 2023; and
- b) thereafter, to authorise the Executive Officer – Land Planning & Development to implement the provisions of the Order.

7. CANNIESBURN TOLL ROUNDABOUT, BEARSDEN, RAISED TABLE

There was submitted Report PNCA/089/23/FS by Depute Chief Executive, copies of which had previously been circulated, seeking authorisation of the Place, Neighbourhood & Corporate Assets Committee to install a raised table on access road to retail units at Canniesburn Toll Roundabout, Bearsden. Full details were contained within the Report and the attached Appendix.

Following consideration, the Committee authorised the Executive Officer – Land Planning & Development to install a raised table on access road to retail units at Canniesburn Toll Roundabout.

8. CANNIESBURN TOLL ROUNDABOUT, BEARSDEN – WAITING AND LOADING RESTRICTIONS

Consideration was given to Report PNCA/087/23/FS by Depute Chief Executive, copies of which had previously been circulated, seeking authorisation of the Place, Neighbourhood & Corporate Assets Committee to make the East Dunbartonshire Council (Canniesburn Toll Roundabout, Bearsden) (Waiting and Loading Restrictions) Order 2023 (the “Order”). Full details were contained within the Report and attached Appendices.

Following consideration, the Committee agreed as follows:-

- a) to authorise the Chief Solicitor & Monitoring Officer to make the Order; and

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- b) thereafter, to authorise the Executive Officer – Land Planning & Development to implement the provisions of the Order.

9. DESIGNATION AND REMOVAL OF DISABLED PERSONS' PARKING PLACES

The Committee took up consideration of Report PNCA/076/23/FS by Depute Chief Executive, copies of which had previously been circulated, seeking authorisation of the Place, Neighbourhood & Corporate Assets Committee to make the East Dunbartonshire Council (Designated Disabled Persons Parking Places and Amendments) Order 2023 (the "Order"). Full details were contained within the Report.

Following consideration, the Committee agreed as follows:-

- a) to authorise the Chief Solicitor & Monitoring Officer to make the Order; and
- b) thereafter, to authorise the Executive Officer – Roads & Neighbourhood Services to implement the provisions of the Order.

10. ENVIRONMENTAL HEALTH FOOD SERVICE PLAN 2023 - 24

The Committee took up consideration of Report PNCA/084/23/CL by the Depute Chief Executive, copies of which had previously been circulated, providing Committee with the Environmental Health Food Service Pan for year 2023 – 2024 and seeking the approval of the Place, Neighbourhood & Corporate Assets Committee for adoption of the Plan. Full details were contained within the Report and Appendix 1

Following consideration, the Committee agreed as follows:-

- a) to approve the Environmental Food Service Plan 2023 - 24; and
- b) to adopt the Environmental Health Food Service Plan 2023 – 24 contained within Appendix 1 of the Report.

11. MANSE ROAD, BEARSDEN – TIME LIMITED PARKING BAYS AND REVISION TO EXISTING WAITING RESTRICTIONS

There was submitted Report PNCA/07/23/FS by Depute Chief Executive, copies of which had previously been circulated, advising Committee of the outcome of the Traffic Management Appeals Board's consideration of the proposal for the East Dunbartonshire Council (Bearsden Town Centre – Manse Road, Amendment) (Waiting Restrictions) Order). Full details were contained within the Report and Appendix 1.

Following consideration, the Committee noted the decision of the Traffic Management Appeals Board to abandon the proposal for the East Dunbartonshire Council (Bearsden Town Centre – Manse Road Amendment) (Waiting Restrictions) Order.

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**12. MENTEITH AVENUE AND SPRINGFIELD ROAD, BISHOPBRIGGS
PROPOSED TRAFFIC CALMING MEASURES**

Consideration was given to Report PNCA/079/23/SF by the Depute Chief Executive, copies of which had previously been circulated, seeking Committee approval to progress a proposal to install traffic calming measures on Menteith Avenue and Springfield Road, Bishopbriggs. Full details were contained within the Report and Appendix 1.

Councillor Moir welcomed the Report and the initiative to improve road safety and he commented that this had been an area of concern for many years. However, he expressed concern regarding whether local factors had been considered and he requested that reasonable consultation be undertaken, in particular with the residents of Menteith Avenue, regarding speed bumps being located in the area. He referred to the on-street parking on Menteith Avenue at present, which he felt was a form of traffic calming. The Chief Solicitor & Monitoring Officer advised that the Statutory Consultation stage had taken place and the Draft Order would be publicised which would then enable local residents to comment on the proposals. The Executive Officer – Roads & Environment added that the public consultation would provide an opportunity for comment. Councillor Moir encouraged Officers to pay particular interest to those residents of Menteith Avenue, Bishopbriggs.

Councillor Hendry referred to Page 164, Paragraph 3.3 of the Report, reference to traffic speed being inappropriate. He added that the Committee had to be satisfied that this was a correct and appropriate use of public funds. He commented that this was not an essential route and it would have a lot of implications for road users. He added that he wanted roads to be improved, however, there was a balance against risk and the cost of the works could be extensive. He added that he would have supported a continuation of the Report, however, would not move against the Local Member.

Following further consideration, the Committee agreed as follows:-

- a) to approve the proposal to install traffic calming measures on Menteith Avenue and Springfield Road, Bishopbriggs, as described in Paragraph 3.4 of the Report and as shown on the attached plan (Appendix 1); and
- b) to instruct the Chief Solicitor & Monitoring Officer to undertake the required statutory process in order to progress the proposal to traffic calming measures on Menteith Avenue and Springfield Road, Bishopbriggs.

13. ENVIRONMENTAL HEALTH – HEALTH & SAFETY SERVICE PLAN 2023 – 24

There was submitted Report PNCA/085/23/CL by the Depute Chief Executive, copies of which had previously been circulated, providing Committee with the Environmental Health and Safety Service Plan for 2023 – 2024 and seeking the approval of the Place, Neighbourhood & Corporate Assets Committee for adoption of the Plan.

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Following consideration, the Committee approved and adopted the Environmental Health – Health and Safety Service Plan 2023 – 24 contained within Appendix 1 of the Report.

14. DECRIMINALISED PARKING ENFORCEMENT – INCREASE IN TARIFF LEVEL OF PENALTY CHARGE NOTICES

Consideration was given to Report PNCA/086/23/CL by the Depute Chief Executive, copies of which had previously been circulated, seeking approval to increase the Penalty Charge Notice Value following national guidance issued by Scottish Ministers on the revised levels that could be charged for parking contraventions. Full details were contained within the Report and Appendix 1.

Following consideration, the Committee agreed as follows:-

- a) to adopt the higher rate increase in Penalty Charge Notice value in the East Dunbartonshire area with core contravention charges rising from £60 to £100; and,
- b) to instruct Officers to undertake work in conjunction with the Council's back-office partners for Decriminalised Parking Enforcement to implement the increase by a target date of January 2024.

15. KIRKINTILLOCH BUSINESS IMPROVEMENT DISTRICT

There was submitted Report PNCA/74/23/DG by the Depute Chief Executive copies of which had previously been circulated updating Elected Members on the Kirkintilloch Business Improvement District (the Kirkintilloch BID) project. Full details were contained within the Report and Appendix 1.

The Executive Officer – Land Planning & Development was heard in response to questions.

With regard to the Kirkintilloch and Milngavie Bids, and the types of businesses involved and the effect on the businesses, and in response to a request from Councillor McNally for further detail, the Executive Officer – Land Planning & Development undertook to provide detail of the feedback on the Kirkintilloch vote and a breakdown of which businesses voted for the Bid. She added that if a bid was successful, she could report back on progress against their plan and she would detail which businesses were involved. Councillor McNally thanked Officers for the work undertaken.

Following further consideration, the Committee agreed as follows:-

- a) to approve the Kirkintilloch BID Business Plan (Appendix 1);
- b) to delegate authority to the Executive Officer - Land Planning & Development to agree any required subsequent changes to the proposal documentation with the BID following on from this Committee approval and prior to the ballot

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starting, subject to any change being minor in nature and not substantially altering the content of the proposal documentation;

- c) that the Council would provide a £200,000 voluntary financial contribution for the 5 year period to the Kirkintilloch BID project should the ballot be successful, and the structure of payments for which would be set out and agreed within the Operating Agreement;
- d) that the Council would vote yes through the ballot for any property owned by the Council within the Kirkintilloch BID area and would be liable for an annual levy payment which was above the £200,000 within Paragraph 2.3 of the Report;
- e) that the Executive Officer – Land Planning & Development utilise existing budgets and funding to provide this financial support should it be required following a successful ballot;
- f) to delegate authority to the Chief Solicitor & Monitoring Officer/Legal Manager to negotiate and agree with the Kirkintilloch BID the required Operating Agreement (should the ballot have a positive outcome) and thereafter, the Chief Solicitor & Monitoring Officer/Legal Manager sign and return the agreement on behalf of the Council; and
- g) to note that the outcome of the ballot would be provided in a Technical Note to Elected Members.

16. PROPOSED COUNCIL RESPONSE TO SCOTTISH GOVERNMENT CONSULTATION ON EFFECTIVE COMMUNITY ENGAGEMENT IN LOCAL DEVELOPMENT PLANNING GUIDANCE

There was submitted Report PNCA/082/23/SM by the Depute Chief Executive, copies of which had previously been circulated, seeking approval for the Council's response to the Scottish Government consultation on guidance for Effective Community Engagement in Local Development Planning. Full details were contained within the Report and Appendix 1.

Following consideration, the Committee approved the response to the Draft Effective Community Engagement in Local Development Planning Guidance consultation (Appendix 1) for submission to the Scottish Government.

17. PROPOSED EXTENSION TO CURRENT MORATORIUM IN RELATION TO GARDEN GROUND SALES

Consideration was given to Report PNCA/001/23/GL by the Depute Chief Executive, copies of which had previously been circulated, seeking Committee approval to the extension of the current moratorium on all garden ground sales for a further 2-year period. Full details were contained within the Report and attached Appendix.

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Councillor Moir referred to the other Local Authorities and the resources required to carry out this function.

Following further consideration, the Committee agreed as follows:-

- a) to approve a further extension of the moratorium to 1st January 2026; and,
- b) subject to approval of Paragraph 2.1 of the Report, to instruct Officers to submit a report to the Place, Neighbourhood & Corporate Assets Committee or Council, as appropriate, prior to the expiry of the extension.

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**PLACE NEIGHBOURHOOD &
CORPORATE ASSETS
COMMITTEE**

THURSDAY, 9 NOVEMBER 2023

REFERENCE:

PNCA/091/23/AD

LEAD OFFICER:

DEPUTE CHIEF EXECUTIVE

CONTACT OFFICER:

ANN DAVIE – DEPUTE CHIEF EXECUTIVE

SUBJECT TITLE:

OUTSTANDING BUSINESS STATEMENT

1.0 PURPOSE

- 1.1** The purpose of this Report is to provide Members with an update in relation to progress against decisions taken by Committee.

2.0 RECOMMENDATIONS

It is recommended that the Place Neighbourhood & Corporate Assets Committee

- 2.1** considers the updates contained within the Outstanding Business Statement attached as **Appendix 1**; and
- 2.2** notes that actions marked as completed will be removed from the Outstanding Business Statement.

**ANN DAVIE
DEPUTE CHIEF EXECUTIVE**

3.0 BACKGROUND/MAIN ISSUES

- 3.1 Members will be aware that the Council's standard Report template changed in order to make decision making more transparent. The current template focuses on key information such as significant implications and risk. It also links recommendations to the Local Outcome Improvement Plan.
- 3.2 To supplement the above, Outstanding Business Statements are submitted to Council and meetings of standing committees on a regular basis. The purpose of the Outstanding Business Statement is to set out decisions made by Council or Committee and report progress against these. It is intended that the updates within the Outstanding Business Statement will assist Members to monitor delivery and to generally scrutinise performance.
- 3.3 The up to date Outstanding Business Statement for the Place, Neighbourhood & Corporate Assets Committee is attached at **Appendix 1**.

4.0 IMPLICATIONS

The implications for the Council are as undernoted.

- 4.1 Frontline Service to Customers – none
- 4.2 Workforce (including any significant resource implications) – none
- 4.3 Legal Implications – none
- 4.4 Financial Implications – as set out in the **Appendix**
- 4.5 Procurement – none
- 4.6 ICT – none
- 4.7 Corporate Assets – none
- 4.8 Equalities Implications – none
- 4.9 Corporate Parenting - none
- 4.10 Sustainability - none
- 4.11 Other – none

5.0 MANAGEMENT OF RISK

The risks and control measures relating to this Report are as follows:-

- 5.1 There are no specific risks attached to this Report however, the Outstanding Business Statement will act as a risk control measure by assisting Members in relation to scrutiny and will increase transparency and good governance.

6.0 IMPACT

6.1 ECONOMIC GROWTH & RECOVERY – n/a

6.2 EMPLOYMENT & SKILLS – n/a

6.3 CHILDREN & YOUNG PEOPLE – n/a

6.4 SAFER & STRONGER COMMUNITIES – n/a

6.5 ADULT HEALTH & WELLBEING – n/a

6.6 OLDER ADULTS, VULNERABLE PEOPLE & CARERS – n/a

6.7 CLIMATE CHANGE – n/a

6.8 STATUTORY DUTY – n/a

7.0 POLICY CHECKLIST

7.1 This Report has been assessed against the Policy Development Checklist and has been classified as being an operational report and not a new policy or change to an existing policy document.

8.0 APPENDICES

8.1 Appendix 1 – Outstanding Business Statement as at 9 November 2023.

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NAME OF COMMITTEE – PLACE, NEIGHBOURHOOD & CORPORATE ASSETS

OUTSTANDING BUSINESS STATEMENT (OBS)

Please note that this statement sets out outstanding decisions of this committee along with an update and estimated completion date. Actions which are overdue are shaded for ease of reference. Where an update reflects that an action is complete then the Committee’s agreement will be sought to its removal from the OBS.

No	Minute Reference	Subject Title	Outstanding Action	Update	Lead Officer /Service	Action due	Action Expected
338.	18 June 2020 PNCA/046/20/GL Agenda Item 10	Proposed Lease of Sub-Station Kirkintilloch Road, Lenzie	Conclude the necessary legal documentation associated with the proposed lease in due course.	No substantive response has been received from Scottish Power following numerous emails from Legal Services. The Estates Team has followed this up with Scottish Power directly again as at 11 th October 2023. SPEN have advised that they will revert back in early course and apologised for the delay.	Chief Solicitor & Monitoring Officer	December 2020	TBC - subject to response from Scottish Power.

339.	18 June 2020 PNCA/048/20/GL Agenda Item 11	Proposed Lease of Lenzie Public Hall, Lenzie	Conclude the new lease agreement in favour of the proposed Tenant in due course.	Heads of Terms are agreed and instructions received. Drafts have been progressed as far as possible and the transaction is on hold pending completion of proposed refurbishment works.	Chief Solicitor & Monitoring Officer	December 2020	TBC once refurbishment works completed
371.	20 August 2020 PNCA/011/20/GL Agenda Item 14	Proposed Disposal of Land at Kelvin View, Torrance	Conclude the necessary legal documentation in due course.	The transaction will be progressed following conclusion of the actions detailed at 372 below.	Chief Solicitor & Monitoring Officer	December 2021	TBC following conclusion of actions detailed at 372.
372.	20 August 2020 PNCA/011/20/GL Agenda Item 14	Proposed Disposal of Land at Kelvin View, Torrance	Officers to negotiate and enter into any servitudes, wayleaves or other similar agreements required.	Further discussions have been held with the Proposed Purchaser. The Council will contract with the Proposed Purchaser as per the previously agreed HoT's and Committee approval. Legal Services currently reviewing the draft offer which	Executive Officer – Assets & Estates/Chief Solicitor & Monitoring Officer	April 2021	December 2023

				has been received from the Purchaser's solicitor.			
373.	20 August 2020 PNCA/011/20/GL Agenda Item 14	Proposed Disposal of Land at Kelvin View, Torrance	Officers to report back to Council or Committee as a matter of course in the event that the price varied by more than 10%.	Will be progressed in line with action 372 above.	Executive Officer – Assets & Facilities/Chief Solicitor & Monitoring Officer	February 2021	TBC
374.	20 August 2020 PNCA/011/20/GL Agenda Item 14	Proposed Disposal of Land at Kelvin View, Torrance	Officers to incorporate reference to the sale of the land being subject to planning permission for 100% affordable housing in to the Heads of Terms of the commercial contract for the disposal of the land.	Will be progressed in-line with action 372 above.	Executive Officer – Assets & Facilities/Chief Solicitor & Monitoring Officer	January 2021	TBC
467.	27 May 2021 PNCA/034/21/JW Item 7	Preparation of New Greenspace Strategy (2022 – 2027)	Following initial public engagement stage, draft Greenspace Strategy to be prepared and reported to PNCA Committee in early 2022.	Draft Greenspace Strategy will be reported to a future meeting of the Committee taking cognisance of emerging regulations from the Scottish Government and	Executive Officer – Land Planning & Development	Spring 2022	Spring 2024

				complementary Council workstreams.			
498.	30 September 2021 PNCA/071/21/GL Item 15	Proposed Lease of Twechar Outdoor Pursuit Training and Education Centre, Twechar	Officers to enter into a lease of the subjects with the Proposed Tenant.	Officers have advised both the successful and unsuccessful bidders of the outcome of the recent marketing exercise. The lease agreement will be progressed once the Heads of Terms are agreed.	Executive Officer – Assets & Facilities	February 2022	TBC – date to be confirmed once Heads of Terms finalised
499.	30 September 2021 PNCA/071/21/GL Item 15	Proposed Lease of Twechar Outdoor Pursuit Training and Education Centre, Twechar	Officers to negotiate and agree detailed heads of terms for the lease of the subjects for a term not exceeding 25 years at a peppercorn rental.	Officers are engaging with the successful bidder with a view to finalising Heads of Terms. Negotiations are ongoing.	Executive Officer – Assets & Facilities	September 2023	December 2023
506.	11 November 2021 PNCA/098/21/DG Item 12	Regeneration & Town Centres Projects Update	Report to be submitted to a future meeting of PNCA with regard to ongoing work at Twechar Outdoor Centre.	A report was considered at the meeting of Council in September 2023. COMPLETED	Executive Officer – Land Planning & Development	September 2023	September 2023
522.	7 June 2022 EPB/016/22/FS Item 17	Cashless Payment – Amendments to	Officers to undertake the required statutory	The Proposed amendment order was promoted and	Chief Solicitor & Monitoring Officer	December 2022	January 2024

		Off Street Parking Order	processes to progress the amendment to the Order.	no objections to the proposal have been received. A report will be submitted to the PNCA Committee on 25 January 2024.			
535.	11 August 2022 PNCA/064/22/DG Item 10	Catherine Street Car Park, Kirkintilloch – Amendment of Traffic Regulation Order	To undertake the required statutory process to progress and promote the necessary Traffic Regulation Order required prior to amendment of the waiting and loading restrictions.	Discussions with the Service on going in order to finalise instructions for the Order. Further information is being collated by the Transport Team as regards the current use of available parking spaces, which is necessary prior to the promotion of the Order	Chief Solicitor & Monitoring Officer	December 2023.	January 2024 subject to final instructions.
551.	10 November 22 PNCA/102/22/SG Item 10	Milngavie Town Centre and Surrounding Streets. Amendments and Additions to Existing Waiting and Loading Restrictions - Update Report	Promote the Traffic Regulation Order including the use of Residents Parking Permits within the waiting and loading restrictions.	Objections to the proposal have been received. These are being reviewed and officers will engage with the objectors. In the event that any objections are maintained, a Traffic Management	Chief Solicitor & Monitoring Officer	November 2023	January 2024

				Appeal Board will be scheduled.			
558.	26 January 2023 PNCA/006/23/PC Item 10	Waste Services: Mavis Valley Booking System/Kerbside Recycling	Provide Members with a Technical Note detailing the number of bookings where there had been a non-attendance.	Technical Note issued on 20 October providing performance for this site cover the period April through to September 2023. COMPLETED	Executive Officer – Neighbourhood Services	June 2023	October 2023
562.	26 January 2023 PNCA/008/23/CM Item 12	Canniesburn Toll Roundabout, Bearsden. Proposed Shared Surface	Promote the proposed Traffic Regulation Order (TRO) for the shared surface.	Separate Report on the Agenda COMPLETED	Chief Solicitor & Monitoring Officer	November 2023	November 2023
569.	26 January 2023 EPB/002/23/FS Item 18	Union Street, Kirkintilloch – Designated Disable Parking Places and Waiting and Loading Restrictions Amendments	Implement the provisions of the Order.	This work will be completed as part of the wider redevelopment of Regent Gardens. Construction has now commenced.	Executive Officer – Land Planning Development	June 2023	January 2024
574.	26 January 2023 EPB/004/23/FS Item 20	A81 Milngavie Road, Bearsden and Main Street, Milngavie – No Waiting and No Loading at Any Time Restrictions Amendment	Implement the provisions of the Order.	Public consultation has now ended and officers are collating responses.	Executive Officer – Land Planning & Development	June 2023	January 2024

<p>575.</p>	<p>26 January 2023 EPB/008/23/FS Item 21</p>	<p>Market Road and Chryston Road, Kirkintilloch – Three Flat Top Speed Tables</p>	<p>Install the flat top speed tables.</p>	<p>With the approval of the associated Traffic Regulation Order (TRO), the Council Traffic Officer (TO) and Roads Development Officer (RDO) will liaise with the Housing Developer who will take forward the installation of the traffic calming measures as part of the development.</p>	<p>Executive Officer – Roads & Environment</p>	<p>April 2024</p>	<p>April 2024</p>
<p>578</p>	<p>23 March 2023 PNCA/35/23/IB Agenda Item 9</p>	<p>Residential Conversions and Extensions Update</p>	<p>Examine introducing an inspection regime for properties that remained void longer than anticipated.</p>	<p>Housing and Property Maintenance will meet to discuss long term voids and need to inspect every 6 months, beyond initial inspection. Meeting took place and PM will visit over the months of October to March beyond initial inspection period. Housing will monitor this and</p>	<p>Executive Officer - Housing</p>	<p>August 2023</p>	<p>September 2023</p>

				raise any issues April to September.			
				COMPLETED			
581	25 May 2023 PNCA/047/23/IH Agenda Item 4	Traffic Free Schools Pilot Project – Experimental Traffic Regulation Order	Officers to undertake pilot project.	Work is ongoing and updates to Elected Members have been provided via Technical Note.	Executive Officer – Land Planning Development	November 2023	November 2023
582	25 May 2023 PNCA/047/23/IH Agenda Item 4	Traffic Free Schools Pilot Project – Experimental Traffic Regulation Order	Prepare the necessary Experimental Traffic Regulation Order.	Further consultations on the proposal are being carried out by the Traffic and Transport Service. The Order will be prepared once these are complete.	Chief Solicitor & Monitoring Officer	Tbc upon final instructions	Tbc upon final instructions
583	25 May 2023 PNCA/048/23/DG Agenda Item 5	Union Street, Kirkintilloch, Proposed Raised Tables	Introduce raised tables.	Considered by the TMAB. Will now be progressed on site as part of the wider works.	Executive Officer – Land Planning Development	January 2024	January 2024
584	25 May 2023 PNCA/048/23/DG Agenda Item 5	Union Street, Kirkintilloch, Proposed Raised Tables	Prepare the necessary Order and undertake statutory process to progress the proposal for the raised tables.	A separate Report is on the Agenda. COMPLETED	Chief Solicitor & Monitoring Officer	November 2023	November 2023
588.	24 August 2023 PNCA/080/23/AD Agenda Item 3	Outstanding Business Statement	Traffic Free Schools Pilot Project – Interim	Once the go live date has been confirmed a date	Executive Officer – Land Planning Development	TBC	TBC

			Report to be provided.	can be provided for an interim report to be provided.			
589	24 August 2023 PNCA/088/FS Agenda Item 6	Canniesburn Toll Roundabout and Switchback Road, Bearsden – Amendments to 30mph and 40mph Speed Limits	To make the Order	Order has been made and will become effective on 4 December 2023 COMPLETED	Chief Solicitor & Monitoring Officer	December 2023	December 2023
590	24 August 2023 PNCA/088/FS Agenda Item 6	Canniesburn Toll Roundabout and Switchback Road, Bearsden – Amendments to 30mph and 40mph Speed Limits	To implement the provisions of the Order	Work will be completed as part of the wider works on the Toll.	Executive Officer – Land, Planning & Development	Spring 2024	Spring 2024
591	24 August 2023 PNCA/089/23/FS Agenda Item 7	Canniesburn Toll Roundabout, Bearsden – Raised Table	To install a raised table on access road to retail units at Canniesburn Toll Roundabout, Bearsden.	Work will be completed as part of the wider works on the Toll.	Executive Officer – Land, Planning & Development	Spring 2024	Spring 2024
592	24 August 2023 PNCA/087/23/FS Agenda Item 8	Canniesburn Toll Roundabout, Bearsden, Waiting and Loading Restrictions	To make the Order.	Order has been made and will become effective on 4 December 2023 COMPLETED	Chief Solicitor & Monitoring Officer	December 2023	December 2023

593	24 August 2023 PNCA/087/23/FS Agenda Item 8	Canniesburn Toll Roundabout, Bearsden, Waiting and Loading Restrictions	To implement the provisions of the Order.	Work will be completed as part of the wider works on the Toll.	Executive Officer – Land, Planning & Development	Spring 2024	Spring 2024
594	24 August 2023 PNCA/076/23/FS Agenda Item 9	Designation and Removal of Disabled Persons' Parking Places	To make the Order.	Order to be promoted week commencing 20 November 2023 with an effective date of 8 January 2024.	Chief Solicitor & Monitoring Officer	January 2024	January 2024
595	24 August 2023 PNCA/076/23/FS Agenda Item 9	Designation and Removal of Disabled Persons' Parking Places	To implement the provisions of the Order.	Upon completion of the order, the Service will instruct works to remove disabled bays that are obsolete and install new disabled bays including lines and signs.	Executive Officer – Roads & Neighbourhood Services	April 2024	April 2024
595	24 August 2023 PNCA/084/23/CL Agenda Item 10	Environmental Health Food Service Plan 2023 - 24	Adopt the Plan.	The Plan has been adopted and is currently being delivered by the Environmental Health Team. COMPLETED	Executive Officer – Place & Community Planning	September 2023	September 2023
596	24 August 2023 PNCA/079/23/SF Agenda Item 12	Menteith Avenue and Springfield Road, Bishopbriggs	Progress the proposal to install traffic calming measures on	Objections to the proposal were received. These are being reviewed	Chief Solicitor & Monitoring Officer	January 2024	January 2024

		Proposed Traffic Calming Measures	Menteith Avenue and Springfield Road, Bishopbriggs.	and officers will engage with the objectors. In the event that any objections are maintained, a Traffic Management Appeal Board will be scheduled.			
597	24 August 2023 PNCA/085/23/CL Agenda Item 13	Environmental Health – Health & Safety Service Plan 2023-24	Adopt the Health and Safety Service Plan 2023 – 24.	The Plan has been adopted and is currently being delivered by the Environmental Health Team. COMPLETED	Executive Officer – Place & Community Planning	September 2023	September 2023
598	24 August 2023 PNCA/086/23/CL Agenda Item 14	Decriminalised Parking Enforcement – Increase in Tariff Level of Penalty Charge Notices	To undertake work in conjunction with the Council’s back-office partners for Decriminalised Parking Enforcement to implement the increase by a target date of January of 2024.	Customer requirements have been submitted to the back office partner and the service is now waiting for confirmation on implementation dates	Executive Officer – Place & Community Planning	January 2024	March 2024
599	24 August 2023 PNCA/74/23/DG Agenda Item 15	Kirkintilloch Business Improvement District	To agree any required subsequent changes to the proposal	None required to date	Executive Officer – Land Planning & Development	November 2023	November 2023

			documentation with the BID.				
600	24 August 2023 PNCA/74/23/DG Agenda Item 15	Kirkintilloch Business Improvement District	Council to provide £200,000 voluntary contribution.	Will be provided subject to a successful ballot	Executive Officer – Land Planning & Development	November 2023	November 2023
601	24 August 2023 PNCA/74/23/DG Agenda Item 15	Kirkintilloch Business Improvement District	To utilise existing budgets and funding to provide financial support	Will be provided subject to a successful ballot	Executive Officer – Land Planning & Development	November 2023	November 2023
602	24 August 2023 PNCA/74/23/DG Agenda Item 15	Kirkintilloch Business Improvement District	to negotiate and agree with the Kirkintilloch BID the required Operating Agreement (should the ballot have a positive outcome)	An agreement will be put in place in the event of a successful ballot	Chief Solicitor & Monitoring Officer	January 2024	January 2024
603	24 August 2023 PNCA/74/23/DG Agenda Item 15	Kirkintilloch Business Improvement District	Provide outcome of the ballot to Elected Members via a Technical Note.	Technical Note will be issued when outcome is received.	Executive Officer – Land Planning & Development	November 2023	November 2023
604	24 August 2023 PNCA/001/23/GL Agenda Item 17	Proposed Extension to Current Moratorium in Relation to Garden Ground Sales	To submit a Report to a meeting of PNCA or Council prior to expiry of the extension.	A further Report will be submitted prior to the expiry of the most recent extension to January 2026. This will be picked up as part of business as usual, allowing this entry to be removed from the OBS	Executive Officer – Assets & Facilities	December 2025	December 2025

				COMPLETED			
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EXCLUSION OF THE PUBLIC

No	Minute Reference	Subject Title	Outstanding Action	Update	Lead Officer /Service	Action due	Action Expected
71.	3 May 2018 PNCA/051/18/GM Item 20	Acquisition of Land at Loch Lea, Cleddans	To acquire the land on behalf of the Council.	Missives are currently being negotiated and the draft offer is close to being in agreed form. Title report has now been received from external solicitors and a plan has been prepared mapping the titles for the site. Once plan has been reviewed and confirmation of title has been assured, updated instructions will be sought.	Chief Solicitor & Monitoring Officer	March 2020	TBC once Title diligence complete
86.	25 May 2023 PNCA/051/23/IB Item 8	Nithsdale Crescent, Bearsden	Officers to conclude a bespoke Shared Equity Agreement within the variations to the Shared Equity Policy.	Negotiations ongoing with third parties with a view to concluding matters in early course. Details of the shared equity arrangements to be finalised, which will allow the shared equity agreements to be prepared.	Chief Solicitor & Monitoring Officer/ Executive Officer – Assets & Facilities	September 2023	November 2023
587.	25 May 2023 PNCA/051/23/IB Item 8	Nithsdale Crescent, Bearsden	Officers to progress with Option One as preferred development strategy.	Officers progressing Option 1 and updates will be provided under the detailed decisions, therefore this action is recommended for removal. COMPLETED	Executive Officer – Assets & Facilities	May 2023	May 2023

588	25 May 2023 PNCA/051/23/IB Item 8	Nithsdale Crescent, Bearsden	Officers to seek agreement on a purchase value with the private property owners.	Agreement reached with both private owners on value and instructions issued to Legal Services to conclude both acquisitions, however this is dependent upon item 586 above.	Executive Officer – Assets & Facilities	September 2023	November 2023
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East Dunbartonshire Council

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**PLACE NEIGHBOURHOOD &
CORPORATE ASSETS
COMMITTEE**

THURSDAY, 9 NOVEMBER 2023

REFERENCE:

PNCA/101/23/JG

LEAD OFFICER:

DEPUTE CHIEF EXECUTIVE

CONTACT OFFICER:

**JOSEPH GREATOREX, TEAM LEADER -
CORPORATE PERFORMANCE & RESEARCH,**

SUBJECT TITLE:

**PLACE, NEIGHBOURHOOD AND
CORPORATE ASSETS- HOW GOOD IS OUR
SERVICE (APRIL-SEPTEMBER 2023)**

1.0 PURPOSE

1.1 The purpose of this report is to provide Committee with the performance and progress reports covering the period April-September 2023 for the following Strategic Groupings within the Place, Neighbourhood and Corporate Assets Directorate (**see Appendix 1**).

- Assets and Facilities
- Community Services
- Land Planning & Development
- Roads and Neighbourhood Services

2.0 RECOMMENDATIONS

It is recommended that the Place Neighbourhood & Corporate Assets Committee.

- 2.1** Scrutinise the submitted Strategic Group performance reporting templates set out in **Appendix 1**; and
- 2.2** Requests that progress on any identified improvement activity is reported in the Year End How Good Is Our Service evaluation reviews, which will be reported to the May 2024 meeting of Committee.

**ANN DAVIE
DEPUTE CHIEF EXECUTIVE**

3.0 BACKGROUND/MAIN ISSUES

- 3.1 The report covers the performance indicators set out in the Strategic Group Business and Improvement Plans for 2023-26, approved by Council on 27 April 2023. **(CE/09/23)**. Additionally, the report requests a high level narrative overview of progress against the improvement priorities outlined in the Business Improvement Plans.
- 3.2 As referenced above, the Business and Improvement Plans for the Place Neighbourhood & Corporate Assets strategic grouping were approved by Council in April 2023 whilst the latest annual How Good Is Our Service evaluation review for the strategic groupings, was submitted to Council in June 2023.
- 3.3 All Strategic Groups have also developed Business and Improvement Plan performance indicators which relate to operational delivery and stakeholder impact. In some areas, the performance information may only be available on an annual basis. Where this is the case, Strategic Groups will provide a progress review of improvement activity through the year-end How Good Is Our Service evaluation reports, which will be presented in May 2024.
- 3.4 Similarly, progress on any improvement activity requested through this 6 monthly review, will also be incorporated in the year-end How Good Is Our Service evaluation reports

4.0 IMPLICATIONS

The implications for the Council are as undernoted.

- 4.1 Frontline Service to Customers – Improved Service Delivery through continued effective scrutiny and management of performance
- 4.2 Workforce (including any significant resource implications) – Impact on future Business Improvement Planning
- 4.3 Legal Implications – None
- 4.4 Financial Implications – None
- 4.5 Procurement – None
- 4.6 ICT – None
- 4.7 Corporate Assets – None
- 4.8 Equalities Implications – None
- 4.9 Corporate Parenting - None
- 4.10 Other – None

5.0 MANAGEMENT OF RISK

The risks and control measures relating to this Report are as follows:

- 5.1 Ensuring effective Scrutiny of Service Performance and driving improvement in service delivery
- 5.2 Ensuring we are continuing to meet our statutory obligations in regards to performance reporting and Best Value

6.0 **IMPACT**

- 6.1 **ECONOMIC GROWTH & RECOVERY** - None
- 6.2 **EMPLOYMENT & SKILLS** - None
- 6.3 **CHILDREN & YOUNG PEOPLE** - None
- 6.4 **SAFER & STRONGER COMMUNITIES** - None
- 6.5 **ADULT HEALTH & WELLBEING** - None
- 6.6 **OLDER ADULTS, VULNERABLE PEOPLE & CARERS** - None
- 6.7 **CLIMATE CHANGE** - None
- 6.8 **STATUTORY DUTY** - This report forms part of our statutory duty of performance reporting and Best Value as set out in the Local Government acts 1992 and 2003

7.0 **POLICY CHECKLIST**

- 7.1 This Report has been assessed against the Policy Development Checklist and has been classified as being an operational report and not a new policy or change to an existing policy document.

8.0 **APPENDICES**

- 8.1 **Appendix 1** - Place, Neighbourhood and Corporate Assets HGIOS April-September 2023/24 Reports

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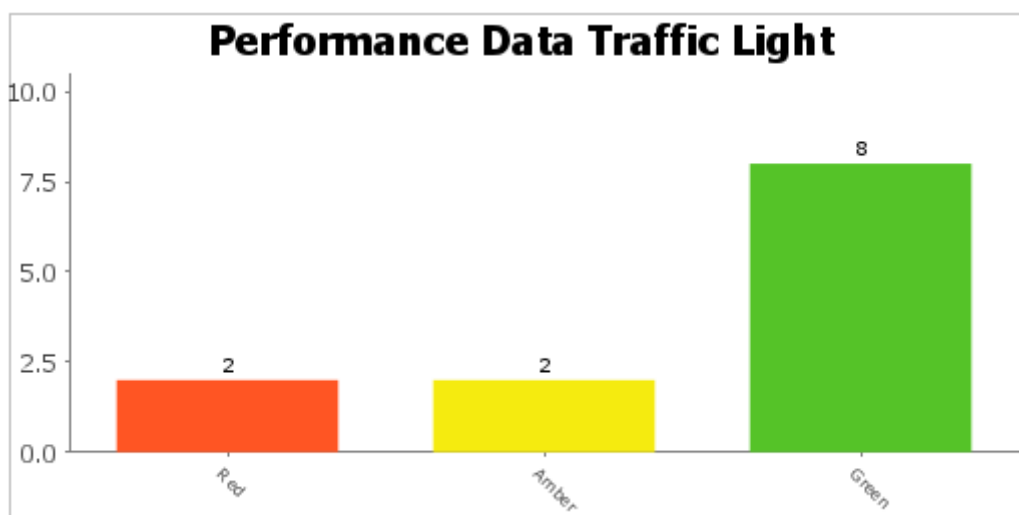
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HOW GOOD IS OUR SERVICE?

COMMUNITY SERVICES

April - September 2023

Key to Performance Icons	
Icon	Description
	Indicator is on Target
	Indicator is off target by less than 5%
	Indicator is off target by more than 5%
	Indicator has improved from the same reporting period the previous year
	Indicator is unchanged from the same reporting period the previous year
	Indicator has declined from the same reporting period the previous year
	Data is unavailable to generate a RAG Status. This could be the case for a new indicator where no trend data is available or if indicator data is unavailable for the reporting period



Community Services is responsible for the delivery of a range of both strategic and operational services, including delivery of the Council's statutory duties across a number of functional areas. The work is delivered by teams of services within the strategic grouping:

- **Community Protection Service**
 - **Community Safety Team**
 - **Environmental Health Team**
 - **Trading Standards Team**
- **Community Planning and Partnership Team, including the Resettlement Team**
- **Community Testing and Vaccination Team**
- **Housing Operations and Estates Team**
- **Homelessness and Prevention Team**

Community Protection Service is a group of teams that deliver the Council's statutory remits in relation to Environmental Health and Trading Standards, along with frontline service delivery on Community Safety matters.

The Community Planning and Partnerships Team has overarching responsibility for coordination in relation to Community Planning matters such as community empowerment, LOIP and Localities various corporate policies such as equalities, and the Resettlement agenda across East Dunbartonshire.

The Community Testing and Vaccination Team are a temporary team initially set up in response to the pandemic working alongside GGC NHS Bd partners on COVID Testing and supporting Vaccination programmes across communities. The vaccination programmes continues locally supported by Community Services employees.

Housing Operation and Estates Team have responsibility for managing the social rented properties including allocations, and liaison and providing support for all council tenants working front line across the area. They also have programme of lead tenancies which are also supported.

Homelessness and Prevention Team provide front line support across homelessness and provide accommodation for those in most need, including the Project 101. They also have responsibility for landlord registration and more recently short term lets.

Overview of Progress

Community Protection Service, incorporating Environmental Health, Community Safety & Trading Standards Teams

Community Protection delivers the Council's statutory remits in relation to Environmental Health, Trading Standards and Licensing Enforcement, along with frontline service delivery on Community Safety matters. The Service is comprised of three teams, all of which have a distinct remit in terms of delivering statutory community protection duties. Delivery measures are centered on the promotion of public health, public safety, well-being and consumer protection.

During the course of the April to September reporting period the service has continued to actively engage in the local Co-Production arrangement with Police Scotland. This has resulted in the delivery of joint work and coordinated activity to protect communities across the East Dunbartonshire area, with a number of targeted initiatives being delivered (e.g., in relation to antisocial behaviour, youth disorder, bogus callers, licensing enforcement and parking issues). The service has also continued to develop intelligence led approaches, with intelligence gathered from a range of different sources being used to target local public health, community safety and consumer protection activity towards the areas of greatest need, risk and priority.

After a significant period of pandemic response activity, service delivery now completely focused on the delivery of the wide range of work that represents the normal day to day duties and priorities for the Community Protection Service.

The Community Safety Team has continued to deliver a broad range of frontline work for the benefit of our local communities throughout the reporting period. The delivery of these services helps to create safer communities across East Dunbartonshire, with community safety issues being tackled through effective deployment of resources and delivery of intelligence led activity. Throughout the April to September period, officers from the team have been engaged in the delivery of services in relation to antisocial behaviour, youth disorder, neighbour disputes, environmental incivilities, dog control, decriminalised parking enforcement, fly-tipping, mediation, CCTV and pest control.

The team has continued to experience high demand for service in relation to community safety issues during recent months. Officers have therefore continued to work closely with a range of colleagues and key partners to successfully deliver appropriate interventions and to make our local communities safer, with programmes of enforcement and early intervention, prevention and diversionary activity all being provided. The Community Wardens have also been busy developing links within the local communities they serve, getting involved in a significant number of initiatives and events that have been taking place or recommencing across the Council area.

The Environmental Health Team has been engaged in the delivery of essential public health services throughout the reporting period in order to protect the community from hazards in the environment and to regulate and facilitate the growth of responsible businesses. Services in relation to food safety, public health in terms of nuisances and communicable diseases, occupational health and safety, noise pollution, air quality and contaminated land have all been delivered by means of planned interventions to local businesses, reactive responses to public health complaints and any required assessments of environmental conditions across the district.

Officers have been involved in the delivery of full programmes of inspection and sampling activity in relation to food safety and the team has continued to receive and deal with large numbers of enquiries and service requests relating to a variety of environmental regulation matters, with complex investigation being required in a number of cases. As well as responding to large numbers of service requests the team has continued to respond to

internal partners in Planning and Licensing on matters such as new developments and seasonal events respectively. In addition, officers from the team have prepared and submitted the latest Annual Progress Report on standards of Air Quality within East Dunbartonshire.

The Trading Standards Team has been engaged in the delivery of essential consumer protection and licensing services to local consumers and businesses in order to maintain and protect a fair-trading environment in East Dunbartonshire. The Team is once again delivering targeted and risk-based programmes of enforcement work, with priority being given to any activities that closely align to the local outcomes in the LOIP. Full programmes of planned inspection and sampling / test purchasing activity have been delivered during the reporting period and significant progress has also been made in terms of delivering elements the 2023-24 Trading Standards Project Plan.

Priority activity in the April to September period has included the launch and subsequent development of a new Trading Standards Trusted Trader Scheme for the local authority area. The scheme, which is overseen by Trading Standards, aims to increase customer confidence by helping people find reliable traders, promote good practice within local businesses, protect residents from doorstep crime, and help generate business for local companies. Officers have also continued to deliver an effective consumer advice service for local residents throughout the reporting period, dealing with contractual disputes and performance issues that have arisen and providing relevant assistance and casework wherever required. Joint enforcement work by Trading Standards and Police Scotland on scam and doorstep crime issues has continued, with focus on the protection of our vulnerable and elderly populations from financial harm.

Housing Operations and Estates, and Homelessness and Prevention Team

As at the end of Q2 the Housing Team manages 3,828 social rented properties (this has increased by 45 properties from the start of Q1); 3,774 of these are mainstream accommodation and 54 are used for Homeless Temporary Accommodation. The service also manages 66 Lead Tenancies which are rented from either private landlords (45) or Housing Associations (21), to assist with accommodating homeless households.

A Common Housing Register review was undertaken in Q2. This reduced the Housing list for East Dunbartonshire this by approximately 1,200 applications. At present (as at end of Q2), the list has 2,354 applications, made up of the following:

General Waiting list 1,671 applicants waiting (30 currently on offer)

(Applicants who have somewhere to stay i.e., they are owner occupiers, a tenant of a private let, stay care of family etc. This queue allows the applicant to choose which area, house type etc they would like to move to).

Transfer waiting list 447 applicants (26 currently on offer)

(Council or Housing Association tenants who are looking to move to another Council or Housing Association property, either for a different size, or, for a different area. This queue allows the tenant to choose which area, house type etc. they would like to move to).

Priority waiting list 252 applicants (27 currently on offer)

(Homeless)

(Applicants who have no accommodation or will have nowhere to stay within the next 2 months. This queue does not allow the applicant to choose area or house type).

Priority waiting list 11 applicants (2 currently on offer)

(Urgent medical)

(Applicants who are unable to remain in their current home due to their medical condition. This queue allows the applicant to choose which area, house type etc. they would like to move to).

Over Q1 & 2, 159 properties have been let or re-let; 100 mainstream, 5 buy backs (purchased from the open market), 6 HRH-HRA (temp accommodation changed to mainstream) and 48 new build (38 at Kerr Street, Kirkintilloch development and 10 at Rob Roy Place, Kirkintilloch development).

145 were general need properties and 14 were sheltered.

They were let to the following queues:

- 52 were let to applicants on the transfer queue.
- 30 were let to applicants on the general waiting list queue.
- 74 were let to applicants on the priority homeless queue.
- 3 were given to homeless team to be used as temp homeless accommodation

Key Achievements

Community Protection Service, incorporating Environmental Health, Community Safety & Trading Standards Teams

- Delivery of effective services on a flexible basis in order to meet all statutory requirements and duties in relation to public health, community safety, consumer protection and licensing matters.
- Delivery of local Co-Production activity between Community Protection and Police Scotland, with particular focus on effective tasking processes and the delivery of joint action plans and work to protect the communities of East Dunbartonshire.
- Delivery of Business Improvement Plan activity relating to Community Protection - actions being implemented in accordance with set targets in order to deliver effective services in line with relevant corporate outcomes and with positive performance being reported.
- Delivery of regulatory services that assist with economic recovery and that are designed to support local businesses and communities in the route out of the pandemic / with the cost-of-living crisis.
- Continued delivery of field responses in relation to all essential environmental health matters (e.g. public health service requests on environmental protection matters, food safety interventions and air quality monitoring).
- On-going delivery of full programmes of food safety inspection activity and food sampling fully as part of Official Food Controls.
- Preparation and submission of the latest Annual Progress Report on standards of Air Quality within East Dunbartonshire.
- Appropriate regulatory contribution to major asset projects and regulatory input to local planning developments.
- Liaison with local water body and SEPA representatives during the reporting period to assist in seasonal blue-green algae toxic bloom work.
- EH team involvement in shaping a revised Enteric Disease Questionnaire with NHS Greater Glasgow & Clyde.
- Development and approval of the Greater Glasgow and Clyde Joint Health Protection Plan detailing public health arrangements between the health board and their partners including the local authority (Environmental Health).

- Delivery of a range of themed health and safety initiatives and interventions to local businesses across the area
- Approval of the EH Food Service Plan 2023-24 and the EH Health and Safety Service Plan 2023-24 - these plans detail the arrangements for carrying out the council's statutory duties under food safety and health and safety legislation during the course of the current reporting year.
- On-going implementation of the revised and extended animal welfare licensing system to meet the requirements of new Regulations.
- Delivery of effective field responses in relation to all community safety matters (e.g. pest control, fly-tipping, antisocial behaviour and youth disorder, control of dogs and CCTV deployment).
- Continued development of effective and efficient service delivery in relation to all Decriminalised Parking Enforcement with delivery of targeted enforcement activity in priority areas.
- Continued delivery of the Junior Wardens Scheme in local primary schools – the scheme is aimed at Primary 6 and 7 pupils and promotes good citizenship, with the achievements of the children being recognised through the Dynamic Youth Awards Programme.
- Effective deployment of mobile CCTV cameras to prevent crimes and aid detection, with particular emphasis on jointly agreed deployment between East Dunbartonshire Council and Police Scotland.
- Delivery of weekly youth diversionary football sessions in Lennoxton, Milton of Campsie and Hillhead during the April to September period, with significant numbers in attendance throughout.
- Delivery of essential patrols in relation to environmental incivility breaches as well as antisocial behaviour and youth disorder patrols in and around identified issue areas.
- On-going delivery of a service in terms of neighbour complaints/disputes, with advice to residents and others by the most appropriate means available and with regular liaison with colleagues in other services including Housing, Social Work and Police Scotland.
- Appropriate referrals and outcomes for a range of young persons referred to the Early & Effective Intervention Group which is coordinated and chaired by the Community Safety Team.
- Continued delivery of a domestic night noise service every weekend Friday – Sunday 2000 – 0400 hrs, with appropriate responses being delivered in relation to reports / complaints of noise nuisance within residential properties.
- Community Warden support and assistance to the New Roots Gardening project in the Twechar and Milngavie areas which seeks to address social isolation and difficulties in participation whilst trying to help build independent living skills for those with a learning disability.
- Delivery of effective field responses in relation to all trading standards and licensing service requests.
- Delivery of programmes of routine Trading Standards and Licensing inspection and project work.
- Newly launched ED Trusted Trader Scheme promoted within East Dunbartonshire by the Council and local partners - the scheme is overseen by Trading Standards and aims to increase customer confidence by helping people find reliable traders, promote good practice within local businesses, protect residents from doorstep crime, and help generate business for local companies.
- Continued delivery of joint enforcement work by Trading Standards and Police Scotland on scam and doorstep crime issues - focussing on the protection of our vulnerable and elderly populations from financial harm.
- Delivery of local Trading Standards activity as part of a wider coordinated West of Scotland product safety and metrology projects with a cost-of-living focus.
- Delivery of workplan activity by Trading Standards to maintain local business compliance with legislative requirements relating to tobacco and nicotine vapour products.

- On-going delivery of consumer advice services to local residents – dealing with contractual disputes and performance issues that have arisen and providing effective casework in relation to a range of consumer complaints.
- Delivery of targeted activity by Licensing Enforcement to maintain local business compliance with legislative requirements relating to liquor licensing conditions.

Community Planning and Partnerships, including Resettlement

- Support to the wider resettlement agenda supporting the Ukrainian families and individuals living in East Dunbartonshire and preparing for potential arrival and support of Asylum and Afghan individuals through the various national programmes.
- Delivery of the council's 'Cost of Living' programme for 2023/24 through Community Grants, Winter Connections, involving working with CAB, Foodbank, EDVA and HSCP.
- Delivery of the new Community Grant Scheme working closely with the Grants Advisory Committee (GAC), including a consultation and engagement exercise to improve provision. Successful Round 1 with enhanced grant provision with two schemes of up to £5,000 and up to £10,000 available. Approval through CPPB.
- Preparing delivery of Winter Connections which is a revised and improved Warm Spaces Scheme, offering grants of up to £1,500 for delivery of activities and community spaces for community members to engage with.
- Presentation of the draft Gaelic Language Plan with engagement and consultation planned for the coming months.
- Following extensive community engagement and consultation and working with community groups and individuals over recent years, then presentation and approval of the revised Locality Plans for Auchinairn, Hillhead and Harestanes, Lennoxton and Twechar. Delivery of the action plans by council services and community planning partners is underway.
- Working closely with our local Strategic Partners for delivery of the Strategic Partnership Agreements with CAB, Womans Aid, Twechar Community Action and EDVA.
- Supporting the work of wider Community Planning agenda including the Executive Group, the Board, and the Local Outcomes, including liaison with all partner organisations.

Community Testing and Vaccination

- Continue to support GGC NHS Board with the delivery of community vaccination programme for Covid, Flu and other vaccines as appropriate.
- Managed relocation of the vaccination clinic provision from Kirkintilloch Town Hall to Merkland School in Kirkintilloch, to allow greater community use of facilities for lets.
- Regular discussion and meetings with public health management at GGC NHS Board to understand national picture and decision making in relation to future requirements in the provision of vaccinations to aid local planning.

Housing Operations and Estates

- 88 new anti-social cases received over Q1 and Q2. 84 of these were resolved within the period received.
- Tenancy sustainment figures remain relatively high at 96% over Q1 and Q2. Reasons for tenants not sustaining over this period were mainly the passing of tenants, move out with EDC or returning to live with family members.
- 50 nominations to Registered Social Landlords to be considered for allocation to their stock.

- 191 offers were made in Q1 and Q2. 58 of these were refused (30%). Offers are made in line with the Allocations Policy; however, we continue to monitor to identify trends for refusal reasons.
- Monthly Housing Liaison meeting attended to discuss cases with Social Work, Antisocial Team and Police Scotland.
- Monthly meeting with Police Scotland and Community Safety to discuss more serious anti-social cases.
- Monthly attendance at East Dunbartonshire Hoarding & Self-Neglect Working Group from June 2023.
- Monthly attendance at MARAC meeting with other agencies.

Homelessness and Prevention

- 178 applications taken over Q1 and Q2.
- 252 applicants on the Homelessness List as at end of September
 - 27 under offer
 - 225 awaiting offer
 - No applicant waiting longer than 3 years

Of the 27 applicants under offer. 15 (55%) are in temporary accommodation. 9 of the 15 in temporary accommodation have been waiting longer than 2 months for the property (some longer than 6 months).

- 5 households have been assisted via the Homeless Hardship Fund totalling £5,064.00.
- 102 out of hours calls have been received.
- There have been 109 new Landlord Registration applications, 365 renewals and 248 updates.
- 3 landlords have been contacted regarding illegal evictions carried out and 1 Repairing Standard Enforcement Order served.
- 31 Short Term Let's applications received (2 objections received, 1 revoked, 8 under review and 20 were approved).

Temporary Accommodation

- 85 voids
- 54 sign ups
- 3 properties returned to mainstream accommodation
- 3 lead tenancies returned to landlord
- 3 New temp properties taken on
- 9 households placed in Unsuitable Accommodation
- No breaches to the Unsuitable Accommodation
- 3 antisocial behaviour complaints

Project 101 (support service for people aged between 14 to 25)

- 43 households have been referred to service.
- 5 "Chance to Chat" sessions have been held (promoting healthy minds and wellbeing).
- 22 new tenant packs have been delivered.

- 47 cooking lessons have been delivered.
- 21 additional days at our multiple occupancy house in Bearsden (cooking lessons).

Prevention Pilot

- 6 referrals from Rents Team (households served notice of proceedings due to rent arrears).
- Arrears at time of referral £4,968.00. Payments taken to reduce arrears £1,519.00.

Areas Requiring Improvement/ Focus

Community Protection

- Take suitable action to address the immediate recruitment and retention pressures being faced by the teams within Community Protection, thus ensuring that statutory duties and required responses can be delivered on an on-going basis.
- Implement appropriate remedial action in cases where any risk exists in terms of delivering effective services and meeting service performance targets for the 2023/24 year – minimising any potential impacts via required adjustments to relevant service planning and performance processes.

Community Planning and Partnerships

- Managing the corporate equalities agenda with newly recruited resource of Equalities Officer to ensure compliance with legislative requirements.
- Continuation of support to community groups and organisations through the planned Funder Ready Workshops and Funder Fayre planned for November 2023, to build their capacity and ensure they are able to take advantage of all funding opportunities available for them.











Housing Operations

- Involvement by internal audit into the management of housing dampness and mould has been ongoing in 2023.
- Identify training needs and hold quarterly sessions for reviewing policies and procedures with teams.
- Void rent loss improvement through joint working with the void and rewire/asbestos teams.



Homelessness and Prevention

- Work ongoing with void team and homelessness team to streamline the process and reduce waiting times for those accessing property.

Q2 Performance Indicators

Code	PI Title	Status	Trend	Quarters					Quarterly Target	Latest Note
				Q2 2022/23	Q3 2022/23	Q4 2022/23	Q1 2023/24	Q2 2023/24	Q2 2023/24	
				Value	Value	Value	Value	Value	Target	
COM-BIP-01	Average length of time taken to re-let properties in the last year (days)			48.1	56.6	65.2	76	56	60	Timescale is below target for Q2 due to a great figure in August. In general over Q1 and Q2 we have had some higher figures due to a high number of long-term voids being completed and allocated during these quarters. Regular monthly monitoring and established void procedures will continue to be followed to endeavour to meet target timescales. Unless there are any long term voids due to major repair issues we would expect to remain below target going forward with continued joint working with the Repairs Service.
COM-BIP-02	Percentage of Antisocial behaviour cases reported and resolved			100%	100%	100%	88%	100%	85%	50 new anti social cases were received in Q2 and these were all resolved in Q2. Of the 88 received over Q1 and Q2 84 of these were received within Q1 and Q2.
COM-BIP-03	Percentage of tenancy offers refused during the year			44%	42%	29%	35%	25%	27%	In Q2 84 offers made. 21 offers were refused. Over Q1 and Q2 191 offers were made and 58 offers were refused (30%).
COM-BIP-04	Rent loss due to void properties - Monetary Value			£39,340.79	£35,573.16	£39,520.97	£57,055.79	£71,483.48	£65,000.00	The VRL figure continues to be above target, the housing Team continued to work closely with the Void Team over Q1 and Q2 to ensure off charge properties were monitored closely and on charge properties were returned as fit to let as soon as possible. It remains a priority to bring the rent loss figure down.
COM-BIP-05	Percentage of homeless decisions made within 28 days			100%	98%	97%	97%	93%	95%	The Council aim to investigate homelessness applications within the 28 days however complex cases can take longer. In most instances decisions over 28 days are a result of information not being provided timeously by the applicant and or third parties. Overall

Code	PI Title	Status	Trend	Quarters					Quarterly Target	Latest Note
				Q2 2022/23	Q3 2022/23	Q4 2022/23	Q1 2023/24	Q2 2023/24	Q2 2023/24	
				Value	Value	Value	Value	Value	Target	
										figure for Q1 and Q2 together is 95%.
COM-BIP-06	Number of cases waiting less than 3 years for permanent housing as % of the total number			100%	100%	100%	100%	100%	90%	By Q2 all homeless cases were permanently housed in under 3 years.
COM-BIP-07	Percentage of new tenancies sustained for more than a year, by source of let			86%	93%	93%	97%	96%	93%	Of the 81 tenancies that started in Q2 of 2022 78 of these sustained until Q2 2023. Of the three that did not sustain, two were from the homeless priority queue (one moved back with parents and the other moved to sheltered accommodation with a local housing association) and the other was from the transfer list and this tenant passed away.
Page 49 COM-BIP-08	Total No. Nominations - EDC			35	26	35	40	10	24	Numbers for nominations to Registered Social Landlords are lower in Q2. This is due to no Housing Association new build developments in Q2 so there has not been as many requests for applicants from CHR waiting list. However due to a higher number in Q1 we are over target for Q1 and Q2 as a whole.
COM-BIP-09	Number Of Targeted Underage Sales Test Purchasing Visits Carried Out For All Age Restricted Products Where Enforcement Responsibility Lies With Trading Standards & Licensing Team Within Community Protection			44	55	80	0	9	20	Target not met during the Quarter 2 2023-24 reporting period, but further activity will be carried out during the Quarter 3 reporting period with two underage sales test purchasing exercises already organised and scheduled for October 2023.
COM-BIP-10	Number Of Targeted Decriminalised Parking Enforcement Initiatives and Patrols (Including Schools And Residential Areas) In Response To Complaints, Service Requests And Intelligence Received			96	161	262	65	153	120	Target exceeded during Quarter 2 of the 2023-24 reporting year.
COM-BIP-11	Percentage Of Environmental Health High Risk Food Safety Inspections and Public Health Service Request Responses Delivered Within Target Timescales			95%	91%	87%	90%	90%	85%	Target achieved during the September 2023 reporting period.

Code	PI Title	Status	Trend	Quarters					Quarterly Target	Latest Note
				Q2 2022/23	Q3 2022/23	Q4 2022/23	Q1 2023/24	Q2 2023/24	Q2 2023/24	
				Value	Value	Value	Value	Value	Target	
COM-BIP-12	Number Of Targeted Co-Production Initiatives Jointly Delivered By The Community Protection Service And Police Scotland			28	53	61	2	23	24	Details of targeted joint initiatives carried out during the Quarter 2 2023-24 collated - position at the end of the reporting period more or less in line with target.



sustainable thriving achieving








East Dunbartonshire Council

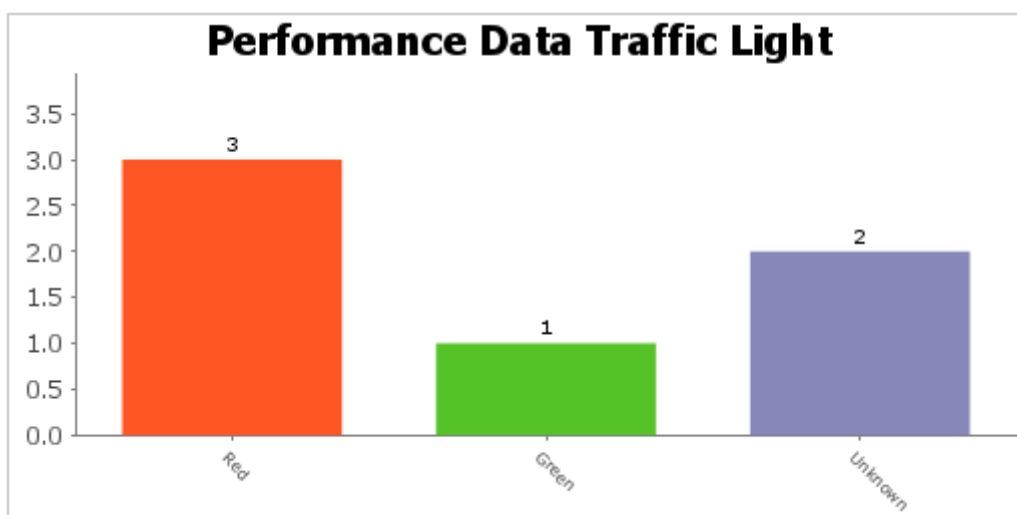
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HOW GOOD IS OUR SERVICE?

LAND PLANNING AND DEVELOPMENT

April - September 2023

Key to Performance Icons	
Icon	Description
	Indicator is on Target
	Indicator is off target by less than 5%
	Indicator is off target by more than 5%
	Indicator has improved from the same reporting period the previous year
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Overview of Progress

Although there are a number of indicators currently not available at the time of reporting, the Land Planning & Development teams have made significant progress on a number of work streams detailed below.

City Deal Team:

- The team continues with a range of work to ensure the delivery of the Council's City Deal project, including the preparation of the different stages of business cases (in-line with Glasgow City Region & HM Greenbook requirements) which are required to unlock the funding from the region.
- Work is ongoing on the Westerhill Masterplan and the Westerhill Development Road for which the design contract is now underway. The project team are currently analysing the various route options in order to select a preferred route to develop further through the OBC process.
- Work has continued on the next stages of the design process for Bishopbriggs Town Centre and Bishopbriggs Park up to RIBA 3. An application has been prepared for the UK Levelling Up Fund, to submit once Round 3 of the fund opens, for which there is currently no date.
- A803 feasibility and options work progressing as part of Outline Business Case development. Preparation for forthcoming consultation on A803 Route Corridor Improvements as part of project develop.

Traffic and Transport

- The Traffic & Transport Team have made good progress with the construction phase of Canniesburn Toll Improvement Project which over this HGIOS reporting period started on site and is estimated for completion in Spring next year. Four Traffic Regulation Orders (TRO) have been promoted to support aspects of the new design.
- Feasibility and design works are progressing on a range of active travel infrastructure projects included in the Local Transport and Active Travel Strategies.

The improvement of Canal Street in Kirkintilloch will see better active travel connections and work on the project is well progressed. Designs have been prepared and work underway to procure a contractor to deliver the changes. This will see an improvement to this section of the John Muir Way and provide better access to the Canal from Eastside, in addition an improved road condition for the businesses which operate along this section of road. The team has delivered a number of path improvements over the summer months including Callieburn Park Path, Bishopbriggs Park Path and Craighdu Path connecting to the Allander Leisure Centre. Further path improvements are programmed in the coming months including Jubilee Path, Bearsden and Westermains Path, Kirkintilloch.

- The team continue to work closely with colleagues in Education to deliver cycle and scooter training in primary and secondary schools across East Dunbartonshire through the iBike Programme. With requests for cycle and scooter parking increasing year on year, the team has installed 15 school cycle shelters in 2023.
- Work is progressing on key functions of the team including: working on a range of Traffic Regulation Orders at various stages of the statutory process, liaising with the network operator and maintenance contractors of the public electric vehicle charging network and continuing to assist in resolving access issues.
- The team has implemented a new tariff charge for Electric Vehicles and continues to examine opportunities for greater local and regional EV charge point provision.

Regeneration & Town Centres Team

- The project to improve Regent Gardens in Kirkintilloch Town Centre has moved to the construction stage. The construction work will take several months and works are expected to complete early 2024. On the Campsie Memorial Hall in Lennoxton - funding has been secured from Regeneration Capital Grant Fund and work continues to develop the project with RIBA 3 design to take place following procurement of a design team. The Lennoxton Main Street Improvement Project is ongoing to develop outline designs. An application to support Lennoxton regeneration projections has been prepared for the UK Levelling Up Fund, to submit once Round 3 of the fund opens, for which there is currently no date.
- The programme management of the Shared Prosperity Fund is ongoing. A range of projects have been identified and are being progressed for implementation over the next 2.5 years.
- The team has been working closely with the Milngavie BID as it moves towards re-ballot in January. Similarly, with the Kirkintilloch BID Steering Group, which over this HGIOS reporting period agreed its Business Plan with the Council and launched the ballot – both key milestones in the process to form a BID. The ballot for the Kirkintilloch BID concludes on 2 November 2023.
- The team, in partnership with a range of Council services and other organisations (including community organisations), delivered a very successful and well attended Kirkintilloch Canal Festival at the end of August.

Sustainability Team

- The evidence and options stage of **Climate Action Plan (CAP)** development work has been completed and Council agreed a corporate net zero target of 2036 for Scope 1 and 2 emissions, and 2045 for all emissions. The Draft CAP is now in preparation and will identify actions for corporate emissions reductions to align with the delivery of these targets and interim 'milestone' targets. This will include pathways to the adoption of zero direct emission heating systems and ultra-low emission vehicles to target complex areas to decarbonise including 'heat and fleet'.

- Work is continuing on the preparation of the related **Local Heat & Energy Efficiency Strategy (LHEES)**. Following completion of the evidence work, the Draft LHEES will be prepared and will be brought to Council in the first half of 2024 along with the Draft CAP with public consultation to be carried out following Council approval.
- Data for the 2022/23 iteration of the **Carbon Management Plan and Public Bodies Climate Change Duty Report** have been gathered with a report scheduled to go to the Place Neighbourhood and Corporate Assets Committee in November 2023. A key finding from the data and analysis include that the Council's emissions dropped 12% in 2022/23 compared to the financial year of 2021/22 due predominantly to continued decarbonisation of the grid, a significant reduction in the amount of waste going to landfill, gas boiler replacements and a warmer winter reducing demand for gas to heat buildings.
- Consultants were appointed to deliver a **Community Carbon Literacy Training Programme** and preparatory work has now commenced with publicity prior to the start of the delivery phase to be undertaken in November/December 2023. The Sustainability Team is currently working with partners to assess initiatives that could be developed to further support community climate action to be developed alongside the Community Carbon Literacy Programme. Work is being undertaken to ensure that our regular CAP Newsletters add value to this process and that it is coordinated with the establishment of Regional Climate Hubs.

Land Planning Policy

- The Land Planning Policy Team undertook a **six-week consultation on the Development Plan Scheme and Draft Participation Statement** for Local Development Plan 3. The engagement was carried out in May and June and included an online survey, two in person drop-in sessions, one online information session and direct contact with a number of representative groups, key agencies and internal services. Upon conclusion of the consultation period, the team made a number of changes to the Participation Statement taking into account the feedback given by stakeholders on the engagement methods that should be used over the course of preparing LDP3. The finalised version of the Development Plan Scheme and Participation Statement was approved at Council on 28 September 2023.
- The Land Planning Policy Team has been contributing to the ongoing **reforms of the planning system** by preparing and coordinating Council responses to the following Scottish Government consultations:
 1. Planning Guidance on Local Living and 20 Minute Neighbourhoods
 2. Planning Guidance on Effective Community Engagement in Local Development Planning
 3. Mandatory Training on Planning for Elected Members
- Following the adoption of a **Circular Economy Strategy** earlier this year, the Team has begun work on implementing the actions in the strategy with various partners and internal services. This has particularly focussed on green skills and developing informational resources for local businesses, schools and residents.
- Work is continuing on the development of an **Active Travel Strategy**. This is being overseen by the Transport Working Group and is exploring options for promoting behaviour change, connectivity corridors, active travel neighbourhoods and potential improvements to the walking and wheeling network.

Business Support

- Working with numerous public sector agencies to ensure all support mechanisms to help business and create jobs are fully utilised, including development of new skills & technologies. Cost of doing business continues to be a concern and resources to help and inform businesses continue to be priority with combined support materials available through the Find Business Support website. Start-up enquiries are increasing but business growth and employment are still running at a slower pace than pre pandemic due to economic and market issues.
- The Digital Development Grant has been launched and is already fully subscribed, and applications are now being processed. It will be on hold until such time as any further funding can be obtained.
- The Green Business Support grant now is close to launching and just waiting on final processes for the Extend Plus programme to be confirmed, then launch can go ahead. Extend Plus is being delivered across the City Region to analyse businesses looking for support and their outputs & recommendations will form the basis of works to be carried out supported by the Green Business grant.
- The Business Gateway National Review continues but in the interim services continue to be delivered as usual. National Programme delivery is now being considered as part of the overall review. The New Draft Service Specification will be presented to the Board on 3 November for approval.
- It is likely that Digital Boost funding will no longer be available and Local Authorities will be expected to provide this support with the exception of Webinars which will be picked up by Business Gateway National.
- The team is in the early stages of developing the site enabling and regeneration grant.

Development Applications

- During the reporting period the planning side of the team has determined 376 applications and validated 295 applications. The Building Standards team have received 625 building warrants and approved 722 applications.
- During the reporting period the Enforcement Team opened 55 new cases and closed 19. These new cases were varied in their nature from domestic extensions, to change of use of land and a number of amenity cases.
- The team have been working closely with colleagues in legal services to finalise legal agreements such as the ALDI retail development at Kirkintilloch Gateway Masterplans site. This agreement secures financial contribution of £30,000 towards the delivery of a crossing point across Initiative Road (A806) and associated sustainable transport infrastructure and a financial contribution of £349,000 towards the delivery of the Kirkintilloch Town Centre Strategy.
- Under the new LDP and Supplementary Guidance, Healthcare contributions will be sought and an agreement needs to be entered into with the NHS as to how these contributions are administered. Therefore the Planning team have been working directly with legal services to prepare the agreement. A finalised draft was issued to NHS solicitors in July for signing.
- During this reporting period the Building Standards Team have continued working through the staged Building Warrant applications for Morrisons retail development in Bishopbriggs and the subdivision of the B&Q at Bishopbriggs Retail Park Given the scale of these developments this has been a complex process requiring collaborative working to utilise the relative skills and experience within the team including fire engineering.
- The team have continued to help support the Councils Major Assets team and ensure projection construction deadlines have been met.
- The Building Standards team have been working closely with colleagues in Housing Services and their appointed design team in relation to early agreement on design

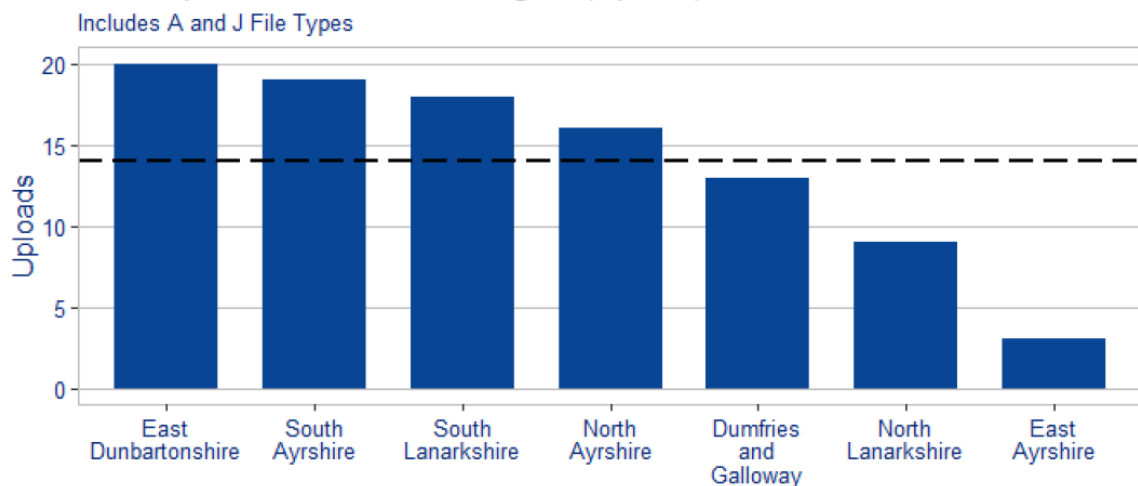
layouts to help give certainty over building warrant approval for future projects. The team have been providing early advice in relation to Townhead and Ellisland affordable housing projects.

- The Development Applications team have been working with BSD in terms of longer term Workforce Strategy and have been having positive discussion with the Council Early Career Programme Lead and have successfully taken on a Modern Apprentice who will gain experience of Building Standards alongside their college course and studies.

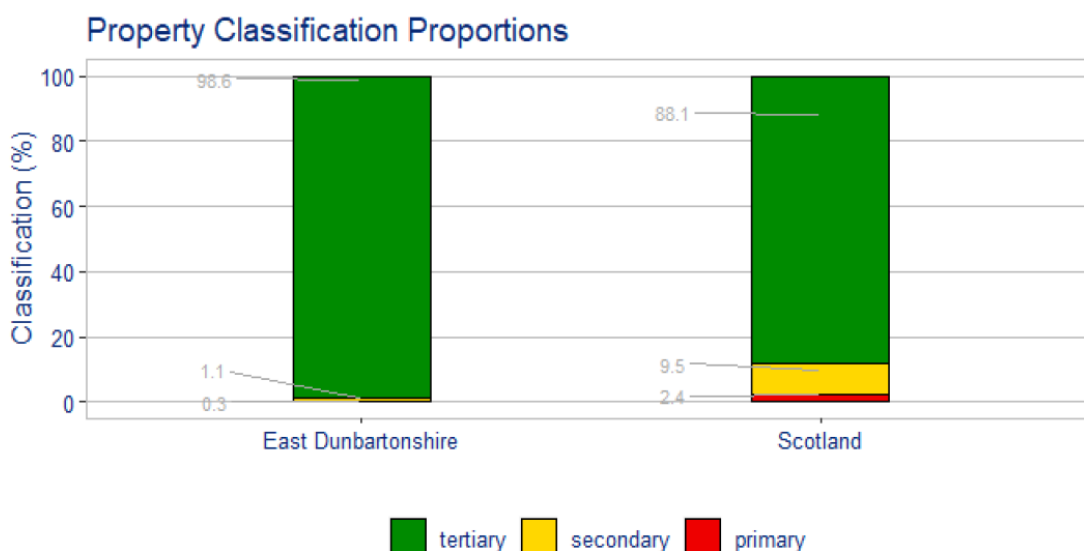
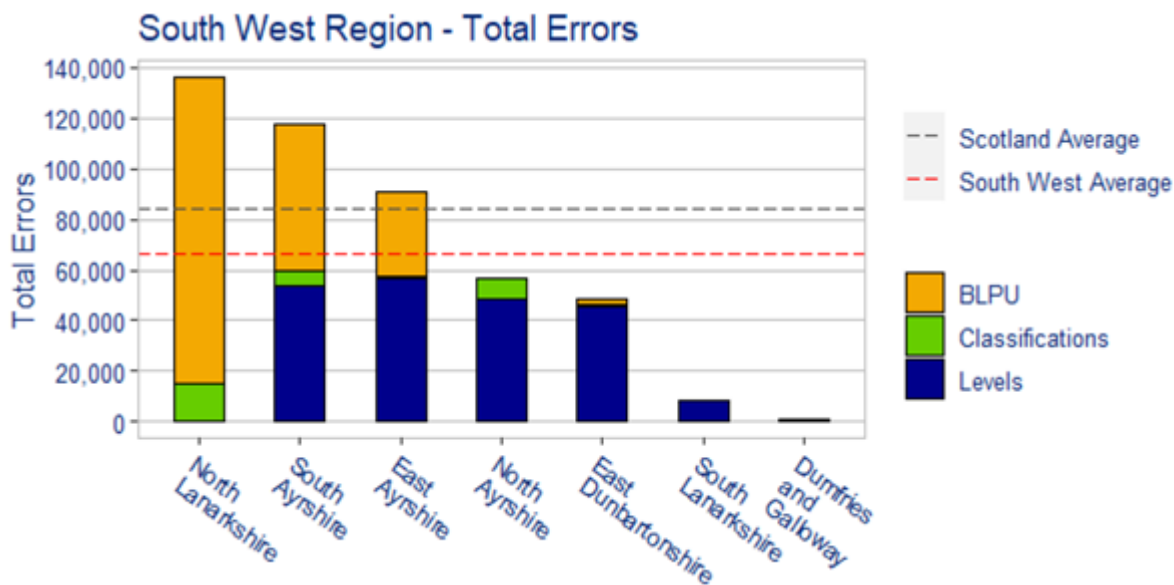
GIS Team

- The team have worked with the Land Planning Policy Team to develop a variety of projects, such as the Active Travel Strategy and 20 Minute Neighbourhoods. This has involved the mapping of safe ATS routes, mapping key services and also creating buffers to gauge the scope of key services in EDC for residents. This mapping exercise has helped to show areas where services may be missing communities within EDC.
- The team have also been working with the Land Planning Policy Team on the early stages of developing the mapping for LDP 3.
- 3D mapping of East Dunbartonshire has been developed, allowing spatial data to be viewed in a more immersive way. This has been utilised on a couple maps at the moment and the team hope to showcase this in more projects moving forward.
- The team have been progressing with Business & Digital Change to upgrade our GIS system, to ensure we stay in support for the coming years.
- Over 250 uniform templates have been edited and created by the team, helping to support services like Planning, Building Standards, Trading Standards, Environmental Health and Planning Enforcement. This has allowed services to utilise Uniform in ways that weren't possible before.
- The team has been working with B&DC to help with the migration of IDOX to a managed service model. This has involved user testing of all 3 uniform environments to ensure they are ready for services.
- The team have named a number of new developments in East Dunbartonshire over the last 6 months, working with developers to number the plots and also Councillors when deciding on the names of the new developments.
- The team has work with Roads and the Improvement Service to clean up errors in both the Corporate Address Gazetteer and also the Local Street Gazetteer. This was a large task as there were over 400 historic errors we needed to fix and agree on between the 3 parties.
- The team have been performing impressively with Improvement Service health checks. These reports examine the quality of our CAG data and the frequency of our uploads. Please see the graphs below to show how we are performing compared to other Councils in the region.

OSG Uploads South West Region (Apr-23)



— South West Average



Key Achievements

- Kirkintilloch Canal Festival that took place over the last weekend in August
- Site start for two key transport and regeneration projects (Canniesburn Toll and Regent Gardens)
- Launch of the local Digital Business Support Grant.
- Appointment of a new Modern Apprentice within Building Standards team.
- Council set a corporate net zero target of 2036 for Scope 1 and 2 emissions and 2045 for all emissions, including area-wide, in addition to agreeing the Evidence and Options Report at the Council meeting on the 28 of September.
- A 12% reduction in the Council's emissions in 2022/23 was achieved relative to 2021/22 levels.
- Approval of the finalised Development Plan Scheme and the Council's work programme for preparing LDP3.

Housing Strategy & Systems

- The new IHMS implementation is well underway. Officers were identified to take this forward and initial training was carried out in May and June.

Functional testing progressing in all modules. Further User Acceptance Testing (UAT) training has been delayed due to additional functional testing being required. It is anticipated that this will be more on track by the end of September.

- New Systems Officers have been assisting with the data cleansing of the current Saffron IT system, to ensure a smooth transition when migrating to the new system, while also working on year-end processing and reporting and day to day processing of the direct debits and the set up of rent accounts.
- Performance Monitoring Officers completed year end performance statistics and compiled data to allow the service to submit the ARC return at the end of May, ensuring all data is accurate for consultant's visit at the start of May. They also continue to update Smartsheet on a monthly basis with new dashboards and sheets for Officers to work from.
- Work is continuing on the Digital Telecare switch and the Project Board continue to ensure the successful transition of analogue telecare to digital telecare throughout the sheltered complexes.
- Allocations Policy Review has been initiated and an action plan has been put together, detailing key milestones in reviewing this intricate policy.
- Refurbishments on 4 properties completed in August and re-let in September at Burnbank sheltered accommodation in Milngavie.
- The CHR review process was carried out. 3200 letters were sent out. As a result approximately 1200 applications were removed from the waiting list.
- The Housing Estates Adviser continues to work closely with the sheltered wardens and concierge to ensure a robust service is provided to tenants and residents.

Areas requiring Improvement

- Working with Business Improvement Districts on town centre interventions to increase footfall.
- Continue to source and secure external funding where available.
- Performance Monitoring/ARC was submitted on 31 May 2023.
- IHMS – User Acceptance Testing progression commenced in June and continues.
- Performance monthly monitoring.
- Consultation on the Allocations Policy is going live on 1 November 2023 and will run until mid-December.

Q2 Performance Indicators








Code	PI Title	Status	Trend	Quarters					Quarterly Target	Latest Note
				Q2 2022/23 Value	Q3 2022/23 Value	Q4 2022/23 Value	Q1 2023/24 Value	Q2 2023/24 Value	Q2 2023/24 Target	
LPD-22-LPI-04	Average time taken to deal with a Householder Planning Applications (weeks)			N/A	N/A	N/A	N/A	N/A	8	This is a new indicator for 22/23. The data will be available in Q3 following Scottish Government verification.
LPD-BIP-03	Average time taken to respond to building warrant applications (working days)			N/A	N/A	N/A	N/A	N/A	20	Data is reported to the Scottish Government's Building Standard's Division for verification and will be available in Q3.
LPD-BIP-07	Town centre footfall across network			1,306,815	1,938,524	2,510,163	682,995	1,423,946	1,500,000	Improvements seen and a positive trend but not back to pre pandemic levels. Interventions such as the canal festival made a positive contribution.
LPD-BIP-08	Percentage of Town Centre retail vacancies vs total number of town centre retail units			5%	5%	5%	6.6%	7.5%	9%	Positive figure based on national average.
LPD-BIP-09	Amount of funding generated			£50,000.00	£0.00	£691,388.84	£1,915,260.00	£127,600.00	£250,000.00	Q2 target not met but offset by success in Q1
LPD-BIP22-01	% of Planning Applications receiving a letter confirming whether application is valid or invalid within 5 working days			N/A	N/A	N/A	N/A	52%	80%	New Indicator for 23/24. Quarter 2 has seen significant periods of downtime on the Uniform system which has created backlogs couple with some annual leave time. Quarter 3 is expected to see improvements in performance.

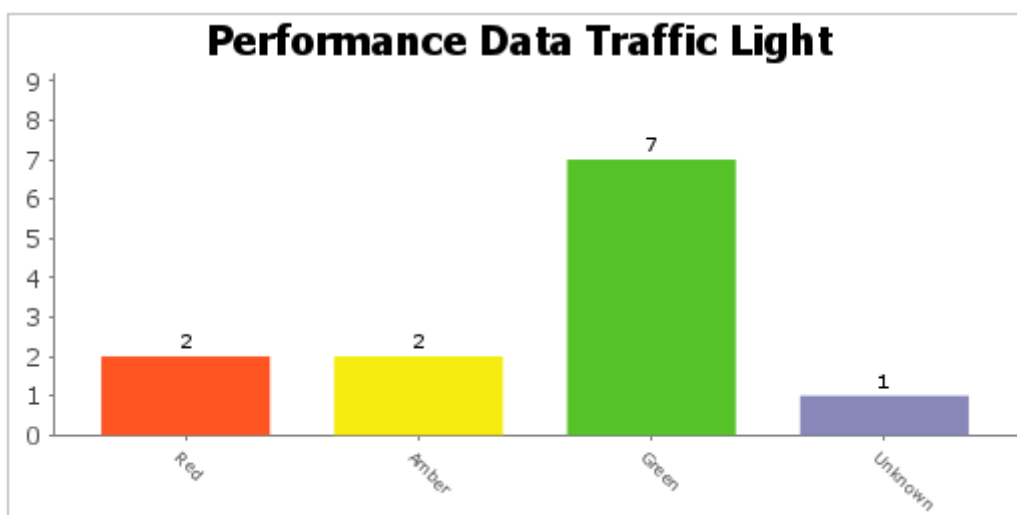
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HOW GOOD IS OUR SERVICE?

ROADS AND NEIGHBOURHOOD SERVICES

April - September 2023

Key to Performance Icons	
Icon	Description
	Indicator is on Target
	Indicator is off target by less than 5%
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Overview of Progress

The Roads and Neighbourhood Service oversee the maintenance function and safe operation of the adopted public carriageway/footway network, adopted open spaces (including trees), cemeteries, domestic, commercial waste & recycling collection, fleet, and transportation within East Dunbartonshire. In addition, the Service also oversees the management and operations of Mugdock Country Park.

This Service area is divided into seven portfolio groupings:

1. Roads Network Operations
2. Roads Technical & Engineering
3. Streetscene Technical Support (including Bereavement and Arboriculture)
4. Streetscene Operations (including grounds maintenance, street cleansing and cemetery operations)
5. Waste Services (including domestic & commercial waste & recycling collections)
6. Fleet Services (including fleet operations, maintenance, and transportation)
7. Mugdock Country Park

Each team has specific areas of responsibility; however, they all operate, and function collectively as required. Within their own areas, each team has several service accountabilities contributing to local outcomes.

The various sections within the portfolio groups continue to progress both revenue operation/maintenance work and internally and externally funded capital projects with colleagues in Procurement and Finance. Several projects are time specific due to the external funding conditions to it is very important to make best use of the time available to bring these projects to fruition for the benefit of local communities.

Roads Network Operations Team (including Street Lighting)

The team deliver both planned and reactive maintenance to both carriageways, footways, and street lighting assets. The Service is almost at full numbers in terms of resources available with vacancies for operational posts. The one Roads Technician (Utilities) has now been filled and is awaiting a start date. The service will continue to try to achieve full capacity

going forward, but recruitment continues to be challenging within a very competitive market. The other issue is now retaining trained staff and succession planning. On a positive note, the Roads Network Operations & Streetlighting Teams have started three and two Modern Apprentices respectively. The Modern Apprentices will attend colleague to gain the relevant qualifications while receiving on the job training and mentoring by knowledgeable, experienced, and trained technical and operational staff.

The 2023/24 capital programmes for carriageway, footway resurfacing programme and lighting projects are ongoing with road space booked and work programmed in as per the Roads Resurfacing Programme Technical Note which will be updated in October. Regrettably, the Streetlighting Team are working at a reduced capacity, so this is likely to affect the projected capital programme. If this is the case any outstanding projects will be carried forward into 2024/25.

The Service engaged external survey consultant (Gaist) to complete an overall carriageway and footway survey which will be used to inform roads programmes going forward.

Roads Technical & Engineering

The Roads Development, Structures, Traffic, Flood Risk and Drainage Teams continue to work on and contribute to multiple projects including Road Coring, Flood Defence Maintenance, Bridge Inspection/Replacement and Signalisation/TRO Projects across various area. The Team is also coordinating with external contractors to delivery multiple traffic surveys with the information used to determine the next steps for various proposals. This information is used as evidence to either support the need for action or validate the decision not to take forward a proposal if it is not supported by evidence.

The Service is now operating a full capacity following recent staff changes with several newer members of the team familiarising themselves with the Council area and taking forward individual projects including gateway features, replacement bridges, signalised junctions, and other important road safety features.

Streetscene Operations

During the first two quarters of the year the three geographical based teams work on summer grounds maintenance programmes including grass cutting operations, Herbicide treatment, Care of Gardens service, play area inspections etc. The summer maintenance season is coming to an end and the teams will be switching to their Autumn/Winter maintenance programmes which include autumn leaf collection and shrub pruning etc. The teams are also undertaking street cleansing of all adopted council roads and pavements including litter collection, mechanical sweeping, and servicing of street litter bins. In addition, the team continues to manage the Councils tree stock carrying out surveys with the Ash Dieback Surveys ongoing with the result informing what action the Council need to take to address this important issue. The team also performs burials in the eight operational cemeteries.

Streetscene Technical Support Team

The team continue to work with community groups regarding Environmental Improvement Projects including path improvement, play area renovations, amenity planting, cemetery, and allotment development.

Mugdock Country Park

The team are now working on the summer season. The team are monitoring the quarry area during the usual increased visitors to this location now and throughout the summer months. The monthly visitor number continue to exceed expectation and the team area focused on

enhancing the visitor experience to the country park with various improvements planned to key attractions.

Waste Services

The Waste Team has continued the frontline service operations for the collection of over 400,000 assorted household bins each month, providing residual, recycling, food, garden and special waste collections on behalf of the Authority. The team has also managed the waste and recycling collections from over 500 of our local commercial premises.

The Waste service have continued to work with our Clyde Valley partners on the treatment and disposal contract for all residual household waste. The Council processed tonnes of waste through this contract each month, ensuring our waste undergoes treatment for recycling extraction prior to being sent through an Energy from Waste process.

Fleet Services

The Fleet team continue to manage the transport operations including the Councils Goods Vehicle Operator Licence and compliance across all services. This includes provision and management of the maintenance workshops, annual testing, statutory inspections, and management of Drivers in line with obligations and conditions laid out in the Councils commitment to the Scottish Traffic Commissioner.

Fleet Management has worked in partnership with services and officers from procurement in order to specify, tender and procure further vehicles and associated items of specialist plant, suitable for service users' needs and to coincide with Lease contracts terminating through the financial year. Tenders are currently out for the replacement of specialist vehicles, plant & equipment for Greenspace and Streetscene, Waste Management and other front-line services.

Replacement vehicles continue to filter through from suppliers for Roads and Environment, Property Maintenance and Social Services. The team at Fleet Management continue working to transfer systems and equipment and arrange the de-fleeting and disposal of the outgoing vehicles.

The fleet service continues to support and manage Transport Operations for the provision of Additional Support Needs Transport service for Education and Integrated Health and Social Care, including delivery of school meals on behalf of the authority. This service has provided additional support for other services throughout the period.

Key Achievements / Areas of Focus

Roads Network Operations Teams (including Street Lighting)

The Annual Carriageway and Footway Resurfacing Programme is issued in April each year and includes multiple locations. The Roads Network Operations Team progress the works at various locations throughout the year providing quarterly updates via technical note on progress. The 2023/24 programme is targeting 75 carriageways and 22 footways. So far, the Service have completed 47% of the targeted locations.

The Service also undertakes regular and routine safety inspections to identify, priorities and undertake remedial action as required.

In addition, the annual streetlighting replacement programme identifies locations that require to be renewed/upgraded. This includes the replacement of lanterns, columns, ducting and wiring as required. This also includes the replacement of the remaining sodium lamps with LED lamps. The Service is targeting 18 locations with 28% completed

- Street lighting repairs continue, albeit with reduced available resources.
- The tender for external support has now been completed and contract awarded for assistance with street lighting electrical works at times of peak workload, comprising electrician and mobile elevated work platform vehicle.
- Responses to various enquiries / complaints continue, as required
- Site visits and inspections of developer's road lighting installations continue at various locations Council wide.
- Assessment of coal tar testing results for future lighting renewal works.
- Monitoring and processing of street lighting energy invoices continues.

Roads Technical & Engineering Teams -

Traffic

- Officers were involved in preparations for the World Cycling Championships, part of which came through Lennoxton, Torrance, and Bearsden. There was a series of closures of Crow Road, Lennoxton to remove cat's eyes as these are hazardous to cyclists and to reinstall them between and after the races to protect road users. There will be a further closure to repair the road and place permanent cat's eyes.
- Resurfacing at the gateway project for Milton of Campsie is complete. Painting of road markings is to follow.
- Signalisation of Milton of Campsie Cross and Station Road at Drymen Road, Bearsden are under early preparations, but work will not be able to start on the ground while Canniesburn Toll is ongoing.
- TRO for Disabled Parking 2021-22 (new requests from 2020 to 2022) is now complete, and spaces are lined, signed and enforceable.
- TRO for Disabled Parking 2022-23 (new requests from June 2022 – June 2023) is expected to go to November committee for approval.
- TRO at statutory consultee stage for new signals at Campsie Cross Milton of Campsie
- Recommended Junior Road Safety Officer programme at primary schools.
- Attendance at various regional and national meetings related to road safety.
- The team are providing technical support for City Deal projects, Canniesburn Toll, Lennoxton Main Street and Cycling Connectivity Corridors.
- The team are working through various locations installing new or replacing street signs as per customer requests.
- Responding to Planning Applications.
- Responding to Lining Requests and refreshing faded road markings
- Commenting on various licences i.e., street trader licences, public entertainment licences and occasional licences.
- Dealing with various requests for temporary road closures.

Development

- Site visits to monitor progress on developments currently under construction.
- Site meetings to inspect developments and identify remedial works prior to adoption by EDC.
- Assist planning with development applications, distribute to officers for their comments on potential future developments.
- Process road adoption enquiries from internal and external departments.
- Coordination of future works, road openings and temporary traffic management permits. EDC/NLC local RAUC meetings continue with all issues reported to utilities to resolve. Capital programme amended as coal tar on locations, new sites recorded. Scottish Road Works Register Fixed Penalty Notices are being issued monthly along with temporary traffic lights. SRWR register is monitored daily and to resolve conflicts between work sites. Completed Quarter 2 Category A, B and C inspections.

Flooding and Drainage

- River Glazert Restoration Project, Lennoxton - Detail design report being finalised. CAR licence and Planning to commence when report is finalised. Ongoing.
- Kelvin Tributaries River Restoration Project – Draft Statement of Requirements being finalised and will be passed to procurement for appointment of consultant.
- Climate Ready Park – Tenders returned and is now at Evaluation stage.
- Golf View FAS, Bearsden – JBA report has been finalised and has been provided to residents for review and feedback. On going
- John Muir Way – Re-routing of Path at Glazert Water / Weir – Work is completed however existing path will be monitored and will eventually be closed if risk to public increases.
- Wet Wet Westerton Flood Resilience Group – evening meeting with residents of Westerton area held in September with Scottish Flood Forum and Scottish Water
- Root cutting and lining works at Monreith Avenue, Bearsden ongoing
- Hillfoot Drive, Bearsden - remove drainage channel and install / replace gullies – booked for 13 to 24 November
- Additional capital works at Camstradden Drive West undertaken in September
- Camstradden Drive East due to start in October both jobs to replace gullies and repair surface lines
- C.C.T.V surveys are booked for various locations
- Viewfield rd. Bishopbriggs – new gully and channel drain fitted – completed
- Monreith Ave Bearsden – fit new manhole on surface line and replace pipework and fit new gully for lining works – completed
- Castlehill Rd. Bearsden – C.C.T.V and Vactor investigation completed
- Various site visits planned to progress additional capital spend

Structures

- 2023/24 General and Principal inspections programme commenced and ongoing.
- Review & response to abnormal load requests.
- Capital programme for 2023/24 is in progress.
- Luggie Park cyclic maintenance of footbridges completed.
- Marina footbridge, Kirkintilloch. Graffiti removal and localised repainting complete. Bridge pressure washing and vegetation clearance completed.
- Footbridge replacement at Bute Road, Kirkintilloch (Merkland Nature Reserve) now open.
- Lairdsland culvert, Kirkintilloch. Strengthening works complete.
- Broadmeadow bridge masonry parapet replacement and drainage improvements complete.
- Braes O Yetts culvert parapet strike, Kirkintilloch. Parapet repair works complete. Additional fall protection to be installed in September.
- Lammermoor Rd culvert refurbishment, Kirkintilloch. Phase 1 NB parapet replacement commenced.
- Langmuir Rd retaining wall, Kirkintilloch. Fencing atop retaining wall to be replaced. Consultation with residents underway, works planned for October.
- Moss Maigry culvert road undermining, Crow Road, Lennoxton. Works to commence on 2 October for approximately two weeks.

Greenspace & Streetscene Teams

Streetscene Operations

- Summer cyclical works ongoing
- Street cleansing and mechanical sweeping; removal of fly posting and uplifting of fly tipping, mechanical street sweeping and installing replacement or additional bins. Includes cleaning of precinct areas.
- Graffiti removal.

- Summer bedding maintenance and watering of hanging baskets.
- Ongoing cemetery operations, digging and carrying out interments, installing headstone foundations and benches.
- Care of Gardens maintenance ongoing
- Checking and clearance of culverts
- Playpark inspection
- Preparation for Canal Festival, tidying up started of the Marina/Southbank areas.
- Herbicide works in open spaces, including Japanese knotweed treatment.
- Pitch marking and overmarking.
- Housing tidy-ups, on request.
- Responding to Customer Service Requests and complaints.
- Removal of dead animals and excess waste at recycling centres.
- Recruitment for vacant positions.
- CPC Driver training carried out as well as Trailer training for staff
- Cutting of flood banking's/Iona Way
- Trailer training for staff
- Overseeing contracts relating to verge cut and hedge cutting.

Streetscene Technical Support

- Nature Restoration Fund – funding received from SG and draft list of projects in place and now progressing to procurement and works on the ground
- Contract awarded in relation to the upgrading of the Canal towpath, Kirkintilloch via Scotland Excel framework – consultation has commenced.
- Play Park Accessibility Work Study ongoing.
- EDC Annual Independent Play Inspection for FY2023/24 – completed in July – written reports received – Officers reviewing content
- Play Areas - Public Consultation of play area projects complete involving Waterside, Springfield, Dougalston Gardens North and Torrance Main Street
- Play Areas – Officers working on briefs for a further 7 projects
- Scanning of Cemetery Ledgers, to import into the Council's Epilog Cemetery Management System, work ongoing.
- Cemetery Management Rules – internal review now ongoing
- Headstones/Memorials – plan being developed around improving the inspection process
- Fence Works – multiple sites where works are being undertaken to repair, replace or refurbish a variety of fences across the district.
- Sports Pitches – grass pitches now opened for new season – adhoc works being undertaken as required
- Tree condition surveys of Luggie Park, Sams Wood, Lennox Park & Antonine Gardens completed – remedial works will be carried out as part of Winter Works Programme.
- Ash dieback surveys completed within EDC Schools Estate – obtaining costs to undertake remedial works as required.
- Ash Dieback Survey on Roadside – survey ongoing detailed results due in October
- Cairnhill Woods - location for Forrest Schools agreed and progressing
- Wildflower Meadows - end of season Cut and Lift operations progressing
- Climate Change Park works continuing - plug planting with corporate Team Building, Countryside Rangers with Volunteers.
- Countryside Ranger Works - Lenzie Moss; Bishopbriggs Park; Redhills Woodland; Kilmardinny Loch; Barloch Muir habitat management works
- Merkland LNR - new carved log seat installed
- Milngavie - Milngavie Development Trust funded four seats at the library – EDC arranged for installation

- Friends of Lenzie Moss – meeting to discuss proposed works via Nature Restoration Fund
- Clyde Valley Green Network - meeting with this organisation to discuss nature connectivity mapping
- Working with Run Walk Cycle ED to develop a Fairy Trail in Redmoss Estate Woods in Milton of Campsie
- Team working with City Deal Team and Consultants in relation to Masterplan of Bishopbriggs Public Park and Bishopbriggs Relief Road
- Rosebank Allotments – Officer working with group to undertake relevant repairs to paths, fencing etc
- Sustainable Food Places working with partners and planning 3 community events for September.
- Allotment Regulations – currently being reviewed by Officers in advance of a wider consultation
- Allotment Waiting List – new weighting matrix applied to waiting list
- Input into Additional Capital investment for drainage, active travel/access and footway surfacing.
- The team continues to respond to high volume of open space, tree and bereavement enquires, along with planning application consultations and complaints.
- Planning application responses and support to Planning Team ongoing
- Open Space audit work for input into the Grounds Maintenance System ongoing for Milngavie & Bearsden.
- Assisted a number of Community Groups with Litter Picking resources across EDC

Mugdock Country Park

- Ranger events during August:
 - Guided Walk – Pillars, Plugs and Crags, Stathblane
 - Forest School – Survival
 - Mugdock Sensational Safari – Evening Adventure
 - Bats in the Rafters, Mugdock
 - Tattie Raft Race – Lennoxton
 - Wildlife Weans Mugdock: Natural Art
 - Sensory Sunday – Forest School for Wee Folk
 - Go Batty in Kirkintilloch
 - Go Batty in Bearsden
 - Forest School – Whittling
 - Forest School for Adults – Hapa Zome
 - Evenign Guided Walk – Canal History and Wildlife
 - Family Cinema – Mario Brothers, The Movie
- Rangers conservation activities included repairing fencing, digging drainage ditches, mending boardwalk, tree felling, block unwanted desire line paths, cutting back invasive non native species;
- Warden tasks included grass cutting and strimming around the Park, Mugdock Castle, Walled Garden, tree maintenance, cleaning buildings and outdoor assets, emptying bins, checking car parks and play parks, improving Courtyard and maintenance Yard;
- Continued patrols of Craigend Quarry with repairs as necessary – mainly where burrows had been dug under the fence;
- Visitor Centre staff refreshed the layout of the Visitor Centre, took bookings for events and room/land hire, had a summer children’s trail to sell, took tours to Mugdock Castle, sold gift shop items;
- Marketing was through social media, website, adverts in the community magazine and parklife;

- Development projects – Tree planting work, Mugdock Castle Maze, BBQ shelter replacements;
- Scottish Water Rangers based at the Park and carried out patrols at Milngavie Reservoirs.

Waste Services

- Overall residual waste tonnages for Q1 & 2 are sitting at 9,384 (plus September figure)
- Special uplift collections for the first two quarters area on target.
- Food waste collected and sent to our anaerobic digestion contractor to create energy has varied over the first two quarters of the year, but the Service remains committed promoting and increasing the collection figures. The food waste campaign is well under way, with lots of social media interaction, leading to an increased demand on food waste container delivery. As part of the campaign, the waste team have visited all our schools to ensure in house compliance in the food waste service that we provide and have been working with Facilities Management to improve.
- Visitor numbers to the councils Mavis Valley Household Waste Recycling Centre remain high with the online booking system providing a systematic approach reducing waiting times and congestion.
- Garden waste being collected and treated changes depending on the weather, but the Service is well used with tonnage higher during period of better weather
- The Waste Technical team carry out recycling talks to our schools and community groups.
- Electrical goods collected for recycling or reuse as part of the Councils WEEE (Waste Electrical & Electronic Equipment) contract remain high.
- Officers continue to work with Procurement and Digital Transformation teams to progress and tender a new digital system for modernising the waste service.
- The Waste Operational team have been reviewing all risk assessments for our Mavis Valley Recycling Centre, with a focus group approach, with representation from our frontline employees and internal Health and Safety team.
- Weekly audits are continuing at our local recycling sites to monitor the illicit tipping in and around the new recycling bins. This was an issue highlighted as a concern in recent months and the team have been liaising with the Community Protection team.
- Following on from the service campaign work, and following the new recycling units being put in place, there is now new, fresh, eye-catching signage been erected at our local recycling bring site locations, keeping in line with the theme of 'Right Bin? Put it In'.
- The Waste Management team met with the Councils Waste disposal contractors for the Quarterly contract meetings, as per the contract procurement agreement. The meetings were informative and provide opportunities to discuss new ways of working and the sharing of information, meetings were held with Biffa Waste, Levensat, Scottish Water and our garden waste disposal provider, Buchley Eco Centre.

Fleet Services

- Delivery of Statutory Fleet Maintenance and Management services throughout the first two quarters continues.
- Support Council services in the delivery of ASN Transport including the distribution of essential supplies for vulnerable individuals throughout the period including meals for early year's facilities and lunch clubs etc.
- Continued work on the management of Capital programme for the replacement of fleet assets through the financial year.
- Continued support to front line service operations through the provision of in-house fleet maintenance function including winter overhaul work on horticultural and construction plant equipment.



- Management of Fleet Operations in compliance with Operator Licencing legislation with a DVSA Operator Compliance Risk Score of Green 03 for both Traffic and Compliance and a 100% first time pass rate for annual tests.
- The service continues to recruit to fill vacant posts however this continues to provide challenges for some trades due to market conditions.
- Officers have recently concluded a tender for the replacement of key front line waste vehicles to replace some ageing trucks. This work will form the first phase of the project and it is anticipated the new vehicles will be delivered in the new financial year.
- Training has been organised to ensure our mechanics stay up to date with relevant legislation and inspection techniques.

Areas requiring Improvement

- The percentage of community waste collected by the authority which is recycled is improving but is currently below the 55% target for quarter 1 and 2.
- The percentage of responsive road repairs are currently just below the target of 85%. The ability to achieve the target is influenced by the availability of resources and competing priorities.
- The percentage of streetlighting repairs is below the target of 95%, but again this is influenced by the Services ability to respond when resources are below required levels.
- The percentage of special uplifts completed within 10 working days has been impacted throughout the first two quarters due to resourcing levels. However, work is ongoing to address concerns and backfill vacancies within the service.
- Although, the category A utility inspection are highlighted as low this is a cumulative target over the year, so quarter one figure is on track to achieve the annual target.

Q2 Performance Indicators

Code	PI Title	Status	Trend	Quarters					Quarterly Target	Latest Note
				Q2 2022/23	Q3 2022/23	Q4 2022/23	Q1 2023/24	Q2 2023/24	Q2 2023/24 Target	
NS-BIP17-04	% of municipal waste collected by the authority which is recycled			50.44%	43.9%	42.2%	50.92%	53.15%	55%	Performance is improving for this indicator with recycling and diversion levels reaching 96.58% for Q2 and only 3.42% of waste collected going to landfill.
NS-BIP17-05	Percentage of Vehicles Passing DVSA Annual Test First Time			95.23%	92.3%	100%	94.12%	100%	90%	No failures were recorded for the period.
NS-BIP17-06	Percentage of Vehicle repairs completed within 48 hours of being defected			92.95%	88%	89%	88%	89%	80%	Performance is ahead of target in this period.
NS-SOL-SNV03b	Street Cleanliness Index - % Clean			90	91.1	90	86.5%	N/A	90%	Q1 internal survey, Q2 awaiting outcome of external results for KSB
RNS-1-BIP-4	Percentage of responsive road repairs completed within timescales			30%	38%	59.56%	80.46%	81.2%	85%	155 repairs recorded with 117 completed within timescale
RNS-2-BIP-4	Percentage of all streetlight repairs completed within 7 days			98.71%	85.96%	83.83%	91.66%	92.73%	95%	Regrettably, the September figures are currently unavailable due to resource issues affecting the Services ability to input the data.
RNS-7-BIP-5	Visitor numbers to Mugdock Country Park			212,147	202,462	198,668	222,931	219,379	144,000	Visitor numbers continue to exceed targets
RNS-BIP17-01	Percentage of Fleet Utilisation			87.05%	84.81%	82.24%	85.01%	79.97%	80%	Performance is on target for the period.
RNS-BIP17-03	Percentage of special uplifts completed within 10 working days			87%	92%	94%	75%	85%	90%	Performance has been impacted throughout September due to resourcing levels however work is underway to address concerns and backfill vacancies within the service.
RT-3-BIP-4	Percentage of traffic light repairs completed within 48 hours			100%	100%	100%	100%	100%	85%	Q1 & Q2 target achieved
RT-4-BIP-4	Percentage of noticing failures reported to the Road Works Commissioner			0.4%	0%	0.5%	2.6%	1.7%	4%	Q2 target of below 4% achieved

Code	PI Title	Status	Trend	Quarters					Quarterly Target	Latest Note
				Q2 2022/23	Q3 2022/23	Q4 2022/23	Q1 2023/24	Q2 2023/24	Q2 2023/24	
				Value	Value	Value	Value	Value	Target	
RT-6-BIP-5	Category A Utility Inspection			55.7%	70.6%	104.7%	30.2%	54%	50%	100% is an annual cumulative target so 54% is on track to achieve the annual target.



sustainable thriving achieving








East Dunbartonshire Council

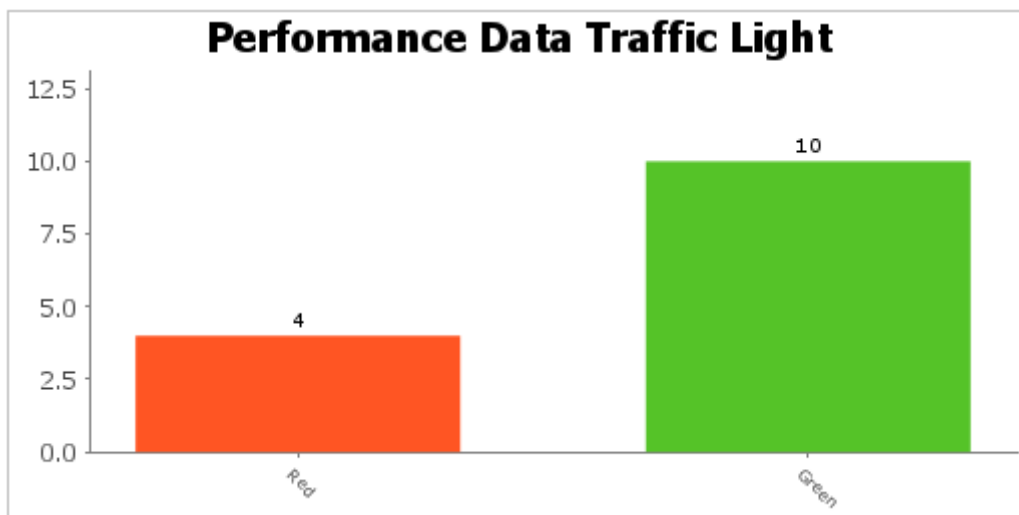
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HOW GOOD IS OUR SERVICE?

ASSETS & FACILITIES

April - September 2023

Key to Performance Icons	
Icon	Description
	Indicator is on Target
	Indicator is off target by less than 5%
	Indicator is off target by more than 5%
	Indicator has improved from the same reporting period the previous year
	Indicator is unchanged from the same reporting period the previous year
	Indicator has declined from the same reporting period the previous year
	Data is unavailable to generate a RAG Status. This could be the case for a new indicator where no trend data is available or if indicator data is unavailable for the reporting period



Overview of Progress

Property Maintenance

Progress continues to be made in maintaining and improving performance in emergency repairs across the operational estate, with targets once again exceeded during the first six months of 23/24. However, performance in non-emergency repairs has dropped below our 12-day target and this area will be closely monitored over the coming weeks and months with our focus being on achieving and improving on target timescales for these repairs. Gas Safety inspections remain an important focus for the service, with 100% of the annual gas safety checks completed by the required anniversary date during the first six months of 2023/24. Voids performance has been positive in the first six months of the year with 88% of properties returned within target timescales during this period. The percentage of repairs appointments kept for this period exceeds our target of 98.5% with 99.75% of appointments achieved.

Significant progress has been made in the review of our current Totalmobile technology over the past few months and the implementation of some enhancements to the system has improved our digital processes. This has resulted in more efficient working practices within the section and further enhancements are scheduled to be implemented in the coming weeks. Discussions are also ongoing regarding the potential of replacing the current systems Totalmobile and Servitor to a single integrated system which would significantly improve performance and efficiencies within Property Maintenance. Any upgrade would need to align with the council's new Integrated Housing Management System and further feasibility analysis will take place in the coming weeks.

Estates

The Estates Maintenance service continue to ensure that all Operational Assets have their annual Gas Safety Check completed prior to the anniversary date. With robust measures in place to monitor performance, all safety checks will continue to be completed throughout the year to ensure the team continue to meet our target of 100%. During the last six months, 11 schools have had their gas boilers replaced, with the final three due to commence in October 2023.

The Service continues to meet the targets of emergency and non-emergency repair works across the Operational Estate, engaging Property Maintenance and external contractors where applicable. Over the period a schedule of gutter clearing has resulted in less water

ingress issues across the Estate. This will be completed again shortly to ensure that all gutters and downpipes are running clear over the winter period.

Phase 1 of the Defibrillator program is now complete, which has seen the internal installation of defibrillators into every school within East Dunbartonshire. Phase 2 is being progressed which will see the installation of external defibs within cabinets located across HUB's, libraries, and community centres. These will be registered with "The Circuit" to ensure that they are accessible to everyone in their time of need.

Estates Management continue to manage the Council's Operational Estate, reducing the number of vacant properties over the period, with the estate now 95% occupied. Marketing exercises continue with a view to filling vacancies, with increased focus on the vacant office suites within Southbank Marina, following the relocation of teams to the refurbished Southbank House.

Officers continue to progress the current active disposals with colleagues in Legal Services to ensure that capital receipts are delivered and ongoing liabilities in respect of non-domestic rates, utilities, security costs and others are reduced.

The Quality Assurance team continue to inspect the cleaning standards across the Educational and Operational Estate, with over 50 assets inspected and reports produced monthly.

Facilities Management

A revised menu was implemented in April following a review of responses from a catering consultation and adjustments to certain meal choices were made based on feedback received from the consultation exercise. A further review was carried out in June and further adjustments were made to improve menu options, with a revised menu implemented in August. The revised menu was analysed prior to implementation and fully complies with allergen, dietary and nutritional requirements.

During the review of consultation responses, the catering team identified schools which received negative comments and action plans were created to improve the uptake in those schools. Our focus remains on the lower performing schools and work continues in this area to improve the overall uptake of free school meals.

The uptake of free school meals in Primary schools was not achieved during this period and was significantly below target during quarter 2. This is attributed to a delay with the recording of pupil free meal entitlements at the start of the new academic year which had a detrimental impact on uptake reporting during this period. The target was achieved in Secondary schools during the first quarter of 2023/24 however was below the set target during quarter 2 which is associated with the non-recording of free meal entitlement.

Supply chain issues were experienced during this period which resulted with the unavailability of some products and subsequent menu changes. The Service continues to engage with suppliers to source alternative products, whilst ensuring compliance with the revised regulations and allergen guidelines.

The Service continues to engage with the Soil Association following the Food Served Here, Bronze Award and our aim is to progress to the next level; Silver status. This achievement demonstrates our commitment to serve healthy, nutritious and freshly prepared food.

During this period the Service supported Snack n Play in six Primary schools and Playschemes at Campsie View and Merkland School. Over 5,300 hot nutritious meals were prepared and provided to pupils attending these sessions during the Easter and Summer holiday period.

Development & Investment

During the reporting period, the Development & Investment Service have continued to deliver a wide range of capital projects across a diverse mix of public buildings and the affordable housing stock in East Dunbartonshire.

In June 2023, practical completion was successfully achieved at Woodland View School, Kirkintilloch, following which the building was prepared for opening to staff and pupils returning after the Summer break. Also completed within the reporting period were major refurbishments of the football pitches at both Waterside and Luggie, Kirkintilloch. Similarly, Phase 2 of the Boclair Academy project reached practical completion in July 2023, with the full site available for the start of the new school term. Works continue to progress at pace to deliver Phase 2 of the Allander project, with work to complete both the Sportsdrome and car parking commencing by end of September in preparation for handover later in the year.

Several projects continued to progress through their pre-construction phase over the reporting period, including a variety of development sites through the Affordable Housing Investment Programme (Phase 2) and Balmuildy, Bearsden and Milngavie Primary Schools. Works commenced in August 2023 at Lennoxton High Park to deliver a new 3G football pitch and extended changing pavilion, with completion currently expected in late February 2024.

Health & Safety

During the reporting period the Health and Safety service has progressed the development, approval, and implementation of a new Health and Safety Management system, which consists of five new policies: Gas Safety, Management of Asbestos, Management of Contractors, Occupational Health, and Controlling Workplace Hazards. Additionally, the Health and Safety and Fire Safety Policy was updated to align with the current work practices of the Council.

The team has diligently applied these policies and procedures across all Council services, aiming to enhance safety standards and safeguard the health and wellbeing of our employees. Through early detection of adverse changes or diseases, we have been able to proactively protect our workforce. To support this effort, we have implemented a robust Health Surveillance programme, which collects data to identify and evaluate health hazards, as well as assess the effectiveness of existing control measures. This programme operates on a two-year rolling cycle, starting from 2022/23.

As a result of these initiatives, we have made changes to safe working methods and conducted reviews of risk assessments for various services, including Roads, Greenspace, and Streetscene. These reviews have been completed for Roads, and we are currently in the process of finalising them for Greenspace and Streetscene.

Furthermore, our Health and Safety team has dedicated their efforts to align with the new policy set by the SFRS (Scottish Fire and Rescue Service) regarding Unwanted Fire Alarm Signals (UFAS). We have developed a procedure that applies to all Council buildings and have trained over 700 employees to effectively manage UFAS going forward. As part of our fire safety training, we have also included fire extinguisher training for the first time. To ensure efficient management of fire safety, the service has contributed to the creation of a central point of contact using the ERC (Emergency Response Centre) and supported FM in creating separate callout teams for the east and west regions to support out-of-hours activations. This process involved reviewing our current systems, managing data, and recording alarm activations to enhance local fire safety management. Additionally, our Estates service has implemented passive and active fire safety measures in each building to further enhance safety measures.

The team is actively engaged in the creation, review, and update of various procedures, including SP18 Provision of First Aid at Work and SP47 AED - Defibrillator procedure. These procedures are being developed in collaboration with the Estates service to facilitate the implementation of AEDs across Council premises. Additionally, the team is placing particular emphasis on Duty Holder procedures in light of recent changes to the accommodation strategy, which were finalised during the first half of the reporting period.

The Health and Safety Team has also prioritised the Construction, Design and Management aspect, overseeing numerous projects undertaken by services such as Roads & Neighbourhood Services, Land and Planning, and Assets & Facilities. These projects, both major and minor, necessitate effective contractor management, with the Council assuming the role of CDM Client in major projects. The H&S team has provided support throughout the process by conducting reviews and inspections of the CDM procedures in accordance with the new SP15 CDM Procedures. Furthermore, they have conducted site visits independently, as well as in collaboration with Principal Designers and Contractors.

Moving forward, the team will continue to concentrate on the internal management of contractors by conducting regular reviews and adjusting practices to align with the new policy.

Key Achievements

- Achieved 100% compliance for Gas Servicing
- Exceeded target for Emergency housing repairs
- Continued positive level of performance in void turnaround times
- Exceeded target for repairs appointments kept
- Enhanced the functionality of Totalmobile repairs system
- Exceeded target for Emergency Repairs
- Exceeded target for Non-Emergency Repairs
- Completed Phase 1 of the defibrillator install
- Concluded the sale of land at Hillfoot, Bearsden, land at Morven Road, Bearsden, site at 18 Strathblane Road, Milngavie, the former Kelvinbank Adult Training Centre and the Asset Transfer of Antermony Loch, Milton of Campsie. The sale of these assets has provided the Council with a combined receipt of £767,250
- Successfully delivered school meals during Easter and Summer holiday periods for primary school children attending Snack n Play and Playscheme initiatives.
- Practical completion reached at Woodland View School, Kirkintilloch and Boclair Academy (Phase 2)
- Completion of refurbishment works at 21 Southbank Road and roof replacement at Craigdhu Primary School
- Continued progress through the pre-construction phase of a variety of projects across the Corporate and Affordable Housing estates
- A new Health and safety Management System has been created.
- CO2, temperature and humidity monitoring has now been installed at corporate offices to further support the safe return of employees enhancing their wellbeing while at work and the energy efficiency of buildings

Areas requiring Improvement





- Improve non-emergency repair performance to achieve and improve on target timescales
- Further enhance the functionality of Totalmobile repairs system
- Upgrade current Servitor repairs system to align and integrate with Totalmobile system and provide improved and more efficient processes

- Continue to manage and mitigate levels of absence effectively
- Improve uptake of nutritious school meals
- Improve communications with customers and stakeholders to ensure the highest level of service delivery
- Improve management of internal contractors

Q2 Performance Indicators

Code	PI Title	Status	Trend	Quarters					Quarterly Target	Latest Note
				Q2 2022/23	Q3 2022/23	Q4 2022/23	Q1 2023/24	Q2 2023/24	Q2 2023/24	
				Value	Value	Value	Value	Value	Target	
AF-BIP-01	SSHC Indicator 8 - Average length of time taken to complete emergency repairs (No of Hrs)			3.4	4.31	3.38	3.45	3.28	4	Quarter 2 performance continues to exceed our target of 4 hours with an average of 3.28 hours to complete emergency repairs. We continue to monitor this area closely to ensure this level of performance is maintained and enhanced going forward.
AF-BIP-03	SSHC Indicator 14 - % of Repairs Appointments Kept			99.9%	99.7%	99.9%	100%	99.5%	98.5%	Property Maintenance have exceeded our target of 98.5% with 99.5% of Repairs Appointments Kept in Quarter 2, albeit a slight drop of 0.5% from Quarter 1. We consistently exceed our target in this area and we are confident of maintaining this going forward.
AF-BIP-04	SSHC Indicator 11 - % of properties that require a gas safety record which had a gas safety check and record completed by the anniversary date			100%	100%	100%	100%	100%	100%	Property Maintenance have attained our target of 100% for Gas Servicing in Quarter 2 with 1073 properties serviced July - September. We continue to achieve our target each month and with robust measures in place to monitor performance in this area we are confident this will continue throughout the year.
AF-BIP-05	% Voids returned within timescales			94.2%	96.4%	90.3%	86.3%	89.3%	85%	Voids performance for Quarter 2 is 89.3% exceeding our overall target of 85% and we continue to look at ways of maintaining and enhancing performance going forward.
AF-BIP-08	Number of tonnes of carbon dioxide emitted from Council operations			2,373	3,975	4,054	2,949	2,745	5,000	Emissions below target for the period.
AF-BIP-10	Average length of time taken to complete non-emergency repairs - Non Housing (No of Days)			16	12	13.5	15.1	15	15	A total of 401 non-emergency jobs were completed by PM over Quarter 2, with an average completion period timeframe of 15 days which meets the target timeframe.

Code	PI Title	Status	Trend	Quarters					Quarterly Target	Latest Note
				Q2 2022/23	Q3 2022/23	Q4 2022/23	Q1 2023/24	Q2 2023/24	Q2 2023/24	
				Value	Value	Value	Value	Value	Target	
AF-BIP-11	% of operational properties that require a gas safety record which had a gas safety check and record completed by the anniversary date – Non Housing			100%	100%	100%	100%	100%	100%	All operational assets with gas and oil boilers have had their annual gas safety check completed prior to the required years anniversary date. All paperwork has been saved electronically with a paper copy saved on site within the property 6-pack. All new gas boilers have or are being commissioned (before use) with all certificates saved electronically.
AF-BIP-12	% of Secondary school pupils taking up school meals			44%	57%	52%	46.31%	27.6%	30%	Target not achieved this period, however this is attributed to pupil free meal entitlements not recorded in the appropriate systems within identified timescales and has had a negative impact on the reporting of uptake figures during this period.
AF-BIP-13	% of Primary school pupils taking up school meals			78%	72%	75%	71%	64.95%	80%	Target not achieved this quarter and below previous months. Recording of pupil free meal entitlement was experienced in August and this had a negative impact on reporting information during this period. Action taken to rectify this issue which should provide accurate reporting from Quarter 3 onwards.
AF-BIP-14	% of locally sourced produce available on school lunch menu			42%	43%	42%	42%	44%	40%	Target achieved this quarter following the implementation of a revised school lunch menu in August. Engagement continues with all suppliers to source either alternative products which are locally sourced or additional products for inclusion in the lunch menu.
AF-BIP-15	Number of new affordable houses completed in the year			11	3	20	27	0	0	By the end of Q2 we have had 27 new build properties in total; 9 at Rob Roy Place, Kirkintilloch, 18 at Kerr Street, Kirkintilloch. These were all completed in Q1. No properties were scheduled in Q2.
AF-BIP-16	Percentage of fire Risk Assessments Completed to Schedule			44%	75%	92.3%	35%	73%	50%	Fire Risk Assessments - PAS79 are ahead of schedule in their two year cycle. They are a

Code	PI Title	Status	Trend	Quarters					Quarterly Target	Latest Note
				Q2 2022/23	Q3 2022/23	Q4 2022/23	Q1 2023/24	Q2 2023/24	Q2 2023/24	
				Value	Value	Value	Value	Value	Target	
										<p>legal duty under Fire (Scotland) Act 2005 however there is no statutory period for review.</p> <p>Educational establishments are carried out annually, other corporate assets biannually.</p>
AF-BIP-17	% of planned Health Surveillance undertaken			50%	50%	65%	33%	43%	50%	<p><u>2 Year rolling cycle</u></p> <p>44 tests carried out – This accounts for 10% of the total OH required. This puts us at 367 for the 2 year financial year rolling cycle (81%)</p> <p>2 clinic days were cancelled by Medigold, these dates were then captured in October.</p> <p>Over the course of Quarter 1 and Quarter 2, we have successfully captured employees from H&S team (100%), Community Protection (100%), Property Maintenance (98%), Waste Services (90%), Roads (83%), Fleet (83%), Greenspace & Streetscene (76%). Other staff based at leisure centres and schools have received clinics although due to logistical issues, these departments are hard to capture.</p>
AF-SOL-HSN4B	SSHC Indicator 9 - Average length of time taken to complete non-emergency repairs (No of Days)			11.9	10.7	11.8	13.3	16.43	12	<p>The average number of days to complete non-emergency repairs during this Quarter have increased by around 3 days from Quarter 1. Performance has dropped as we have continued to prioritise the high number of emergency and urgent repairs coming into the section as well as working through the back log built up over recent weeks and months. There has also been a high level of more complex repairs coming through the service which has impacted on our turnaround times for these repairs. The drop in performance has also been impacted by high levels of sickness and absence, delays with availability and</p>

Code	PI Title	Status	Trend	Quarters					Quarterly Target	Latest Note
				Q2 2022/23	Q3 2022/23	Q4 2022/23	Q1 2023/24	Q2 2023/24	Q2 2023/24	
				Value	Value	Value	Value	Value	Target	
										delivery of some materials and the lengthy time in procuring of contracts to allow us to direct appoint some of the more complex works to sub-contractors. We are closely monitoring this area with the focus on improving performance in the coming weeks and months



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East Dunbartonshire Council

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**PLACE NEIGHBOURHOOD &
CORPORATE ASSETS
COMMITTEE**

THURSDAY, 9 NOVEMBER 2023

REFERENCE:

PNCA/102/23/JG

LEAD OFFICER:

DEPUTE CHIEF EXECUTIVE

CONTACT OFFICER:

**JOSEPH GREATOREX, TEAM LEADER -
CORPORATE PERFORMANCE & RESEARCH,**

SUBJECT TITLE:

**EAST DUNBARTONSHIRE LEISURE AND
CULTURE- HOW GOOD IS OUR TRUST
(APRIL-SEPTEMBER 2023)**

1.0 PURPOSE

- 1.1** The purpose of this report is to provide Committee with the performance and progress report covering the period April-September 2023 for East Dunbartonshire Leisure and Culture Trust (**see Appendix 1**).
- 1.2** The report covers the performance indicators set out in the Trust's Business and Improvement Plan for 2023-26, approved at Council on 27 April 2023. (**CE/09/23**). Additionally, the report requests a high level narrative overview of progress against the improvement priorities outlined in the Business Improvement Plan.

2.0 RECOMMENDATIONS

It is recommended that the Place Neighbourhood & Corporate Assets Committee

- 2.1** Scrutinise the submitted Trust reporting template set out in **Appendix 1**; and
- 2.2** Requests that progress on any identified improvement activity is reported in the Year End How Good Is Our Trust evaluation review, which will be reported to the May meeting of Committee.

**ANN DAVIE
DEPUTE CHIEF EXECUTIVE**

3.0 BACKGROUND/MAIN ISSUES

- 3.1 As referenced above, the Business and Improvement Plans for EDLC Trust were approved by Council in April 2023 whilst the latest annual How Good Is Our Trust evaluation review for the Trust was submitted to Council in June 2023.
- 3.2 The Trust has also developed Business and Improvement Plan performance indicators which relate to operational delivery and stakeholder impact. In some areas, the performance information may only be available on an annual basis. Where this is the case the Trust will provide a progress review of improvement activity through the year end How Good Is Our Trust evaluation report in May 2024.
- 3.3 Similarly, progress on any improvement activity requested through this six-monthly review, will also be incorporated in the next How Good Is Our Trust evaluation report.

4.0 IMPLICATIONS

The implications for the Council are as undernoted.

- 4.1 Frontline Service to Customers – Improved Service Delivery through continued effective scrutiny and management of performance
- 4.2 Workforce (including any significant resource implications) – Impact on future Business Improvement Planning
- 4.3 Legal Implications – None
- 4.4 Financial Implications – None
- 4.5 Procurement – None
- 4.6 ICT – None
- 4.7 Corporate Assets – None
- 4.8 Equalities Implications – None
- 4.9 Corporate Parenting - None
- 4.10 Other – None

5.0 MANAGEMENT OF RISK

The risks and control measures relating to this Report are as follows:-

- 5.1 Ensuring effective Scrutiny of Service Performance and driving improvement in service delivery
- 5.2 Ensuring we are continuing to meet statutory obligations in regards to performance reporting and Best Value

6.0 IMPACT

- 6.1 **ECONOMIC GROWTH & RECOVERY** - None

6.2 EMPLOYMENT & SKILLS - None

6.3 CHILDREN & YOUNG PEOPLE - None

6.4 SAFER & STRONGER COMMUNITIES - None

6.5 ADULT HEALTH & WELLBEING - None

6.6 OLDER ADULTS, VULNERABLE PEOPLE & CARERS - None

6.7 CLIMATE CHANGE - None

6.8 STATUTORY DUTY - This report forms part of our statutory duty of performance reporting and Best Value as set out in the Local Government acts 1992 and 2003

7.0 POLICY CHECKLIST

7.1 This Report has been assessed against the Policy Development Checklist and has been classified as being an operational report and not a new policy or change to an existing policy document.

8.0 APPENDICES

8.1 Appendix 1 - East Dunbartonshire Leisure and Culture HGIOT April- September 23 Report








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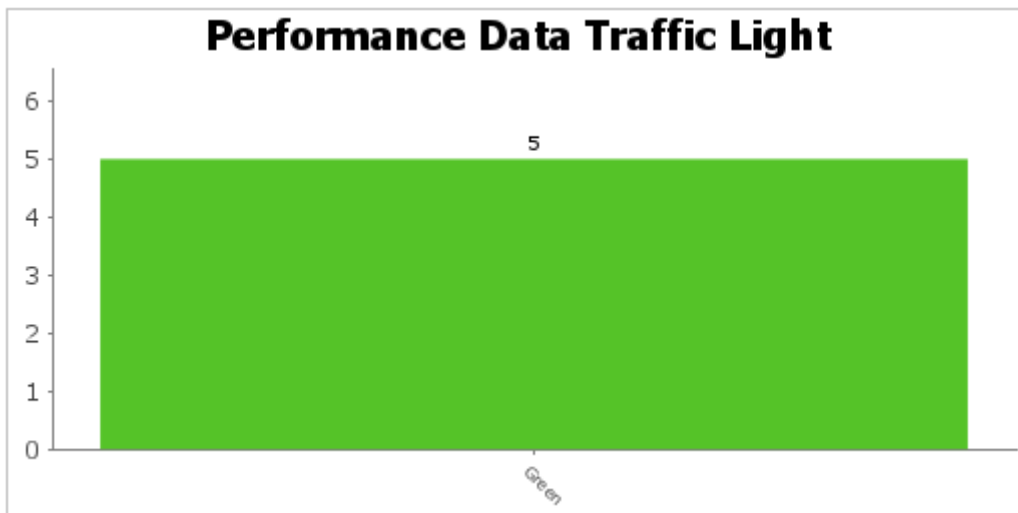


HOW GOOD IS OUR TRUST?

EAST DUNBARTONSHIRE LEISURE AND CULTURE TRUST

April - September 2023

Key to Performance Icons	
Icon	Description
	Indicator is on Target
	Indicator is off target by less than 5%
	Indicator is off target by more than 5%
	Indicator has improved from the same reporting period the previous year
	Indicator is unchanged from the same reporting period the previous year
	Indicator has declined from the same reporting period the previous year
	Data is unavailable to generate a RAG Status. This could be the case for a new indicator where no trend data is available or if indicator data is unavailable for the reporting period



Overview of Progress

The key services areas within EDLC were impacted severely by the Covid-19 pandemic and the services have been working hard to get usage number back to pre-pandemic levels. All service areas are currently above target and usage is higher than pre-covid levels.

Leisure Centres

- Attendances for the first six months of the financial year have vastly exceeded target with noticeable growth across all service areas. i.e., gym, pools and group fitness classes.
- Phase two of the Allander replacement saw the demolition of the old Centre. Phase three of the new Allander Leisure Centre including the additional parking and the sports dome is nearing completion and is expected to be opened before the end of Q3. This includes two five a side pitches and an indoor tennis court.
- The Direct Debit Membership continued to improve over the first 6 periods as is demonstrated in the table below with the number significantly higher than end of Q2 2022/2023. The growth is largely attributed to the free gym access scheme supported by EDC, the new Allander Leisure Centre and the refurbishment of all EDLC gym facilities including new equipment. The table below illustrates that if we removed the subscriptions registered under the free access scheme there is still 40% growth in the DD subscriptions.

	2022	2023	2023	2023	2023	2023	2023
	Period 6	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6
Overall	6801	11,007	11,679	12,288	12,983	13,602	14,406
Excluding FAS	6801	7,703	7,993	8,289	8,616	8,981	9,538

- The mobile app has proved popular with customers and has been downloaded by 20,443 customers, between July and September the App was downloaded by 3,880 customers with 417,621 App hits. (228,188 for the Allander)
- The membership QR code for facility access has been opened 40,000.

- Unwanted Fire Alarm Signals (UFAS). This has been introduced at all facilities from 1 July 2023, training provided by EDC in preparation and emergency action plans updated. Duty holders with responsibility for workplace premises should now safely investigate a fire alarm before calling 999.

Key Achievements

Leisure Centres

Headcounts

The headcounts across the three leisure centres are significantly higher than anticipated. As an example, in period 6 the three gyms in 2022 recorded 16,008 versus 31,651 for the same period 2023. Almost 100% increase. Factors include new gym equipment installed February and March, the new Allander Leisure Centre and the increase of gym users aged 12–17 years.

DD membership

The number of DD membership continues to increase with tables below highlighting that the growth is not just with the new Centre but also evident at the Leisuredrome and Kirkintilloch Leisure Centre. Allander has increased by 220%

Leisuredrome:

	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6
Gym	2905	3026	3117	3241	3346	3475
Swim	288	292	301	308	309	307
Total	3193	3318	3418	3549	3655	3782

Kirkintilloch Leisure Centre:

	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6
Gym	3351	3429	3565	3737	3843	4029
Swim	366	370	379	380	383	383
Total	3717	3799	3944	4117	4226	4412

Allander Leisure Centre:

	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6
Gym	3836	4189	4497	4882	5241	5723
Swim	361	373	398	411	440	472
Total	4197	4562	4895	5293	5681	6195

Group Fitness Cancellation Scheme

In response to customer feedback EDLC introduced a penalty system with the sole objective to drive down non-attendance at Group Fitness Classes and activities commencing 31 August 2023

If members fail to attend a pre-booked class or activity, then a £1 penalty must be paid prior to any other bookings being made. The first month has reduced no-shows by 45% and has had excellent support and feedback from the vast majority of members that attend sessions.

Leisuredrome and Huntershill Sports Hub

Facilities Management

- The outdoor pitch perimeter fence was fixed following vandalism and the high-level netting at pitch 3 and 4 was improved.
- Two new air handling units were installed in the gym to replace two units that had failed due to end of useful life.
- Two new lane ropes were purchased for the main pool.
- Further repairs were carried out to the three heating boilers.
- The wayfinding throughout the Centre was upgraded to improve accessibility
- Redecoration of the gym, circulation areas, lobby and café were completed.

Events

- At the start of August Huntershill Sports Hub welcomed SAMH, SportScotland and Sir Chris Hoy to renew a four-year partnership between SAMH and SportScotland. The event was very well attended and recognised the success of local athletics club Springburn Harriers.
- Glasgow Triathlon Club held a triathlon with the start and end point being the Leisuredrome in April 2023 with over 500 participants.
- Acro gymnastics celebrated their 40th year anniversary with 125 gymnasts performing their acrobatic skills to an audience of 250 in June 2023.

Group Fitness

The Group Fitness programme has returned to post covid levels with a number of new instructors recruited through the Health and Fitness team. The NHS vitality classes continue to prove popular at Huntershill Sports Hub.

Football

Huntershill Sports Hub continues to outperform previous years both financially and through participation. Several football camps were held over the summer period through EDLC football development and the local clubs including Rossvale Academy FC and West Park United FC

	P1	P2	P3	P4	P5	P6
Pitches Total 2019/2020	3754	3641	2387	1625	3595	4900
Pitches Total 2021/2022	3975	4189	5091	4350	4989	6423
Pitches Total 2022/2023	4641	5830	5994	2533	5607	7494
Pitches Total 2023/2024	5743	5706	4250	4181	5691	7514

Kirkintilloch Leisure Centre

Gym

Gym usage continued to grow, both in respect of the Free Access Scheme and also general membership. The Gym layout was changed to better accommodate the mix of users at peak times. More space was taken up on the outdoor courts by children and youth football clubs for coaching and small-sided games activity. Indoor activity on dryside was also encouraging, with growth in group exercise programme usage and some increase in sports hall use.

Facilities Management

The centre was internally repainted, with new wayfinding signage installed to align with the design look of the new Allander Centre. This was well received by customers and staff.

Pitches Strategy

Corporate projects such as the installation of two new grass pitches at Luggie and Waterside, and the 3G facility redevelopment at High Park Lennoxton progressed with the KLC Operations Manager supporting EDC colleagues. The Operations Manager also worked with external consultants Knight, Kavanagh & Page to develop a new Sports Pitches Strategy for East Dunbartonshire.

Allander Leisure Centre

Overall Headcount has increased by 111% against the previous year. Headcounts have continued to rise 8,508 the average weekly attendance in Period 1. Weekly attendance in Period 6 has increased to 9,584.

	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6
2022 2023	13,840	17,714	20,844	16,791	18,245	22,384
2023 2024	36,679	34,146	39,785	35,129	38,389	47,922

Swimming participation

Swimming participation has increased by 70% compared to the previous year.

	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6
2022 2023	4,776	5,573	6,431	6,344	7,225	7,377
2023 2024	10,780	8,672	9,982	11,254	11,502	11,991

Pickleball Scottish National & Masters Championships

The event took place 2 to 4 June 2023 with entrants coming from as far afield as Canada. The event was promoted by Pickleball Scotland on STV and Sky Sports. Matches were also streamed live online. Pickleball continues to be popular at the Allander with up to 50 bookings per week.

NPLQ courses during the summer

To increase recruitment of lifeguards and casual workers, two courses were run in consecutive weeks in July. The additional lanes and multi-purpose room have been of great benefit when running these courses.

Allander Phase 3

Work is progressing on the final phase of the new build which will include two football pitches and one tennis court. It is anticipated this will be completed in November 2023 and allow for increased usage and income. The car park will also be completed within this phase more than doubling the number of spaces that are currently available from 136 to 295.

Group Fitness

Virtual Les Mills Classes have been introduced within the High Impact Studio, offering more flexibility to the programme out with peak times. Due to the popularity and success of the Live Active scheme more Vitality classes have been added to the programme and a Parkinson's class also been established.

Hydrotherapy Pool

Hydrotherapy Pool programming has taken some time to settle due to the demand from various user groups. The adult Resource Centre utilises twenty hours per week with a further thirty-six sessions for: Adult, Quiet Sessions, Additional Support Needs, Warm Baby Sessions and private hire.

Cost of Living Support – Free Access Scheme

- In partnership with the East Dunbartonshire Leisure & Culture Trust (EDLCT), the Council has funded the provision of free swimming and gym sessions for children and young people who attend East Dunbartonshire schools and are aged between 5 and 18.
- The programme was launched on 1 November, 2022, evidencing a positive uptake to the scheme with **37,192** visits from 1 November 2022 through to 31 March 2023. The table below details a breakdown of the usage figures for each activity since 1 April 2023:

ACTIVITY	Usage 1 April 2023 to 31 October 2023
Gym 12- 15 Years	24,464
Gym 16 – 18 Years	16,647
Swimming 5 – 12 Years	38,127
Total Usage	79,238

ACTIVITY	Usage 1 November 2022 to 31 March 2023
Gym 12- 15 Years	12,383
Gym 16 – 18 Years	6,592
Swimming 5 – 12 Years	18,217
Total Usage	37,192

In order to use the gym, the individual must be registered as a member and go through the gym induction process. A total 4,791 new members have joined since the programme went live and the split between the age ranges is shown below:

New members (since 1 November)

- Gym members 12-15 years – **3,450**
- Gym members 16-17 years – **1,341**
- 58% of East Dunbartonshire Secondary pupils have signed up to the free gym membership.
- The 4,791 secondary school pupils now represent 33% of EDLCs DD membership.
- September 2023 recorded the highest usage of the gyms for 12–17 years since the scheme commenced in November 2023.
- The support initiative has been very popular with families across our local communities.

Libraries

- Footfall in branches is performing strongly, exceeding the same period last year by 26%. It was anticipated that digital usage would reduce as residents returned to libraries in person. Overall usage continues to increase, by 17% compared with the same period last year. Data suggests that many library members used the digital service during lockdown, liked it, and continue to use it.

Libraries' usage by period Q1 and Q2

	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	6-month total
Visits in person	24,014	25,628	28,454	23,741	24,480	32,003	158,320
Digital usage	52,544	45,651	57,517	46,077	47,175	58,687	307,651
Total	76,558	71,279	85,971	69,818	71,655	90,690	465,971

Libraries' usage Q1 and Q2 - 2022/23 and 2023/24 comparison

	April – Sept 2022/23	April – Sept 2023/24	Variance
Physical visits	125,728	158,320	26%
Digital usage	262,578	307,651	17%
Total	388,306	465,971	20%

The service returned to a full programme of events and activities, in particular the number of events for children and families increased with an almost full team delivering sessions in all branches, and introducing new after-school fun sessions with games & activities

Memberships continued to grow, adding 2,229 members during the first half of this year, bringing the total membership to 69,018.

Key Achievements – Libraries

- The Summer Reading Challenge saw 1,468 young people enrolling with 844 young people completing six books over the summer. These are the highest numbers since 2017 for enrolments and 2014 for completions. (This excludes data from 2019 which was an outlier in terms of success as the books were Roald Dahl's)

- The Children & Families team ran a successful BookBug Week in May, with 188 children and 173 adults taking part. This was organised with financial support from the Scottish Book Trust. The team ran a Festival of Facts, based on nature, in September. This was introduced last year with financial support from Scottish Government's covid-return funding but continued this year using the resources of the team and partners.
- The service became Alzheimer's Friendly with all staff trained in supporting library users experiencing Alzheimer's Dementia. The Learning & Access team continued to organise Memories Scotland reminiscence sessions, and programmed Brew-and-a-Blether sessions in branches during Alzheimer's Awareness Week.
- June was National Crime Reading Month, with displays of new and popular books, and talks by local authors. A special 'circulating collection' was created by the adult services team, and Lenzie Library, one of the smaller branches, issued the most books from the collection. Circulating Collections are specially curated to bring together a wider variety of books under a theme (such as crime), offering readers the chance to broaden the kind of books they read.

Heritage and Arts

Footfall in Museums is performing strongly, exceeding the same period last year by 53%. Digital usage through virtual footfall has also increased in comparison to last year by 49%. This is largely due to the continued development, and success, of online platforms and social media which engage users with East Dunbartonshire's collections. The volume of collections available online has also increased with the support of external funding from Museum Galleries Scotland and a new partnership with Art UK.

Museum usage by period Q1 and Q2

	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	6-month total
Visits in person	1,568	1,409	1,952	1,555	2,225	1,728	10,437
Digital usage	3,363	3,768	3,782	4,565	3,072	3,489	22,039
Total	4,931	5,177	5,734	6,120	5,297	5,217	32,476

Museum usage Q1 and Q2 - 2022/23 and 2023/24 comparison

	April – Sept 2022/23	April – Sept 2023/24	Variance
Visits in person	6,803	10,437	53%
Digital usage	14,819	22,039	49%
Total	21,622	32,476	50%

The Arts & Events Programme is at full capacity at the Lillie Art Gallery and Auld Kirk Museum offering the Get Creative Saturday Smart programme for children and young people. The programme also provided adult classes in pottery, painting and printing. This resulted in 391 unique participations across 49 workshops hosted by Museums. Museum Collections delivered outreach engagement, and enquiry responses with collections, to 75 people.

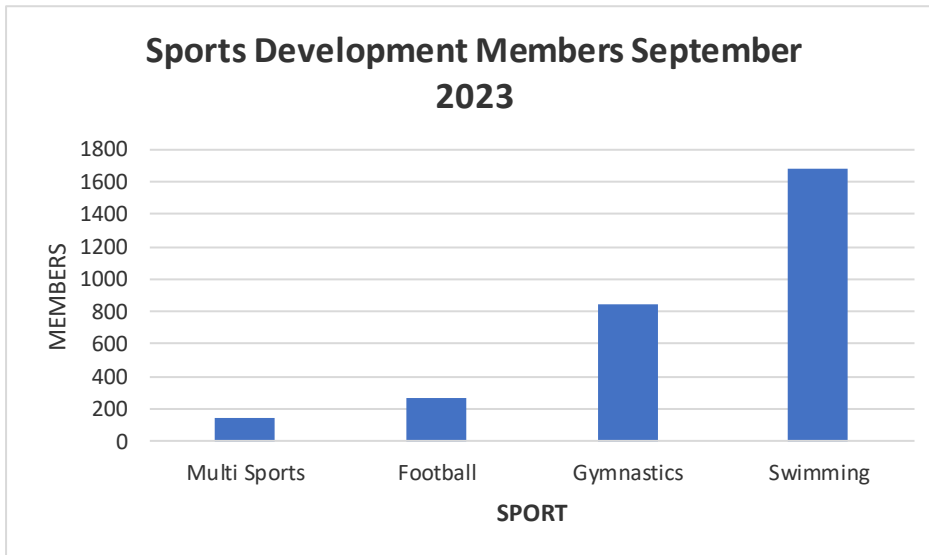
Key Achievements – Heritage & Arts

- The Auld Kirk Museum received 900 visitors on Canal Festival Sunday. The museum provided live music, entertainment, and free face painting. This was provided in partnership with Tourism at East Dunbartonshire Council. The museum held the 51st Annual Art Competition, inviting local artists of Kirkintilloch, Bishopbriggs, Lenzie and Campsie to take part.
- Visitor figures at the Lillie Art Gallery were boosted through a unique partnership exhibition with Gerber Fine Art, of bronze sculptures by artist Denis Westwood. Young People's Art, a celebration of EDLC's art classes had a popular opening event with over 100 people in attendance. The gallery's Flora Wood Exhibition of permanent collection included several recent acquisitions not previously displayed for the public.
- Doors Open Day took place on 9 September. As part of the event, the Auld Kirk Museum hosted a guided walk and tour of the foundry collections at the Donaldson Crescent store. The Lillie Art Gallery hosted a bookable tour of the fine art gallery stores. In total, 17 venues took part in the event which attracted 381 visitors.
- Archives and Local Studies, at William Patrick Library, fully opened to the public. During Q1 and Q2, the service received 3,976 visitors. Staff responded to a total of 1,195 enquiries and supported 40 people through outreach engagement. The Archives Officer is currently supporting 5 volunteers who delivered 112 hours of volunteering during Q1 and Q2.
- Arts & Events offered a new Summer Smart Programme which included a pottery throw down for children & young people at Kilmardinny House and art workshops at Lennoxton Library. The programme continues to offer a 35% concession discount supporting inclusion by making arts opportunities more accessible.

Sports Development

The Summer programme offered a variety of activities delivered from the three leisure centres over July & August in addition to the provision of sports coaches to support Education's Snack & Play programme in primary schools.

Term time classes resumed after Summer running through until the end of the quarter where the number of members increased by a further 77 from last quarter. The diagram below shows the number of members booked on to weekly classes at leisure centres in September 2023:



Key Achievements / Areas of Focus

- Over 900 children took part in a range of Summer activities including the following:
 - Multi-sports Camps,
 - Football Camps,
 - Gymnastics Camp,
 - one-to-one and group swimming lessons,
 as well as some introductory courses to diving, water safety/junior lifesaving and water polo.
- Sports Coaches were provided to support EDC's Snack & Play and some ASN sessions in partnership with Education.
- To celebrate the partnership with Scottish Swimming, Olympic swimming sensation Duncan Scott MBE attended classes at the Leisuredrome on Wednesday 6 September where he inspired the children taking part. Duncan spent several hours with our teacher & swimmers, promoting the national Learn to Swim Framework, demonstrating technique, answering questions and finished off with a selfie session for all those involved.
- The Athlete Performance Programme (APP) returned to full capacity at both Allander and Kirkintilloch leisure centres with a fresh intake of athletes across a wide range of sports getting started on their strength & conditioning journey!
- Several clubs were supported by our team to gain early MOR (Minimum Operating Requirements) accreditation. This process will eventually replace a number of checks carried out by several departments in order to streamline the process for clubs to book facilities or work in schools. It will also highlight good practice within the club as a list of accredited clubs will be available on our website for anyone to see (e.g., parents, partner organisations, etc) along with the criteria for accreditation.

Sports Development OnCourse Memberships

Period ending:			
Sept. 2023	Sept. 2022	Sept. 2021	Sept. 2020
2,928	2,489	*Did not exist	*Did not exist

*We first began collecting OnCourse DD memberships from 20th October 2021 following the return from Covid-19 restrictions in August 2021.

Active Schools

East Dunbartonshire Council and Sportscotland Partnership Agreement 2023–27 is a commitment between East Dunbartonshire Council, EDLCT and sportscotland to identify, plan and deliver shared priorities for sport and physical activity, and to secure an in-principle commitment to resources and working together over the period 1 April 2023 – 31 March 2024. The four-year agreement was completed and approved in March 2023. Active Schools – Mysport Data 2022-23

The Active Schools team collect data throughout the year to track the participation rates and deliverers across all AS supported extracurricular activity within the schools and local community. The data is inputted to Sportscotland’s MySport system three times a year; December, April and July. Mysport provides data analysis of the information, which is then used to inform progress and future planning. This is the first year since Covid that the ED Active Schools Team have been able to record activity for a full academic year.

The data was released by Sportscotland in September 2023, extracts of the data can be found below.

Participants- this refers to the number of participants who took part in East Dunbartonshire, broken down by sex and school type. A participant is only counted once regardless of how many extracurricular clubs they have attended.

Participants

Sex	Participants	% of total
Male	2,865	52%
Female	2,628	48%
Total	5,493	100%

School type	Participants	% of total
Primary	3,417	62%
Secondary	2,056	37%
ASN	20	0%
Total	5,493	100%

Visits

The number of ‘Visits’ are the number opportunities for attendance, e.g., a 6-week block of netball with 10 participants would equal 60 visits. This is not a reflection of actual participation as it allows for double counting of participants.

Visits

Sex	Visits	% of total
Male	42,651	53%
Female	38,139	47%
Total	80,790	100%

Year group	Visits	% of total
Secondary	49,399	61%
Primary	30,967	38%
ASN	424	1%
Total	80,790	100%

Vaccination Centre

Kirkintilloch Town Hall stopped being used as a vaccination Centre during August 2023 with the centre moving to the vacant Merlkand Primary school. This has allowed the facility to reopen for public access to the exhibition space and bookings for a range of activities are now taking place.

Areas requiring Improvement

Sports Development

Testing is taking place on the hand-held devices for the OnCourse class management system following some extensive work with ICT and XN Leisure to resolve some technical problems. Once tested by the Sports Development team, these will be stored at each centre and used by all sports coaches instead of paper registers.

Digital Services

Implementation of EDLCT Digital Strategy as approved by EDLC Board August 2022. The strategy details the key objectives for the next 3 years and will be supported by a 3 year Implementation Plan ending September 2026

Delivery of football pitch Capital projects in conjunction with Major Assets Team

Work with Major Assets Team to minimise any further delays in the delivery of project at Lennoxton and phase three of the Allander Leisure Centre.

Staffing / Recruitment

Staffing continues to be a real challenge across all service areas. Recruitment of leisure assistants, sports coaches and fitness instructors continues to be difficult, and discussions are ongoing with local colleges and partners to assist with the provision of qualified staff. Additional Pool lifeguard courses have also been arranged to assist with the shortage of pool staff.

Q2 Performance Indicators

Code	PI Title	Status	Trend	Quarters					Quarterly Target	Latest Note
				Q2 2022/23	Q3 2022/23	Q4 2022/23	Q1 2023/24	Q2 2023/24	Q2 2023/24	
				Value	Value	Value	Value	Value	Target	
EDLC-BIP-01	Attendances at Leisure Centres			211,810	209,175	224,445	285,367	311,872	253,625	Overall headcounts are surpassing targets and is set to comfortably break 1 million by the end of the financial year
EDLC-BIP-02	Attendances at Outdoor Sports Facilities			31,981	32,606	37,787	33,587	35,082	30,552	Positive outlook with some grass pitches set to become available following repair or replacement
EDLC-BIP-04	Number of Visits to Libraries			200,925	214,060	247,152	233,808	232,163	205,440	Usage continues to perform well above target, with usage levels 13% above target
EDLC-BIP-05	Number of Visits to Council Funded or Part Funded Museums			10,564	11,942	19,550	15,824	16,634	11,298	Usage continues to perform well above target, with usage levels 47% above target. This is largely due to a considerable increase in digital usage.
EDLC-BIP-08	Number of Gym Direct Debit Memberships			6,801	8,025	10,195	12,288	14,406	11,800	DD membership is exceeding target with over 4800 under 17-year-olds joining as part of the Cost-of-Living free access scheme.

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**PLACE, NEIGHBOURHOOD &
CORPORATE ASSETS
COMMITTEE:**

9 NOVEMBER 2023

PNCA/098/23/JR:

CHIEF FINANCE OFFICER

CONTACT OFFICER:

**GRANT MACKINTOSH, EXECUTIVE OFFICER -
HOUSING**

ALICE MULLEN, PRINCIPAL ACCOUNTANT

SUBJECT TITLE:

**HOUSING REVENUE ACCOUNT
MONITORING REPORT 2023/24 AT PERIOD 6**

1.0 PURPOSE

- 1.1** The purpose of this Report is to provide an update to Members of the Place, Neighbourhood and Corporate Assets Committee regarding the performance of the 2023/24 Housing Revenue Account (HRA), as at accounting period 6 from the 1 April to the 1 October 2023.

2.0 RECOMMENDATIONS

It is recommended that the Committee:

- 2.1** reviews the Period 6 analysis and agrees that it represents an early indication of the potential financial outturn position;
- 2.2** instructs Officers to continue to report on potential for the financial outturn in line with the established cycle of reports; and
- 2.3** otherwise notes the content of this Report.

**JAMIE ROBERTSON
CHIEF FINANCE OFFICER**

3.0 BACKGROUND/MAIN ISSUES

- 3.1** The HRA budget of £17.304m for 2023/24, was approved by a meeting of the Council on 23 February 2023 (Report CFO/008/23/JR). This Report presents an update to that position.
- 3.2** Financial projections are based on budget monitoring reports as at Period 6, updated with the latest financial and management information up to the time of submission to committee.
- 3.3** Appendix 1 to this Report sets out the actual spend, with the HRA reporting a £2.281m surplus of income over expenditure at the end of Period 6. This position is not anticipated to be sustained with the projected year-end outturn reflecting accelerated expenditure and an increasingly balanced outturn. Year-to-date surplus will therefore be reduced during Periods 11 and 12.
- 3.4** This analysis is provided over a number of reporting areas including employee costs, housing repair charges, recharges from other departments and capital financing costs. At this time, both employee and property costs are forecast to be on budget. Rental income is forecast to generate a surplus of £0.350m based on higher rent that is charged for new build properties now being fully factored into the projections.
- 3.5** When setting the current year budget, property maintenance costs for gas servicing works were not included in those costs required to be recharged to the HRA. These costs incurred by the HRA had not been levied since 2019/20 but were paid in 2022/23. As a result, only the annual cost of £0.571m has now to be subsumed within the 23/24 Council budgets. This cost will be included with budgetary provision in future years starting in 2024.
- 3.6** Mid-year projections are also showing that the Debt Charges - which form a significant element of the Capital Financing Costs on Appendix 1 - will be overspent by around £0.501m. This variance has been driven by the rising interest rate costs on borrowing during 2023/24, with the Bank of England interest rate more than doubling between now and when Debt Charges budgets were initially set during 2022/23. Steps are being taken by the Councils Treasury team to mitigate the effects of rising interest rates. For example, by maintaining an under-borrowing position and utilising the Council's reserves, balances and cash flow to support the capital borrowing need.
- 3.7** This strategy is not prudent in the long-term and a review of the Council's future capital plans and borrowing proposals will be required in order to assess the affordability of such plans going forward, during what is now a time of comparatively high interest rates, the likes of which we haven't seen since the 2007-08 Financial Crisis.
- 3.8** The Housing Service continues to recover from the impacts of Covid-19 with related costs impacting on various elements of the service at reducing levels. Reductions in income due to voids has reduced and re-let timescales were met within the last quarter. Such progression may be balanced against the potential impacts of new requirements under the Cost of Living (Tenant Protection) (Scotland) Bill. This could have implications for rental income and rent arrears with these implications currently being reviewed by Officers.

- 3.9** Report CFO/022/23/GM to the Audit & Risk Management Committee meeting on 31 August 2023 highlighted the HRA reserves position as being £9.270m. This balance represents the 2022/23 unaudited outturn position and is a reduction on the previous year's reserves position of £10.421m.
- 3.10** The main reason for the 2022/23 reduction in reserves was those unexpected recharges (£1,278m of backdated gas servicing works) set out above with reserves set out to reduce borrowing through the application of revenue (CFCR) being reduced accordingly.

The proposed new structure of reserves is as follows:

- Prudential reserve of £1.000m;
 - IHMS support reserves of £2.500m;
 - CFCR * reserves of £2.920m;
 - Staffing (New Structure) reserves of £1.800m;
 - Hardship Fund reserves of £0.100m; and
 - Pilot Fencing reserves of £0.750m.
 - Unallocated reserves of £0.200m
- 3.11** CFCR includes * £0.952m that is specifically held and earmarked for transfer to Housing Capital reserves.
- 3.12** It is the intention of Officers to review the sufficiency of the carried forward surpluses and the overall position, ensuring that they remain at a level to support ongoing initiatives. This review will also consider whether those elements that have previously been earmarked, continue to be required at those levels and could therefore be returned to HRA reserves to support future planning. Any changes arising from this review will be reported at the next available Place, Neighbourhood & Corporate Assets Committee.

4.0 IMPLICATIONS

The implications for the Council are as undernoted.

- 4.1** Frontline Service to Customers – none.
- 4.2** Workforce (including any significant resource implications) – none.
- 4.3** Legal Implications – none.
- 4.4** Financial Implications – Financial implications are set out in the body of the Report.
- 4.5** Procurement – none.
- 4.6** ICT – none.
- 4.7** Corporate Assets – none.
- 4.8** Equalities Implications – none.
- 4.9** Sustainability- none.
- 4.10** Other – No other issues noted.

5.0 MANAGEMENT OF RISK

The risks and control measures relating to this Report are as follows:-

- 5.1** Housing and support services resources are in place to deliver programmes. Housing and Finance will work together to highlight any areas of concern through regular monitoring of budget lines.

6.0 IMPACT

- 6.1 ECONOMIC GROWTH & RECOVERY** – Continuous investment in local housing, through development and an increase of the asset base held by the Council.
- 6.2 EMPLOYMENT & SKILLS** - Potential for jobs through housing investment and new developments, SHIP programme and existing stock capital programme.
- 6.3 CHILDREN & YOUNG PEOPLE** – The accommodation of families, including children and young people, through allocation or homeless waiting lists.
- 6.4 SAFER & STRONGER COMMUNITIES** – The Council’s Housing Service inputs into secure better street design and works with Community Safety and Police Scotland to maximise safety and minimise anti-social behaviour.
- 6.5 ADULT HEALTH & WELLBEING** – The Council’s Housing Service contributes through the Care and Repair programme, Aids and Adaptations, new developments and SHIP, Community Care and Alcohol and Drug protocol.
- 6.6 OLDER ADULTS, VULNERABLE PEOPLE & CARERS** – N/A.
- 6.7 CLIMATE CHANGE** – N/A.
- 6.8 CORPORATE PARENTING** – N/A
- 6.9 STATUTORY DUTY** – N/A.

7.0 POLICY CHECKLIST

- 7.1** This Report has been assessed against the Policy Development Checklist and has been classified as being an operational report and not a new policy or change to an existing policy document.

8.0 APPENDICES

- 8.1** Appendix 1 – Housing Revenue Account – Summary Financial Position 2023/24

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HOUSING REVENUE ACCOUNT 2023/24 Period 6	2023/24 Budget	Actual to Date	Forecast	Projected
SUMMARY FINANCIAL POSITION: 1 OCTOBER 2023	(Baseline)*	(01/10/23)	Outturn	Budget
	£000	£000	£000	Variance
	£000	£000	£000	£000
1 Employee Costs	2,074	866	2,074	0
No significant variances projected as at Period 6.				
2 Property Costs	370	218	370	0
No significant variances projected as at Period 6.				
3 Housing Repairs Charges	3,338	1,284	3,909	(571)
No significant variances projected as at Period 6.				
4 Supplies & Services	411	42	411	0
No significant variance projected as at Period 6.				
5 Agencies and Other Bodies	96	40	96	0
No significant variance projected as at Period 6.				
6 Admin and Other Costs	545	478	545	0
No significant variance projected as at Period 6.				
7 Recharges from other departments	2,323	1,041	2,323	0
No significant variances anticipated as at Period 6.				
8 Capital Financing Costs	8,147	0	8,648	(501)
No significant variances anticipated as at Period 6 within the financing costs.				
9 Income	(17,304)	(6,250)	(17,654)	350
Total - HRA 2023/24 Budget	0	(2,281)	722	(722)

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**PLACE NEIGHBOURHOOD &
CORPORATE ASSETS
COMMITTEE**

THURSDAY, 9 NOVEMBER 2023

REFERENCE:

PNCA/099/23/JR

LEAD OFFICER:

DEPUTE CHIEF EXECUTIVE

CONTACT OFFICER:

**FRASER ROBB, DEVELOPMENT AND
INVESTMENT MANAGER,**

SUBJECT TITLE:

**HOUSING CAPITAL PROGRAMME
MONITORING REPORT 23-24 PERIOD 6**

1.0 PURPOSE

1.1 The purpose of this Report is to provide Members with an update on the 2023/24 Housing Capital Programme as at accounting Period 6 (to 1st October 2023).

2.0 RECOMMENDATIONS

It is recommended that the Place Neighbourhood & Corporate Assets Committee;

- 2.1** reviews the Period 6 analysis and agree that it represents an indication of the potential outturn financial position;
- 2.2** instructs Officers to continue to report on the projected financial outturn in line with the established cycle of reports; and
- 2.3** notes the content of this Report.

**ANN DAVIE
DEPUTE CHIEF EXECUTIVE**

3.0 BACKGROUND/MAIN ISSUES

- 3.1 The Housing Capital Programme for 2023/24 was approved by Council on 23 February 2023 (Report ref: CFO/008/23/JR). This Report presents a progress update to that position, covering the period from the start of financial year 2023/24 to 1 October 2023.

Capital Funding 2023/24

- 3.2 Appendix 1 provides a summary of the Capital Funding position for 2023/24. A total funding package of £20.980m was approved in February 2023, which included prudential borrowing of £5.086m. As of Period 6, projected expenditure for 2023/24 is £19.050m. Future proposals may be brought forward for the use of the Housing Revenue Account (HRA) capital reserves, which could reduce the borrowing requirement.
- 3.3 The anticipated programme of drawdown of Scottish Government grant funding for new build and open market purchases are expected to result in funding of up to £9.773m. There is no change on the position reported at the previous Place Neighbourhood & Corporate Assets Committee meeting on 24th August 2023.

Capital Budget/Expenditure

- 3.4 Appendix 1 shows the current capital expenditure forecast to be £19.050m. This reflects a reduction from the Period 3 forecast position of £20.915m (**report Ref: PNCA/078/23/JR**) primarily as a result of the re-profiling of anticipated expenditure associated with the AHIP2 programme.

Projected Variance

- 3.5 Based on current projections, the capital programme shows forecast funding of £19.050m and forecast expenditure of £19.050m. Officers will continue to review the programme and forecast expenditure and corresponding variances may be subject to further change.

Actual Expenditure

- 3.6 Capital expenditure charged to the financial ledger to 1 October 2023 was £6.226m as detailed in Appendix 1. This represents 29.68% of the total planned expenditure.

Housing Capital Programme

- 3.7 Following the completion of an Opportunities Assessment and Pathways report in relation to EESSH2, the service has initiated the procurement of contractors to take forwards pilot projects to demonstrate the impact of targeted retrofit for different archetypes across the stock. The project remains in its pre-construction phase and is currently paused awaiting conclusion of the procurement stage.
- 3.8 Good progress continues to be made in relation to the updating of Electrical Installation Condition Reports (EICRs) across the majority of the housing stock with all Council Tenants having been contacted. Officers continue to work to gain access to those homes where no response was received during the programme to date.
- 3.9 Work remains in progress to procure a new supplier for future works to complete remaining window and door installations and to provide upgraded fire doors to

common closes. While this is being established one-off installations are occurring where issues arise.

- 3.10** The next phase of the EWI programme is now underway in the Nithsdale Crescent area of Bearsden. The external wall insulation programme utilises Energy Efficient Scotland – Area Based Schemes (EES-ABS) funding which also allows non-traditional, privately owned properties to be included in the programme. Works will be in progress until early 2024.
- 3.11** A feasibility study considering options for the refurbishment of properties at the residential apartment block at Townhead, Kirkintilloch in addition to three blocks at Ellisland, Kirkintilloch is now nearing completion. The study is considering ways of achieving a very high standard of energy efficiency, to meet EESSH2 as a baseline. The project remains in pre-construction with further progress subject to the agreement of a suitable procurement route for the remainder of the design and construction phase. Anticipated expenditure for the current financial year has been adjusted this period to reflect this.
- 3.12** Works to replace roofs of Council owned properties remains ongoing. Officers are using a recently established framework for the replacement of roofs to mixed tenure blocks on a phased programme, with those roofs in the poorest condition being prioritised and this has also continued through the reporting period.

New Build Programme

- 3.13** The AHIP Phase 3 project encompassing The Loaning, Blackthorn Grove and the former Lairdsland Primary at Kerr Street in Kirkintilloch is now fully complete with the final account now in the process of being determined.
- 3.14** Planning and design work on the 11 sites that initially form the next phase of the Council's Affordable Housing Investment Programme is reaching the completion of Stage One, with McTaggart Construction and Cruden providing design work to determine costs and establish feasibility. More detail on this programme will be provided in a future update to Council later this financial year.
- 3.15** Officers are progressing an element of affordable housing development alongside the Twechar Outdoor Pursuits Centre, with the potential to provide up to 15 new council owned homes on Council land held in the HRA.

Corporate Housing Programme

- 3.16** Officers are continuing to engage with the property market to acquire properties to add to the housing stock and have been successful in purchasing 14 since the beginning of 2023/24. The number targeted for the current financial year is 25.

4.0 IMPLICATIONS

The implications for the Council are as undernoted.

- 4.1** Frontline Service to Customers – capital work to housing assets represents delivery of commitments to customers/tenants.
- 4.2** Workforce (including any significant resource implications) – None.

- 4.3 Legal Implications – None.
- 4.4 Financial Implications – Any variance on the housing programme forecast expenditure affects the overall Council borrowing requirement and will be taken into account in respect of the treasury management strategy.
- 4.5 Procurement – as referenced within the body of the Report.
- 4.6 ICT – None.
- 4.7 Corporate Assets – None.
- 4.8 Equalities Implications – The Housing Investment team work closely with development partners and their supply chain to ensure those involved with the delivery of large-scale capital projects are operated in compliance with the Equalities Act (2010).
- 4.9 Corporate Parenting – None.
- 4.10 Other – None.

5.0 **MANAGEMENT OF RISK**

The risks and control measures relating to this Report are as follows:-

- 5.1 This Report in itself represents a means of managing risk. This Report ensures that the risks associated with the completion of the Capital Programme are clearly articulated to Members. These reports are specified as risk control activities within the Strategic Risk Register.
- 5.2 Ensuring that opportunities are taken to accelerate programmes where possible to balance underspends, and that projects are in-place with potential to commence when circumstances permit.

6.0 **IMPACT**

- 6.1 **ECONOMIC GROWTH & RECOVERY** - On-going capital investment in Housing represents a significant economic development opportunity for Small and Medium Enterprises (SMEs) in East Dunbartonshire and beyond. The continuing engagement of SMEs, either directly or via the construction supply chain, remains a key consideration in the development of procurement strategies for the delivery of projects within the Housing Capital programme.
- 6.2 **EMPLOYMENT & SKILLS** - Potential for jobs through housing investment and local apprenticeship opportunities.
- 6.3 **CHILDREN & YOUNG PEOPLE** – None.
- 6.4 **SAFER & STRONGER COMMUNITIES** - Better street design to minimise criminality and design out neighbour disputes/anti-social behaviour.

- 6.5 ADULT HEALTH & WELLBEING** - Assistance with accommodating Community Care clients. 10% target for Community Care clients.
- 6.6 OLDER ADULTS, VULNERABLE PEOPLE & CARERS** – None.
- 6.7 CLIMATE CHANGE** - Housing capital investment contributes directly to the climate change agenda through the delivery of projects which reduce home energy demand and which aim to improve the energy performance and reduce carbon impact of housing in East Dunbartonshire.
- 6.8 STATUTORY DUTY** - Housing Scotland Act. The Development programme - SHIP is an extension of, and aligns to, the Local Housing Strategy (LHS) with the SHIP outlining how the Council and its partners will deliver more homes. The meeting of SHQS and EESSH minimum requirements for existing Council Housing stock.

7.0 POLICY CHECKLIST

- 7.1** This Report has been assessed against the Policy Development Checklist and has been classified as being an operational report and not a new policy or change to an existing policy document.

8.0 APPENDICES

- 8.1** Appendix 1 – Housing Capital Monitoring Report – Period 6 2023/24

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DIRECTORATE : PLACE, NEIGHBOURHOOD & CORPORATE ASSETS

HOUSING CAPITAL: Period 6 2023/24

Appendix 1

Programme	Project Name	Cost Centre	Progress	Budget 2023/24 Including Carry Forwards	Actual Expenditure To Date (P06)	Committed Expenditure	Projected Spend to Year-End	Projected Variance At Year-end <Over.....Under>
Housing Capital Programme				£m	£m	£m	£m	£m
EESSH	New Technologies - EESSH2	HCE06	Pilot EESSH2 project at Procurement stage.	0.150	0.009	0.141	0.150	0.000
	Gas Central Heating Programme	HCE03	Programme to install Gas Heating underway and on-track via PM. Costs lag installs but are expected to meet budget at present	0.820	0.091	0.729	0.820	0.000
	EES-ABS Council Properties	HCE04	22/23 programme of EWI Installation now taking place around the Nithsdale Crescent area of Bearsden.	0.320	0.035	0.285	0.320	0.000
	Window & External Door Replacement	HCE01	Framework anticipated to be in place shortly to support programme of installation. One-off reactive works underway in the interim.	0.300	0.042	0.258	0.300	0.000
SHQS	Bathroom Replacement Programme	HCB01	Programme to install Bathrooms underway and on-track via Property Maintenance. Potential to undertake additional installation using MP Group this year.	0.300	0.031	0.419	0.450	(0.150)
	Kitchen Replacement Programme	HCK01	Programme to install Kitchens ongoing with support from MP Group in delivery.	1.100	0.168	0.932	1.100	0.000
	Roof Replacement Programme	HCF01	Programme presently on track.	0.300	0.029	0.271	0.300	0.000
	Mixed Tenure Roofing	HCF05	Framework Lot 8 tendered but on pause pending resolution of funding for grant subsidy through the Private Sector Housing Grant.	0.500	0.380	0.120	0.500	0.000
	Electrical Rewiring Programme	HCR01 (Whole House) /HCR05 (Kitchen Ring Main/Fan) /HCR09 (Bathroom Fan)	Work on void properties ongoing with commencement of programme for occupied properties at around P6. New framework targetted for Dec 2023.	1.000	0.252	0.600	0.852	0.148
	Smoke, Heat and CO Detector Installation and EICR Certification	HCR13	Detector installation has only a very small number remaining. All properties have now been contacted to request an EICR. Where access has not been possible an additional attempt is now being made directly by the Council. Additional budget required in order to account for carry forwards from 2022/23.	0.025	0.137	0.000	0.137	(0.112)
Structural Works	MR Render Programme	HCS07	Framework completed. Now considering replacement to include for ad hoc jobs and where EWI not possible.	0.200	0.238	0.238	0.476	(0.276)
	Townhead and Ellisland	HCS06	Large structural project across 4 blocks with mixed tenure aspect. Options Appraisal on Energy Efficiency underway, to be followed by contract to undertake works.	1.000	0.049	0.097	0.146	0.854
Miscellaneous	Housing Stock Condition Survey Part 4	HCM07	Role Profiles for internal stock condition surveyors in process of being agreed, enable the recruitment of in-house staff.	0.040	0.003	0.037	0.040	0.000
	Aids and Adaptations	HCM01	Consistent spend estimated to continue for next 5 years.	0.250	0.097	0.153	0.250	0.000
	Decoration Allowances	HCM09	Expenditure reduced as majority of rewire work is via void/empty properties.	0.050	0.002	0.048	0.050	0.000
	Public Utilities	HCR01 (Whole House Electrical Rewire)	Aligned to the electrical rewire programme and Ad Hoc.	0.050	0.246	(0.196)	0.050	0.000
	Asbestos Removal	HCM06	Aligned to the electrical rewire programme and Ad Hoc.	0.150	0.139	0.261	0.400	(0.250)

	Steri Systems - Damp and Condensation	HCM12	Addressing dampness issues within existing stock. Higher than anticipated demand for this service during 23/24 may result in a higher expenditure than budgeted.	0.250	0.328	0.300	0.628	(0.378)
Environmental	Environmental Improvements - Garage Ground and Communal Space	HCM11	Cyclical repairs to Garage grounds and potential for feasibility and works to communal spaces such as MacDonald Crescent, Twechar and Auchinairn (subject to Mixed Tenure agreements).	0.300	0.002	0.000	0.002	0.298
Refurbishments	Residential Extensions and Refurbishments	HCM10	Extension of existing properties. Designs being commissioned for extension to two properties in Milingavie to meet large family needs.	0.300	0.062	0.238	0.300	0.000
Total Housing Capital Programme				7.405	2.094	4.930	7.271	0.134

New Build Programme - AHIP 2016 - 2021								
AHIP1	Phase Three	HXT07	Delay in handover into 23/24 resulted in additional carry forward of expenditure. Negotiations underway to settle final account.	0.122	0.215	0.000	0.215	(0.093)
AHIP1	Tom Johnson House	HXT14	Project completed and handed over - only retention sums remain.	0.250	0.003	0.000	0.250	0.000
Total AHIP 2016-2021				0.372	0.218	0.000	0.465	(0.093)

New Build Programme - AHIP 2021 - 2026								
AHIP2	Canalside	HXT25	To be taken forwards alongside a new outdoor pursuits centre.	0.150	0.002	0.148	0.150	0.000
AHIP2	Barrachan Cottages	HXT27	Potential purchase of site from Scottish Water within area of Milingavie Reservoir.	0.103	0.001	0.000	0.001	0.102
AHIP2	Moss Road	HXT17	Existing HRA lockup site in Waterside	0.323	0.004	0.052	0.056	0.267
AHIP2	Hunter Road	HXT18	Surplus Janitors Residence associated with the adjacent primary. Assumes demolition and new build.	0.245	0.003	0.242	0.245	0.000
AHIP2	St Machans Way	HXT19	Former HRA lockup site in Lennoxton	0.231	0.003	0.228	0.231	0.000
AHIP2	Main Street	HXT10	Site carried forwards from AHIP1 - Steeply sloping site off the Main Street in Torrance.	0.406	0.005	0.401	0.406	0.000
AHIP2	Huntershill	HXT21	General Fund owned site to the south of Huntershill House in Bishopbriggs	0.397	0.006	0.390	0.397	0.000
AHIP2	Nithsdale Crescent	HXT15	Development subject to purchase of remaining 4 privately owned apartments	0.810	0.020	0.790	0.810	0.000
AHIP2	Cledden's Playing Field	HXT11	Site carried forward from AHIP1 - Significant expenditure subject to resolution of partnership approach with Bield	0.946	0.095	0.851	0.946	
AHIP2	Stanley Drive	HXT20	Existing HRA site located to the NW edge of the Westerhill masterplan area in Bishopbriggs	0.857	0.011	0.150	0.161	0.696
AHIP2	Glasgow Road	HXT12	Site carried forward from AHIP1 - Difficult to access site located to the north of Kirkintilloch town centre	0.659	0.017	0.200	0.217	0.443
AHIP2	Merkland Primary	HXT22	General Fund asset in Kirkintilloch which will become surplus following the completion of the ASN school at Waterside. Disposal strategy to be determined as part of a future Council decision	0.728	0.009	0.719	0.728	0.000

AHIP2	Campsie View Primary	HXT23	General Fund asset in Lenzie which will become surplus following the completion of the ASN school at Waterside. Disposal strategy to be determined as part of a future Council decision	0.378	0.005	0.373	0.378	
AHIP2	Derrywood Road	HXT24	Existing HRA site located to the north of Milton of Campsie and adjacent to an area of affordable housing owned by Places for People. Is an Alternative Site for Housing within the LDP2.	0.025	0.000	0.025	0.025	0.000
AHIP2	Kelvindale Nursery	HXT13	General Fund asset in Torrance which will become surplus following resolution of the future estates plan. Disposal strategy to be determined as part of a future Council decision	0.020	0.000	0.020	0.020	0.000
AHIP2	Ad Hoc Professional Fees and Surveys	HXT26	For use on feasibility work in support of windfall sites for construction or acquisition	0.030	0.001	0.029	0.030	
Total AHIP 2021-2026				6.309	0.183	4.618	4.801	1.508

Turnkey - Purchases from Developers								
Turnkey	Adamslie Park	HXC16	Project handed over and completed.	1.584	1.463	0.000	1.463	0.121
Turnkey	Thorn Road	HXC11	Discussions underway to purchase 20 units at around £159k per home - £3.18m in total - for handover in 24/25	0.000	0.003	0.000	0.000	0.000
Turnkey	Auchinairn Primary	HXC13	HRA now considering outright purchase of site. Design and Valuations underway to support a transaction with the General Fund.	0.000	0.000	0.000	0.000	0.000
Turnkey	Whitegates	HXC17	Purchase no longer under consideration. Proposed that budget be used to support open market purchases instead.	0.260	0.000	0.000	0.000	0.260
Total Turnkey				1.844	1.465	0.000	1.463	0.381
Grand Total New Build				8.525	1.867	4.618	6.729	1.796

Corporate Housing Programme								
ICT	Housing Capital IT Systems	HXC02	Award of contract to NEC. Migration underway.	0.450	0.184	0.000	0.450	0.000
Purchase	Mortgage to Rent	HXC03	Ad hoc spend. One case pending.	0.200	0.000	0.000	0.200	0.000
Purchase	Shared Equity Pre-emption	HXC15	Assumes purchase of up to 5 properties bought using pre-emption rights from existing shared equity owners, costs of which are offset fully in-year through sale of equity on to new owners.	0.400	0.130	0.000	0.400	0.000
Purchase	Open Market Purchases	HXC07	SG have offered to support an increase in no's acquired to 25. Mainly larger family properties being targeted which has also resulted in an increase expenditure to-date.	4.000	1.952	1.282	4.000	0.000
Total Corporate Housing Programme				5.050	2.265	1.282	5.050	0.000
TOTAL HOUSING CAPITAL EXPENDITURE				20.980	6.226	10.830	19.050	1.930

Income								
Project Income Type	Notes		Budget 2023/24 Including Carry Forwards	Actual Income To Date	Additional Anticipated Income	Projected Income at Year- End	Projected Variance At Year-end <Over.....Under>	
Scottish Government Grant	Council New Build	Amount assumed at benchmark levels. Averages approximately £82k per new home.	7.075	0.164	0.000	7.075	0.000	
Scottish Government Grant	Turnkey from Developers	HXC11/13/16/17 Amount assumed at benchmark levels. Averages approximately £82k per new home.	1.068	1.807	0.000	1.068	0.000	

Scottish Government Grant	Open Market Purchases (ROTS)	HXC07	Amount assumed at £70k per home purchased and there are 20 properties targeted for purchase per annum.	1.400	0.138	0.000	1.400	0.000
Other Government Grant	Other (inc VDLIP, SPF)		VDLIP at Canalside Twechar and Housing Infrastructure funding at Barrachan.	0.150	0.000	0.000	0.150	0.000
Scottish Government Grant	Mortgage to Rent	HCE04	Contribution towards repair costs of existing properties	0.080	0.080	0.000	0.080	0.000
HRA Capital Reserves - Ringfenced for New Build	Developer Contributions, Council Tax Second Home Discount and remaining Right to Buy Income		Ringfenced income to be spent only on New Build Affordable Homes	1.000	0.171	0.000	1.000	0.000
HRA Capital Reserves	IHMS		Funding to cover the capital cost of implementing the new IT system	0.450	0.000	0.000	0.450	0.000
Other	Shared Equity Sale Income	HXC15	Income assumed at £100k per property. Amount includes for Pre-emption, Off the Shelf and for Council led developments	0.300	0.000	0.000	0.300	0.000
HRA Revenue	CFCR	HXC08	To contribute towards the costs of Capital Programme	4.371	0.000	0.000	4.371	0.000
Other	Prudential Borrowing		Expenditure less all other forms of income	5.086	0.000	0.000	3.156	(1.930)
Total Income				20.980	2.359	0.000	19.050	(1.930)



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**PLACE NEIGHBOURHOOD &
CORPORATE ASSETS
COMMITTEE**

THURSDAY, 9 NOVEMBER 2023

REFERENCE:

PNCA/100/23/SM

LEAD OFFICER:

DEPUTE CHIEF EXECUTIVE

CONTACT OFFICER:

**STEWART MCNALLY, TEAM LEADER, LAND
PLANNING POLICY**

SUBJECT TITLE:

**LOCAL DEVELOPMENT PLAN 3 - EVIDENCE
REPORT PUBLIC ENGAGEMENT**

1.0 PURPOSE

1.1 The purpose of this Report is to set out a programme of work for the Evidence Gathering stage of the Council's new Local Development Plan 3. The Report also seeks approval to commence work relating to the activities, events and publicity required to support public engagement on the evidence gathering process.

2.0 RECOMMENDATIONS

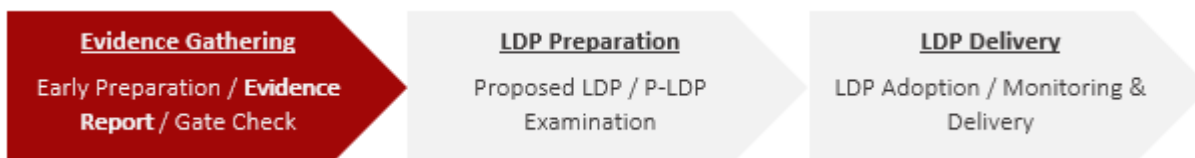
It is recommended that the Place Neighbourhood & Corporate Assets Committee:

- 2.1** notes the purpose of the Evidence Gathering stage of the Local Development Plan 3 (LDP3) and the programme of work that will support this;
- 2.2** approves the activities, events and publicity measures that are proposed as part of the 'public-at-large' engagement, as detailed in paragraphs 3.11 to 3.24 of this Report; and
- 2.3** delegates authority to officers to undertake additional targeted engagement as part of the Evidence Gathering process.

**ANN DAVIE
DEPUTE CHIEF EXECUTIVE**

3.0 BACKGROUND/MAIN ISSUES

- 3.1** The Evidence Report is a new requirement in the Local Development Plan (LDP) preparation process introduced by the Planning (Scotland) Act 2019 and associated Development Planning (Scotland) Regulations 2023. The purpose of the Evidence Report is to improve the quality and effectiveness of a Proposed Local Development Plan (P-LDP) through the provision of a range of data captured from a wide variety of sources, analysed to best inform the production of LDP content and strategy. It must contain sufficient information to enable the Planning Authority to prepare a LDP that is place-based, people-focused and deliverable. Taking time to get this stage of development planning right is therefore very important.
- 3.2** In preparing the Evidence Report, the Planning Authority must engage those who would be affected by or could influence the Plan. These include the public-at-large, Community Councils, key agencies, children and young people, Gypsies & Travellers, older people and disabled people, and other stakeholders. The Evidence Report will be subject to independent assessment at the 'Gate Check'. This stage will be undertaken by a Reporter working on the behalf of the Scottish Government and will check that there is a sound evidence base on which to proceed to prepare a LDP.
- 3.3** The Council's Development Plan Scheme and Participation Statement 2023, which was approved at the Council meeting on 28 September 2023 (Report No EDC/010/23/SM), provides full details of this and sets out the range of engagement requirements the Council is committed to throughout the LDP preparation process.
- 3.4** The position of the Evidence Report within the new LDP preparation process under the 2019 Act and Regulations is as follows:



Content of the Evidence Report

- 3.5** The Evidence Report is intended to provide an evidence base to establish the broad themes and requirements that the LDP will address. Specific locations or sites are the focus for the Proposed LDP and must not be included in the Evidence Report. Detailed site appraisal will not be appropriate at the Evidence Report stage, however the authority should establish a site appraisal methodology that will be used to inform P-LDP allocations.
- 3.6** The Evidence Report must set out the authority's views on the characteristics of the land use and population of the area including housing needs, education capacity, health and wellbeing priorities, climate change resilience, economic strength and infrastructure requirements. There are other legislative requirements for matters which must be considered in the preparation of the plan, linked to specific policy topics. In preparing the Evidence Report, the planning authority must also assess the sufficiency of play opportunities in its area for children.

3.7 Other key matters that must be covered by the Evidence Report include:

- A summary of action taken by the Planning Authority to support and promote the construction and adaptation of housing to meet the housing needs of older people and disabled people, as well as an analysis of the extent to which the action has helped to meet those needs
- How the Planning Authority has invited local communities to prepare Local Place Plans and the assistance provided to local communities to assist them to prepare Local Place Plans
- The steps taken by the Planning Authority in preparing the report to seek the views of Community Councils
- The extent to which the views expressed by disabled persons, Gypsies & Travellers and children and young people have been taken into account in the Evidence Report.

Evidence Report Engagement

3.8 In preparing the Evidence Report, the Planning Authority must seek the views of those who it is anticipated will be affected by the plan, to ensure collaborative and transparent evidence gathering. In particular, the Evidence Report should include information about the lived experience of those who live and work in a place, alongside more technical data. Therefore, comprehensive public engagement is required to gather the views of local communities and other interested parties. It is proposed that the engagement is undertaken in two main phases:

- Early engagement that is publicised widely to the ‘public-at-large’, interested stakeholders and other specified groups.
- Targeted and continuing engagement that provides ongoing input into the evidence gathering process.

3.9 The objectives of the Evidence Report engagement are to:

- Understand the key challenges and opportunities of the plan area.
- Gain information on people’s aspirations for their area and the type of issues they may wish the LDP to address.
- Obtain qualitative evidence on the lived experience of those who live and work in a place through meaningful engagement.
- Gauge the level of agreement around the evidence base and whether further evidence should be provided or developed for particular topics (e.g. housing/infrastructure/energy/environment).
- Increase awareness of the East Dunbartonshire LDP3 process and encourage members of the public and other stakeholders to participate in future stages.

Timescale

3.10 To ensure that the overall timetable for LDP3 remains on schedule and is achievable, as set out in the approved Development Plan Scheme, the Council will need to complete the public-at-large element of the engagement by early 2024. It is proposed that formal engagement commences on Monday 27 November 2023 and runs until Wednesday 31 January 2024. This is a period of just over 9 weeks. Normally, land planning policy consultations run for 8 weeks, however extra time has been allocated to account for the engagement running over the Christmas and New Year period.

Early Engagement Activities and Actions

3.11 The Scottish Government encourages innovative approaches to engagement, tailored to the unique circumstances of an area and reflecting a broad range of interests. It is therefore proposed that the following activities are carried out as part of the LDP3 evidence gathering engagement:

3.12 Publicity – The early engagement will be publicised as widely as possible using the following methods:

- local press releases
- social media promotion including an ‘explainer video’
- distribution of posters and leaflets
- LDP newsletter
- Council website

The Land Planning Policy team will work closely with the Council’s Corporate Communications team to ensure that publicity is carried out in an accessible and effective manner.

3.13 Online Questionnaire – The questionnaire will be an important tool in gathering the views of those who are likely to be affected by the Plan. It will focus on broad concepts and key issues, rather than the merits of individual sites. The questionnaire will be designed to be as user friendly as possible and will help collate information in a consistent manner that will allow for identification of key trends and areas of concern. The questionnaire will be available online however paper copies will be available for those who require them.

The questionnaire will have three main sections:

- Part 1 – Main Challenges for LDP3
- Part 2 – Your Evidence
- Part 3 - Your Place (Optional)

The questionnaire will also ask participants if they would like to be considered for inclusion within an Evidence Topic Group (see paragraphs 3.25 – 3.27 below).

3.14 Drop-In Sessions – Displays and drop-in sessions in prominent locations will provide an opportunity to seek the views of local residents and anyone with an interest in each community area. The principal purpose of the drop-in sessions is to actively encourage the participation of people who were not previously aware of the LDP engagement and widen the overall participation in the process. The displays will be set-up in highly visible areas of each venue and the team will proactively speak with members of the public to seek opinions on the priorities for the next LDP and to encourage further participation via the questionnaire and workshops.

The drop-in sessions will be held at the following venues:

Venue	Date	Time
Bishopbriggs Memorial Hall	Thursday 30 November 2023	5pm-8pm
Kirkintilloch Town Hall	Tuesday 5 December 2023	5pm-8pm

Venue	Date	Time
Bearsden Hub Lesser Hall*	Wednesday 6 December 2023	2pm-5pm
Milton of Campsie Village Hall	Tuesday 12 December 2023	3pm-7pm
Torrance Caldwell Hall	Tuesday 19 December 2023 (TBC)	5pm-8pm
Lennoxton Hub	Tuesday 9 January 2024	5pm-8pm
Twechar Healthy Living and Enterprise Centre	Thursday 11 January 2024 (TBC)	4pm-7pm
Milngavie Community Library & Education Centre	Monday 15 January 2024	5pm-8pm

* Subject to the reopening of the facility. If required, an alternative session will be organised and publicised.

There will be a session within each main community area in East Dunbartonshire throughout the period, across a range of weekdays and time slots.

- 3.15 Online Information Session** – It is proposed that an online information session is held, in which the Land Planning Policy team will outline key aspects of the Evidence Gathering process and invite question or discussion points from participants. The online session would provide an opportunity for anyone who was unable to attend any of the drop-in sessions to participate in the consultation exercise and engage directly with Council officers. The session will take place towards the end of the consultation period in January 2024 (date to be confirmed) via Microsoft Teams.
- 3.16 In-Person Workshop** – In addition to the drop-in sessions, it is proposed that a more structured workshop is held towards the end of the consultation process. This would be open to all to attend however it is expected that it would be of most interest to community groups and representative organisations, landowners and the development industry and key agencies. The workshop will take place in Kirkintilloch Town Hall on Tuesday 23 January 2024.
- 3.17 Engagement with Schools and Young People** – The Land Planning Policy Team will arrange sessions with local schools to ensure that young people are involved in the evidence gathering process. The timescales for delivering the sessions will be led by the schools taking various factors into account. It should be noted that the team will be attending a careers fair in St Ninian’s High School on 23 November 2023 which will help further promote the opportunities for young people to engage in the process.
- 3.18** Additionally, the Regulations specifically require youth councillors to be engaged in the preparation of the LDP. As the Council does not have youth councillors, the pupil forum will be utilised as an additional method for involving young people on top of the wider school sessions.
- 3.19** Contact will also be made with the local members of the Scottish Youth Parliament.
- 3.20 Equality and Minority Groups** – The engagement will be promoted to equality and minority groups, including those representing disabled persons.

The questionnaire and discussions at the engagement sessions should help to identify any particular land use issues that are experienced by groups such as disabled people.

- 3.21 Gypsy and Other Travellers** – The Land Planning Policy Team will contact organisations that represent Gypsies and other Travellers to promote the evidence gathering engagement within the Gypsy and Traveller communities.
- 3.22 Internal Council Services/ Health and Social Care Partnership (HSCP)** – Close working with relevant Council Services and the HSCP is crucial in ensuring that the plan is built on robust evidence and aligned with the key priorities of each service's work. Council report PNCA/042/23/HH, which sought approval to start work on LDP3, sets out the Land Planning Policies Team's intention to convene internal working groups to oversee work on the following:
- LDP design and presentation
 - 20-minute neighbourhoods and infrastructure
 - Any other topics as and when required
- 3.23** It should be noted that internal services will also be invited to participate in any Evidence Topic Group(s) that are relevant to their expertise and area of work (see paragraphs 3.25 – 3.27 below).
- 3.24 Key Agencies and Other Bodies** – Early engagement with key agencies is crucial in ensuring that the plan will be aligned with the key priorities of each agencies' work. This includes (but is not limited to) SEPA, Nature Scot, Historic Environment Scotland, Transport Scotland, NHS Greater Glasgow & Clyde, Sport Scotland and Scottish Water. Key agencies will be contacted directly to invite them to discuss their preferred methods for engaging in the evidence gathering process; which may include individual meetings, attendance at the in-person workshop, filling out the questionnaire and/or providing comments by email.

Targeted and Continuing Engagement

- 3.25** Upon conclusion of the public-at-large engagement set out above, the Land Planning Policy Team will analyse the responses and initial evidence provided. The Local Development Planning Guidance states that '*Planning Authorities are expected to undertake proactive engagement with stakeholders to ensure collaborative and transparent evidence gathering*' and that '*Planning authorities should aim to resolve any issues raised by stakeholders on the sufficiency of the evidence, before submitting to Gate Check, where possible.*' As such it is considered likely that it will be necessary to convene 'Evidence Topic Groups' to provide stakeholders with further opportunities to help shape the content of the Evidence Report as the work on it progresses.
- 3.26** The Evidence Topic Groups may take the form of attending a small number of sessions/workshops or providing further comments and information by email. The topic groups will only contribute towards the preparation of the technical evidence contained within the Evidence Report and do not replace any opportunities elsewhere in the process to be involved in preparing LDP3. The Evidence Report is not intended to include information on specific sites and there will be an opportunity for stakeholders to comment on proposed allocations at the Proposed Plan stage.

The topic groups will only be responsible for providing input on the evidence required to establish broad principles that LDP3 should address.

- 3.27** The online survey will ask respondents if they would like to be considered for inclusion within one or more Evidence Topic Groups. In order to ensure that the topic groups are proportionate and manageable, the policies and requirements in National Planning Framework 4 (NPF4) will be grouped together taking into account the synergies of policy outcomes and the levels of stakeholder interest shown in each topic area. Where a significant volume of interest has been expressed for a certain topic or group of topics, membership of the relevant Evidence Topic Group will be focussed on representatives of local groups and other organisations. As above key agencies and internal services will be invited to take part in the groups where appropriate.
- 3.28** In addition to the Evidence Topic Groups, it may be necessary to undertake specific topic surveys with local residents and business owners, or other forms of targeted engagement.
- 3.29** It should also be noted that during this Evidence Gathering process, the Council will be providing support to communities that have expressed a wish to prepare a Local Place Plan (LPP) for their area. The LPP is another route for communities to feed into the development planning process. Government guidance states that LPP's intending to influence an LDP should generally be in place by the time the Evidence Report is published. However, in this period as we transition over to the new planning system it is considered appropriate that community organisations are given additional time to prepare their LPP's and submit them to the Council. As such the current advice to community groups is that whilst they must advise the Council of their intention to prepare an LPP before the Evidence Report is published (expected September 2024), the LPP can be submitted to the Council up until June 2025. Further information on how Local Place Plans feed into the LDP process is provided [on the Council website](#).

Next Steps

- 3.30** Work on the content of the Evidence Report is ongoing and will be undertaken alongside the public-at-large engagement and the Evidence Topic Groups. The Evidence Report will be prepared in accordance with the provisions of the Local Development Planning Guidance published in May 2023; which includes advice on how LDP's can address each of the policies in NPF4 and other requirements. Meetings of the LDP Working Party will provide an opportunity to gain feedback from Elected Members on the issues emerging in the evidence gathering process and how these should be addressed in the Evidence Report.
- 3.31** As required by the Planning (Scotland) Act 2019, the Evidence Report must be approved by full Council before it can be formally submitted to Scottish Ministers as part of the Gate Check process. Based on the current Development Plan Scheme, it is anticipated that the Evidence Report will be reported to Council in September 2024 and will be accompanied by a Report of Consultation which will set out the full programme of engagement undertaken and how responses have influenced the final version of the Evidence Report.

3.32 Following approval of the Evidence Report and Report of Consultation, officers will prepare and collate all material for the Gate Check, in line with the Scottish Government's LDP Guidance and advice from the Planning and Environmental Appeals Division (DPEA). As part of the Gate Check stage, a Reporter will assess the content of the Evidence Report and will make one of the following determinations:

- That there is sufficient information for the planning authority to proceed with preparing the Proposed Plan; or
- That there is not sufficient information and recommendations for improving the Evidence Report will be provided. The planning authority would then be required to address the recommendations for improvement before they can progress to preparing the Proposed Plan.

3.33 There is no prescribed length of time for the Gate Check stage, however it is estimated to last between six and nine months. Following completion of the Gate Check stage, currently programmed for Spring 2025, the outcome will be reported to Council and the next stages in the LDP Programme and Workplan confirmed.

4.0 IMPLICATIONS

The implications for the Council are as undernoted.

4.1 Frontline Service to Customers – LDP3 will become the principal determinant in considering all planning applications submitted to the Council alongside the National Planning Framework.

4.2 Workforce (including any significant resource implications) – None

4.3 Legal Implications – Preparation of LDP3 is a requirement of the Town and Country Planning (Scotland) Act 1997 as amended by the Planning (Scotland) Act 2019. No other legal implications are anticipated.

4.4 Financial Implications – All costs related to the development of the plan, including public engagement activities, are expected to be met from existing / identified LDP budget.

4.5 Procurement – It is likely that external consultants will be required to carry out evidence work in support of Plan development. Normal procurement procedures will be followed to tender for any work required.

4.6 ICT – Documents will require to be made Accessible and uploaded to the Council website following approval. Details of the public engagement period will also be made available through the Council's social media platforms, including the promotion and distribution of an online questionnaire and a newsletter.

4.7 Corporate Assets – LDP3 will become one of the principal determinants in considering all planning applications submitted to the Council, including the Council's own applications. Therefore, the Council's own land requirements will need to be considered in developing the evidence base for LDP3.

- 4.8 Equalities Implications – The requirements of equalities groups will be considered in preparing LDP3 and will be directly contacted through the evidence gathering engagement process.
- 4.9 Corporate Parenting – None
- 4.10 Sustainability –Sustainability will be a core consideration when developing LDP3.
- 4.11 Other - None

5.0 **MANAGEMENT OF RISK**

The risks and control measures relating to this Report are as follows:-

- 5.1 The risks and control measures relating to the LDP3 process, including the evidence gathering and engagement stage, are set out in **Appendix 4** Corporate Risk Assessment.
- 5.2 Failure to complete the evidence gathering and public engagement stage within the specified time period could risk delays to the overall LDP3 timetable, as set out in the Development Plan Scheme 2023. This would put added pressure on later stages of the LDP3 preparation process and could ultimately result in reputational damage to the Council.

6.0 **IMPACT**

- 6.1 **ECONOMIC GROWTH & RECOVERY** - LDPs are required to set out land allocations to meet community needs and enable a sustainable and resilient economy. Key policy themes that will form part of the evidence gathering process include the health of town and village centres, business requirements and tourism assets.
- 6.2 **EMPLOYMENT & SKILLS** - LDPs are required to set out land allocations to meet community needs and ensure a supportive environment for learning and skills development. Evidence gathering will involve an understanding of potential barriers to employment within the area, how these may be overcome, and what land use priorities should be taken forward to maximise the local employment rate. The implications for economic development from LDP3 identified during the consultation will indirectly result in protecting and creating local jobs.
- 6.3 **CHILDREN & YOUNG PEOPLE** - The engagement process is likely to identify needs and aspirations from local people and other stakeholders on how new development will sustain and create demand for educational facilities from new residents. The engagement will also provide valuable evidence in terms of informing future planning policies that support mental health improvement and help ensure that children and young people are safe and healthy. In line with LDP Guidance, this evidence will be gathered by engaging directly with local schools and a pupil forum.

- 6.4 SAFER & STRONGER COMMUNITIES** - LDPs can play a key role in supporting the creation of safer and stronger communities through effective placemaking and the implementation of good urban design. The engagement process will aim to identify opportunities to improve the urban form, reduce vacant and derelict land and create safer public spaces. This will be achieved by liaising directly not only with local people, but by seeking input from key agencies and other organisations with specialist knowledge of how to create safer and stronger places and build community capacity.
- 6.5 ADULT HEALTH & WELLBEING** – The engagement exercise is likely to help identify opportunities to improve access to sports & recreational facilities and the natural environment, supporting healthier and more active lifestyles. This includes, for example, evidence relating to quality open space, access to nature and the availability of health & social care facilities.
- 6.6 OLDER ADULTS, VULNERABLE PEOPLE & CARERS** – LDPs have a critical role in ensuring that the particular needs of our older and more vulnerable citizens are supported to maintain their independence and enjoy a high quality of life. By engaging directly with older people and disabled groups, the evidence gathering process will help to influence relevant future policies that will support this outcome. For example, evidence is likely to include the needs and aspirations of older adults, vulnerable people and carers in terms of the availability of specialist housing and design requirements of new homes including their adaptability.
- 6.7 CLIMATE CHANGE** - The evidence gathering process will significantly inform the Council's overall land use policy strategy relating to climate change adaptation and mitigation. In particular, it will enable the Council to collate valuable evidence and data related to the forthcoming Climate Action Plan and Local Heat and Energy Efficiency Strategy. This will contribute to baseline data that will influence a future planning policy framework for addressing climate change and meeting specific climate change targets.
- 6.8 STATUTORY DUTY** - The LDP is a statutory requirement as set out in the Town and Country Planning (Scotland) Act 1997 as amended by the Planning (Scotland) Act 2019.

7.0 POLICY CHECKLIST

7.1 Completed versions of the following are appended to the Report:-

- Appendix 1: Policy Development Checklist
- Appendix 2: Equality Impact Assessment
- Appendix 3: Strategic Environmental Assessment
- Appendix 4: Corporate Risk Assessment
- Appendix 5: Data Protection Impact Assessment Policy assessment

8.0 APPENDICES

8.1 Appendix 1: Policy Development Checklist

8.2 Appendix 2: Equality Impact Assessment

8.3 Appendix 3: Strategic Environmental Assessment

8.4 Appendix 4: Risk Assessment

8.5 Appendix 5: Data Protection Impact Assessment

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Impact Assessment Checklist	
1. Title of proposal¹	East Dunbartonshire Proposed Local Development Plan 3 (LDP3)
2. Accountable Executive Officer	Heather Holland (Strategic Lead - Land Planning and Development)
3. Designated Officers (Names and Job Titles) for developing proposal	Niall Urquhart (Sustainability & Planning Policy Manager) Stewart McNally (Land Planning Policy Team Leader) Peter Atkinson (Policy Planner) Richard Todd (Policy Planner) Neil Samson (Environmental Planner)
4. What is the nature of the proposal?	<input checked="" type="checkbox"/> Update or introduction of a new policy, plan, strategy etc. <input type="checkbox"/> Review existing or introduction of new service or function <input type="checkbox"/> Reduction or removal of an existing service or function <input type="checkbox"/> Budget proposal <input type="checkbox"/> Other (e.g. technical note, decision). Please provide details: Click or tap here to enter text.
5. What are the main implications from this proposal? Select all that apply	<input type="checkbox"/> Introduction/removal or increase/decrease of charging <input type="checkbox"/> Increase or addition of a service <input type="checkbox"/> Reduction or removal of a service <input type="checkbox"/> New ways of working or updates to procedures <input type="checkbox"/> Different location, format or time of a service <input type="checkbox"/> New/changed options or entitlements <input type="checkbox"/> New/changed priorities or criteria <input checked="" type="checkbox"/> Other. Please provide details: Local Development Plan – New policy for the determination of planning applications
6. What is the purpose of the proposal?	LDP3 will set out a land use strategy and framework for the growth and development of East Dunbartonshire up to 2038 and beyond. The Plan will provide certainty for the public and private sectors in terms of guiding investment decisions and informing the allocation of resources. It will help to guide development and regeneration strategies by clearly illustrating where and how development should and should not take place.
7. What are the proposed vision, aims and objectives, if applicable?	As a land use strategy covering the whole of East Dunbartonshire, LDP3 will serve as a core document in capturing the land use aspects of strategic Council objectives across related services and plans or strategies including housing, health & wellbeing, education, transport, community wealth building and economic development. Local Outcomes Improvement Plans (LOIPs) must be taken into account and LDPs must contribute towards the priority outcomes set out in the Council's LOIP.

¹ This includes policies, plans, procedures, programmes, frameworks, strategies, strategic decisions, service changes, masterplans etc.

Impact Assessment Checklist

The LOIP will therefore set the vision for LDP3. LDP3 will identify priority areas for growth and change throughout our communities, potentially including high level briefs for key sites or regeneration area. Overall, it will focus on the development that is required to improve quality of life, within the context of the Place Principle.

8. What prompted the development of the proposal? (e.g. new legislation, administrative)

The preparation of a Local Development Plan is required by the Town and Country Planning (Scotland) Act 1997, as amended by the Planning (Scotland) Act 2019 to manage the development and use of land in the long-term public interest.

9. What is the subject of the proposal (e.g. transport, land use, health)?

Land use planning and development

10. What are the intended outcomes and functions of the proposal?

The outcome of the proposal will be the adoption and delivery of a Local Development Plan for East Dunbartonshire to support the planning system by promoting, facilitating and regulating development in the public interest as a whole. LDP3 will be used to determine planning applications alongside NPF4.

11. Will the proposal be driven by, influence or be influenced by any other existing or emerging proposals?

LDP3 will be informed by National Planning Framework 4 (NPF4), Regional Spatial Strategies (RSS), Local Place Plans (LPP) and a range of other policies, proposals and sources of evidence. These will be detailed in the LDP3 Evidence Report. LDP3 will influence the development and use of land in East Dunbartonshire during the Plan period.

12. Has a previous version, or parts (e.g. objectives, actions) of this proposal been considered by any assessment before this?

- Equality Impact Assessment
- Risk Assessment
- Strategic Environmental Assessment
- Data Protection Impact Assessment

If yes for 1 or more assessment, please provide details:

[Click or tap here to enter text.](#)

13. What is the period covered by the proposal and/or implementation date

LDP3 will be implemented over a ten-year time period, 2028 to 2038, but must also consider the ambitions and outcomes for the Council area looking 20 years ahead from the date of adoption.

14. What is the frequency of updates/reviews (e.g. annual)? Please include dates if possible

LDPs must be prepared at intervals of no more than 10 years or when required by the Scottish Ministers.

15. Identify how the proposal supports the Local Outcomes Improvement Plan (LOIP)² select all that apply

Impact Assessment Checklist

- Outcome 1:** East Dunbartonshire has a sustainable and resilient economy with busy town and village centers, a growing business base, and is an attractive place in which to visit and invest
- Outcome 2:** Our people are equipped with knowledge and skills for learning, life and work
- Outcome 3:** Our children and young people are safe, healthy and ready to learn
- Outcome 4:** East Dunbartonshire is a safe place in which to live, work and visit
- Outcome 5:** Our people experience good physical and mental health and wellbeing with access to a quality built and natural environment in which to lead healthier and more active lifestyles
- Outcome 6:** Our older population and more vulnerable citizens are supported to maintain their independence and enjoy a high quality of life, and they, their families and carers benefit from effect care and support services
- Guiding Principle 1:** Coproduction and engagement
- Guiding Principle 2:** Best Value
- Guiding Principle 3:** Evidence based planning
- Guiding Principle 4:** Fair and equitable services
- Guiding Principle 5:** Planning for place
- Guiding Principle 6:** Prevention and early intervention
- Guiding Principle 7:** Sustainability

16. Who is the main audience for this proposal? Select all that apply

- East Dunbartonshire Council employees
- Contractors or organisations/individuals carrying out a service on behalf of the Council
- Voluntary sector groups/organisations
- People living in a specific area of East Dunbartonshire. Please detail: [Click or tap here to enter text.](#)
- Everyone living in East Dunbartonshire
- People working, studying or volunteering in East Dunbartonshire
- Visitors to East Dunbartonshire
- Specific group(s) of people with a shared interest.
 - Experiencing socioeconomic disadvantage (this includes low/no wealth, low income, area deprivation, material deprivation)
 - Being in a particular age category
 - Being from a black or ethnic minority group e.g. Gypsy/Travellers
 - Speaking a language other than English
 - Women or girls
 - Identifying as Lesbian, Gay Bisexual or Transgender
 - Belonging to a particular religion or faith
 - Pregnant women or those on maternity/paternity leave
 - Having a long-term limiting health condition or disability
 - Another marginalised group e.g., those experiencing homelessness, offenders/ex-offenders.Please detail:
[Click or tap here to enter text.](#)
- None of the above

Impact Assessment Checklist

Stage 1: On completion and submission of the Impact Assessment Checklist to the relevant assessment officer(s) the level of SEA required will be determined.

Stage 2: To be completed after Stage 1 and receipt of SEA Letter of Determination to identify relevant stages of SEA needed and completed.

- SEA Letter of Determination Pre-Screening Notification
- Screening Report
- Screening Determination
- Scoping Report
- Environmental Report **OR** SEA Letter of Determination stated SEA not required

18. Risk Management

Please tick boxes to confirm completion of each stage.

- Conduct Risk Assessment
- Risks Assessment document reviewed by Corporate Risk Adviser
- Risks Assessment document attached to Committee/Council papers along with Impact Assessment Checklist

19. Data Protection Impact Assessment

Please tick boxes to confirm completion of each stage.

- DPIA Screening Questions

Is a full DPIA required?

If yes:

- Full DPIA carried out

If no:

DPIA Screening complete & no further DPIA required

Signed: Peter Atkinson

Date 23/03/2023

Appendix 2: Equality Impact Assessment

Section 1: Details
1.1 Name of Service
Land Planning Policy
1.2 Title of Proposal
East Dunbartonshire Proposed Local Development Plan 3 (LDP3)
1.3 Is this a new proposal or an update to an existing one? (Yes/No)
Yes
1.4 Officers involved in the EqIA, including name and title
Peter Atkinson (Policy Planner) Richard Todd (Policy Planner) Stewart McNally (Land Planning Policy Team Leader)
1.5 Lead Officer carrying out the EqIA
Peter Atkinson (Policy Planner)
1.6 Date EqIA started
<i>Evidence gathering for EqIA should be started prior to any document drafting or decision making</i>
27/01/2023
1.7 Date EqIA completed
<i>This should allow for the assessment to inform decision-making</i>
First draft completed on 28/03/2023. The EqIA document will be updated at each stage of the LDP3 preparation process.
1.8 What is the purpose and aims of the proposal?
<i>e.g. improve employability of young people aged 18-24 currently not in education, employment or training</i>
Sets out a land use strategy and framework for the growth and development of East Dunbartonshire up to 2038 and beyond. The Plan will provide certainty for the public and private sectors in terms of guiding investment decisions and informing the allocation of resources. It will help to guide development and regeneration strategies by clearly illustrating where and how development should and should not take place.
1.9 Who does the proposal intend to affect as a service user?
<i>e.g. children and young people in East Dunbartonshire, EDC employees, unemployed and underemployed people</i>
As a land use strategy covering the whole of East Dunbartonshire, the Local Development Plan is intended to support the planning system by promoting, facilitating and regulating development in the public interest as a whole. It is therefore relevant to everyone who lives in the area, local businesses and visitors to the area.
1.10 Are there any aspects of the proposal which explicitly address discrimination, victimisation or harassment? Please detail
<i>This question may be returned to after further development of the proposal</i>
Local Development Plan 3 is not intended or expected to address discrimination, victimisation or harassment.
1.11 Are there any aspects of the proposal which explicitly promote equal opportunities? Please detail
<i>This question may be returned to after further development of the proposal</i>
No aspects identified.

1.12 Are there any aspects of the proposal which explicitly foster good relations? Please detail

This question may be returned to after further development of the proposal

The Planning Authority has a duty under the Planning (Scotland) Act 2019 to engage with the public at large during Plan preparation, including in particular the views of disabled persons, Gypsies & Travellers, children and young people, Community Councils and other stakeholders as may be appropriate. It is therefore intended that the preparation of Local Development Plan 3 will through innovative engagement techniques foster good relations between the Planning Authority and the aforementioned groups. The requirement under the Act to facilitate the preparation of Local Place Plans will also engender close relations between the Planning Authority and the public at large.

Section 2: Evidence

Please outline what is known currently about the experiences of people under each characteristic, in relation to the services and/or activities which this proposal addresses. Include relevant sources

e.g. Census or other national data sources, research reports, community consultation, service user monitoring, complaints, service provider experience.

2.1 Age

Including the experiences of young people (age 18 and over) and older people.

This section will be completed following the release of Census 2022 data and work associated with the preparation of the LDP3 Evidence Report.

2.2 Disability

Including the experiences of people with long term limiting health conditions.

This section will be completed following the release of Census 2022 data and work associated with the preparation of the LDP3 Evidence Report.

2.3 Gender Reassignment

Where someone is living part/full time as the opposite gender to their assigned sex at birth.

No impacts identified (see Section 3).

2.4 Marriage and Civil Partnership

This characteristic is only applicable in contexts where the proposal covers employment/employees. An employee or job applicant must not receive unfavourable treatment because they are married or in a civil partnership.

No impacts identified (see Section 3).

2.5 Pregnancy and Maternity

This covers women as soon as they become pregnant. In the workplace this includes pregnancy-related illness. When a woman gives birth or is breastfeeding, this characteristic protects them for 26 weeks.

No impacts identified (see Section 3).

2.6 Race

Including impact relating to race, colour, nationality (including citizenship), ethnic or national origins.

There is a statutory responsibility under the Planning (Scotland) Act 2019 to undertake the preparation of the Local Development Plan in consultation with Gypsies and Travellers, as well as the public at large to understand housing needs. The Land Planning Policy team will seek to consult with ethnic minorities as part of the engagement for the Plan and this will highlight any issues that may be faced with respect to development planning in the Local Authority area. This section will be expanded upon following the release of Census 2022 data and work associated with the preparation of the LDP3 Evidence Report.

2.7 Religion or Belief

Refers to any religion, including lack of religion.

No impacts identified (see Section 3).

2.8 Sex	
<i>Sex can mean either female or male, or a group of people like men or boys, or women or girls.</i>	
No impacts identified (see Section 3).	
2.9 Sexual orientation	
<i>Sexual orientation includes how you choose to express your sexual orientations, such as through appearance, or through the places individuals choose to visit.</i>	
No impacts identified (see Section 3).	
2.10 Other marginalised groups	
<i>Including but not exclusive to the experiences of unpaid carers, homeless people, ex-offenders, people with addictions, care experienced people.</i>	
This section will be completed following the release of Census 2022 data and work associated with the preparation of the LDP3 Evidence Report.	
2.11 Have people who identify with any of the characteristics been involved in the development of the proposal? (Yes or No)	
<i>If yes, please complete Section 2.12 If no, please go to Section 3</i>	
Yes, under the engagement requirements set out in the Planning (Scotland) Act 2019. The engagement strategy for LDP3 also seeks to go further than the requirements of the Act with respect to public consultation.	
2.12 Please outline any involvement or consultation relevant to the proposal which has been carried out or is planned	
<i>Add more rows below as necessary</i>	
Alongside consultation for the Development Plan Scheme and Participation Statement, stakeholders will be consulted at four key stages:	
Evidence Report Preparation (Stage 2)	Call for Ideas & Sites (Stage 4A)
Proposed Plan (Stage 4B)	Examination and Adoption (Stage 5 & Stage 6)

Section 3: Impact	
Based on what is known in Section 2, please outline the impact you expect the proposal to have? Advise whether Possible positive (+) impact or Possible adverse (-) impact or Neutral (~) impact likely	
3.1 Age	
<i>Including impact relating young people (age 18 and over) and older people.</i>	
+	The Planning Authority is required under the Planning (Scotland) Act 2019 to in the Evidence Report for the Plan to set out a summary of action to support and promote the construction and adaptation of housing to meet the housing needs of older people. There is likely to be a positive impact on older people and people with children in terms of improved design and accessibility. This includes access to affordable housing which will be a key priority of the Plan, in terms of availability and integration with market housing.
3.2 Disability	
<i>Including impact relating to long term limiting health conditions.</i>	
+	The Planning Authority is required under the Planning (Scotland) Act 2019 to in the Evidence Report for the Plan set out a summary of action taken to support and promote the construction and adaptation of housing to meet the housing needs of older people and disabled people, as well as an analysis of the extent to which the action has helped to meet those needs. The Evidence Report must also set out the steps taken by the PA in preparing the report to seek the views of disabled persons and must set out the extent to which the views expressed by disabled persons have been taken into account. There is likely to be a positive impact on disabled people in terms of improved design and access to key services and community facilities.
3.3 Gender Reassignment	
<i>Where someone is living part/full time as the opposite gender to their assigned sex at birth.</i>	
~	No impacts identified.

3.4 Marriage and Civil Partnership	
<i>This characteristic is only applicable in contexts where the proposal covers employment/employees. An employee or job applicant must not receive unfavourable treatment because they are married or in a civil partnership.</i>	
~	No impacts identified.
3.5 Pregnancy and Maternity	
<i>This covers women as soon as they become pregnant. In the workplace this includes pregnancy-related illness. When a woman gives birth or is breastfeeding, this characteristic protects them for 26 weeks.</i>	
~	No impacts identified.
3.6 Race	
<i>Including impact relating to race, colour, nationality (including citizenship), ethnic or national origins</i>	
+	The Planning Authority is required under the Planning (Scotland) Act 2019 to in the Evidence Report for the Plan publish a summary of the action taken by the Planning Authority to meet the accommodation needs of Gypsies and Travellers in the Authority's area, as well as an analysis of the extent to which the action has helped to meet those needs. The Evidence Report must also set out the steps taken by the Planning Authority in preparing the report to seek the views of Gypsies & Travellers and the extent to which the views expressed Gypsies & Travellers have been taken into account. Whilst a requirement to engage with people of races other than Gypsies & Travellers has not been specifically detailed in the 2019 Act, the obligation in the act to engage with the public at large and efforts through the engagement strategy to reach minority groups, will ensure all parts of society can participate in the preparation of LDP3.
3.7 Religion or Belief	
<i>Refers to any religion, including lack of religion.</i>	
~	No impacts identified.
3.8 Sex	
<i>Sex can mean either female or male, or a group of people like men or boys, or women or girls.</i>	
~	No impacts identified.
3.9 Sexual orientation	
<i>Sexual orientation includes how you choose to express your sexual orientations, such as through appearance, or through the places individuals choose to visit.</i>	
~	No impacts identified.
3.10 Other	
<i>Including but not exclusive to the experiences of unpaid carers, homeless people, ex-offenders, people with addictions, care experienced people.</i>	
+	There is likely to be a positive impact upon homelessness as improving access to affordable housing for people on modest incomes is a key priority of the Plan.
3.11 Cross Cutting	
<i>Where two or more characteristics above overlap and the proposal affects those people in a specific way</i>	
+	The requirement under the Planning (Scotland) Act 2019 to engage with and gather evidence on the needs of older people, Gypsies & Travellers, disabled people, as well as the public at large, will have a direct positive influence through the development of Local Development Plan 3 policy and spatial strategy related to housing land, town centres, design, quality, place, transport and travel, health and safety and a range of other provisions and policy interventions.

Section 4: Assessment

4.1 Select the assessment result, from 1-4, which applies and give a brief justification:

1. No major change If this is selected you are confirming that the EQIA demonstrates the budget proposal is robust and there is no possible adverse impact.

Justification: If this is selected you must demonstrate that all opportunities to promote equality have already been taken.

No adverse impacts on equalities have been identified (see Section 3).
2. Continue the proposal <i>If this is selected you are confirming that the EqIA identifies possible adverse impact or missed opportunities but the proposal can be justified</i>
Justification: <i>If this is selected you must set out the justifications for continuing with the proposal in terms of proportionality and relevance. For the more important proposal, more compelling reasons are needed.</i>
N/A
3. Adjust the proposal <i>If this is selected you are confirming that the EqIA identifies possible adverse impact or missed opportunities which suggest the proposal needs to be adjusted.</i>
Justification: <i>If this is selected you must set out the reasons why an adjusted proposal is required. For example to remove unjustifiable barriers or address opportunities that cannot be missed on the balance of proportionality and relevance</i>
N/A
4. Stop and remove the proposal <i>The proposal shows actual or possible unlawful discrimination. It must be halted or significantly changed</i>
Justification: <i>If this is selected you must set out the reasons for halting the proposal or significantly changing it to avoid unlawful discrimination</i>
N/A

Section 5: Actions

5.1 Please outline how you will monitor the impact of the proposal

e.g. performance indicators used, other monitoring arrangements, assigned individuals to monitor progress, criteria used to measure outcomes

The Local Development Plan Regulations and Guidance state that to achieve a delivery focussed system, it is expected that the planning authority will focus on supporting the delivery of the plan following adoption. Monitoring of the impact of Local Development Plan 3 will therefore take place on an on-going basis through an analysis of planning permissions, planning appeal decisions and general development activity throughout the area.

Evidence gathering will take place immediately after Plan adoption to inform the preparation of the next Local Development Plan (LDP4). The LDP Delivery Programme is a project management tool that sets out how the Planning Authority proposes to implement the LDP and will demonstrate a clear route to delivery for sites and proposals in the plan. The Delivery Programme will be kept under review and updated at least every two years, or if the Scottish Ministers direct the authority to update it. The Housing Land Audit and Delivery Programme will be used to manage the deliverable Housing Land Pipeline set out in the LDP.

5.2 Please outline action to be taken in order to:

1. Mitigate possible adverse negative impact (listed under section 3);
2. Promote possible positive impacts and;
3. Gather further information or evidence

No.	Action	Lead	Timescale
1	No adverse negative impact has been identified.	N/A	N/A
2	The Plan as a whole is intended to promote equality, particular in relation to key community facilities and services such as housing, transport connections and town centres. Access to these key facilities is a central theme running throughout the Plan and will be taken into consideration as part of the development management	Land Planning Policy team	Plan period (2028 to 2038)

	process through the determination of planning applications.		
3	See section 5.1 above.	Land Planning Policy team	Plan period (2028 to 2038)

5.3 When is the proposal due to be reviewed

LDPs prepared under the Planning (Scotland) Act 2019 must be prepared at intervals of no more than 10 years or when required by the Scottish Ministers. Planning authorities must keep the plan under review and in doing so, monitor changes in a range of characteristics set out in legislation. LDP4 will be prepared according to these statutory responsibilities.

Section 6 Approval

6.1 Senior Officer who this proposal will be reported by (name and job title)

Please ensure the EDC Equality lead has been contacted regarding this EqlA

Name	Job Title

6.2 Signature

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6.3 Date

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Date: 23rd March 2023

DEVELOPMENT AND REGENERATION
Land Planning and Development
Place, Neighbourhood & Corporate Assets
Directorate
East Dunbartonshire Council
Broomhill Depot
Kilsyth Road
Kirkintilloch
G66 1TF

Telephone 0141 578 8600
Fax No: 0141 578 8575

Appendix 3 - SEA

Dear Peter Atkinson,

SEA Determination Letter
East Dunbartonshire Council
Local Development Plan 3

After reviewing the Impact Assessment Guide - Checklist document for the proposed Local Development Plan 3 (LDP3), the Sustainability Policy Team has determined that the LDP3 is a qualifying plan under the Environmental Assessment (Scotland) Act 2005 ('SEA Act') and implementation is likely to result in significant environmental effects. In accordance with the SEA Act, the LDP3 will continue directly to the Scoping stage of the process, which will be undertaken by the Sustainability Policy Team in collaboration with the Land Planning Policy Team.

If you have any further queries, please do not hesitate to contact Neil Samson, Strategic Environmental Assessment Technical Officer on 0141 578 8615.

Yours faithfully,

Neil Samson
Strategic Environmental Assessment Technical Officer

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APPENDIX 4

RISK ASSESSMENT FOR POLICIES / STRATEGIES

The risk assessment should be completed by the Responsible Policy Officer and should be used as part of the decision-making process in determining if the policy is viable for the Council.

What are the risks to the Council in implementing this new policy? *(The tables below should be used to identify and assess ALL risks to the Council in implementing the strategy / policy).*

Name of Policy/Strategy: Local Development Plan 3

Lead Officer (Name and Position): Peter Atkinson (Policy Planner)

Risk	Likelihood Score (L)*	Impact Score (I)*	Risk Rank = (Lx I)	Acceptable Risk Yes/ No
Risks associated with proceeding with Local Development Plan 3 prior to the Regulations and Guidance being finalised				
The scale of new responsibilities being placed on planning authorities and the impact on resources and skills not being fully known at this stage.	2	3	Medium	Yes
Government expectations changing as a result of updated transitional arrangements.	2	2	Medium	Yes
Risks associated with not producing or adopting Local Development Plan 3				
The Scottish Government, expects all planning authorities to have 'new-style' LDP's in place by the 5 th anniversary of the commencement of NPF4. As such the anticipated deadline for LDP3 will be February 2028. If the Council did not have an LDP in place by this time, there is a risk of minor reputational damage.	2	2	Low	Yes
If the Evidence Report or Proposed Plan is judged by a Reporter to be inadequate in terms of meeting the requirements of NPF4 (i.e. not exceeding the MATHLR figure) there is a risk that the Council would not be	2	3	Medium	Yes

Risk	Likelihood Score (L)*	Impact Score (I)*	Risk Rank = (Lx I)	Acceptable Risk Yes/ No
allowed to proceed with the plan. In this event, whilst there is no longer a presumption in favour of sustainable development to which the housing land supply can be challenged, it is still likely that housing developers would submit planning applications for unallocated sites on an ad hoc basis.				
Risks associated with not carrying out LDP process correctly & adequately in line with proposed work programme				
Without appropriate publicity and consultation, the LDP3 would not meet its statutory requirements.	1	3	Low	Yes
A lack of interest from communities and stakeholders in the preparation of the LDP3.	2	3	Medium	Yes
Erroneous information by external stakeholders/ groups provided to local press and/or shared widely on social media.	2	3	Medium	Yes
Engagement/consultation does not produce meaningful data to support the Evidence Report	2	3	Medium	Yes
Without robust evidence base LDP3 would not meet its statutory requirements	1	3	Low	Yes
Time is spent gathering data that is neither meaningful nor translated into policy/action in LDP3	1	3	Low	Yes
Evidence/data gathered is not sufficiently robust to avoid issues at Gate Check/Examination	2	5	Medium	Yes
Without following the LDP procedures set out in legislation and regulations LDP3 would not meet its statutory requirements	1	5	Medium	No – However unlikely to occur
Risks associated with the emergence of NPF4 / the examination of multiple LDPs in Scotland simultaneously				
34 Planning Authorities submitting ER/Proposed Plan to Gate	4	3	High	Yes

Risk	Likelihood Score (L)*	Impact Score (I)*	Risk Rank = (Lx I)	Acceptable Risk Yes/ No
Check/Examination at similar time. In this instance the resources of the Planning & Environmental Appeals Division (DPEA), who undertake Gate Check and Examination, would be subject to considerable pressure. This could lead to delays to LDP3 adoption.				

* See Risk Management Assessment Criteria on page 3 for scores.

Risk Exposure Score Ranking Key

<p>HIGH = 12 & above</p> <p>Unacceptable level of risk to the Council. Either additional controls are adopted to reduce the risk or policy should not be approved.</p>	<p>MEDIUM = 4 -11</p> <p>Acceptable, policy should be approved but with frequent monitoring of the risks to ensure no negative impact to the Council</p>	<p>LOW = 4 or below</p> <p>Acceptable level of risk for the Council.</p>
--	--	--

Risk Impacts

<p>What are the potential impacts to the Council and its objectives if the above risks occur?</p>	<p>If the current LDP was not updated or replaced in line with statutory requirements or adjustments were not made to the programme to take into account legislative change, two main scenarios could occur:</p> <ul style="list-style-type: none"> • Development would be constrained; once all land allocations for development in the current plan was developed, there would be no further allocations available to meet for future needs. • Any additional development that took place over and above the agreed allocations in the current plan would likely to be piecemeal. There would be a lack of transparency to the decision-making process, and the public would lose their say in the process. • The appeals process would be undermined by the absence of an up-to-date LDP to implement a Plan-led system, which could result in ad hoc proposals that take place on non-allocated sites or which are otherwise not in accordance with the LDP, and a consequent weakening of control by the Council over where development takes place.
--	--

Identify and list Controls in place to manage risks associated with the implementation of the new policy.

CONTROL NAME	DESCRIPTION	OWNER
1. Project Management	Detailed project management of all stages of the LDP3 programme to ensure statutory requirements are met	LPP Team
2. Member Liaison	Input into the LDP3 process through Members Sessions at consultation periods and regular meetings of the LDP Working Party. Decision making relating to the requirement to produce LDP3 and legislative change through Council.	LPP Team
3. Corporate Management Team Liaison	Input into the LDP3 process and consideration of the requirement to produce LDP3 and legislative change through Council. Escalation of any issues relating to Covid-19.	LPP Team

If the risk score is 12 or above and the decision is made to implement the policy, list the additional measures required to reduce the risk to an acceptable level?

Action Description	Owner	Target Delivery Date
Land Planning Policy will liaise with the DPEA to ensure that ensure that the Gate Check and Examination are undertaken in accordance with planned timescales.	LPP Team	2024-2025
An engagement programme will be put in place by Land Planning Policy to communicate the housing land requirement for LDP3 and explain the necessity to identify housing sites to meet that requirement. This will involve consultation with Elected Members, the general public and developers, with a view to reaching agreement.	LPP Team	2023-2026

East Dunbartonshire Council

Data Protection Assessment 2018

Appendix 5

Data Protection Assessment Screening Form

The following questions are intended to help you decide whether a DPIA is necessary. Answering 'yes' to any of these questions is an indication that a DPIA would be a useful exercise. You can expand on your answers as the project develops.

Will the project involve the collection of new information about individuals?
Yes

Will the project compel individuals to provide information about themselves?
Yes, however only if individuals are interested in the project and wish to provide details as part of consultation and engagement activities.

Will information about individuals be disclosed to organisations or people who have not previously had routine access to the information?
Yes. The Scottish Government (DPEA) will be provided with information on individuals who make representations during the consultation phase, however, individuals will be made aware of this.

Are you using information about individuals for a purpose it is not currently used for, or in a way it is not currently used?
No. The information gathered will form part of the standard LDP preparation process.

Does the project involve you using new technology that might be perceived as being privacy intrusive? For example, the use of biometrics or facial recognition.
No.

Will the project result in you making decisions or taking action against individuals in ways that can have a significant impact on them?
The project will result in the allocation of land for new uses adjacent to other landowners' property or land. This may be viewed as being a significant impact. However, the work programme is intended to consult landowners on any allocation of land.

Is the information about individuals of a kind particularly likely to raise privacy concerns or expectations? For example, health records, criminal records or other information that people would consider to be private.
No.

Will the project require you to contact individuals in ways that they may find intrusive?
No.

Appendix 2

Data Protection Assessment

Step one: Identify the need for a DPIA

Explain what the project aims to achieve, what the benefits will be to the organisation, to individuals and to other parties.

You may find it helpful to link to other relevant documents related to the project, for example a project proposal.

Also summarise why the need for a DPIA was identified (this can draw on your answers to the screening questions)

To provide a land use strategy for the Council, with policies and proposals for land use change and development in the public interest. The LDP is a legal requirement.

To provide a land use strategy for the Council which:

- delivers the land use requirements of the Local Outcomes Improvement Plan
- acts a framework for the determining of planning applications.
- operates within a statutorily defined framework

The Local Development Plan benefits the public in general by ensuring the use of land is managed to the needs of all members of society.

In order to produce a Local Development Plan for East Dunbartonshire, the Land Planning Policy team is required to carry out extensive consultation with members of the public and stakeholders.

In order to inform these interested parties in the ongoing process to produce LDP3, there is a requirement to store contact details. This includes names and contact details, including an email or home address.

At the Gatecheck stage the Planning Authority must demonstrate how the planning authority has taken the views of stakeholders into account.

At Proposed Plan stage it is a legal requirement to neighbour notify, however, the contact data for this process is not held by the team.

At Examination stage, contact details are kept and sent to the Scottish Government, however, individuals supplying data are told this is what will take place. The Government will be conscious of and must itself comply with GDPR requirements.

In addition, the consultation will invite people to answer questions about themselves for the purposes of monitoring the responses by equality groups (gender, age, disability, gender reassignment, marriage and civil partnership, race and sexual orientation). However, this will not be compulsory.

Step two: Describe the information flows

The collection, use and deletion of personal data should be described here and it may also be useful to refer to a flow diagram or another way of explaining data flows. You should also say how many individuals are likely to be affected by the project.

Personal data will be collected during the various consultation periods for LDP3. This will take the form of an online survey or response form. The respondent will be required to submit their name, postal and email address and will be invited to submit information regarding their association to equality groups (listed above). Submission of this extra personal information will be on a voluntary basis.

Personal data (names and email or postal addresses) will be collected in order to provide interested parties with updates on the LDP3 process using the LDP newsletter. Data is kept in a password protected spreadsheet, accessible only to the Land Planning Policy team. Data will be collected with the consent of the person. The LDP Newsletter includes an 'unsubscribe' option.

The number of individuals affected by the project will depend on the volume of responses to the consultation. At present there are over 900 individuals and organisations subscribed to the LDP Newsletter.

Consultation requirements

Explain what practical steps you will take to ensure that you identify and address privacy risks. Who should be consulted, internally and externally? How will you carry out the consultation? You should link this to the relevant stages of your project management process.

Consultation can be used at any stage of the DPIA process.

The consultation process is reflected in the LDP3 Participation Statement and links to the Council's consultation guidelines. The relevant Council team will have sight of this document as a result of the Council process and will be able to suggest any changes going forward. Each time work on the LDP3 goes to PNCA Committee / Council this process will be refreshed to ensure ongoing consideration, this will include further scrutiny of data use at the Examination and Adoption stages.

Step three: identify the privacy and related risks

Identify the key privacy risks and the associated compliance and corporate risks. Larger-scale DPIAs might record this information on a more formal risk register.

Annex three can be used to help identify GDPR related compliance risks

Privacy issue	There are no privacy issues as information will be kept within the Council and held by specific Council officers. The information will not be shared publicly.
Risk to individuals	Risk to the individual is minimised by the use of a password protected spreadsheet. In addition, individuals have the option to opt out at any point in the LDP3 process.
Compliance risk	Compliance is addressed in section three. Risk to non-compliance is minimised through use of a password protected spreadsheet, team training and allowing individuals to opt out, as well as ongoing refresh of this assessment during the lifetime of the project.

Associated organisation / corporate risk	Risk to the Council is minimised by the use of a password protected spreadsheet.
---	--

Step four: Identify privacy solutions

Describe the actions you could take to reduce the risks, and any future steps which would be necessary (e.g. the production of new guidance or future security testing for systems).

Risk	Sharing of public information submitted through the consultation channels. Data is removed from the spreadsheet. The spreadsheet password is passed to someone outwith the Land Planning Policy team.
-------------	---

Solutions	The file will only be accessible by the Project Team. This reduces the level of access to the personal information and reduces the risk of the information being shared significantly. The personal information will not be shared by the Project Lead to any other individual/group. Training for the team, including their involvement in producing this document.
------------------	--

Result: is the risk eliminated, reduced, or accepted?	The solutions will reduce any risks significantly and potentially eliminate them.
---	---

Evaluation: is the final impact on individuals after implementing each solution a justified, compliant and proportionate response to the aims of the project?	Yes.
---	------

Step five: Sign off and record the DPIA outcomes

Who has approved the privacy risks involved in the project? What solutions need to be implemented?

Step six: Integrate the DPIA outcomes back into the project plan

Who is responsible for integrating the DPIA outcomes back into the project plan and updating any project management paperwork? Who is responsible for implementing the solutions that have been approved? Who is the contact for any privacy concerns which may arise in the future?	
Action to be taken	Training for the team, including their involvement in producing this document.
Date for completion of actions	TBC. Part of producing this document for Council approval and in preparing the Evidence Report & Proposed Plan Representation Forms.
Responsibility for action	Peter Atkinson (Policy Planner)
Contact point for future privacy concerns	peter.atkinson@eastdunbarton.gov.uk

Appendix 3**Linking the DPIA to the data protection principles**

Answering these questions during the DPIA process will help identify where there is a risk that the project will fail to comply with GDPR or other relevant legislation, for example the Human Rights Act.

1st Principle: Personal data shall be processed lawfully, fairly and in a transparent manner in relation to the data subject ('lawfulness, fairness and transparency'). In particular, shall not be processed unless: a) at least one of the conditions in GDPR Article 6 is met, and b) in the case of special category personal data, at least one of the conditions in GDPR Article 9 is also met.

- Have you identified the purpose of the project?
- How will individuals be told about the use of their personal data?
- Do you need to amend your privacy notices?
- Have you established which conditions for processing apply?
- If you are relying on consent to process personal data, how will this be collected and what will you do if it is withheld or withdrawn?
- If your organisation is subject to the Human Rights Act, you also need to consider:
- Will your actions interfere with the right to privacy under Article 8?
- Have you identified the social need and aims of the project?
- Are your actions a proportionate response to the social need?

The responses to sections 1 and 2 above address these issues. Individuals will be informed about the use of their data in the LDP newsletter and Representation Form. The proposed approach and actions are proportionate to the nature of data collection and project.

•

2nd Principle: Personal data shall be collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall, in accordance with [Article 89\(1\)](#), not be considered to be incompatible with the initial purposes ('purpose limitation');

- Does your project plan cover all of the purposes for processing personal data?
- Have potential new purposes been identified as the scope of the project expands?

- Yes.
- No. Data will not be used for any other purpose.

3rd Principle: Personal data shall be adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed ('data minimisation');

- Is the information you are using of good enough quality for the purposes it is used for?
- Which personal data could you not use, without compromising the needs of the project?

Yes. Only names, postal and email addresses are requested.

At Proposed Plan stage it is a legal requirement to neighbour notify, however the contact data for this process is not held by the team. At Examination stage, contact details are kept and sent to the Scottish Government, however individuals supplying data are told this is what will take place. The Government will have reviewed its own procedures on this as a result of GDPR.

4th Principle: Personal data shall be accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay ('accuracy');

- If you are procuring new software, does it allow you to amend data when necessary?
- How are you ensuring that personal data obtained from individuals or other organisations is accurate?

When the LDP Newsletter is sent out there is an option to unsubscribe, the spreadsheet is then updated by removing these individuals. Where emails bounce back, these individuals are removed from the spreadsheet.

5th Principle: Personal data shall be kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with [Article 89\(1\)](#) subject to implementation of the appropriate technical

and organisational measures required by this Regulation in order to safeguard the rights and freedoms of the data subject ('storage limitation');

- What retention periods are suitable for the personal data you will be processing?
- Are you procuring software which will allow you to delete information in line with your retention periods?
- The preparation of LDP3 may take up to 5 years to complete. At the end of the process the spreadsheet of contacts will be refreshed with individuals asked if they wish to stay on the contact list for the subsequent LDP process.
- No

6th Principle: Personal data shall be processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures ('integrity and confidentiality').

- Do any new systems provide protection against the security risks you have identified?
- What training and instructions are necessary to ensure that staff know how to operate a new system securely?

As noted above the team have taken part in producing this assessment and are aware of the need to protect data and comply with regulations. Team training will also highlight the need to protect the password for the spreadsheet and not transfer data from it elsewhere. Should anyone leave the team but still have access to the spreadsheet the password will be changed.



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East Dunbartonshire Council

www.eastdunbarton.gov.uk

**PLACE NEIGHBOURHOOD &
CORPORATE ASSETS
COMMITTEE**

THURSDAY, 9 NOVEMBER 2023

REFERENCE:

PNCA/095/23/RS

LEAD OFFICER:

DEPUTE CHIEF EXECUTIVE

CONTACT OFFICER:

**ROBERT SEALE, TEAM LEADER -
SUSTAINABILITY**

SUBJECT TITLE:

**CLIMATE CHANGE DUTY REPORT AND
CARBON MANAGEMENT PLAN 2022/23**

1.0 PURPOSE

- 1.1** The purpose of this Report is to seek the Place Neighbourhood & Corporate Assets Committee's approval to submit the Council's Public Bodies Climate Change Duty Report, prepared in accordance with the Climate Change (Duties of Public Bodies: Reporting Requirements) (Scotland) Order 2015, to the Scottish Government; and to note the appended Carbon Management Plan Annual Report 2022-23.

2.0 RECOMMENDATIONS

It is recommended that the Place Neighbourhood & Corporate Assets Committee:

- 2.1** agrees the submission of the Public Sector Climate Change Duties Report to the Scottish Government; and
- 2.2** agrees the content of the appended Annual Carbon Management Report (**Appendix 1**).

**ANN DAVIE
DEPUTE CHIEF EXECUTIVE**

3.0 BACKGROUND/MAIN ISSUES

- 3.1** Climate change impacts have been intensifying with many of the World's hottest months on record registering in 2023,¹ Scotland's ten hottest years having all occurred since 1997 despite record keeping beginning in 1884,² and Scotland's highest ever temperature of 34.8°C registering in July 2022, almost 2°C higher than the previous record.³
- 3.2** The Scottish Government has set a legally binding target to reach net zero greenhouse gas emissions by 2045, under the Scottish Government's Climate Change (Emissions Reduction Targets) (Scotland) Act 2019.
- 3.3** The Climate Change (Duties of Public Bodies: Reporting Requirements) (Scotland) Order 2015 requires all public bodies on the 'Major Players' list – including the Council – to submit an annual Climate Change Report to Scottish Ministers, detailing compliance with the climate change duties, by 30 November 2023.
- 3.4** The Climate Change (Duties of Public Bodies: Reporting Requirements) (Scotland) Amendment Order 2020 requires that from November 2022 all Public Bodies' Climate Change Duties (PBCCD) reports, include:
- a. a target date for achieving zero direct emissions of greenhouse gases;
 - b. targets for reducing indirect emissions of greenhouse gases;
 - c. how the body will align its spending plans and use of resources to contribute to reducing emissions and delivering its emissions reduction targets;
 - d. how the body will publish its progress on delivering reduction targets; and
 - e. where applicable, what contribution the body has made to deliver Scotland's Climate Change Adaptation Programme.
- 3.5** Key expectations within the legislation also include;
- a. Governance: Institutional boards and senior executive teams must ensure that climate change systemically informs strategic investment planning and decision-making processes and is embedded into the management of risks and opportunities across the organisation.
 - b. Finance: Climate change must be integrated into financial planning and reporting.
 - c. Reporting: Public bodies must consistently, accurately and transparently report all Scope 1 & 2 emissions and all relevant and significant Scope 3 emissions.
 - d. Accountability: It is recommended that climate change targets should be a board level KPI and if targets are missed, a corrective action plan is required.
- 3.6** The Public Bodies Climate Change Reporting Duty Report Template is split into five main parts, which respectively concern:
- background information;
 - details of governance, management and strategy;
 - information on corporate emissions;
 - details of climate change adaptation work; and
 - information on carbon reduction via Corporate Procurement

¹ See [Warmest September on record as 'gobsmacking' data shocks scientists - BBC News](#)

² See Adaptation Scotland (2022) [Adaptation Scotland:: Climate trends and projections](#)

³ See Met Office (2022) [Record high temperatures verified - Met Office](#)

- 3.7** The Report, particularly the section with information on corporate emissions, constitutes a means of measuring annual progress in emission reduction targets. The Council supplements this information with an analysis of its emissions, including progress against emissions reduction targets, through the Council’s Carbon Management Plan Reports. The 2022/23 iteration of the Carbon Management Plan Report can be found in **Appendix 1**.
- 3.8** In line with the Climate Change (Duties of Public Bodies Reporting Requirements) (Scotland) Amendment Order 2020, Section 3 of the Climate Change Duties Report contains details of how the Council is preparing to set and report progress on emissions reduction targets, and how it is aligning its spending plans and use of resources with these targets. These targets have been set via the emerging Climate Action Plan (CAP) and include a net zero area-wide target and a net zero target for corporate emissions. Setting these targets will help the Council to meet wider emissions reduction requirements currently in place under the Climate Change (Emissions Reduction Targets) (Scotland) Act 2019 and will support the Council in preparing for the introduction of increasingly challenging emission reduction targets, including those related to the complete decarbonisation of Council buildings by the 2030s and the requirement to procure only zero emission vehicles from 2025.
- 3.9** Significant developments occurred during 2022/23 in relation to the adaptation strand of the CAP. All adaptation related tasks have been undertaken in collaboration or in consultation with the internal Adaptation and Nature-Based Solutions Working Group, which constitutes part of the formal CAP governance structure. Management of climate-related risks will ultimately be overseen strategically via the CAP. The Council is a key partner in the Climate Ready Clyde (CRC) initiative, which in collaboration with other partners and key stakeholders, produced and adopted the first Climate Adaptation Strategy and Action Plan for the Glasgow City-Region (GCR). Building on the adaptation work at a GCR level and previous (pre-CAP) work, East Dunbartonshire’s Local Climate Impact Profile was completed; this identified key weather trends and extreme weather events between 2007 and 2022 and their impacts on services to determine the Councils vulnerability to our changing climate. The Council’s collaboration with CRC also continued during 2022/23; the action group replaced the CRC Board in the governance structure and the Council Co-Chairs the Regional Adaptation Local Authority Forum, both of which are attended by the Council’s Chief Executive.
- 3.10** Table 1 illustrates greenhouse gas emissions by scope since record keeping for the Council began:

Year	Scope 1	Scope 2	Scope 3	Total
2012/13	9,793	12,421	10,206	32,420
2013/14	10,574	11,489	7,635	29,698
2014/15	9,532	12,861	7,602	29,995
2015/16	9,306	10,338	11,778	31,422
2016/17	8,291	9,154	11,328	28,773
2017/18	9,160	7,959	14,305	31,424
2018/19	8,267	6,258	4,498	19,023
2019/20	8,800	5,345	4,112	18,257

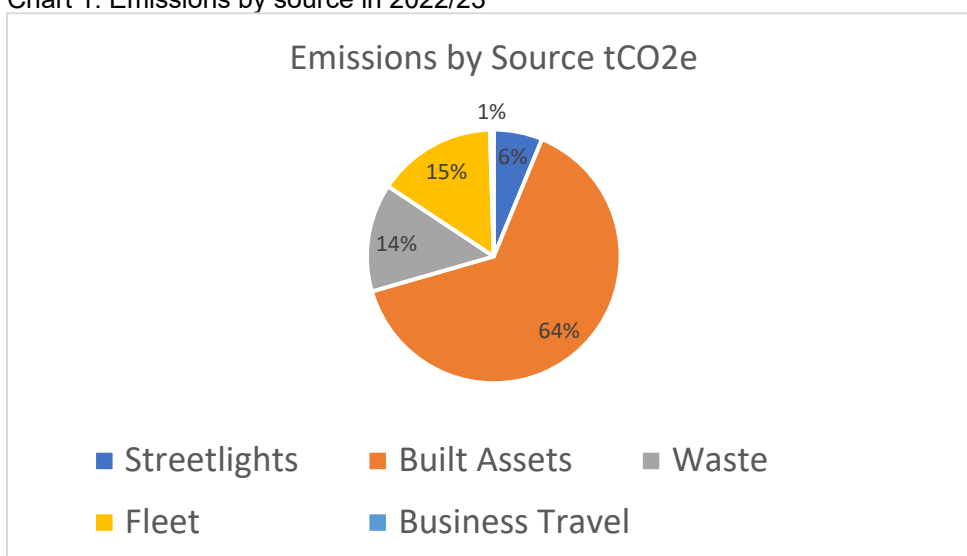
Year	Scope 1	Scope 2	Scope 3	Total
2020/21	7,893	3,955	3,722	15,570
2021/22	8,572	4,347	3,668	16,587
2022/23	8,278	4,281	2,089	14,648

3.11 The Council’s carbon emissions during the 2022/23 financial year amounted to 14,648 tCO₂e. This total is based upon the Council’s use of electricity, natural gas, oil, biomass and transport (fleet and business travel), and from waste management activities. This total is 1,940 tCO₂e, or 12%, lower than 2021/22’s, total of 16,588 tCO₂e emissions. A more detailed analysis of the main contributing factors to the Council’s carbon footprint and changes in its emissions is provided in the Carbon Management Plan 2022/23 in **Appendix 1**.

3.12 A range of projects are expected to contribute towards emissions reductions in 2023-24 including additional LED installations on street lights, boiler replacements on the Council’s estate, increasing the number of electric vehicles in the fleet and continuation of the reduction of waste going to landfill. There are also various projects targeting area-wide emissions including a Council-run campaign to increase food-waste recycling rates,⁴ a campaign to reduce vehicle emissions⁵ and an on-going project to drive emissions reductions in buildings across East Dunbartonshire.⁶ The emerging CAP and Local Heat and Energy Efficiency Strategy (LHEES) will build on these by identifying additional opportunities for carbon reduction, including in challenging areas to decarbonise such as ‘heat and fleet’.

3.13 A summary of the contributions of different sources to the Council’s carbon footprint is provided in Chart 1.

Chart 1: Emissions by source in 2022/23



3.14 Further details of contributing factors to each area of the Council’s carbon footprint can be found in Table 2.

⁴ [Recycling your food waste is eggs-cellent | East Dunbartonshire Council](#)

⁵ [Vehicle emissions | East Dunbartonshire Council](#)

⁶ [Re-Heat Project | East Dunbartonshire Council](#)

Table 2 – Summary of Council greenhouse gas emissions by area 2022/23

Area	Emission Source	Total (tCO₂e)
Streetlights	Electricity - Street lights	834
Streetlights	Transmission and distribution - Electricity	76
Built Assets	Electricity	3088
Built Assets	Transmission and distribution - Electricity	282
Built Assets	Natural gas	5956
Built Assets	Gas oil to heat buildings	38
Built Assets	Wood pellets (Biomass for heating)	59
Waste	Household/Municipal/Domestic waste - Landfill	925
Waste	Commercial and industrial waste - Landfill	51
Waste	Household/Municipal/Domestic waste - Combustion	635
Waste	Plastics: average plastics - Recycled	289
Waste	Garden waste - Composting	93
Waste	Mixed food and garden waste - Anaerobic digestion	25
Fleet	Diesel (average biofuel blend)	2206
Fleet	Gas oil - red diesel	19
Business Miles	Average car - Unknown	71
Total	-	14,648

3.15 The Public Bodies Climate Change Report also sets out five priorities for climate change mitigation and adaptation for the Council for the 2023/24 financial year. The priorities for mitigation are as follows:

- Progress the development of the CAP, with a comprehensive evidence and options paper going to Council in 2023.
- Complete the first draft of the Local Heat & Energy Efficiency Strategy.
- Progress the development of a Greenspace Strategy which consolidates the current Green Network Strategy and Open Space Strategy, setting out the contribution of this agenda to the CAP.
- Finalise and adopt Proposed Local Development Plan (LDP 2), which contains revised policies to strengthen carbon emission reduction and climate change adaptation. (LDP 2 has now been adopted).
- Continue the development of the Council's Active travel Strategy.

3.16 The priorities for adaptation in the Public Bodies Climate Change Report 2023/24 include:

- Continue development of the adaptation strand of the CAP including the nature-based solutions aspect.
- Mainstream climate change risk management throughout Council processes.

- Identifying opportunities for woodland planting and other adaptation actions across the Council's own estate, and delivering adaptation-related CAP early actions, including supporting Clyde Climate Forest project and progressing urban canopy proposal in the emerging Greenspace Strategy and future LDP3 Forestry and Woodland Strategy.
- Progress river restoration projects at Glazert Water and Kelvin Tributaries, and on climate change adaptation opportunities and related nature recovery and mitigation benefits in the Kelvin Valley.
- Progress Surface Water Management Plans for Bearsden, Bishopbriggs and Milngavie.

3.17 The completed template for the PBCCD process must be sent to the Scottish Government by the deadline of the 30th of November 2023. A full copy of the completed template for the report can be made available by the Sustainability Team upon request.

4.0 IMPLICATIONS

The implications for the Council are as undernoted.

4.1 Frontline Service to Customers – N/A

4.2 Workforce (including any significant resource implications) – N/A

4.3 Legal Implications – The approval and submission of the Climate Change Duties Report to Scottish Ministers ensures compliance with the statutory obligation placed on the Council by the Climate Change (Scotland) Act 2009 and Climate Change (Duties of Public Bodies: Reporting Requirements) (Scotland) Order 2015, as amended by the Climate Change (Duties of Public Bodies Reporting Requirements) (Scotland) Amendment Order 2020.

4.4 Financial Implications – There are no direct implications arising from this Report. The implications of meeting emissions targets are being considered as part of the preparatory process for the CAP.

4.5 Procurement – There are no direct implications arising from this Report. The implications of meeting emissions target are being considered as part of the preparatory process for the CAP.

4.6 ICT – There are no direct implications arising from this Report. The implications of meeting emissions targets are being considered as part of the preparatory process for the CAP.

4.7 Corporate Assets – There are no direct implications arising from this Report. The implications of meeting emissions targets are being considered as part of the preparatory process for the CAP.

4.8 Equalities Implications – N/A

4.9 Corporate Parenting – This Report contributes to the achievement of sustainability, in line with national and local requirements and policies.

4.10 Sustainability – This Report contributes to the achievement of sustainability, in line with national and local requirements and policies.

4.11 Other – N/A

5.0 MANAGEMENT OF RISK

The risks and control measures relating to this Report are as follows:-

5.1 The Council would fail to comply with statutory requirements under the Climate Change (Scotland) Act 2009 and Climate Change (Duties of Public Bodies: Reporting Requirements) (Scotland) Order 2015, as amended by the Climate Change (Duties of Public Bodies Reporting Requirements) (Scotland) Amendment Order 2020, if the Public Sector Climate Change Duties Report was not submitted to the Scottish Government by 30 November 2023.

6.0 IMPACT

6.1 ECONOMIC GROWTH & RECOVERY - N/A

6.2 EMPLOYMENT & SKILLS - N/A

6.3 CHILDREN & YOUNG PEOPLE - N/A

6.4 SAFER & STRONGER COMMUNITIES - N/A

6.5 ADULT HEALTH & WELLBEING - N/A

6.6 OLDER ADULTS, VULNERABLE PEOPLE & CARERS - N/A

6.7 CLIMATE CHANGE - This report supports climate change mitigation and adaptation, in line with national and local requirements and policies.

6.8 STATUTORY DUTY - The approval and submission of the Climate Change Duties Report to Scottish Ministers ensures compliance with the statutory obligation placed on the Council by the Climate Change (Scotland) Act 2009 and Climate Change (Duties of Public Bodies: Reporting Requirements) (Scotland) Order 2015, as amended by the Climate Change (Duties of Public Bodies Reporting Requirements) (Scotland) Amendment Order 2020.

7.0 POLICY CHECKLIST

7.1 This Report has been assessed against the Policy Development Checklist and has been classified as being an operational report and not a new policy or change to an existing policy document.

8.0 APPENDICES

8.1 Appendix 1 Carbon Management Plan Annual Report 2022-23.

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**CARBON MANAGEMENT PLAN
ANNUAL REPORT 2022-23**

East Dunbartonshire Council

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Executive Summary

An Interim Carbon Management Plan was approved by Council in early 2022 introducing a new baseline year of 2019/20 alongside the existing one of 2012/13 and new targets in relation to each baseline. By the end of 2022/23, the Council aims to have reduced its carbon footprint by 51% in relation to the existing baseline year, and 13% in relation to the new one.

The Council's carbon emissions during 2022/23 – which arose from the Council's use of electricity, natural gas, oil, biomass and transport (fleet and business travel), and from waste management activities – totalled 14,648 tCO₂e (compared to 16,588 tCO₂e last year). This figure is 1,940 tCO₂e, or 12%, lower than the emissions recorded in 2021/22.

It represents a 3,609 tCO₂e, or 18% reduction on the 2019/20 baseline and a 17,772 tCO₂e, or 55% decrease in emissions compared to the 2012/13 baseline. These percentage reductions of 18% and 55% significantly exceeded the targets for 2022/23 of 13% and 51% relative to the 2019/20 and 2012/13 baselines respectively.

The 12% decrease observed since last year is largely due to continued decarbonisation of the grid, a significant reduction in the amount of waste going to landfill, gas boiler replacements and a warmer winter reducing demand for gas to heat buildings.

There were also increases in elements of the Council's carbon footprint including fleet, which saw an increase of approximately 7% on 2021/22 levels and overtook waste as the second highest contributor to Council's carbon footprint. Business miles also increased from the previous reporting year.

More significant emissions reductions are expected to be delivered beyond 2022/23, following feasibility work currently being undertaken in relation to key aspects of the Council's current footprint. Work underway on the emerging Climate Action Plan and Local Heat and Energy Efficiency Strategy will build on this by identifying further opportunities for corporate carbon reduction, to achieve net zero across all sources including the particularly challenging areas of 'heat and fleet'.

Cost estimates provided throughout the report give a clear indication that carbon emissions continue to be a significant consideration for the Council, and a growing concern in light of the current energy crisis.

Current Carbon Footprint and Costs

Introduction

A commitment to annual reporting was introduced in the 2015 Carbon Management Plan; this is the seventh such report. In 2015, East Dunbartonshire Council revised its Carbon Management Plan, establishing a new 2012/13 baseline of 32,420 tonnes of carbon dioxide equivalent ('tCO₂e') and setting a new target of 20% carbon reduction by 2019/20, which was subsequently revised to 44% by the same deadline then extended to 49% by 2021/22. All of these targets were met or exceeded.

An Interim Carbon Management Plan was then produced in early 2022 to ensure policy provision on corporate carbon management in the period between the expiry of the previous document and the introduction of a new approach to corporate carbon management via the emerging Climate Action Plan (CAP) for East Dunbartonshire. The Interim Carbon Management Plan ('Carbon Management Plan 2021-23')¹ introduced a new baseline year of 2019/20 alongside the existing one of 2012/13, and introduced new targets in relation to each baseline, based on an estimation of realistic emissions reductions until the end of 2022/23.

By the end of 2022/23, the Council had aimed to have reduced its carbon footprint by 27% in relation to the new baseline year, and 59% in relation to the existing one. However, considering a significantly higher emissions factor for electricity was provided than what was originally projected, it was considered appropriate to revise the 2022/23 target down from 59% / 27% to 51% / 13%. Accordingly, this report examines progress towards the 51% / 13% target by looking at each emission source in turn while also considering broad future trends.

This report also discusses the financial costs associated with the Council's carbon emissions; financial costs are an important issue in any area of Council activity, and there are particularly close links between carbon considerations and cost considerations. In the following sections, estimates are provided relating to costs associated with each element of the footprint.

Overall Footprint

The Council's overall carbon footprint in 2022/23 was 14,648 tonnes of carbon dioxide equivalent ('tCO₂e'). This is a decrease in 1,940 tCO₂e, or almost 12%, on the total emissions in 2021/22 of 16,588 tCO₂e.

It represents a 3,609, or 18% reduction on the 2019/20 baseline and a 17,772 tonne, or 55%, decrease in emissions compared to the 2012/13 baseline of 32,420 tCO₂e. These percentage reductions of 18% and 55% significantly exceed the targets for 2022/23 of 13% and 51% relative to the 2019/20 and 2012/13 baselines respectively.

¹ The Council's Carbon Management Plan 2021-23 is available at <https://www.eastdunbarton.gov.uk/residents/planning-and-building-standards/sustainability-and-climate-change/climate-action-plan-cap>

It is worth noting that while the reductions did not meet the previous reduction targets of 59% compared to the 2012/13 baseline and 27% compared to the 2019/20 baseline, these targets were based on a report that the emission factor of electricity was going to be 0.1273 kg CO₂e/kWh rather than the standard rate of 0.19 kg CO₂e/kWh that was provided to public bodies to calculate their 2022/23 carbon footprint.

As explained in the Annual Carbon Management Report 2021-22, large parts of the decrease in emissions recorded for 2020/21 were due to the impact of the pandemic and restrictions to contain the spread of Covid-19. Since the removal of such restrictions, there has been a gradual return to normal service delivery, including an increase vehicle usage with associated carbon emissions in 2022/23.

Breakdown by Source

The following diagram (Figure 1) shows the Council's carbon footprint broken down into its various components.

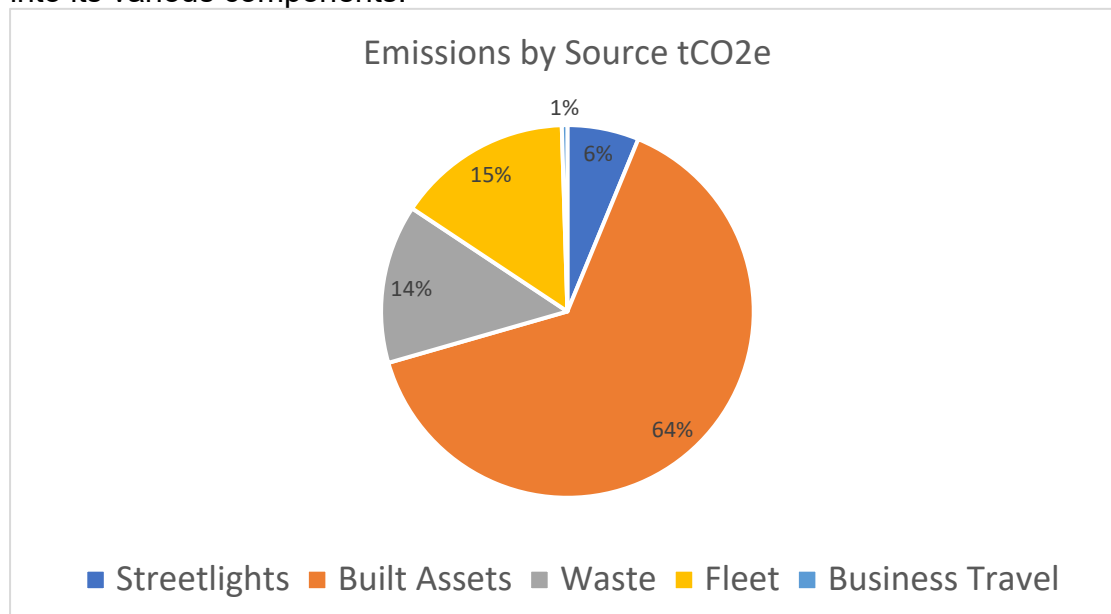


Figure 1: Breakdown of 22/23 carbon footprint by emission source

Each of the sources shown in Figure 1 is examined in more detail below. Developments are discussed in relation to the preceding year and the baseline year, with commentary on the likely reasons behind the observed trends.

Built Assets

Energy use in built assets – arising from electricity, gas, oil and biomass consumption – continues to be by far the largest source of the Council's carbon emissions, constituting 9,424 tCO₂e, or 64%, of this year's carbon footprint.

Emissions from energy use in built assets have decreased by 855 tCO₂e, or 8%, compared to the reported figure for 2021/22 but, more importantly, have decreased by 6,796 tCO₂e, or 41%, since the 2012/13 baseline year and by 1,549 tCO₂e, or 14%, since the 2019/20 baseline year. The decrease in emissions since last year are largely due to a lower emission factor for electricity as a result of on-going decarbonisation of the grid, new boilers being installed and a warmer winter reducing demand for gas to heat buildings. While the new gas boilers reduced emissions in the short-term, they do lock in emissions over the lifetime of the heating system.

Biomass and oil consumption accounted for 97 tCO₂e in 2022/23 or 1% of emissions from built assets. The 2022/23 total saw a major decrease from the 2021/22 figure of 275 tCO₂e. This major decrease is a result of various buildings changing adopting new fuel sources: in 2021/22 two schools were using gas oil for heating during winter due to boiler replacements that were being undertaken while Bocclair Academy has moved from using biomass to natural gas heating.

The Council technically has two heat networks: one biomass-powered one at St Matthew's / Wester Cleddens, and one at Craighead Primary school, community centre/library and private nursery which are all fed from the school's gas boilers.

Electricity use and related emissions are a larger part of the built assets' carbon footprint and accounted for 36% of emissions in this area. In 2022/23, 3,371 tCO₂e were emitted from electricity consumption in built assets. This figure is almost 10%, or 359 tCO₂e, lower than last year's figure.

On-going work to decarbonise the grid has resulted in the emission factor for electricity decreasing to 0.19 kg CO₂e/kWh in 2022/23 compared to 0.21 kg CO₂e/kWh in 2021/22. This decrease of almost 10% accounts for a large part of the difference between electricity use emissions 2022/23 and 2022/21: emissions from electricity in 2022/23 would have been approximately 350 tCO₂e higher if the 2021/22 factor were used.

However, the 2022/23 carbon footprint of 3,371 tCO₂e for electricity consumption is around 5% higher than 2020/21 level of 3,196 tCO₂e. As noted in 2021/22 Carbon Management Report, leisure centres, which are among the highest energy-consuming buildings within the Council's estate, saw increased electricity consumption as service delivery began to return to normal following the first year of the pandemic. This significant increase in electricity use was only partially offset by the lower emission factor for electricity in 2022/23. Despite this, electricity usage in the baseline year of 2012/13 was 12,421 tCO₂e so current levels are much lower at just 27% of this level.

Carbon emissions related to gas use are the largest aspect of the built assets carbon footprint, accounting for 5,956 tCO₂e, 63% of the total. This represents a 4% decrease on last year's figure of 6,216 tCO₂e. The emission factor for gas only decreased by a fraction of a percent between 2021/22 and 2022/23 so this did not play a major part in the change.

Various boiler replacements that were undertaken on Council buildings helped to lower gas consumption in the short term, however, new gas boilers will lock in emissions in future years. The warmer winter of 2022/23 also contributed to reduced levels of gas usage. These factors led to an overall decrease in emissions from gas despite the fact that the new building for Boclair Academy uses gas for heating instead of biomass from the previous site.

It is important to note that the Council's investment in renewable energy has brought built assets related emissions to a significantly lower level than would have otherwise been recorded. It is also important to acknowledge that in order to reach net zero emissions, fossil fuel powered heating systems, such as gas, will need to be replaced with zero direct emission heating systems.

To indicate the extent of costs associated with use of energy in built assets during 2022/23, it is estimated that £4.31 million was spent on electricity and gas alone (unit

costs and Climate Change Levy costs only).² This constitutes an increase of around 31%, or £1.34 million on last year's estimates of £2.97 million. This is further compounded by the fact that costs between 2020/21 and 2021/22 had also risen significantly reflecting both a rise in electricity and gas use and a rise in unit costs, of 17% and 8% respectively in this period.

Fleet

The 2022/23 emissions from the Council's fleet of vehicles constituted 2,225 tCO₂e an increase of approximately 7% from 2021/22 of 2,082 tCO₂e. Fleet overtook waste as the second largest source of emissions and accounts for 15% of East Dunbartonshire Council's footprint in 2022/23.

The rise in total diesel usage in 2022/23 to 862,608 litres from the 2021/22 figure of 780,796 was largely due to the fact that the Council had fewer electric vehicles in operation in 2022/23 compared to 2021/22 and the lifting of COVID-19 restrictions. Emissions from the Council's fleet have increased by 477 tCO₂e, or 27%, since 2020/21. However, they have decreased by 362 tCO₂e, or 14%, since the 2012/13 baseline year and 114 tCO₂e, or 5%, since the 2019/20 baseline year. The emission factor for diesel, which constitutes the vast majority of fleet mileage, increased slightly from 2.51 to 2.56 kg CO₂e/litres which slightly exacerbated the overall increase in emissions. While the overall rise of 7% would normally be a significant rise, it is not unexpected in the current context, given that service delivery had reduced dramatically in the previous years due to COVID-19.

The proportion of electric vehicles in the Council's fleet is an important factor in reducing fleet-related emissions. The number of leased electric vehicles in the fleet fell between 2021/22 (43) and 2022/23 (35) and this contributed to the increase in emissions from the fleet. The Scottish Government has identified fleet as a key area for action on emissions reduction and no new petrol and diesel cars and light vans can be procured for the fleet from 2025. This will result in significant reductions in fleet emissions in future years. Council has taken a decision to replace the current fleet depots with a new facility at Broomhill and planning is currently under way on its design and delivery.

The new depot will be designed for the switch to a 100% zero carbon fleet and a study is currently being undertaken on how decarbonisation can best be achieved. In the interim, officers are working on plans for replacement electric vehicles at present and more electric vehicles will be procured from 2024/25 onwards. Some barriers remain to the adoption of electric vehicles including challenges with infrastructure and prohibitive costs for both vehicles and charging facilities and ways of overcoming these constraints are being assessed through the current study.

The cost associated with fleet emissions in 2022/23³ is £1,198,124, an increase of over 37% from the 2021/22 levels of £870,881. This is above and beyond the 52% increase on the fleet-related spend reported between 2020/21 and 2021/22 where

²Assumptions of 0.14p per kwh electricity and Climate Change Levy of 0.00775 and 0.053p per kwh gas + Climate Change Levy of 0.00672p per kwh

³ Date taken from fuel bills

costs increased significantly due to both fuel consumption and an increase in the cost per unit of fuel; the cost of a litre of diesel rose between 2020/21 and 2021/22 by approximately a third.

Waste

Emissions from the Council's landfilling, recycling, combustion, composting and anaerobic digestion of municipal and commercial waste constituted 2,018 tCO₂e in 2022/23. This represents a 37% reduction from the 2021/22 level of 3,227 tCO₂e. Additionally, it is a decrease of almost 45% on the 2019/20 baseline of 3,658 tonnes and around 80% on the 2012/13 baseline of 9,927 tonnes. The recent reduction is primarily due to a reduction in household, commercial and industrial waste to landfill from 5,035 tonnes in 2021/22, accounting for 2,252 tCO₂e, to 2,181 tonnes in 2022/23, or 976 tCO₂e. Following these reductions, waste dropped from the second to the third largest source of the Council's carbon emissions, accounting for 14% of 2022/23's total footprint.

Correspondingly, there was an increase in the amount of waste incinerated in 2022-23 compared to 2021-22 of 24,501 tonnes to 29,863 tonnes. The significantly lower emission factor for waste being incinerated compared to landfill was the fundamental cause of the reduction in overall emissions compared to 2021/2022.

The overall waste managed in tonnes decreased by around 1% from 59,473 tonnes in 2021/22 to 58,869 tonnes in 2022/23. The emissions factors for landfilling, recycling and incineration – the waste management routes that accommodate the majority of the material tonnage – remained constant and are not therefore responsible for the recorded decrease in emissions. However, there was a decrease in the proportion of waste recycled / composted from 50%, or 29,937 tonnes out of 59,473 in 2021/22, to 46%, or 26,825 tonnes from 58,869 in 2022/23. There was also a minor decrease in the emission factor for garden waste and anaerobic digestion from 8.95 kg CO₂e/tonnes in 2021/22 to 8.91kg CO₂e/tonnes in 2022/23.

The costs relating to landfilling, recycling/diversion and composting of municipal and commercial waste are complex; however, it is estimated that almost £223,000 was spent on landfill tax alone in 2022/23.⁴ This is a decrease of over 54% from the estimate of £486,800 for 2021/22. The cost implications of landfilled waste per tonne are expected to become more significant in 2025, when the Scottish ban on landfilling of biodegradable waste comes into force.

Street Lighting

In 2022/23, emissions from street & Christmas lighting (collectively referred to as 'street lighting') constituted 910 tCO₂e, or 6% of the Council's carbon footprint. Emissions from street lighting have decreased by 92 tCO₂e, or around 9% in 2022/23 compared to 2021/22. This is largely explained by on-going decarbonisation of the grid and consequent lower emission factor of 0.19 kg CO₂e/kWh in 2022/23 for electricity compared to 0.21 kg CO₂e/kWh in 2021/22.

⁴ Assumptions of the current standard rate is £102.10 per tonne

In 2021/22, emissions from street & Christmas lighting (collectively referred to as 'street lighting') constituted 1,002 tCO₂e, or 6%, of the Council's footprint. Emissions from street lighting have decreased by 2,498 tCO₂e, or 73% since the 2012/13 baseline year and by 293 tCO₂e, or almost 24%, since the 2019/20 baseline year. The LED lighting conversion programme resumed during 2021/22, following the temporary halting during 2020/21. Overall, the number of lamps that had been converted to LED by the end of 2021/22 was 69%; with data from the Council's meter administrator indicates that 69% is significantly higher than the national average. This progress was built on in 2022/23 with an estimate of 71% converted which would amount to around 13,818 of a total stock of 19,463, or a conversion of around 300 units in 2022/23.

The costs associated with street lighting energy consumption in 2022/23 are £637,276⁵ which is very similar to the costs associated with street lighting energy consumption in 2021/22 which was £673,426. As noted in the Built Assets section above, electricity costs are a growing concern for the Council in light of the current energy crisis.

Business Mileage

Emissions from the Council's business travel activities in 2022/23 constitute 71 tCO₂e or 0.5%, of the total footprint. The total emissions in this area have increased by around 27% from 56 tCO₂e in 2021/22. Emissions from business mileage have increased by 36 tCO₂e, or 103% since 2020/21 but, more importantly, have decreased by 207 tCO₂e, or 66%, since the 2012/13 baseline year and 5 tCO₂e, or 6.5%, since the 2019/20 baseline year. There was very little change in the emission factor applied to this emission source, meaning that the rise in emissions is predominantly attributable to a higher number of miles being travelled. While the rise is significant, it is not unexpected given that service delivery has started to return to pre-Covid levels. Overall, business mileage continues to account for a small minority of emissions and this year's figure, while representing an increase since last year, represents a significant decrease in relation to the baseline year. The estimated cost associated with business mileage emissions in 2022/23 is £116,035⁶ an increase from £90,089 in 2021/22.

⁵ Assumptions of 0.14p per kwh electricity and Climate Change Levy of 0.00775

⁶ Data taken from costs paid to staff

Supporting Activities

As detailed in the Carbon Management Plan, in addition to activities with direct carbon impacts, carbon management is also influenced by strategic measures, 'soft' measures and measures aimed at the East Dunbartonshire area. Key developments in 2022/23, which are anticipated to deliver corporate carbon benefits in the future, include:

- Continued cross-Council liaison between officers with a particular influence on carbon emissions; during 2022/23, this occurred formally via the CAP LHEES Working Group, Net Zero Focus Group and the Carbon Management Officer Group (CMOG); members of CMOG have attended regular meetings of these new CAP groups, and informal discussions with CMOG members has also continued during the period to support carbon management and CAP work.
- Undertaking of further Scottish Government-funded consultancy work to inform the Local Heat and Energy Efficiency Strategy (LHEES) which is being developed alongside the CAP.
- Various campaigns to increase food recycling rates⁷, reduce vehicle emissions⁸ and an on-going project to drive emissions reductions in buildings across East Dunbartonshire.⁹

⁷ [Recycling your food waste is eggs-cellent | East Dunbartonshire Council](#)

⁸ [Vehicle emissions | East Dunbartonshire Council](#)

⁹ [Re-Heat Project | East Dunbartonshire Council](#)

Estimated Future Trends

Future Carbon Emissions

2023/24 Estimate

The original target of 59% / 27% emissions reduction that was set during 2020/21 for the end of 2022/23 was based on a forecast for the emission factor for grid electricity in 2022/23 being 0.1273, which would have represented a 50% drop from the emission factor for 2020/21. Since the emission factor for grid electricity in 2022/23 was 0.19338, which represents a much smaller reduction, these forecasts were revised down to 13% and 51% reductions relative to the 2019/20 and 2012/13 baselines respectively. The registered reductions of 18% and 55% in 2022/23 significantly passed the targets.

The predicted emission factor for grid electricity for 2023/24 is 0.1273, a significant reduction on the 2022/23 level of 0.19338. However, as this was the same figure that was initially cited for 2022/23, it should be treated with caution.

Beyond 2023/24

While short-term emission reductions are anticipated to be relatively limited, significant opportunities for carbon savings beyond this period are currently being developed. The CAP 'Early Actions Measures' described in the Interim Carbon Management Plan are expected to deliver substantial savings, both in terms of the emission sources in the existing carbon footprint and the sources in the wider footprint that will be introduced via the CAP and LHEES in 2024.

The evidence and options stage of CAP development work has been completed and Council agreed a corporate net zero target of 2036 for Scope 1 and 2 emissions, and 2045 for all emissions. The Draft CAP is now in preparation and will identify actions for corporate emissions reductions to align with the delivery of these targets and interim 'milestone' targets. This will include pathways to the adoption of zero direct emission heating systems and ultra-low emission vehicles to target complex areas to decarbonise including 'heat and fleet'.

This work is being guided by the requirements set out in recent legislation including the Climate Change (Emissions Reduction Targets) (Scotland) Act 2019, the Net Zero Public Sector Buildings Standard, the Heat in Buildings Act (2021) and the requirement for public bodies to demonstrate alignment of spending plans and use of resources to contribute to emissions reduction.

Future Costs

It continues to be difficult to definitively project future carbon-related financial costs, particularly in relation to gas and electricity where average unit prices have continued to rise sharply, far beyond the standard increases that would normally be expected, in the context of the recent energy crisis.

A key challenge to decarbonisation is the fact that low emissions heating systems and vehicles still tend to have higher up-front costs than fossil fuel-based systems. However, there are strong indications that the global market is changing at pace which would create more of an economy of scale and could significantly reduce costs. Global investment in low emissions vehicles is projected to soar in the coming years with BNEF's latest annual Electric Vehicle Outlook estimating over 100 million passenger EVs expected on the roads by 2026 and over 700 million by 2040, up from 27 million at the beginning of 2023.¹⁰

A record of over 3 million heat pumps were sold in Europe in 2022¹¹ with many countries including Nordic countries, Switzerland and France already having well-developed markets for heat pumps.

Global investment in renewable energy has also skyrocketed in 2023 to \$358 billion with a 22% rise compared to the start of 2022.¹² Renewable energy is significantly cheaper in most countries, including the UK, than fossil fuels. Despite this, the lower prices from renewable energy generation are often not passed on to consumers. A range of factors contributes to this including the price of electricity being artificially high by virtue of being coupled to the price of gas, carbon taxes on electricity and various policy costs.¹³ A drop in the price of electricity to better reflect market rates will also need to be accompanied by an urgent expansion of grid capacity in Scotland to help to drive decarbonisation.¹⁴

However, in other areas of the council's carbon footprint, there are already compelling financial incentives to pursue lower emission solutions. The extension of landfill tax and upcoming Scottish ban on landfilling of biodegradable waste create mean that increasing the recycling rates in East Dunbartonshire can deliver cost savings in addition to emission savings.

The indicative costs of decarbonisation and potential ways of meeting these costs are being assessed through various work strands including the CAP. While the cost of carbon-reduction projects should be fully considered when developing business cases, so too should paybacks – the savings generated by carbon reduction projects often outweigh start-up and maintenance costs, especially when a longer-term view is taken.

¹⁰ See [| BloombergNEF \(bnef.com\)](https://www.bnef.com)

¹¹ See [Guest post: How the energy crisis is boosting heat pumps in Europe - Carbon Brief](#)

¹² See [Renewable Energy Investment Hits Record-Breaking \\$358 Billion in 1H 2023 | BloombergNEF \(bnef.com\)](#)

¹³ See [The electricity-to-gas price ratio explained | Nesta](#)

¹⁴ See [Urgency needed to create capacity in Scotland's electricity infrastructure | Scottish Parliament Website](#)

Conclusion

The Council's carbon emissions recorded for 2022/23 – which arose from the Council's use of electricity, natural gas, oil, biomass and transport (fleet and business travel), and from waste management activities – represent a 12% reduction on the levels from 2021/22. While emissions from built assets, waste and streetlights all decreased, fleet and business miles increased from 2021/22 levels.

These reductions contribute to a long-term trend of emissions reductions with 2022/23 levels 18% lower than the 2019/20 baseline and 55% lower than the 2012/13 baseline. These percentage reductions of 18% and 55% significant passed the targets for 2022/23 of 13% and 51% relative to the 2019/20 and 2012/13 baselines respectively.

The decrease observed since last year is largely due to continued decarbonisation of the grid, a significant reduction in the amount of waste going to landfill, gas boiler replacements and a warmer winter reducing the demand for gas to heat buildings. There were also increases in elements of the Council's carbon footprint including fleet, which saw a decrease in the number of active electric vehicles and overtook waste as the second highest contributor to Council's carbon footprint after built assets. The emissions from business miles also increased in 2022/23.

Work underway on the emerging Climate Action Plan and Local Heat and Energy Efficiency Strategy will build on this by identifying further opportunities for corporate carbon reduction across all sources thereby setting out a realistic yet ambitious pathway to allow the Council to demonstrate recognition of the grave threat posed by climate change and to commit to rapidly reduce carbon emissions and achieve corporate net zero emissions by 2036 for Scope 1 and 2 emissions and 2045 for all emissions as agreed by Council in September 2023.

Respondent Information Form

Please Note this form **must** be completed and returned with your response.
To find out how we handle your personal data, please see our privacy policy:
<https://www.gov.scot/privacy/>

Are you responding as an individual or an organisation?

- Individual
 Organisation

Full name or organisation's name

East Dunbartonshire Council	
Phone number	0300 123 4510
Address	
Southbank Marina 12 Strathkelvin Way Dunbarton	
Postcode	G661TJ
Email Address	parksandopenspaces@eastdunbarton.gov.uk

The Scottish Government would like your permission to publish your consultation response. Please indicate your publishing preference:

- Publish response with name
 Publish response only (without name)
 Do not publish response

We will share your response internally with other Scottish Government policy teams who may be addressing the issues you discuss. They may wish to contact you again in the future, but we require your permission to do so. Are you content for Scottish Government to contact you again in relation to this consultation exercise?

- Yes
 No

Information for organisations:

The option 'Publish response only (without name)' is available for individual respondents only. If this option is selected, the organisation name will still be published.

If you choose the option 'Do not publish response', your organisation name may still be listed as having responded to the consultation in, for example, the analysis report.

Question 1 – What do you think is an appropriate timeframe for burial authorities to prepare for the changes to the sale of right of burial?

- 3 months
- 6 months
- 12 months
- Another timeframe

Please give reasons for your answer.

Due to the sensitivity of the issue - minimum of 12 months.

Question 2 – Please provide any views you have on the proposed minimum content of the management plan, including whether any suggested content should be added to, or removed from, the plan.

All areas are covered and are very comprehensive - nothing to add.

Question 3 – Who do you think should be able to inspect or view a management plan on request?

- Inspectors
- Scottish Government
- Members of the public
- Another burial authority
- Other parties
- No one – internal document only

Please give reasons for your answer.

This is largely an internal operational document - Inspectors and Scottish Govt only.

Question 4 – What timeframe should burial authorities be given to put a management plan in place after the regulations come into force?

- 3 months
- 6 months
- 12 months
- Other
- Don't know

Please give reasons for your answer.

Although much of the information will be available a period of 12 months would give authorities the appropriate time to formalise the operational plan.

Question 5 – Do you think that burial authorities should be required to review the management plan annually?

- Yes - it sounds right
- No - it's too often
- No - it's not often enough
- Not sure

Please give reasons for your answer.

No requirement to review annually – suggest a thorough review every 3 years with additional updates should something significant change.

Question 6 – What is your view on the proposed list of powers (set out in the bullet points above) to be granted to burial authorities to enable them to manage and maintain their burial grounds to a safe standard? (Please refer to paragraph 29 of the consultation document).

- It looks right
- It does not look right
- Some of these powers are unnecessary
- Some powers are missing
- Not sure

Please give reasons for your answer and provide any further comment.

All areas covered - very comprehensive - nothing to add.

Question 7 – where a lair right-holder is ‘known’ (or at least some form of contact details are held), and the danger is not imminent, do you think that regulations should require a burial authority to notify the lair right-holder prior to taking corrective action to a lair, headstone or memorial?

- Yes
 No
 Not sure

Please give reasons for your answer.

Yes – with a view to asking them to make the Cat 2 Headstone safe.

Question 8 – If you answered ‘yes’ to question 7, how long should the lair right-holder be given to carry out necessary repairs to a headstone or memorial before a burial authority takes corrective action to make the memorial safe?

- 1 month
 2 months
 3 months
 6 months
 Other

Please give reasons for your answer.

Up to 1 year as per the reinspection intervals.

Question 9 – Where lair right-holders are unknown (contact details are outdated), please provide views on the most appropriate way to publicise the intention to carry out inspections and potential corrective action to make headstones and memorials safe.

Local Media, Council Social Media Platforms, Web Pages etc
Display on Noticeboards within Cemetery and a notice on the specific headstone if applicable.

Question 10 – In relation to Question 9, how long should burial authorities be required to publicise their intentions, prior to taking corrective action?

- 1 month
- 2 months
- 3 months
- 6 months
- Other
- Don't know

Please explain you reason for choosing this timeframe.

It is important this is done just before actions are taken – so suggest 1 month

Question 11 – Please provide any views you have in relation to headstones or other memorials requiring urgent attention.

Should be the responsibility of the lair holders (owners) and they should undertake maintenance and repairs.
Council has a duty of care to act if no action taken.

Question 12 – Please provide any comments you have on the proposed training requirements and the keeping of training records for burial authority staff.

Agreed in principle – it is essential all staff are fully trained to undertake their full range of duties.

Question 13 – Please share your views on the designation of parts of a burial ground for different faiths.

It is clear across Scotland that there are already areas within a number of cemeteries where faith groups are interred in the same sections – the designation would in the main formalise this existing arrangement and therefore the powers to do this would be welcomed.

Question 14 – Please share your view on the proposed information to be collected in the burial application forms.

- It looks right
- It does not look right
- Some of this is unnecessary information
- There is some information missing
- Not sure

Please give reasons for your answer.

Nothing to add or remove.

Question 15 - Please indicate if you think anything may be missing from the proposed accompanying documentation list, or should be removed from it.

Nothing to add or remove.

Question 16 – Do you think that an application for the burial of ashes in a burial ground should be accompanied by a cremation certificate, where available?

- Yes
 No
 Not sure

Please give a reason for your answer.

Yes – already in place within East Dunbartonshire and confirms the deceased details.

Question 17 - Where a cremation certificate is not available, and it is not possible to obtain a copy, do you think that an applicant should be able to submit one of the following instead:

- an extract copy of the cremation register entry or;
- a Certificate of Registration of Death (Form 14) or equivalent or;
- an abbreviated copy of the full death entry made in The Statutory Register of Deaths

- Yes
 No
 Not sure

Please give a reason for your answer.

Yes – requirement to know the deceased details - any of the above would be suitable.

Question 18 - Please share your view on the proposed information to be collected in the burial register entries.

- It looks right
 It does not look right
 Some of this is unnecessary information
 There is some information missing
 Not sure

Please give a reason for your answer.

Nothing to add.

Question 19 – What is your view on the proposed list of organisations that an applicant should engage with to ensure they are complying with local requirements?

- The list is complete
- The list is missing some organisations
- The list contains unnecessary organisations
- Not sure

Please give a reason for your answer.

List is comprehensive and complete.

Question 20 – Do you think an applicant should be required to submit evidence, alongside the application, to demonstrate that the proposed burial site is in line with third party agency and local authority rules and guidelines?

- Yes
- No
- Not sure

Please give a reason for your answer.

Yes – important the site is suitable for burial.

Question 21 – What is your view on the proposed information to be collected in the private burial application form?

- Some of this is unnecessary information
- It looks right
- There is some information missing

Not sure

Please give a reason for your answer.

Nothing to add.

Question 22 – what do you think is a reasonable time limit for local authorities to give decisions on private burial applications?

- 1 week
- 2 weeks
- 3 weeks
- 1 month
- Other
- Not sure

Please give a reason for your answer.

Although a speedy response would be best - because of the number of potential agencies involved 1 month seems reasonable.

Question 23 – Please share your views on the Scottish Government's proposal not to allow for an application for private burial to be made for a person who is not yet deceased.

The potential for change in circumstances means this may need to change at a future date hence applications not appropriate in advance of death.

Question 24 – Do you think private burial should be considered on a case-by-case basis?

- Yes
- No – restrictions should be included in the regulations
- Not sure

Please give a reason for your answer.

Within East Dunbartonshire private burials are very rare – the case by case approach allows the appropriate checks to be made.

Question 25 – Do you think that regulations should give local authorities the power to charge fees for their role in private burial applications?

- Yes
 No
 Not sure

Question 26 – If you answered “yes” to question 25, what services should local authorities be able to charge for in relation to private burial?

The Local Authority will incur costs so therefore a charge should apply.

Question 27 – What is your view on the proposed information to be collected in the Register of Private Burial?

- It looks right
 It does not look right
 Some of this is unnecessary information
 There is some information missing
 Not sure

Please give a reason for your answer.

Details collected are comprehensive.

Question 28 – Please provide any comments on an appropriate way to record the precise location of the private burial site (e.g. coordinates or description).

Really important this information is collected accurately for future records – map reference and coordinates required.

Question 29 – Please provide any views on the proposed appeal process for private burial decisions made by local authorities.

Do not believe there should be an appeals process – the collective agencies decision should be final.

Question 30 – Where an application for exhumation from a burial ground is made by a relative of the deceased who is also the lair right-holder but is not the nearest relative, do you think the applicant should be required to obtain written consent from the nearest relative(s) and any relatives of the deceased who have the same degree of kinship as the applicant (e.g. the applicants siblings)?

- Yes
 No
 Not sure

Please give a reason for your answer.

A collective agreement should be required with both the lair holder and the closest next of kin – this will ensure the correct governance is in place.

Question 31 – Where an application for exhumation is made by a nearest relative of the deceased but they are not the lair right-holder, should that relative be required to obtain the written consent of the lair right-holder and any relatives of the deceased who have the same degree of kinship as the applicant (e.g. the applicant's siblings)?

- Yes

- No
- Not sure

Please give a reason for your answer.

Yes for the same reasons as noted above.

Question 32 - Where an application for exhumation from a burial ground is made by a burial authority, from whom should written consent be obtained?

- Lair right-holder
- Nearest relatives
- Other

Please give a reason for your answer.

Lair holder and nearest relatives.

Question 33 – Please share any views you have on the proposed fast-tracked exhumation procedures?

Supportive of fast track process as detailed in procedures.

Question 34 – Thinking about the proposed feasibility report factors set out above, which do you think should be included in a feasibility study for exhumation?

- A check of the condition of the coffin to determine feasibility to exhume
- Health and Safety Risk Assessment
- Archaeological assessment (by local authority archaeologist or HES)
- Consultation with the CWGC
- Other
- None of the above

Please provide any views on anything else you think should or should not be included in a feasibility report.

The first 4 points are all important in progressing with an exhumation.

Question 35 – Do you think there should be a time limit for carrying out an exhumation once authorisation has been given?

- Yes
- No
- Not sure

Question 36 - If you answered yes to the previous question, what do you think the time-limit should be?

- 3 months
- 6 months
- 1 year
- 2 years
- Other

Please give a reason for your answer and provide any other comments.

Yes – 6 months – this provides sufficient time to organise and importantly conclude arrangements around exhumation.

Question 37 – Should requests for exhumation of known burials on private land be made to an Inspector of Burial, Cremation and Funeral Directors?

- Yes
- No
- Not sure

Please give reasons for your answer and provide any further comment.

Yes - this would provide appropriate regulation.

Question 38 – Where the person applying for exhumation from private land is not related to the deceased (e.g. a new landowner) what arrangements should be made for the exhumed remains?

These would be very unusual circumstances – but if required the remains could be buried in a local Cemetery.

Question 39 – Please share any views you have on exhumation of discovered human remains from outside a burial ground.

Dealt with respectfully and reburied at an appropriate location.

Question 40 - What is your view on the proposed information to be collected by each burial authority in the Register of Exhumation relating to the exhumation of human remains carried out in a burial ground for which it is the burial authority?

- It looks right
- It does not look right
- Some of this is unnecessary information
- There is some information missing

Please give a reason for your answer.

Information collated is comprehensive.

Question 41 - What is your view on the proposed information to be collected by each local authority in the Register of Exhumation relating to the exhumation of human remains authorised for private burial by that local authority?

- It looks right
- It does not look right
- Some of this is unnecessary information

There is some information missing

Please give a reason for your answer.

Information collated is comprehensive.

Question 42 – Do you think that no less than 6 months from the date the notice is issued is an appropriate length of time for the lair right-holder to consent or object to the restoration of a lair?

- Yes
 No – too long
 No – too short
 Not sure

If you answered ‘no’, please suggest a minimum time period.

No - The sensitivity of this requires a 12 month period to consent/object.

Question 43 – Do you think that no longer than 12 months from the date the notice is issued is an appropriate length of time for the lair right-holder to consent or object to the restoration of a lair?

- Yes
 No – too long
 No – too short
 Not sure

If you answered ‘no’, please suggest a maximum time period.

No - The sensitivity of this requires at least a 12 month period to consent/object

Question 44 – Where the burial authority cannot identify the lair right-holder, please provide your views on how a burial authority may publicise the intention to restore the lair.

Local Media, Council Social Media Platforms, Web Pages etc
Display on Noticeboards within Cemetery and a notice on the specific headstone if applicable.

Question 45 - What is your view on the proposed information to be collected in the Register of Restored Lairs?

- It looks right
- It does not look right
- Some of this is unnecessary information
- There is some information missing
- Not sure

Please give a reason for your answer.

Nothing to add.

Question 46 – If the lair is to be used for a further burial and it is not possible to return a headstone to its original position do you have any views on how it should be preserved or retained?

Photographic evidence retained of stone and inscription – thereafter appropriate disposal.

Question 47 - Please provide any additional views or comments you may have on any aspect of the proposed burial regulations.

Nothing to add.

Question 48 - Do you have any views on the potential impacts of the proposals in this consultation on human rights?

None

Question 49 - Do you have any views on the potential impacts of the proposals in this consultation on equalities and the protected characteristics set out above? (Please refer to pages 47 – 48 of the consultation).

None

Question 50 - Do you have any views on the potential impacts of the proposals in this consultation on children and young people as set out in the UN Convention on the Rights of the Child?

None

Question 51 - Do you have any views on the potential impacts of the proposals in this consultation on socio-economic inequality?

None

Question 52 - Do you have any views on potential impacts of the proposals in this consultation on communities on the Scottish islands?

None

Question 53 - Do you have any views on the potential impacts of the proposals in this consultation on privacy and data protection?

None

Question 54 - Do you have any views on the potential impacts of the proposals in this consultation on businesses and the third sector?

None

Question 55 - Do you have any views on the potential impacts of the proposals in this consultation on the environment?

None

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Are you responding as an individual or an organisation?

- Individual
 Organisation

Full name or organisation's name

East Dunbartonshire Council

Phone number

0300 123 4510

Address

Southbank Marina
12 Strathkelvin Way
Kirkintilloch

Postcode

G661TJ

Email Address

parksandopenspaces@eastdunbarton.gov.uk

The Scottish Government would like your permission to publish your consultation response. Please indicate your publishing preference:

- Publish response with name
 Publish response only (without name)
 Do not publish response

Information for organisations:

The option 'Publish response only (without name)' is available for individual respondents only. If this option is selected, the organisation name will still be published.

If you choose the option 'Do not publish response', your organisation name may still be listed as having responded to the consultation in, for example, the analysis report.

We will share your response internally with other Scottish Government policy teams who may be addressing the issues you discuss. They may wish to contact you again in the future, but we require your permission to do so. Are you content for Scottish Government to contact you again in relation to this consultation exercise?

- Yes
 No

Question 1 - Please provide any comments on the Scottish Government's proposals related to types of inspections by inspectors.

The proposals outlined with regard to inspections are generally welcome.

Question 2 - Do you agree or disagree with taking a 'risk-based approach' to determining the frequency of routine inspections for cremation authorities?

- Strongly agree
- Agree
- Neither agree or disagree
- Disagree
- Strongly disagree

Question 3 - Please provide any suggested revisions or additions to the criteria proposed for determining the level of risk of cremation authorities.

Nothing to add.

Question 4 - Do you agree or disagree with taking a 'risk-based approach' to determining the frequency of routine inspections for burial authorities?

- Strongly agree
- Agree
- Neither agree or disagree
- Disagree
- Strongly disagree

Question 5 - Please provide any suggested revisions or additions to the criteria proposed for determining the level of risk of burial authorities.

Nothing to add.

Question 6 - Do you agree or disagree with taking a 'risk-based approach' to determining the frequency of routine inspections for funeral director businesses?

- Strongly agree
- Agree
- Neither agree or disagree
- Disagree
- Strongly disagree

Question 7 - Please provide any suggested revisions or additions to the criteria proposed for determining the level of risk of funeral directors.

Nothing to add.

Question 8 - Please provide any comments on the proposal to link inspections and funeral director licence renewals.

It makes sense to time inspections around renewal periods to ensure all appropriate procedures and processes are in place.

Question 9 - Please provide any other comments regarding the proposals for determining the frequency of routine inspections.

Nothing to add.

Question 10 - Which option presented above do you prefer? (please refer to paragraph 87 to 100)

- Option A
- Option B
- Neither
- Don't know

Question 11 - If Option B is pursued by the Scottish Government, please select the percentage of premises you think should be randomly selected for inspection.

- 25% of premises
- 50% of premises
- 75% of premises
- Other % of premises (please state a %):
- Don't know

Question 12 - Please provide reasons for your selection above, and any other comments you wish to make.

100 % - Inspections should be as comprehensive as reasonably practical hence the response.

Question 13 - Please provide any comments on the Scottish Government's proposals related to inspection of equipment and other items by inspectors.

Generally welcome the approach to inspections.

Question 14 - Please provide any comments on the Scottish Government's

Generally welcome the approach to inspections.

proposal to provide in regulations powers for Inspectors to interview staff (or third-party contractors) or clients of burial authorities, cremation authorities, or funeral directors.

Question 15 - Please provide any views about the Scottish Government's revised proposal to not include in regulation powers for Inspectors to seize, detain, or remove equipment from relevant bodies.

Agree with this approach – the seizing of plant and equipment isn't required.

Question 16 - Do you agree or disagree that Inspectors should be able to issue an enforcement notice which requires equipment to be repaired or replaced?

- Strongly agree
- Agree
- Neither agree or disagree
- Disagree
- Strongly disagree

Question 17 - Do you agree or disagree that Inspectors should be able to issue an enforcement notice which prohibits a relevant body from using equipment until it is repaired or replaced?

- Strongly agree
- Agree
- Neither agree or disagree
- Disagree
- Strongly disagree

Question 18 - Please provide any other comments about the use of enforcement notices to require equipment repairs/replacements or prohibit use of equipment.

Generally agree with the inspection and notice approach.

Question 19 - Please provide your views about whether 14 days is an appropriate timescale to require a response to the inspection report.

- 14 days is too long
- 14 days is appropriate
- 14 days is too short
- Don't know

Question 20 - Please provide any other views about the proposed approach to inspection reports.

Dependant on the details within the report 14 days maybe in some cases too short a period of time – e.g. excavator awaiting a part, hydraulic shoring that may require a service etc.

Question 21 - Please provide comments on the proposed content of enforcement notices.

Nothing to add.

Question 22 - Please provide comments on the proposed approach to lifting enforcement notices.

Nothing to add.

Question 23 - Please provide any other comments on the Scottish Government's maintained proposal to provide in regulations power for Inspectors to issue enforcement notices

Nothing to add.

Question 24 - Please provide any views on the proposed content of suspension notices.

Nothing to add.

Question 25 - Please provide any views on the proposed process of issuing suspension notices.

Nothing to add.

Question 26 - Please provide any views on whether there should be an opportunity for the authority to make an oral representation to Scottish Ministers or a representative of Scottish Ministers before Ministers make their decision whether to issue a suspension notice.

Nothing to add.

Question 27 - Please provide any views on the proposed process for lifting a suspension notice.

Nothing to add.

Question 28 - Please provide any other views on the Scottish Government's proposals for suspension notices for burial authorities and cremation authorities.

Nothing to add.

Question 29 - Please provide any views on the appeal process for decisions made by Inspectors.

Nothing to add.

Question 30 - Please provide any views on the appeal process for decisions made by Scottish Ministers.

Nothing to add.

Question 31 - Please provide any comments on the proposed approach to complaints.

Nothing to add.

Question 32 - Please provide any additional views or comments you may have on the proposed statutory inspection regime.

Nothing to add.

Question 33 - Do you have any views on the potential impacts of the proposals in this consultation on human rights?

None

Question 34 - Do you have any views on the potential impacts of the proposals in this consultation on equalities and the protected characteristics set out above? (Please refer to page 48 of the consultation document).

None

Question 35 - Do you have any views on the potential impacts of the proposals in this consultation on children and young people as set out in the UN Convention on the Rights of the Child?

None

Question 36 - Do you have any views on the potential impacts of the proposals in this consultation on socio-economic inequality?

None

Question 37 - Do you have any views on potential impacts of the proposals in this consultation on communities on the Scottish islands?

None

Question 38 - Do you have any views on the potential impacts of the proposals in this consultation on privacy and data protection?

None

Question 39 - Do you have any views on the potential impacts of the proposals in this consultation on businesses and the third sector?

None

Question 40 - Do you have any views on the potential impacts of the proposals in this consultation on the environment?

None

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Are you responding as an individual or an organisation?

- Individual
 Organisation

Full name or organisation's name

East Dunbartonshire Council

Phone number

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- Yes
 No

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Question 1 - Do you think that the Scottish Government should introduce regulations to allow the use of alkaline hydrolysis as a method of disposal of human remains in Scotland? Please also provide the reason for your answer. (see para 3 – 7)

Yes

No

Don't know

No view/ comment

Comments:

Regulation is essential for this process – similar to Crematoria.

Question 2 - Have the sustainability claims made by manufacturers influenced your response to Question 1? Please provide details. (see para 11)

Yes

No

Don't know

No view/ comment

Comments:

Yes however further scrutiny would be welcome.

Question 3 - Assuming that alkaline hydrolysis is to be allowed, should it be regulated in a similar manner as cremation? (see para 22 – 23)

Yes

No

Don't know

No view/ comment

Comments:

No further comment.

Question 4 - Do you agree that the same procedure as applies to opening new crematoriums should apply to opening alkaline hydrolysis premises? (see para 29)

Yes

No

Don't know

No view/ comment

Comments:

No further comment.

Question 5 - Should alkaline hydrolysis operators be subject to inspection in the same way as cremation authorities? (see para 32)

Yes

No

Don't know

No view/ comment

Comments:

No further comment.

Question 6 - What information do you think should be included in a management plan by a provider of alkaline hydrolysis? (see para 33 – 37)

Comments:

No comment

Question 7 - Do you agree that there should be statutory application forms similar to the cremation application forms? (see para 39)

Yes

No

Don't know

No view/ comment

Comments:

No comment

Question 8 - Do you have any views on the provision of alkaline hydrolysis for children under age 4 and for stillborn babies (even though no ashes are likely to result)? (see para 42 – 44)

Yes

No

Don't know

No view/ comment

Comments:

Agree with comments in the consultation document.

Question 9 - Do you have any comments on extending the requirement for a Form E1 (as applies when the body is released for cremation by COPFS) to alkaline hydrolysis? (see para 45)

Yes

No

Don't know

No view/ comment

Comments:

No comment

Question 10 - Do you agree that operators of alkaline hydrolysis (and funeral directors) should be required to comply with the same requirements and timescales for handling of the remains as they are for ashes following cremation? (see para 47 – 48)

Yes

No

Don't know

No view/ comment

Comments:

No comment

Question 11 - Do you agree that the content of the statutory cremation register for bodies should be replicated for alkaline hydrolysis? Please add any comments on what you think should be different and why. (see para 49)

Yes

No

Don't know

No view/ comment

Comments:

No comment

Question 12 - Do you agree that the content of the statutory cremation register for body parts should be replicated for alkaline hydrolysis? Please add any comments on what you think should be different and why. (see para 49)

Yes

No

Don't know

No view/ comment

Comments:

No comment

Question 13 - Do you agree that the content of the statutory cremation register for stillborn babies should be replicated for alkaline hydrolysis? Please add any comments on what you think should be different and why. (see para 50 – 51)

Yes

No

Don't know

No view/ comment

Comments:

No comment

Question 14 - Section 87 of the 2016 Act provides that where a person dies or is found dead within a local authority area, and no arrangements are being made for them to be buried or cremated, the local authority must make the arrangements. In these cases, should the local authority be able to use alkaline hydrolysis where it is available? Please provide reasons for your answer. (see para 52)

Yes

No

Don't know

No view/comment

Comments:

No comment

Question 15 - As noted in the consultation, supporters of alkaline hydrolysis have suggested that the liquid could be considered for sustainable disposal, such as fertilizer. If relevant consents are obtained, do you have any views on whether this should be an option? (see para 53 – 60)

Yes

No

Don't know

No view/ comment

Comments:

No comment, pending further wider consultation.

Question 16 - Do you have any other comments on the regulation and use of alkaline hydrolysis which you wish to share? (see para 53 – 60)

Comments:

Nothing to add.

Question 17 - Do you have any views on the potential impacts of the proposals in this consultation on human rights?

None

Question 18 - Do you have any views on the potential impacts of the proposals in this consultation on equalities and the protected characteristics set out above?

None

Question 19 - Do you have any views on the potential impacts of the proposals in this consultation on children and young people as set out in the UN Convention on the Rights of the Child?

None

Question 20 - Do you have any views on the potential impacts of the proposals in this consultation on socio-economic inequality?

None

Question 21 - Do you have any views on potential impacts of the proposals in this consultation on communities on the Scottish islands?

None

Question 22 - Do you have any views on the potential impacts of the proposals in this consultation on privacy and data protection?

None

Question 23 - Do you have any views on the potential impacts of the proposals in this consultation on businesses and the third sector?

None

Question 24 - Do you have any views on the potential impacts of the proposals in this consultation on the environment?

Unable to comment until Strategic Environmental Assessment is made available

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East Dunbartonshire Council

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**PLACE NEIGHBOURHOOD &
CORPORATE ASSETS
COMMITTEE**

THURSDAY, 9 NOVEMBER 2023

REFERENCE:

PNCA/105/23/SE

LEAD OFFICER:

DEPUTE CHIEF EXECUTIVE

CONTACT OFFICER:

**STEPHEN EGAN, TEAM LEADER –
STREETSCENE TECHNICAL SUPPORT**

SUBJECT TITLE:

**CONSULTATION RESPONSES TO THE
BURIAL AND CREMATION ACT 2016**

1.0 PURPOSE

- 1.1** The purpose of this Report is to seek approval for a response to the Scottish Government's consultation with regard to the introduction of regulations around the Burial and Cremation Act 2016.

2.0 RECOMMENDATIONS

It is recommended that the Place Neighbourhood & Corporate Assets Committee:

- 2.1** approves the proposed responses to the four consultation documents relating to the 2016 Act, attached to this Report.

**ANN DAVIE
DEPUTE CHIEF EXECUTIVE**

3.0 BACKGROUND/MAIN ISSUES

3.1 The Burial and Cremation (Scotland) Act 2016 is an Act of the Scottish Parliament that provides a legislative framework for burial and cremation in Scotland. The Act restates and amends the law with regard to burial and cremation and provides powers for Scottish Ministers to make regulations and provision for the inspection and regulation of burial authorities, cremation authorities and funeral directors.

3.2 The Act also enables provision to be made for the licensing of Funeral Directors and the exhumation of human remains.

3.3 The Act is in 7 Parts :

- Part 1 covers burial, including burial grounds, burial in a burial ground, private burial, exhumation, the restoration to use of burial lairs and fees for interment;
- Part 2 covers cremation;
- Part 3 covers arrangements on death, including arrangements on the death of adults and children, stillbirths and pregnancy loss, and local authority functions in relation to the disposal of remains in certain circumstances;
- Part 4 covers inspection;
- Part 5 covers funeral directors, including powers for the Scottish Ministers to make a scheme for the licensing of funeral directors' businesses;
- Part 6 sets out miscellaneous provisions, including guidance on funeral costs, powers to extend the application of the Act, powers to modify enactments and the acquisition of land;
- Part 7 sets out general provisions, which are largely technical in nature (e.g. general provisions relating to regulations, ancillary provision, Crown application);

3.4 The Scottish Government has published four consultation papers arising out of the Act with a response date of November 17th 2023 – they are as follows:

- Management of Burial grounds, application for burial, exhumation, private burial and restoration of lairs
- Statutory Inspection of Burial authorities, cremation authorities and funeral directors
- Funeral Director licensing scheme for Scotland
- Regulation of Alkaline hydrolysis (Water Cremation) in Scotland

3.5 The consultation runs to several hundred pages with an associated 140 questions, the majority of which are operational and administrative. There are several areas where Elected Members require oversight – these are noted below with associated recommendations.

3.6 **MANAGEMENT OF BURIAL GROUNDS, APPLICATION FOR BURIAL, EXHUMATION, PRIVATE BURIAL AND RESTORATION OF LAIRS** – link to the full document below

<https://www.gov.scot/publications/management-burial-grounds-application-burial-exhumation-private-burial-restoration-lairs-regulation-scotland/documents/>

3.7 This consultation paper sets out a range of proposals and approaches for the regulation of burial in Scotland which have been informed by the work and recommendations of the Burial Regulations Working Group

- Commencement of part 1 of the 2016 Act
- Regulations for the management of burial grounds
- Regulations for burial application and register
- Regulations for private burial
- Regulations for exhumation
- Regulations for the restoration of lairs.

3.8 As noted above many of the 55 questions in this consultation are either operational or administrative however there are four areas that merit being highlighted to committee.

3.9 COMMENCEMENT OF PART 1 OF THE 2016 ACT – SALE OF RIGHT OF BURIAL

The Act will bring an end to the sale of lair rights in perpetuity which means that descendants of the person who originally bought the rights to a lair, have continuing exclusive rights to its use. These owners are often impossible to trace after the first two generations, leaving empty lairs unused and allowing headstones on used lairs to fall into disrepair. Instead rights of burial will be limited to a period of 25 years with the option for the lair right-holder to apply to extend the right by subsequent 10-year periods.

3.10 Within East Dunbartonshire's Burial Ground Management Rules there is a 40-year arrangement re Sale of the Right of Burial which will need to change to 25 years (as above) - this has the potential to provide the benefits around empty/unused lairs and headstones as noted above in the consultation document.

3.11 Recommendation

The Officer recommendation is to note the move to 25 years but include a timeframe of at least 12 months to transition to the new arrangement.

3.12 FAITH DESIGNATION WITHIN BURIAL GROUNDS

A number of burial authorities already designate parts of their burial grounds for use by particular faiths or religious bodies. It is proposed that regulations will set out the legal basis for doing so. This is intended to be a power for burial authorities, not a duty, as the requirements of local communities will differ. Burial authorities are encouraged within the consultation to engage with local faith communities to determine whether designated areas are required.

3.13 Within East Dunbartonshire the Council currently operates an informal arrangement with the Muslim community regarding burial space within Langfaulds Cemetery and the introduction of a legal basis to formalise this moving forward and indeed liaise with other faith groups is welcome.

3.14 Recommendation

The Officer recommendation is to support the move towards a formal legal basis for the power to designate parts of burial grounds for faith groups and thereafter engage within the East Dunbartonshire area.

3.15 MANAGEMENT PLANS

Section 6 of the 2016 Act gives Scottish Ministers the power to make regulations for, or in connection with, the management, regulation and control of a burial ground by a burial authority. It is intended that regulations will make provision in respect of the effective management of the wide range of burial grounds that exist in Scotland. Burial grounds can be active (accepting new burials), inactive (not accepting new burials) or historical (generally understood to be where the last coffin burial took place more than 100 years ago and no more coffin burials are anticipated). They can be located, for example, on steep cliffs, remote beaches, hilly terrain or city centres and can be managed by one of a number of different parties such as local authorities, commercial companies, charitable and faith organisations or not-for-profit community volunteers.

3.16 The proposal is to require each burial authority in Scotland to prepare and maintain at least one management plan which will apply to all the burial grounds for which the burial authority has responsibility. A management plan is intended to be a type of operating manual which offers a transparent view of who manages burial grounds in Scotland, the different types of burial grounds and how those burial grounds are managed and operated.

3.17 Each burial authority's management plan is to provide an overview of how their burial grounds are to be managed. The regulations will prescribe the minimum content required of the management plan, but each burial authority will have the option to add additional information. The proposal is that the minimum information to be included will be:

- a list of the names, addresses and business hours of each burial ground that the burial authority manages and to which the management plan applies.
- whether each burial ground is active, inactive or historical in nature.
- the procedures for –
 - carrying out of burials
 - dealing with an unexpected rise in the number of burials
 - operation and servicing of all equipment used in the burial process or to maintain the burial ground.
 - procedures for keeping burial grounds well maintained.
 - procedures for keeping headstones and other memorials in safe order and repair such as any memorial inspection programme.
 - contingency arrangements for any unexpected disruption to, or loss of, service (e.g. flooding, unsafe headstones, police incidents within burial grounds).
 - an overview of staff training (e.g. what courses, qualifications, CPD etc. are available to staff) and how training is recorded.

3.18 Within the Council, Officers are currently updating the Management Rules associated with burial grounds and the information around active, inactive and historical will be included within these rules.

3.19 The additional operational information suggested is currently spread over several documents however it not thought that this should be onerous to collate in line with the proposals from the Scottish Government.

3.20 Recommendation

The Officer recommendation is to support the creation of a formal management plan in line with the consultation paper.

3.21 REGULATIONS FOR THE RESTORATION OF LAIRS

One of the key issues considered by the Scottish Government is the increasing pressure on available land for burial in Scotland. A previous report in 2007 noted concerns around available space for burial – both in terms of lairs within existing burial grounds and available land for future burial grounds. Although the issue is acute in larger cities, it is also an issue in some rural areas. Once these sections of the 2016 Act are brought into force, a lair in a burial ground can be considered for restoration if it appears to have been abandoned, the relevant period of time has passed and the burial authority is of the opinion that the lair is suitable for restoration.

3.22 The relevant period of time is:

- where the lair contains human remains, 100 years from the day on which the last burial took place, or
- where no burials have taken place in the lair, 50 years from the day on which the right of burial in the lair was last sold
- Additional strict safeguards are included in the 2016 Act to ensure lairs are only considered for restoration once the burial authority has notified the lair right holder and given an opportunity for objection

3.23 Under the proposal the lair right-holder will have a period of time to consent or object in writing before any work to restore the lair can take place. The proposed time period is no less than 6 months and no greater than 12 months from the date the notice is issued. The Council has plans in the medium term to extend both Langfaulds Cemetery in Bearsden and Cadder Cemetery in Bishopbriggs, which will create significant burial capacity for many years to come. In tandem with this a Cemetery Management Plan will be produced setting out a strategy for the next 50 years to ensure burial capacity remains available.

3.24 Recommendation

In terms of this proposal the Officer recommendation is that a minimum of 12 months should be given to lair holders before any works commence to restore any lair within the district however it is worth noting that Officers do not foresee any circumstances over the coming two decades where this would be required.

3.25 STATUTORY INSPECTION OF BURIAL AUTHORITIES, CREMATION AUTHORITIES AND FUNERAL DIRECTORS – link to the full document below

<https://www.gov.scot/publications/statutory-inspection-burial-authorities-cremation-authorities-funeral-directors/documents/>

- 3.26** Inspection is an essential and core part of the regulatory responsibilities under Part 4 of the 2016 Act, under which seeks to improve standards and quality of funeral services in order to protect the deceased and the public in Scotland. It is central to the Scottish Governments overall aim of increasing the credibility of, and confidence in, Scotland’s funeral sector. The importance of inspection in the funeral sector has its roots in the Infant Cremation Commission. The Commission published its report in 2014, which examined the practice at that time regarding infant cremation and made recommendations for improvement, including the monitoring of work practices and standards at crematoriums. This led to the appointment of Scotland’s first Inspector of Crematoria in 2015.
- 3.27** The 2016 Act builds on this and enables Scottish Ministers to appoint Inspectors under section 89 of the 2016 Act as Inspectors of Burial, Cremation and Funeral Directors (‘Inspectors’). There is currently a Senior Inspector of Burial, Cremation and Funeral Directors and an Inspector of Burial, Cremation and Funeral Directors appointed by Scottish Ministers. The Inspectors are currently limited in their ability to conduct inspections or investigate complaints, and do not yet have any enforcement-related powers. The proposed inspection regulations will provide statutory powers for current and future Inspectors to carry out the functions required of them to contribute to the protection of the deceased and ensure minimum standards are being met in Scotland’s funeral sector.
- 3.28** This consultation as detailed above focuses in on inspection, frequency of inspection, future enforcement arrangements and an appeals process. Some 21 questions are asked around this with a specific focus on a ‘risk based’ approach to inspection and response times to inspections and any enforcement actions.
- 3.29 Recommendation**
In principle Officers are supportive of the inspection process and therefore the recommendation would be to provide a response around practical timescales re all the above.
- 3.30 FUNERAL DIRECTOR LICENSING SCHEME FOR SCOTLAND** – link to the full document below

<https://www.gov.scot/publications/funeral-director-licensing-scheme-scotland/pages/3/>
- 3.31** The 2016 Act provides Scottish Ministers with the power to introduce licensing of funeral directors. Scottish Ministers are now proposing to bring into force Part 5 of the 2016 Act to introduce a licensing scheme for funeral directors in Scotland.
- 3.32** Part 5 contains the relevant provisions for licensing which will apply to anyone who carries on business as a funeral director in Scotland. As part of the proposed scheme, sections 94 to 96 of the 2016 Act would be commenced to make it an offence to carry on business as a funeral director without obtaining a licence for that business issued by the licensing authority. Where a person operates more than one business they will need to apply for a separate licence for each business.
- 3.33** The licensing regulations are intended to regulate the industry in its care and handling of the deceased. The aim is to ensure that the care and handling of the deceased and the practices of the funeral sector are being delivered in compliance with the minimum standards set by the Scottish Government.

It is intended that a consequence of this will be increased confidence in Scotland's funeral director sector. This is because the scheme would provide reassurance to the public who can expect that (a) any funeral director business in Scotland is licensed, and (b) that they are therefore meeting minimum standards of care for the deceased and in their practices as funeral director businesses.

3.34 Details about how the licensing scheme will operate include:

- Who is to administer the scheme (the 'licensing authority') – Scottish Ministers,
- The application forms and the application process (including documents to be submitted with applications),
- Enabling the licensing authority to grant or refuse an application with or without conditions, specify circumstances where the licensing authority may or must grant or refuse a licence application (and whether that licence may be granted subject to any conditions), and timescales,
- How long a licence lasts, and whether it can be renewed,
- Enforcement-related matters, such as how and in what circumstances a licence might be suspended or revoked,
- How decisions of the licensing authority can be appealed, and
- The implementation of licence application fees.

3.35 Recommendation

The Officers recommendation is to support the proposals which include the appointment of Scottish Ministers as the Licensing Authority, the creation of a national register of Funeral Directors, the creation of a mandatory Code of Practice for Funeral Directors and the creation of minimum standards in the care and handling of the deceased.

3.36 REGULATION OF ALKALINE HYDROLYSIS (WATER CREMATION) IN SCOTLAND – link to the full document below

<https://www.gov.scot/publications/alkaline-hydrolysis-water-cremation-regulation-scotland/documents/>

3.37 Alkaline hydrolysis is a method of disposal of human remains using hot water with the addition of potassium hydroxide, or sodium hydroxide, or a mix of both. The body is wrapped in a silk or woollen shroud, or other biodegradable material, before being placed into a pressurised chamber and heated to up to 150 °C. The body rapidly reduces to bones, any medical implants and sterile DNA-free liquid. The vessel is then pressurised and the water is heated. The maximum temperature varies from about 100 to 150 degrees Celsius, depending on the type of system being used, and the pressure applied. The combined action of heat, water, and potassium hydroxide, causes the body's organic substances to dissolve in the liquid. This fully automated process takes two to ten hours, depending on the temperature and on the weight of the body to be processed. In addition to heating the liquid, a complete cycle involves various cooling and rinsing steps.

3.38 There are three types of residual material:

- The bones. These are dried and ground into a white powder, which consists largely of calcium. As with cremation ashes, this powder can be given to the next of kin.

- Any prostheses, fillings, and medical devices. These can be collected and disposed of.
- The liquid used during hydrolysis. This effluent, which has a volume of approximately 1,500 litres, consists of water, potassium hydroxide, and the dissolved organic substances (sugars, amino acids, salts, and fatty acids).

3.39 The effluent has a high pH, and contains no DNA or RNA. The pH is reduced to less than 10 by adding sulphuric acid. After the process is complete and the bones and any implants removed, the remaining liquid is cooled before being moved to a treatment tank. The liquid produced as a result of alkaline hydrolysis is slightly alkaline (around 9 – 10.5 on the pH scale). It includes compounds such as sugars, amino acids and fatty acids, nitrogen, phosphorus, and potassium hydroxide.

3.40 The consultation's 24 questions focus predominantly on the regulation of either an amended crematoria facility or indeed a newly created facility and since East Dunbarton at the moment has neither it is perhaps less (for the moment) relevant to the area.

3.41 Recommendation

The Officers recommendation is to support regulation similar to Crematoria so as to ensure all the appropriate safeguards are in place.

3.42 SUMMARY AND NEXT STEPS

The 2016 Act fulfils the commitment given by government to implement recommendations made by the Burial and Cremation Review Group (2007), the Infant Cremation Commission (2014) and the National Cremation Investigation (2016).

3.43 The regulation proposals set out in the consultations on burial, inspection and funeral director licensing are key to realizing the necessary detail, protection and processes envisaged by the 2016 Act.

3.44 The focus of the Act is to have the right policy and legal frameworks in place. The regulation seeks to be fair and proportionate and achieve the aim of protecting the deceased, setting minimum standards of care in the sector, supporting consistency of service and establishing a statutory regulatory function to monitor compliance with the 2016 Act and its codes of practice.

3.45 Officers have highlighted the key areas for Elected Member oversight and provided recommendations regarding a response.

3.46 In terms of next steps Officers, with the Place Neighbourhood & Corporate Assets Committee's approval will facilitate a response to all 4 consultations in advance of the 17th November 2023 deadline.

4.0 IMPLICATIONS

The implications for the Council are as undernoted.

4.1 Frontline Service to Customers – Yes - longer term impact of Regulation of Lairs

- 4.2 Workforce (including any significant resource implications) – None
- 4.3 Legal Implications – Yes – impact on Burial Ground Management Rules
- 4.4 Financial Implications - None
- 4.5 Procurement – None
- 4.6 ICT – None
- 4.7 Corporate Assets – None
- 4.8 Equalities Implications – None
- 4.9 Corporate Parenting - None
- 4.10 Sustainability – None
- 4.11 Other - None

5.0 MANAGEMENT OF RISK

The risks and control measures relating to this Report are as follows:-

- 5.1 Requirement to follow legislation once implemented

6.0 IMPACT

- 6.1 **ECONOMIC GROWTH & RECOVERY** – None
- 6.2 **EMPLOYMENT & SKILLS** - None
- 6.3 **CHILDREN & YOUNG PEOPLE** - None
- 6.4 **SAFER & STRONGER COMMUNITIES** - None
- 6.5 **ADULT HEALTH & WELLBEING** - None
- 6.6 **OLDER ADULTS, VULNERABLE PEOPLE & CARERS** - None
- 6.7 **CLIMATE CHANGE** - None
- 6.8 **STATUTORY DUTY** – Burial and Cremation Act 2016.

7.0 POLICY CHECKLIST

- 7.1 This Report has been assessed against the Policy Development Checklist and has been classified as being an operational report and not a new policy or change to an existing policy document.

7.2 Note that the Scottish Government has undertaken their own assessments.

8.0 **APPENDICES**

8.1 **Appendix 1** – Respondent Information Form (1)

8.2 **Appendix 2** - Respondent Information Form (2)

8.3 **Appendix 3** - Respondent Information Form (3)

8.4 **Appendix 4** - Respondent Information Form (4)

Respondent Information Form



Please Note this form **must** be completed and returned with your response. To find out how we handle your personal data, please see our privacy policy: <https://www.gov.scot/privacy/>

Are you responding as an individual or an organisation?

- Individual
 Organisation

Full name or organisation's name

East Dunbartonshire Council	
Phone number	0300 123 4510
Address	12 Strathkelvin Place Kirkintilloch
Postcode	G66 1TJ
Email Address	parksandopenspaces@eastdunbarton.gov.uk

The Scottish Government would like your permission to publish your consultation response. Please indicate your publishing preference:

- Publish response with name
 Publish response only (without name)
 Do not publish response

We will share your response internally with other Scottish Government policy teams who may be addressing the issues you discuss. They may wish to contact you again in the future, but we require your permission to do so. Are you content for Scottish Government to contact you again in relation to this consultation exercise?

- Yes
 No

Information for organisations:

The option 'Publish response only (without name)' is available for individual respondents only. If this option is selected, the organisation name will still be published.

If you choose the option 'Do not publish response', your organisation name may still be listed as having responded to the consultation in, for example, the analysis report.

Question 1 - Please provide any comments on the proposal to designate Scottish Ministers as the 'licensing authority'.

None

Question 2 - Do you agree or disagree with the proposal to publish and maintain a public directory of the licensed funeral directors in Scotland?

- Strongly agree
- Agree
- Neither agree or disagree
- Disagree
- Strongly disagree

Question 3 - Please provide any additional comments

None

Question 4 - Please provide any comments you have about the proposal to require funeral director businesses to identify a compliance officer for their licence.

Agreed – improved governance of statutory / non-statutory functions and performance measurement against regulated standards

Question 5 - Do you agree or disagree that funeral director licences should be time-limited, with funeral directors required to apply for renewal?

- Strongly agree
- Agree
- Neither agree or disagree
- Disagree
- Strongly disagree

Question 6 - If licences are time-limited, do you think three (3) years is an appropriate length of time for a licence to last?

- 3 years is too long
- 3 years is appropriate
- 3 years is too short
- Don't know

Question 7 - Please provide any further comments about the appropriate length of time for a licence to last

None

Question 8 - Please provide any comments you have on the proposed approach to licence suspensions or revocations, as provided for in the 2016 Act.

None

Question 9 - In addition to the circumstance noted in paragraph 70, are there any other circumstances in which the licensing authority may decide to suspend or revoke a funeral director business licence?

Gross Misconduct- in terms of the Funeral Directors Code of Practice by owner or employees

Karen for info

70. We consider that there is one circumstance in which the Scottish Government considers it appropriate to provide powers to the licensing authority in order that the licensing authority may decide whether to suspend or revoke a licence: The licensing authority has been made aware that the licence holder (owner) of a funeral director business has been convicted of certain types of offences, for example a violent crime or fraud.

Question 10 - Please provide any comments on the possible types of convictions which might warrant the licensing authority deciding to suspend or revoke a funeral director business licence.

Similar to existing Licensing regimes – “fit & proper person” – requires declaration of all offences

Question 11 - When a person has their licence revoked, how long should they be required to wait before being allowed to apply for a new licence?

- 1 Year
- 2 Years
- 5 Years
- 10 Years
- Other

Question 12 - Please provide any further comments.

Revocation of Licence is a significant step. The reasons for revocation could affect the period before a licence can be sought.

Question 13 - Please provide any comments about the Scottish Government's proposals to charging a fee at the time of a licence application and licence renewal to funeral director businesses.

Agreed full cost recovery for administrative processes.

Question 14 - Please provide any additional views or comments you may have on the proposed licensing regime.

None

Question 15 - Do you have any views on the potential impacts of the proposals in this consultation on equalities and the protected characteristics set out above? (please refer to page 25 of the consultation document)

None

Question 16 - Do you have any views on the potential impacts of the proposals in this consultation on children and young people as set out in the UN Convention on the Rights of the Child?

None

Question 17 - Do you have any views on the potential impacts of the proposals in this consultation on socio-economic inequality?

None
Licensing regime will guarantee a level of service.

Question 18 - Do you have any views on potential impacts of the proposals in this consultation on communities on the Scottish islands?

Licensing regime will hopefully improve basic standards, so even if choice is limited, regulation will ensure same standards of service required

Question 19 - Do you have any views on the potential impacts of the proposals in this consultation on privacy and data protection?

None

Question 20 - Do you have any views on the potential impacts of the proposals in this consultation on businesses and the third sector?

None

Question 21 - Do you have any views on the potential impacts of the proposals in this consultation on the environment?

None

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East Dunbartonshire Council

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**PLACE NEIGHBOURHOOD &
CORPORATE ASSETS
COMMITTEE**

THURSDAY, 9 NOVEMBER 2023

PNCA/097/23/SG:

DEPUTE CHIEF EXECUTIVE

CONTACT OFFICER:

**SCOTT GALLOWAY, GREENSPACE AND
BIODIVERSITY POLICY OFFICER**

SUBJECT TITLE:

**STATUTORY BIODIVERSITY DUTY REPORT
2021-2023**

1.0 PURPOSE

1.1 The purpose of this Report is to seek the approval of the Place Neighbourhood & Corporate Assets Committee for the East Dunbartonshire Biodiversity Duty Report (**Appendix 1**), for the period January 2021 to October 2023.

2.0 RECOMMENDATIONS

2.1 It is recommended that the Place Neighbourhood & Corporate Assets Committee:

- a) notes the contributions and achievements made across the Council to meet this statutory duty; and
- b) approves the East Dunbartonshire Biodiversity Duty Delivery Report 2021-2023 for submission to Scottish Government and publication on the Council's website.

**ANN DAVIE
DEPUTE CHIEF EXECUTIVE**

3.0 BACKGROUND/MAIN ISSUES

- 3.1** The Nature Conservation (Scotland) Act 2004 places a duty on all public bodies to further the conservation of biodiversity. The Wildlife and Natural Environment (Scotland) Act 2011 requires the publication of a report, every three years, on how public bodies are meeting this duty.
- 3.2** The third East Dunbartonshire Biodiversity Duty Report was approved and published in March 2020, covering the period 2018 – 2020 (PNCA/007/21/JW). The fourth report, covering the next three year period (2021 – 2023) has been prepared and is now due to be published and submitted to the Scottish Government.
- 3.3** The East Dunbartonshire Biodiversity Duty Report 2021-2023 (Appendix 1) contains a summary of work carried out by the Council to comply with the statutory biodiversity duty, as required by the Nature Conservation (Scotland) Act 2004 and Wildlife and Natural Environment (Scotland) Act 2011.
- 3.4** In complying with the statutory duty, public bodies must have regard to the Scottish Biodiversity Strategy which sets a framework for reducing biodiversity loss and incorporates targets to support internationally agreed goals to address the causes of biodiversity loss and enhance the benefits we gain from biodiversity and eco-system services.
- 3.5** The duty is a shared responsibility for the Council as a whole and information has been gathered across all Council service areas to complete the Report.
- 3.6** The Report structure follows a template issued by the Scottish Government and includes details of projects on the ground, how biodiversity has been mainstreamed through policies and plans, examples of partnership working, and a table showing how the Council's activities have contributed to delivery of the Scottish Biodiversity Strategy.
- 3.7** The Report also sets out key future directions for furthering the conservation of biodiversity through Council services. This includes the development of the Greenspace Strategy in 2024.
- 3.8** Highlights from the Report include:
- The protection and enhancement of biodiversity through the now adopted Local Development Plan 2 policy.
 - Delivery of key projects which further the conservation of biodiversity in the Local Biodiversity Action Plan, Green Network Strategy and Open Space Strategy.
 - Successful creation of biodiversity features, such as meadows and ponds, in addition to the restoration of peatlands, and tree planting.
- 3.9** The Council is required to report on its compliance with the Biodiversity Duty on a triennial basis. However, at a Special meeting of Council on 18th January 2018 (PNCA/005/18/FP), Council agreed that data would be gathered across the Council on activities supporting delivery of the Duty on an annual basis, to ensure that the Duty is being fully met. For efficiency, this was to be undertaken jointly with data gathering to support the annual Climate Change Duties report to Scottish Government.

Progress on the implementation and monitoring of the Biodiversity Duty will be included in future reports on the delivery of the Council's Sustainability and Climate Change Framework and Action Plan.

4.0 IMPLICATIONS

The implications for the Council are as undernoted.

- 4.1 Frontline Service to Customers – N/A
- 4.2 Workforce (including any significant resource implications) – N/A
- 4.3 Legal Implications – The report fulfils the statutory requirement to report on delivery of the Council's Biodiversity Duty, as required by the Nature Conservation (Scotland) Act 2004 and Wildlife and Natural Environment (Scotland) Act 2011.
- 4.4 Financial Implications – None. The report is retrospective and does not include proposals for future projects.
- 4.5 Procurement – N/A
- 4.6 ICT – N/A
- 4.7 Corporate Assets – N/A
- 4.8 Equalities Implications – N/A
- 4.9 Corporate Parenting – N/A
- 4.10 Sustainability – None. The report records sustainability related initiatives carried out by Council staff during the recording period 2021 – 2023.
- 4.11 Other – N/A

5.0 MANAGEMENT OF RISK

The risks and control measures relating to this Report are as follows: -

- 5.1 The Council would fail to comply with its statutory duties under the Wildlife and Natural Environment (Scotland) Act 2011 should the Biodiversity Duty Report 2021 – 2023 not be completed, submitted to the Scottish Government and published online.

6.0 IMPACT

- 6.1 **ECONOMIC GROWTH & RECOVERY** – No direct impact from this Report.
- 6.2 **EMPLOYMENT & SKILLS** – No direct impact from this Report.
- 6.3 **CHILDREN & YOUNG PEOPLE** - No direct impact from this Report.

- 6.4 SAFER & STRONGER COMMUNITIES** - No direct impact from this Report.
- 6.5 ADULT HEALTH & WELLBEING** - No direct impact from this Report.
- 6.6 OLDER ADULTS, VULNERABLE PEOPLE & CARERS** - No direct impact from this Report.
- 6.7 CLIMATE CHANGE** - No direct impact from this report.
- 6.8 STATUTORY DUTY** – This Report fulfils the statutory requirement to report on delivery of the Council’s Biodiversity Duty, as required by the Nature Conservation (Scotland) Act 2004 and Wildlife and Natural Environment (Scotland) Act 2011.

7.0 POLICY CHECKLIST

- 7.1** This Report has been assessed against the Policy Development Checklist and has been classified as being an operational report and not a new policy or change to an existing policy document.

8.0 APPENDICES

- 8.1 Appendix 1** - East Dunbartonshire Biodiversity Duty Delivery Report 2021 – 2023.

Statutory Biodiversity Duty Report

East Dunbartonshire Council

2021 - 2023

East Dunbartonshire Council
Statutory Biodiversity Duty Delivery Report
Jan 2021 – Dec 2023

Under the Nature Conservation (Scotland) Act 2004, all public bodies in Scotland are required to further the conservation of biodiversity when carrying out their responsibilities. The Wildlife and Natural Environment (Scotland) Act 2011, further requires public bodies in Scotland to provide a publicly available report every three years on the actions they have taken to meet this biodiversity duty. This report sets out how East Dunbartonshire Council has delivered biodiversity conservation across a range of functions during the period January 2021 – December 2023. The format used is based on a suggested reporting template produced by the Scottish Government. Where relevant, progress recorded below is related back to commitments made in the Council's previous report covering the years 2018 – 2020.

1. Introduction to organisation

1.1. Land and Estate Management

East Dunbartonshire Council (EDC) is one of the 32 council areas of Scotland. Located to the north of Glasgow, the Council contains many of the city's suburbs, commuter towns and villages. The Council is comprised of seven wards, represented by 22 locally elected councillors, and operates through a system of committees which officers report to on relevant matters. Over 30% of built-up areas in East Dunbartonshire are parks and open space which the council maintains together with road verges, roundabouts, civic spaces, school grounds and planting beds. The council area has three Local Nature Reserves, 76 Local Nature Conservation Sites and six SSSI.

1.2. Regulation of Land Use and Development

The development of policy regarding land use and development is undertaken by the Council's Land Planning and Development Service, which includes the Land Planning Policy (LPP) and Sustainability Policy Teams. The LPP team consists of 2.5 planners and 2 policy officers, including the Greenspace and Biodiversity Policy Officer. The Sustainability team includes 2 Climate Change Policy Officers, an LHEES Officer and a Transport Officer. In addition, there are two Strategic Environmental Assessment Technical Officers to ensure compliance with Strategic Environmental Assessment (SEA) requirements across the Council. The SEA officers conduct SEA on a number of Council plans, policies and strategies which highlight impacts on the natural environment and propose mitigation to eliminate or reduce those impacts where they are likely to be significant. For further information regarding relevant policies, plans and strategies regarding land use and development that impact biodiversity, see Section 3: Mainstreaming Biodiversity. Decisions regarding the implementation of policies affecting land use and development are normally made at meetings of the Council's Place, Neighbourhood and Corporate Assets Committee or the Planning Board or at time via a meeting of the full Council.

1.3. Providing public information, community learning and education around nature and environment

The Council employs a variety of staff whose role specifications either include or are related to the provision of public information and community education for nature and the environment. This includes 2 full time Countryside Rangers based at Mugdock Country Park and 9 full time staff within the Streetscene Technical Support team, including Team Leader. Full details on providing public information, community learning and education around nature and the environment are listed in Section 5: Public engagement and workforce development.

2. Actions to protect and enhance biodiversity

Biodiversity is under increasing pressure from: land use change and intensification, the spread of Invasive Non-Native Species (INNS), urban and rural pollution and changes to our climate. The action the Council takes to improve biodiversity conservation can take a number of different forms. This section will discuss measures to mitigate for biodiversity loss, enhance biodiversity and the partnerships the Council engages in to achieve these actions.

2.1. Mitigation for biodiversity loss

2.1.1. Land use change

The Council has reflected the need to mitigate for land use change in the implementation of policy for development. The conservation of biodiversity has been further strengthened in the latest Local Development Plan, see Section 3.5 for further details.

2.1.2. Invasive Non-Native Species (INNS)

INNS management is a priority in Policy 17: Natural Environment of the LDP2, stating:

“Where invasive non-native species are present on a development site, or where planting is planned as part of a development, developers must take account of legislative provisions relating to non-native species.”

There are ongoing programmes delivered by Streetscene and Countryside Rangers to manage the prevalence of INNS across East Dunbartonshire, through eradication and monitoring. These include:

- Invasive *Betula* sp. (Birch) and bracken control was undertaken at Drumclog Moor and Lenzie Moss by the Council. Bracken control at Drumclog Moor is part of a 5 year contract and is being monitored by NatureScot.
- *Rhododendron ponticum* removal continues to be carried out at Mugdock Country Park by Countryside Rangers and volunteer groups.
- Various invasive control programmes for *Impatiens glandulifera* (Himalayan balsam), *Heracleum mantegazzianum* (Giant Hogweed) and *Reynoutria japonica* (Japanese Knotweed) across Mains Park, Templehill Woods, Kilmardinny Loch, Barloch Moor and a large number of open spaces.
- Streetscene operations staff followed a programme of herbicide control of *Reynoutria japonica* (Japanese Knotweed) at 60 sites across EDC.

2.1.3. Pollution

Pollution from industry, agriculture and road traffic can impact on waterways, air quality and sensitive ecological habitats.

Air pollution is an environmental pressure that can affect biodiversity, ecosystem services, harm human health and contribute to climate change. The primary source of air pollution in East Dunbartonshire is emitted by road vehicle traffic. The Council monitors air quality continuously at four sites in East Dunbartonshire in Kirkintilloch, Milngavie, Bishopbriggs and Bearsden.

The main pollutants of concern are NO₂, PM₁₀, PM_{2.5} and PM₁. Numerous passive NO₂ diffusion tubes also measure monthly average NO₂ levels throughout the area. In accordance with the statutory requirements of Part IV of the Environment Act 1995, a yearly Air Quality Annual Progress Report (APR) is published by the Council to provide updates on monitoring and mitigation. The 2023 APR has been submitted to the Scottish Government and SEPA for approval and reports for 2021 and 2022 are available on the Council's website. Air Quality Management Areas (AQMAs) are declared when there is an exceedance or likely exceedance of an identified pollutant or air quality objective. During the reporting period, there were two AQMAs operational in Bearsden and Bishopbriggs. The former was revoked in September 2022 due to consistently improved air quality over the recent years and this was approved by the Scottish Government and SEPA.

Air quality is a material consideration for all proposed developments. During 2022, the Air Quality Planning Guidance was updated following the revoked AQMA in Bearsden.

Litter pick-ups have been conducted throughout green and open spaces in EDC. This benefits flora and fauna while preventing items from entering nearby aquatic eco-systems. Anti-litter initiatives have been implemented in schools across the Council, working with Keep Scotland Beautiful around the National Spring Clean (with Community and Friends of groups) and the Upstream Battle initiative.

2.2. Enhancing Biodiversity

2.2.1. Habitat creation and restoration

The Council has been involved in the following efforts to create and restore a variety of habitats to promote biodiversity:

Meadow creation projects:

East Dunbartonshire has established a total of approximately 17ha of wildflower meadows during the reporting period. A total of 800m of pictorial turf has been laid in areas, such as roundabouts to further boost habitat connections. An estimated 1ha of *Rhinanthus minor* (Yellow rattle) has been sown at key sites along the Balmore corridor and embankments are being identified for further planting.

Tree planting and management:

The Council has planted more than 500 trees in the last three years in parks and open space sites across EDC. In response to ash die-back, where 95% of *Fraxinus excelsior* (Ash) trees in East Dunbartonshire require felling, the Council has committed to replacing each tree with a suitable native alternative. Funding from the Scottish Government's Nature Restoration Fund has supported the Council in delivering tree planting across street verges to improve biodiversity and mitigate pollution from vehicular traffic and deliver tree and understory shrub planting in woodlands, such as at Cairnhill Woods. Desire lines in Cairnhill Woods have also been closed to encourage natural generation.

2.2.2. Watercourse management and restoration

- **Pond creation and restoration projects:** 25 new ponds were created during the reporting period to improve niche habitat network connections.
- **Peatland restoration works:** Peatland restoration at Lenzie Moss has involved the removal of 46 hectares of non-native shrubs and the creation of further artificial dams to retain water and re-wet the main bog area.
- **Kelvin Valley Project:** The Sustainability Team is developing a brief to examine nature-based solutions and climate change mitigation measures that could be implemented in the River Kelvin and its tributaries to protect and enhance biodiversity and mitigate flooding. Wild Atlantic Salmon has been identified as a priority species.

2.2.3. Encouraging nature in urbanised areas

The Council has undertaken the following actions to improve biodiversity, visual amenity and add value to green spaces in urbanised areas:

- **Landscaping:** Approximately 17ha of wildflower meadows have been established across parks and greenspaces. Operations staff have laid 800m² of Pictorial Turf along verges and roundabouts to boost biodiversity. Around 2500m² of parks and open green space has been planted up with bulbs for naturalisation, including *Camassia*, *Chionodoxa*, *Crocus*, *Muscari*, *Narcissus* and *Tulipa*.
- **Enhancing biodiversity features in Council buildings:** Over the last three year period, schools have been involved in enhancing their school grounds for biodiversity. Projects include tree planting supported through the Queen's Green Canopy Project, the Dandelion Food Growing Initiative, installation of bug hotels and bird boxes and planting wildflowers.

2.2.4. Management practices

- **Grass cutting:** Changes in traditional amenity grass management have been made as part of the creation of wildflower meadows across parks and open spaces in East Dunbartonshire.
- **Management plans:** Management plans which were being developed in the last reporting period have now been implemented and used across woodland, peatland and parkland areas.

2.3. Working in partnership

In addition to the partnership projects mentioned previously, the Council sits on the boards of the Glasgow and Clyde Valley Green Network Partnership and Climate Ready Clyde, is the lead organisation for the East Dunbartonshire Biodiversity Partnership, chairs the Land Planning and Sustainability Portfolio Group of Glasgow City Region Deal and attends bi-annual LBAP officers' network meetings. The Council is also a signatory to the Central Scotland Green Network Concordat and Scotland's Geodiversity Charter. The Sustainability Team's Greenspace and Biodiversity Policy Officer attended meetings of the Scottish Biodiversity Officers Network to ensure best practice and stay current with developments in this area.

A partnership with Scottish Water at the Milngavie Reservoirs site has funded 2 FTE posts which are based at Mugdock Country Park and who carry out visitor engagement work at the reservoirs. Further joint working is under consideration.

3. Mainstreaming Biodiversity

Biodiversity conservation is embedded throughout the Council in line with the commitments outlined in previous Biodiversity Duty Reports. The Council's duty to enhance biodiversity is demonstrated through its incorporation in policies, strategies, projects and initiatives across the Council.

3.1. Impact Assessment Checklist and Strategic Environmental Assessment (SEA)

All new policies, strategies and plans must be presented and approved to the relevant committee. At the beginning of this process an Impact Assessment Checklist must be completed which includes consideration of whether SEA is required. The SEA officer proactively engages with staff involved in the production of policies and strategies across the Council to aid compliance and understanding of SEA and to integrate environmental and sustainability considerations into strategic decision-making as effectively as possible.

3.2. Local Outcomes Improvement Plan (LOIP) 2017 – 2027

The LOIP is the shared plan for the Community Planning Partnership (CPP), consisting of 5 public bodies with a legal duty and 10 partner organisations. The LOIP details out the strategic direction, priorities and outcomes in response to local needs and aspirations. The document contains seven overarching Guiding Principles and six Local Outcomes.

The seventh listed guiding principle is Sustainability which aims to:

“...create the conditions for a better quality of life for East Dunbartonshire residents, by recognising their health and wellbeing needs without compromising the quality of our built, natural and historic environment. In doing so, we will build resilience to a changing climate, use our natural resources prudently and consider the long-term implications of our decisions for present and future generations.”

This guiding principle includes a 5 point sustainability charter and 4 point list to measure success.

The theme of Sustainability reflects the CPP's desire to create high quality places for residents to live, facilitate sustainable economic growth, improve our town centres, maximise our tourism and business potential and protect the quality of our local historic, natural and water environment (through the focus on its vision and outcomes for 2027). It also ensures that essential infrastructure for energy, broadband, minerals and waste is provided. Local Outcome 5 is relevant to biodiversity and states:

“Our people experience good physical and mental health and wellbeing with access to a quality built and natural environment in which to lead healthier and more active lifestyles.”

This is an important change from the previous LOIP with the addition of the natural environment within an outcomes and the Partnership's recognition of the importance of good quality open space and healthy eco-systems for the health and wellbeing of East Dunbartonshire residents. The Sustainability Guiding Principle seeks to ensure the recognition and protection of the natural environment when delivering all six of the local outcomes.

3.3. Climate Action Plan (CAP)

Following the 2018 report on global warming from the UN Intergovernmental Panel on Climate Change and subsequent strengthening of the Scottish emission reduction targets in the Climate Change (Emissions Reduction Targets) Scotland Act 2019, carbon emission reductions are recognised as fundamental in addressing the climate crisis. East Dunbartonshire Council has already committed to a target to reduce corporate carbon emissions through its Carbon Management Plan, which has included annual reporting on emissions reductions since the 2015 iterations, in addition to approving a Sustainability and Climate Change Framework in November 2016, which was updated along with the production of a new Action Plan in December 2019. Work is now under way on the preparation of an evidence-based Climate Action Plan (CAP), with Council agreeing a corporate net zero target of 2036 for Scope 1 and 2 emissions, and 20245 for all emissions following the completion of an evidence and options stage of the CAP in September 2023. The draft CAP is now in preparation and will identify actions for corporate emissions reductions to align with the delivery of these targets and interim milestone targets. Significant developments also occurred during 2022/23 in relation to the adaptation strand of the CAP. All adaptation related tasks have been undertaken in collaboration or in consultation with our internal Adaptation and Nature-Based Solutions Working Group (part of the formal CAP governance structure). Management of climate-related risks will ultimately be overseen strategically via the CAP. Nature-based solutions are a key tool in effective climate change mitigation and adaptation strategies, including initiatives such as habitat restoration, woodland planting and flood water management. The Council is continuing to work with partners such as the Glasgow and Clyde Valley Green Network Partnership to identify opportunities to contribute to strategic projects which contribute to climate change, biodiversity, flood management, health and other agendas, such as the Green Network Blueprint and Clyde Climate Forest.

3.4. Business Improvement Plans (BIPs)

Action for biodiversity is encouraged across the Council via the Business Improvement Plan (BIP) Corporate Guidance document which requires all teams to list the ways in which they address issues around sustainability (including the natural environment and biodiversity) through annual BIPs. To ensure robust consideration for these issues, the Sustainability Policy Team reviews and comments on the sustainability commitments made in draft BIPs. The team then makes recommendations for improvements or additional commitments. Since 2018, BIP commitments have been included in the monthly How Good Is Our Service (HGIOS) performance reporting allowing for a regular update on how these commitments are being delivered.

3.5. Local Development Plan

The Local Development Plan 2 (LDP2) was adopted during the current reporting period in 2022 and includes a specific policy on the Natural Environment which supports the protection and enhancement of biodiversity. The Council has developed Supplementary Guidance and Planning Guidance that supports the implementation of the policies in the LDP by providing additional information and best practice examples. The Green Infrastructure and Green Network (Supplementary Guidance) and Natural Environment (Planning Guidance) documents provide further information on matters such as nature designations, site appraisals and ecological surveys, protected species, mitigation and management and opportunities for enhancing the green network through new development.

Policy 9: Climate Change, Sustainability and Energy Infrastructure establishes a policy framework for contributing to national climate change targets and achieving sustainability through the development planning process. The policy requires planning applications for certain types of development to include the submission of a Sustainability and Energy Statement. This requires relevant proposals to meet a series of essential requirements in support of climate change mitigation and adaptation and sustainability. There are also a series of desirable characteristics which are strongly encouraged. Of the essential standards, two relate to biodiversity, namely that proposed development:

- Does not result in a net loss in biodiversity and complies with the mitigation hierarchy set out in Policy 17: Natural Environment.
- Protects, enhances and expands the green network and creates new green infrastructure in accordance with the requirements of Table 3 in the Green Infrastructure and Green Network Supplementary Guidance.

Policy 17: Natural Environment outlines the Council's commitment to protecting and enhancing biodiversity in development. It states that:

"All development must protect, enhance, and maintain existing biodiversity assets and deliver at least a no net loss for biodiversity. Development will contribute positively to biodiversity conservation and achieve at least no net loss through siting and design, avoiding and minimising any adverse impacts on habitats, species or network connectivity, either resulting from the development or as a result of the cumulative effects of development locally."

Developments that avoid habitat fragmentation and isolation, restore adjacent habitats, and create new habitat links in the surrounding area will be supported. Where possible adverse effects on biodiversity arise, an ecological appraisal will be required. The appraisal will identify potential impacts at local, national and international scales to the surrounding area and provide mitigation.

3.6. Economic Development

The Economic Recovery Plan was developed in 2020/21 in response to the lockdown of the COVID-19 pandemic. Actions linked to biodiversity under the priority area of Community included park upgrades, creation of the Twechar outdoor centre and regeneration and maintenance of outdoor community and tourism assets. Relevant actions under the Environment priority included the creation of a Circular Economy Strategy (CES) which was published in March 2023 and future strategy development, such as the Climate Action Plan (CAP), which is due to be published in 2024.

Initial discussions on the format of the next Economic Development Strategy indicate a continued focus on sustainability and the integration of a 'Wellbeing Economy' concept, in line with economic policy at the national level.

3.7. Local Biodiversity Action Plan (LBAP)

Actions from the Local Biodiversity Action Plan (LBAP) 2016 – 2020 have been delivered across the four ecosystems (Urban, Rural, Freshwater and Woodland) through working with the 13 organisations of the partnership. Work on the development of the new LBAP is expected to begin in 2024.

3.8. Open Space Strategy

The East Dunbartonshire Open Space Strategy 2015 – 2020 was approved in January 2015 and contains a number of actions to enhance open spaces for biodiversity. Due to the COVID-19 pandemic, it was necessary to temporarily pause work on preparation of the new Open Space Strategy. It has since been agreed that the Open Space Strategy and Green Network Strategy will not be updated, instead they will be combined in a new Greenspace Strategy which will be developed in 2024 in line with the Local Development Plan, Climate Action Plan and Transport Strategy.

4. Nature based solutions, climate change and biodiversity

4.1. Climate Action Plan (CAP)

Nature based solutions are considered an important tool in the Options and Delivery Actions report which has been developed as part of the Climate Action Plan. Examples of actions and opportunities which will be incorporated in the CAP include: undertaking a SuDs audit and improvement plan, undertaking a feasibility study of climate ready planting, identifying climate ready parks across East Dunbartonshire, peatland conservation and restoration and the delivery of wetland habitat creation in the Kelvin Valley.

4.2. Local Nature Conservation Sites

The LDP has designated 76 Local Nature Conservation Sites (LNCS) for biodiversity and 34 LNCS for geodiversity.

4.3. Infrastructure Upgrades

To improve access to nature and promote health and wellbeing the following upgrades and repairs to tracks and paths have been made:

- Upgrades to paths were undertaken across several sites, including Barloch, Allander, Cairnhill Woods, Luggie Park, Mains Park, Bishopbriggs Park, Kilmardinny Loch and Lenzie Moss.
- Countryside Rangers have overseen the maintenance and improvements to paths and boardwalks across Mugdock Country Park.
- The creation of proper path networks has improved accessibility for local communities and visitors to green and open spaces across East Dunbartonshire.

4.4. Flood and Surface Water Management

The development of flood risk and surface water management plans have afforded opportunities to find nature based solutions that benefit biodiversity. Examples of nature-based solutions include the installation of retention ponds, Sustainable Drainage Systems (SuDs) and open culverts, which create habitat features and linkage corridors for wildlife. To help support the on-going integration of biodiversity considerations into flood management work, the Sustainability Policy Team formally meets several times a year with relevant Council officers, including the Flood Risk Engineer.

4.4.1. Flood Management Plans

The Council is part of the Clyde and Loch Lomond Local Plan District which, during this reporting period, has published Cycle 2 of the Local Flood Risk Management Plan (LFRMP) 2022-2028. The aims of the plan are currently being delivered alongside partner organisations, such as SEPA, Scottish Water and Local Authorities within the catchment. Bishopbriggs East, Kirkintilloch South and Lenzie have been identified as areas at risk of surface water flooding and the LFRMP sets out proposals for Natural Flood Management studies and the delivery of SuDs projects to mitigate and reduce the impact of flooding on communities and businesses in East Dunbartonshire.

4.4.2. Surface Water Management Plans (SWMP)

Surface Water Management Plans for three areas in East Dunbartonshire are currently being progressed in Cycle 2 of the LFRMP. Feasibility studies are moving to concept and detail design stage with construction planned in the current Flood Risk Management cycle 2022 – 2028. This work will deliver co-benefits for biodiversity and health and well-being, achieved through habitat creation and open space enhancements, including flood alleviation, such as open culverts, SuDs and rain gardens.

4.4.3. Watercourse Management and Restoration

- Biodiversity enhancements were a key part of the landscaping and planting plans of two flood alleviation schemes (FAS) which have been built at Golf View and Heather Avenue to help tackle flooding.
- Park Burn de-silting and engineering works as part of watercourse management and flood alleviation under Cycle 1 of the FRM Plans has been completed.
- The Council is currently working on two river restoration projects with SEPA and other stakeholders. Both are at different stages in the design process and are jointly funded by the Water Environmental Fund (WEF). The river restoration projects include multiple benefits, include flood mitigation and the protection and enhancement of biodiversity.

4.4.4. Climate Ready Park (Bishopbriggs)

Streetscene and operations staff have so far delivered 2.7ha of meadow creation and undertaken a programme of work to control invasive non-native species, such as *Impatiens glandulifera* (Himalayan Balsam). Other works, including the delivery of SuDs, allotments and park improvements are at the tender stage and submissions are currently being considered. Following evaluation, a suitable contractor for construction will be appointed and work will commence in the new financial year in 2024.

4.5. Nature Networks

The Streetscene and Sustainability Teams are working with the GCV-GNP on building on the Green Network Blueprint produced during the last reporting period. Mapping of species rich grasslands across East Dunbartonshire and identifying areas for the creation of stepping stones is currently being developed. As part of this, the Streetscene Team are looking at meadow creation opportunities to support biodiversity.

5. Public engagement and workforce development

The Streetscene Team organised fossorial water vole training for all staff in Streetscene, Planning, Development and Sustainability. The training was funded through the Nature Restoration Fund and involved learning how to identify their habitat, record their activity and protect and enhance populations within East Dunbartonshire. The Countryside Ranger Service has hosted a total of 177 environmental events at Mugdock Country Park for public participation during the reporting period.

5.1. Practical tasks with volunteers

The Countryside Rangers led volunteer groups on practical conservation tasks at Mugdock Country Park and other greenspaces throughout East Dunbartonshire. The groups varied from regular volunteers, corporate volunteers to occasional participation by community groups or individuals. The total number of volunteer days per year are set out below:

2021 – 20 days

2022 – 560 days

2023 – 482 days

5.2. Education

5.2.1. Biodiversity in Schools

East Dunbartonshire Council is responsible for 8 secondary schools and 33 primary schools. Biodiversity education is integrated into the curriculum and experienced through activities both in school and through external partner organisations. Training and professional learning opportunities for staff is advertised to schools and learning centres through KSB and Learning through Landscapes.

Learning centres throughout the Council take ownership of their outdoor spaces, retrofitting them to improve health and wellbeing, boost biodiversity and aid local food production where possible. Schools with restricted outdoor spaces are working in partnership with local community groups in community gardens, church gardens and local wooded areas. The majority of schools have engaged in the creation of a range of wildlife habitat features, such as bug hotels and bird boxes and installed raised beds or planters for food growing. Four schools (Craigdhu, Gartconner, Milngavie and Twechar) have also installed polytunnels to further support food growing initiatives. Food growing in schools has been funded by a range of providers, such as CCAF, KSB, Food for Thought and Tesco. One third of learning centres have planted pollinator friendly plants to support bees and butterflies. Eco-committee groups are developing outdoor spaces and developing recycling initiatives with a focus on sustainability, such as school uniform and Christmas jumper recycling.

- **Keep Scotland Beautiful (KSB):** Schools within EDC are involved in a number of programmes that benefit the environment and biodiversity. These include working toward Green Flag Status, Climate Ready Classrooms (supporting learning about climate change and biodiversity), Luggiewatch and Upstream Battle (reducing litter and plastics).
- **The John Muir Award and Duke of Edinburgh programme:** Young people are exposed to nature and conservation messaging through outdoor learning. Senior pupils in secondary schools are working towards their award by managing or conserving a local chosen greenspace.

- **Clyde in the Classroom:** A hands-on project that uses brown trout as a way of engaging and educating young people about river ecology across the River Clyde catchment.
- **Dandelion:** In 2022/23, five schools in EDC (Bishopbriggs, Turnbull, Lenzie, Kirkintilloch and St Ninians) engaged in the Dandelion Food Growing Initiative and celebrated with a harvest festival.
- **Queen's Green Canopy Project:** Support from the QGCP has helped deliver tree planting across 50% of schools in EDC in the last 5 years. This includes a mix of *Prunus* spp. (Cherry), *Quercus robur* (Oak) and *Fraxinus excelsior* (Ash).
- **Awards:** In 2021, Gartconner Primary School won the Scottish Fair Trade Award in the Fairtrade and Sustainability Category.

5.2.2. Outdoor Learning

The Countryside Rangers provide outdoor learning opportunities for every age bracket in the Council. They often lead school and college groups (including for awards such as John Muir and Duke of Edinburgh) and clubs, such as the Cubs and Scouts. Practical conservation tasks include biodiversity enhancements, such as wildflower or tree planting, pond creation and putting up bird or bat boxes; habitat management, such as scrub removal or removal of invasive non-native species; and the monitoring of previous biodiversity projects. During the reporting period the number of education sessions delivered is set out below:

- In 2021: A total of 3 school outreach sessions across all age brackets.
- In 2022: A total of 61 school outreach sessions across all age brackets, of which 20 were Forest Schools.
- In 2023: A total of 22 school sessions for all age brackets.

5.3. Corporate Communication

The Council has social media accounts on Facebook, Twitter, Instagram and LinkedIn which are used to promote biodiversity initiatives and projects where relevant. The Corporate Communications Team also routinely issue press releases, raising awareness of biodiversity projects the Council has delivered. Over the last year, communications have been issued relating to the Climate Ready Park, wildflower meadows, birdbox building events, pollinators and marking Biodiversity Day in May.

5.4. Council Website

The Council's website contains pages on biodiversity where the most recent LBAP can be downloaded, and pages on parks and greenspaces and green networks where the Open Space Strategy and Green Network Strategy can be viewed. The Green Network Strategy is available online as an innovative Story Map which displays the strategy and its proposals as an interactive map allowing for better exploration and understanding of the proposals. Events organised by the Countryside Rangers at Mugdock Country Park are advertised on the website and in the What's on Guide.

6. Research and Monitoring

The main monitoring activity of biodiversity actions is the ongoing monitoring of strategy delivery, including the Local Biodiversity Action Plan, Green Network Strategy and Open Space Strategy. All biological records generated by the Council are sent to the Local Records Centre and from there are entered onto the National Biodiversity Network (NBN) Gateway. Further detailed information regarding research and monitoring is set out below:

- **Invertebrate Surveys:** The Countryside Rangers have undertaken surveys for species of interest across the Council area. In 2023, 56 Small Pearl-bordered Fritillary butterflies were recorded at Drumclog Moor and Lennox Forest.
- **Grouse Surveys:** Two surveys of *Lyrurus tetrix* (Black Grouse) are carried out annually by Countryside Rangers at Leckit Hill in the Campsie Fells near Lennoxton.
- **Bat Surveys:** Countryside Rangers conducted two bat transect surveys in Kirkintilloch, two at Mugdock Country Park, and two in Milngavie/Drumclog between 2021 and 2023. Two bat roost surveys were also carried out at Mugdock and two waterway bat surveys were carried out at the Allander Water, Milngavie.
- **INNS Surveys:** For the Mugdock Land Management Plan (2022-2027), audit work was carried out on *Reynoutria japonica*, *Rhododendron ponticum*, *Rubus spectabilis*, *Impatiens glandulifera* and bamboo and these are managed within the park by volunteer groups. *Reynoutria japonica* is also managed via herbicide control in Merkland and Lenzie Moss.
- **Tree surveys:** 7 tree surveys were carried out in 2020/21 across Bishopbriggs Public Park and Etive Park in Bishopbriggs, Roman Park and Whitehill Woods in Bearsden and Whitegates, Peel Park and Woodhead Park in Kirkintilloch.
- **Delivery of restoration projects:** Countryside Rangers, Streetscene and Friends of Lenzie Moss have continued to monitor raised bog restoration work at Lenzie Moss. This includes the removal of tree seedlings and non-native scrub, maintenance of dams and monitoring of water levels.

7. Biodiversity Highlights and Challenges

7.1. Contribution to national biodiversity targets

The following tables detail the Council's contributions to programmes or projects that directly support some of the key actions in relevant chapters of the Scottish Biodiversity Strategy:

Target from the Scottish Biodiversity Strategy. Chapter 2: Objective 1: Accelerate Restoration and Regeneration	Contribution to target achieved	Contribution made
Take action to ensure pathways for the introduction and spread of INNS are managed to prevent or reduce their rate of introduction and establishment and prevent further damage to eco-systems.	✓	Various control programmes for INNS across parks and open spaces by Streetscene staff. (2.2.1)
Raise public awareness of the impact of INNS and embed INNS biosecurity practice across industries and recreational activities linked to the most important pathways of introduction and spread by 2030.	✓	Countryside Rangers work with volunteer groups to remove INNS, such as <i>Rhododendron ponticum</i> at Mugdock Country Park. (2.2.1)
Take an adaptive approach to abstraction and flows management to protect freshwater biodiversity from the impacts of water scarcity in response to future climate change pressures, using the Controlled Activity Regulations and review of abstraction.	✓	River Restoration Projects. (4.4.3)
Develop a mechanism to promote positive management of rural and urban SuDs for biodiversity benefits.	✓	Flood and Surface Water Management. (4.4)

Target from the Scottish Biodiversity Strategy. Chapter 3: Objective 2: Protect Nature on Land and at Sea across and beyond Protected Areas	Contribution to target achieved	Contribution made
By 2030, ensure that at least 30% of land and sea is protected or conserved as protected areas or OECMs, and effectively managed to support nature restoration.	✓	Local Nature Reserve, Local Nature Conservation Sites. (4.2)
Establish a programme to enable protected woodlands to be brought into favourable condition with clear targets and a clear framework for decision making.	✓	NRF funding for tree and shrub planting in woodlands (2.2.1) INNS control at Mugdock. (2.1.2)

Target from the Scottish Biodiversity Strategy. Chapter 3: Objective 2: Protect Nature on Land and at Sea across and beyond Protected Areas	Contribution to target achieved	Contribution made
Undertake mapping of opportunities for creating local authority wide Nature Networks by 2030.	✓	GCV-GNP Green Network Blueprint (3.3), species rich grasslands and meadow creation opportunities. (4.5)
Incorporate and embed Nature Networks into policy frameworks and decision making processes as a component of Local Development Plans and Regional Land Use Partnerships nationally by 2030.	✓	Climate Action Plan (3.3), Local Development Plan (3.5). Work is ongoing to embed Nature Networks into the Greenspace Strategy. (3.8)
Prepare and implement nature positive amenity grassland management strategies for the public estate in towns and cities by 2030, incorporating improved technical guidance for practitioners and access to suitable machinery for local authorities.	✓	Changes to management practices of amenity grassland as part of meadow creation projects, including laying of pictorial turf and bulb planting for biodiversity. (2.2.4)
Every local authority should consider the need to prepare and implement a vision for surface water management including appropriate actions for blue-green infrastructure by 2030.	✓	Surface Water Management Plans and Cycle 2 of Flood Risk Management. (4.4.2)

Target from the Scottish Biodiversity Strategy. Chapter 4: Objective 3: Embed Nature Positive Farming, Fishing and Forestry	Contribution to target achieved	Contribution made
Increase biodiversity through diversifying age and species mixes, increasing woodland extent and connectivity (and edge habitat), increasing deadwood, and managing grazing and browsing to help facilitate natural regeneration and development of a ground/shrub layer as part of Sustainable Forest Management.	✓	Removal of INNS (2.1.2) Native tree and shrub planting (2.2.1) bulb planting (2.2.3), closing desire lines to encourage natural regeneration. (2.2.1)

Target from the Scottish Biodiversity Strategy. Chapter 5: Objective 4: Protect and Support the Recovery of Vulnerable and Important Species and Habitats	Contribution to target achieved	Contribution made
Deliver the actions set out in the Wild Salmon Strategy Implementation Plan 2023-2028 to improve habitat and reduce pressures on salmon and other fish species.	✓	Kelvin Valley Project has highlighted Wild Atlantic Salmon as a priority species. (2.2.2)

Target from the Scottish Biodiversity Strategy. Chapter 6: Objective 5: Invest in Nature	Contribution to target achieved	Contribution made
Scale delivery of the Peatland Action programme, restoring the condition of peatlands as a key ecosystem in line with Net Zero targets and supporting the expansion and upskilling of the peatland restoration workforce.	✓	Continuation of peatland restoration works at Lenzie Moss and other sites. (2.2.2)

Target from the Scottish Biodiversity Strategy. Chapter 7: Objective 6:	Contribution to target achieved	Contribution made
Develop a communication and engagement programme by 2024 to raise awareness and understanding of the importance of biodiversity and its links to climate change and the changes needed to ensure a just transition to a net zero and nature positive Scotland.	✓	Strategies and events are made available on the Council website (5.4)
Increase public connection and action for nature through expanding the reach of the Make Space for Nature campaign and develop a national nature volunteer and citizen science frameworks by 2025.	✓	Countryside Ranger events, including schools outdoor learning (5.2.2), volunteer removal of INNS (2.1.2) and survey work. (6.)
Progress delivery of the outdoor learning elements of the Learning for Sustainability Action Plan, including nature connectedness and learning, to meet Target 2030 so every 3-16 place of education becomes a Sustainable Learning Centre.	✓	Environmental and outdoor education (5.2.1), school ground improvements and incorporation of biodiversity into new schools (5.2.1), Forest Schools, Dandelion Food Growing Initiative, Clyde in the Classroom and John Muir and Duke of Edinburgh Awards. (5.2.1)

7.2. Highlights for biodiversity in the Council

- The protection and enhancement of biodiversity through Local Development Plan policy and a commitment to further improve the conservation of biodiversity in the Local Development Plan 3.
- A commitment to a range of NBS measures in the evidence-based Climate Action Plan to improve resilience to the effects of climate change.
- Delivery of key projects which further the conservation of biodiversity in the LBAP, Green Network Strategy and Open Space Strategy.
- Successful creation of biodiversity features, such as ponds, meadows and tree planting.
- On-going successful control of invasive non-native species.

7.3. Challenges and aspirations for biodiversity in the Council

Challenges and aspirations for the next three years include:

- Continuing to source and access funding for the delivery of biodiversity projects
- Biodiversity education remains a key issue with local stakeholder concerns regarding meadow creation and other projects.
- There is growing pressure on land arising from proposed developments and land use change, resulting in pressure, fragmentation and loss of existing habitats. The Council proposes to strengthen the protection of habitat and conservation of biodiversity through new land use planning policy.



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**PLACE NEIGHBOURHOOD &
CORPORATE ASSETS
COMMITTEE**

THURSDAY, 9 NOVEMBER 2023

REFERENCE:

PNCA/093/23/DG

LEAD OFFICER:

DEPUTE CHIEF EXECUTIVE

CONTACT OFFICER:

**DAVID GEAR, PLACE AND BUSINESS
DEVELOPMENT MANAGER, 07917650688**

SUBJECT TITLE:

**MILNGAVIE BUSINESS IMPROVEMENT
DISTRICT**

1.0 PURPOSE

1.1 The purpose of this Report is to update Elected Members on the Milngavie Business Improvement District (the Milngavie BID) project.

2.0 RECOMMENDATIONS

It is recommended that the Place Neighbourhood & Corporate Assets Committee:

- 2.1** approves the Milngavie BID Business Plan (**Appendix 1**);
- 2.2** delegates authority to the Executive Officer for Land Planning & Development to agree any required subsequent changes to the proposal documentation with the BID following on from this Committee approval, subject to any change being minor in nature and not substantially altering the content of the proposal documentation;
- 2.3** agrees that subject to the outcome of the ballot, the Council will provide a £180,000 voluntary financial contribution for the 5 year period to the Milngavie BID project, the structure of payments for which will be set out and agreed within the Operating Agreement;
- 2.4** agrees the Executive Officer for Land Planning & Development utilises existing budgets and funding to provide this financial support;
- 2.5** subject to the outcome of the ballot, delegates authority to the Chief Solicitor & Monitoring Officer to negotiate and agree the required Operating Agreement with Milngavie BID; and
- 2.6** notes that the outcome of the ballot will be provided in a Technical Note to Elected Members.

ANN DAVIE

DEPUTE CHIEF EXECUTIVE

3.0 BACKGROUND/MAIN ISSUES

- 3.1** A report was presented to Council in June 2023 (Report Ref: PNCA/057/23/DG) in which it provided an update on work to take the Milngavie BID to a re-ballot and the emerging Kirkintilloch BID to a ballot. The Kirkintilloch BID ballot closed on 2nd November, and the Milngavie re-ballot will take place in November/December, with the result being declared in January 2024.
- 3.2** The Milngavie BID aims to build on previous project successes and continue promoting the town centre as an attractive and welcoming place, where people of all ages choose to visit and spend time in shops, or services and where businesses will decide to locate and grow. Milngavie BID is becoming an established and recognised way for local businesses to work together with other public and private sector partners to improve local economies and, by extension, local communities in a variety of contexts. Milngavie BID wishes to continue working productively with community and volunteer groups and extend this over the next BID term.
- 3.3** The Milngavie BID Board has prepared and presented a Business Plan (**Appendix 1**), which requires approval from the local authority prior to moving into the ballot stage. If approved, the Milngavie BID ballot will be thereafter closing in January 2024. It is expected the results of the ballot will be ready towards the end of January/early February 2024.
- 3.4** Should the ballot receive a positive result, the existing BID company will manage and deliver a five-business plan. The board of directors will be elected and is open to businesses within the BID area. The Council will as per previous terms be offered a director role, which to-date has been an Elected Member. In-turn, a chairperson will be nominated from the board of directors. Directorships of the company will not be remunerated.
- 3.5** The Council currently has one Elected Member Director on the Milngavie BID Board of Directors in recognition of the Council's role as a key partner in the project. Officers from the Place & Business Development service also attend Board meetings in a supporting capacity.
- 3.6** Should the ballot receive a negative result, the Milngavie BID Board will need to consider whether it attempts another ballot in the future. Should this situation arise, further advice would be provided by Scottish Towns Partnership to help inform detailed options and the next best course of action, which would form the subject of a Technical Note.

Business Plan (2024-2029)

- 3.7** The draft Business Plan has been submitted to the Council and Scottish Government. The submission of the Business Plan at this stage ahead of the ballot is a requirement falling from the national BID legislation. The proposed Business Plan for 2024-2029 is attached as **Appendix 1**, which outlines the key themes and projects to be delivered should the Milngavie BID project be successful at ballot.
- 3.8** These have been developed considering the local town centre strategy and the results of consultation over 2023 with businesses within the geographic proposed

Milngavie BID area (a plan for which is contained within the Business Plan 2024-2029). Consultation has included: door to door visits; one to one meetings with businesses; and online and paper surveys.

3.9 Scottish BID legislation allows 28 days for the local authority to agree the Business Plan which enables the ballot to take place. The legislation also permits local authorities to veto a draft business plan proposal and in turn the ballot. The Council has until midnight 9th November 2023 to accept or veto the draft Business Plan proposal.

3.10 The draft Business Plan has identified a number of priority areas, which the Milngavie BID would deliver on. From a review of the Business Plan, Officers foresee the following types of benefits to be enabled through this proposal in Milngavie town centre.

- Enhance Milngavie Town Centre as the heart of the town;
- Maintaining and improving town centre greenspaces;
- Ongoing property maintenance schemes such as bespoke hanging swing signs for town centre businesses;
- Town centre dressing with promotional banners and planter wraps;
- Looking after the West Highland Way themed town centre redevelopments delivered by the BID;
- Additional CCTV camera installation and maintenance to supplement the planned EDC upgrades;
- Continue to make the town centre a destination for events, and continuing to grow the local events calendar to give the town a unique selling point;
- Continue to develop the marketing, branding and promotional assets such as Milngavie.co.uk and the social media platforms will be continually updated with ongoing content; targeted marketing messages; event promotions; and individual business promotions.
- Advertising in the Community Magazine; Park Life; Leaflet Print & Distribution
- Digital support and training for businesses. Helping businesses to improve their skills to complement their retail businesses and building on the well-received training programmes which trained over 50 people in Food Hygiene, Personal Licence, Emergency First Aid at Work and social media.
- Help find efficiencies for town centre business operating costs;
- Act as a collective voice to local business;
- Encourage partnership working with other local business locations, local community organisations and groups, and the public sector organisations.
- Encourage and promote participation on key town centre investments with local public sector organisations, including the Council; and
- Establish the Milngavie BID as a long-term town centre organisation to deliver town centre improvements and local economic growth.

3.11 Successful BIDs provide a major opportunity to deliver business led improvements for the long-term health of a town centre. They can provide significant added value to the town centre through the ability to draw additional funding via levy payments. Therefore, any Council contribution can be viewed as leverage to secure the additional investment and support for both local and strategic outcomes in relation to growing the local economy.

- 3.12** The draft Business Plan covers a range of activity, and in doing so shows an alignment with many of the objectives of the approved town centre strategy for Milngavie, and the approved local Economic Recovery Plan.
- 3.13** Levy payment income creates the majority of the overall budget for a BID, and these levy charges are set using Rateable Values of a business. The Milngavie BID proposes it can generate up to generate £75,000 in private sector funding per annum from levy collection (£375,000 over the 5 years).
- 3.14** Report ref PNCA/057/23/DG approved in principle financial support to the BID, subject to agreement of the Business Plan. From review of the Business Plan proposal's income and costs, it is recommended the Council provides a voluntary contribution of £180,000 for the 5-year term, should the ballot be successful. A mix of existing internal and externally funded budget lines will be utilised to provide this support. The structure of the draw down of this contribution by the BID will be agreed through the Operating Agreement, which must be put in place following a successful ballot.
- 3.15** The Council financial contribution will greatly support the project and assist with the management and running costs. In addition, the Council expects to provide support in-kind through officer and Council representatives on the Board of Directors.

Operating Agreement (2024-2029)

- 3.16** Should there be a positive outcome at the ballot, as per BID legislation, the BID company and the local authority are required to agree an Operating Agreement document. In summary, the Operating Agreement outlines the following: the key principals and protocols for managing levy collections; the agreed level of any voluntary Council contribution to the project; and outlines Council baseline services within the town centre.
- 3.17** The levy collection process is normally managed by the relevant local authority in conjunction with the collection of Non-Domestic Rates. The Council has, for an agreed annual fee, provided these services to the Milngavie BID and it is proposed this arrangement would apply to this BID and be outlined in the Operating Agreement.
- 3.18** The profile of statutory and discretionary baseline services provided by the Council in the town centre, is compiled in consultation with the appropriate Council services. In the event of a successful ballot, the Chief Solicitor & Monitoring Officer will negotiate the terms of the Operating Agreement with Milngavie BID company and thereafter enter into the agreement on behalf of the Council. The Chief Solicitor & Monitoring Officer or Legal Manager will sign the agreement on behalf of the Council.

4.0 IMPLICATIONS

The implications for the Council are as undernoted.

- 4.1** Frontline Service to Customers – n/a
- 4.2** Workforce (including any significant resource implications) – n/a

- 4.3** Legal Implications – no legal implications.
- 4.4** Financial Implications – the Finance Service will collect the levy on behalf of the Milngavie BID for an estimated minimum fee of £5,000. The exact figure and details of this arrangement post successful ballots will be set out in Operating Agreement. Any property owned by the Council within the Milngavie BID area will be liable for an annual levy payment. The annual levy payment for the Council over the proposed BID term is forecast to be in the region of £15,000 but this will be dependent on whether Council owned property is leased or vacant during the BID term. Ownership levels and levy charges will require to be calculated as part of the Business Plan. The corresponding ‘Yes’ vote provided by the Council, will make an important contribution towards the BID achieving the minimum rateable value vote threshold as required by legislation.
- 4.5** Voluntary funding contribution from the Council to help deliver each BID as outlined in this Report would be funded through existing budget lines pertaining to economic development and regeneration.
- 4.6** Procurement – no implications.
- 4.7** ICT – no implications.
- 4.8** Corporate Assets – no immediate implications however the Executive Officer for Assets & Facilities will be required to vote in ballots on behalf of any Council landholdings within improvement district boundaries.
- 4.9** Equalities Implications – no immediate implications.
- 4.10** Corporate Parenting – no implications.
- 4.11** Sustainability – no implications.
- 4.12** Other – n/a

5.0 MANAGEMENT OF RISK

The risks and control measures relating to this Report are as follows:-

- 5.1** Whilst support is provided to BID projects, the management and implementation of these projects is in the gift of the Milngavie BID. Risk exists relating to failure to meet legislative timescales for the renewal ballot. To mitigate against risks each BID has allocated dedicated time and resource to make necessary preparation for a ballot and a business plan proposal. This work also includes regular consultation with relevant Officers and services to ensure all aspects of work relating to the ballot, the business plan and any Council duties are considered within this programme of work.
- 5.2** Risk exists in relation to the day-to-day management and governance of a BID, which if not undertaken properly can result in the failure to deliver on its Business Plan. It is important therefore the necessary BID Board arrangements and a suitable paid project management resource is in place.

- 5.3** Voluntary organisations such as a BID can carry a risk relating to capacity of those who dedicate time in addition to their own business commitments. Risk also exists in relation to the capacity, skills and long-term commitment to operate the Board and BID Company. Officers will continue to work with the Milngavie BID to encourage ongoing reviews and development work at a Board level to ensure the necessary skills and capacity remain in place to deliver the project over the 5-year term.
- 5.4** There is a risk that the ballot outcome is either not valid or not successful. Further promotional activity and business consultation between now and the ballot date will help to mitigate this risk. If unsuccessful, a re-ballot could be considered but this cannot take place until at least a full year elapses and would require further funding to be sourced for project management and campaigning. Any proposal and process for a re-ballot would be outlined in an update via a Technical Note to Elected Members.

6.0 IMPACT

- 6.1 ECONOMIC GROWTH & RECOVERY** - Supporting BIDs shows a commitment to working with town centre businesses to support local economic growth in these areas and delivery against the local economic recovery plan and town centre specific strategies.
- 6.2 EMPLOYMENT & SKILLS** - The health of town centres will be important in generating local employment opportunities.
- 6.3 CHILDREN & YOUNG PEOPLE** - The health of town centres will be important to ensure they are places which are welcoming and feel safe. Improvement district projects can successfully complement the existing work of the Council and Community Planning Partners in relation to the environment and security.
- 6.4 SAFER & STRONGER COMMUNITIES** - The delivery of projects will support local people in a number of ways to help delivery stronger communities.
- 6.5 ADULT HEALTH & WELLBEING** - Some projects delivered through BIDs help create better environments and more social spaces and opportunities will support well-being.
- 6.6 OLDER ADULTS, VULNERABLE PEOPLE & CARERS** - Some projects delivered through BIDs will help create better environments and more social spaces and opportunities for older adults and vulnerable people.
- 6.7 CLIMATE CHANGE** - increasing the viability and vitality of town centres help increase more local activity in relation to trade, leisure and social activity. In doing so this can help create more sustainable patterns of travel and strengthen local economies.
- 6.8 STATUTORY DUTY** - The implementation of BIDs supports a range of national planning, economic development and regeneration objectives, as well as delivers on local strategy in relation to economic development and town centres. Improvement districts are not led or run by local authorities. The ownership and empowerment of these models inform change in town centres which aligns with the ethos of the Community Empowerment (Scotland) Act 2015.

7.0 POLICY CHECKLIST

7.1 This Report has been assessed against the Policy Development Checklist and has been classified as being an operational report and not a new policy or change to an existing policy document.

8.0 APPENDICES

8.1 **Appendix 1** - Milngavie Town Centre BID Business Plan.

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Milngavie Town Centre BID Ltd Business Plan 2024 – 2029

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- 1 Introduction from the BID Chairman**
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 - 4.1 What if Milngavie businesses vote 'No'**
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1 Introduction: from Milngavie BID Chairman

I am delighted to present this renewal proposal, which outlines your priorities and gives a taste of how we can continue to improve and make Milngavie BID even better by working together.

A BID is where businesses, within a defined geographical area, vote to invest collectively in local improvements over and above those provided by statutory authorities. It is a partnership arrangement where the local business community and the statutory authorities work together on projects that will benefit the local economy and local businesses.

Continued support for Milngavie BID provides a great opportunity to work together and make the changes we all want. The cost to our businesses is low and through Milngavie BID we can maintain access to external assistance and funding not available to individual businesses.

All the proposed improvements were ideas initially from you, which came out in our surveys and consultations. Every business in the area has had the opportunity to let us know what their priorities are.

Supporting the Milngavie BID, means we can preserve what we have already put in place and work together to build on our achievements to date and enhance the reputation of our town. The purpose of the Milngavie BID is to support our businesses, increase trade, and improve our business environment.

Since 2019 we have achieved that despite a global pandemic, but we must continue to work together to achieve even more.

You can find more information on our website MilngavieBID.com where you can find further detailed reports of all the work that has been completed. For more general or national information refer to ImprovementDistricts.scot

A notice of ballot will be sent to all eligible persons (those eligible to vote in the ballot) on or before the 14/12/2023, along with the ballot papers on or before the 14/12/2023. Those eligible to vote will have at least 6 weeks to cast their vote before the ballot closes at **5pm on 25/01/2024**. Ballot papers received after this date and time will be null and void and not be counted.

I have been involved in business in Milngavie for over 20 years and know a lot of the business-people in the area. I would ask you all to vote YES so that we can work together to make the town centre even better. Positive Thinking for Milngavie town centre will bring ongoing support from the local community and groups.

Chair – Graeme Ross,
Milngavie Town Centre BID Ltd, 2 Stewart Street, Milngavie, G62 6BW

Footnote "Business" or variations of the word "business" are used throughout this document. The word "business" in this context refers to property owners or tenants and occupiers of properties who are liable to pay the non-domestic rate (NOR), whether they pay business rates or not. This includes all properties listed on the Scottish Assessors Association Portal (website) with a non-domestic rateable value, many of whom may be a charitable organisation, public sector organisation, social enterprise or community group who may not consider themselves to be a business.

2. What the BID means for Milngavie Town Centre

Our vision for Milngavie Town Centre is to continually improve Milngavie as a destination of choice for residents, visitors, employees, shoppers and service users and to make Milngavie a location where business and community can thrive.

The BID aims to build on previous project successes and promote the town centre as an attractive and welcoming place, where people of all ages choose to visit and spend time in shops, on services and where businesses will decide to locate and grow.

As BIDs mature to the next generation, the BID for Milngavie will provide an established and recognised way for local businesses to work together with other public and private sector partners to improve local economies and, by extension, local communities in a variety of contexts. We are already working with community and volunteer groups and aim to extend this over the next BID term.

3. What is a Business Improvement District?

What is a BID is:

A Business Improvement District (BID) is a geographically defined area where businesses and organisations come together and agree to invest collectively in projects and services which will improve their trading environment and future business prospects.

See the Scotland's Improvement Districts website for further details Improvementdistricts.scot about the new approach to BIDs that also lists all other active BIDs in Scotland.

BIDs are developed, managed and paid for by the private sector in the BID area through a modest but compulsory Levy. Every eligible business within the proposed BID area has a vote on whether or not the BID will continue: it is for you to decide. There are currently 156 levy paying businesses in Milngavie.

For the ballot in 2019, there was a **65.91%** turnout of businesses with **61.18%** of the votes cast (by number) in favour of the BID and **72.82%** of the votes cast (by rateable value) in favour of the BID.

The ballot for the third Milngavie Town Centre BID is open from 14 December 2023 to 25 January 2024.

The BID is NOT a way for the Council to save money

The BID is emphatically not about the Council removing existing services. A BID scheme provides NEW or ADDITIONAL activity and cannot replace statutory services delivered by East Dunbartonshire Council or Police Scotland.

In line with BID legislation, the Milngavie Town Centre BID Ltd will put in place a Baseline Service Agreement which is a legal document agreed by both parties which clearly sets out the statutory and any additional discretionary baseline services provided by East Dunbartonshire Council in the town. The BID Company will continue to monitor service levels outlined in the agreement, as it has done over the last five years.

Businesses should still expect to receive the services which the Council and Police currently provide for the benefit of business and the public such as cleaning, lighting, access and safety.

We have already through the first two terms of the BID, worked effectively with the local authority to encourage improvements such as lighting in the under- pass, assist in the delivery of BID run events through continued support from services which relate to areas such as economic development.

In the second term, working in close collaboration with the Council, we were able to deliver a major public realm project "Community Hub" seating area that now has pride of place in the town centre for current and future generations.

Baseline agreements have been prepared for the following services:

Statutory Environmental Health. Community Safety. Roads, Footways, Car Parks, Pedestrianised Precinct and Link Footpaths and Street Lighting. Street Cleaning. Trading Standards	Discretionary CCTV. Commercial Waste Collection. Horticulture Services. Business Support, Town Centre & Regeneration Services (incl Tourism)
Policing 24/7 Policing of town centre area.	

A BID has nothing to do with Non Domestic business rates

Business rates are a tax set nationally and distributed according to a national formula. Businesses have very little say about the way the rates funds are spent.

The Investment Levy income from a BID is kept locally and spent locally for the benefit of the local area based on projects identified through consultation with business owners in the area.

The income from the Levy and any other contributions secured by the BID will be used to fund local activities and services, as decided by businesses. The projects we have delivered include West Highland Way signage, the Healthy Habits Event, Classic Car Show and the Christmas Lights Switch-on would not have happened without BID funds or organisation in place.

A BID is managed and delivered by and for local businesses.

The first BID term was established as a not-for-profit limited company, Milngavie Town Centre BID Ltd, registered at companies' house, to deliver the Business Plan for Milngavie Town Centre. The company has been run for the last 9 years by a board of voluntary (unpaid) directors appointed from the local Levy payers to reflect all sectors in the local business community.

It has been accountable to local businesses for the way their money is spent. Everyone who pays has a say, reflected in the surveys that all levy payers have been invited to complete and open meetings to express their views.

The approach to the third term business plan will reflect the opinions and aspirations of the levy payers who have funded the BID.

4. Why Milngavie Town Centre and your business needs a BID

The bottom line is we are talking about at least £580,000 investment in Milngavie town centre over the next 5 years.

Since 2014, the Milngavie BID has presented an opportunity for a continued collective voice and to work together as a business community to ensure our town centre can continue to prosper into the future.

For many years Milngavie Town Centre has been a good place to do business with both longstanding businesses sitting side by side with new businesses locating to the area.

Since the BID was launched, we have come a long way to helping Milngavie thrive as a place to do business and generate a community spirit that many towns across the UK will envy. We've come this far and now is not the time to stop in our efforts.

Your vote and your decision about whether to continue as a Business Improvement District is a decision about whether Milngavie will benefit from at least £580,000 of investment from 2024 to 2029.

For most businesses, this will cost from £200 to £420 per annum, depending on your rateable value.

4.1 What if Milngavie businesses vote 'No' during the renewal ballot?

Despite the large amount of support feedback received, the BID has an obligation to spell out in detail what would happen in the event of a No vote at the end of January 2024. Below is a comprehensive list of what would happen.

If the BID is not supported with a Yes vote at renewal ballot, it will not be able to continue, and the opportunity will be lost to have **AT LEAST £350,000** working directly for your business and your town centre, through Milngavie Town Centre BID Ltd.

- Milngavie will lose out on and **ADDITIONAL £180,000 grant Funding** for businesses in the town centre from East Dunbartonshire Council, as there will be no organisation to facilitate and manage this funding over 5 years.
- No funding for the Christmas Lights Switch On & Reindeer Parade.
- No funding for the continuous improvement and investment in additional Christmas lights for the town centre.
- No funding for the Classic Car Show to launch Milngavie Week.
- No funding for the annual Healthy Habits Event.
- No funding for the popular Season Trails like the Halloween pumpkin trail, Elf on the Shelf and others.
- No help to facilitate third party events that also increase visitors to Milngavie.
- No funding for Milngavie In Bloom to purchase, fill and maintain all the planters twice a year in the town centre.
- No signage updates and maintenance to keep up to date and with the times.
- No BID funded environmental improvements in the town centre.

- No funding for basic maintenance like railings and key impact areas of the town centre.
- No funding to continue to develop and maintain a very strong social media presence for Milngavie reaching over 136,000 people a month on Facebook alone.
- No funding to manage the content on the town's website, Milngavie.co.uk that receives over 10,000 visitors a month.
- No funding for further shop front improvements to help improve the look of your business.
- No funding for further swinging signs or updates as businesses change hands.
- No funding to update the marketing messages on the 18 banners on the 9 poles around Milngavie and 14 planter wraps.
- No Mailchimp communications to inform business owners of vital information and advice during times of crisis.
- Greatly reduced opportunities to promote the Milngavie town centre as a destination in its own right and build on the achievements to date.
- No strong business voice to communicate effectively about issues of concern or collectively contribute and participate to future investment in the area.
- Remove opportunities for other sources of town centre funding to be leveraged. Between 2019 and 2023, the BID Team raised over **£0.5 million additional funding** over and above the BID levy for Milngavie to deliver projects.
- Lower footfall and less customers for many businesses.
- No funding to employ the services of the BID Team, Tony l'Anson and Maxine Irvine, who have worked tirelessly throughout the second term and a global pandemic, going above and beyond what is expected of them and what they are paid for.
- Milngavie town centre will start to fall behind other town centres and cities as they invest, regenerate and re-develop in order to keep up with a rapidly changing consumer.

If a No vote is announced by the end of January 2024, there will be a period of 3 months' notice provided to the BID Team to close down the Milngavie Town Centre BID Ltd company and dispose of all company assets.

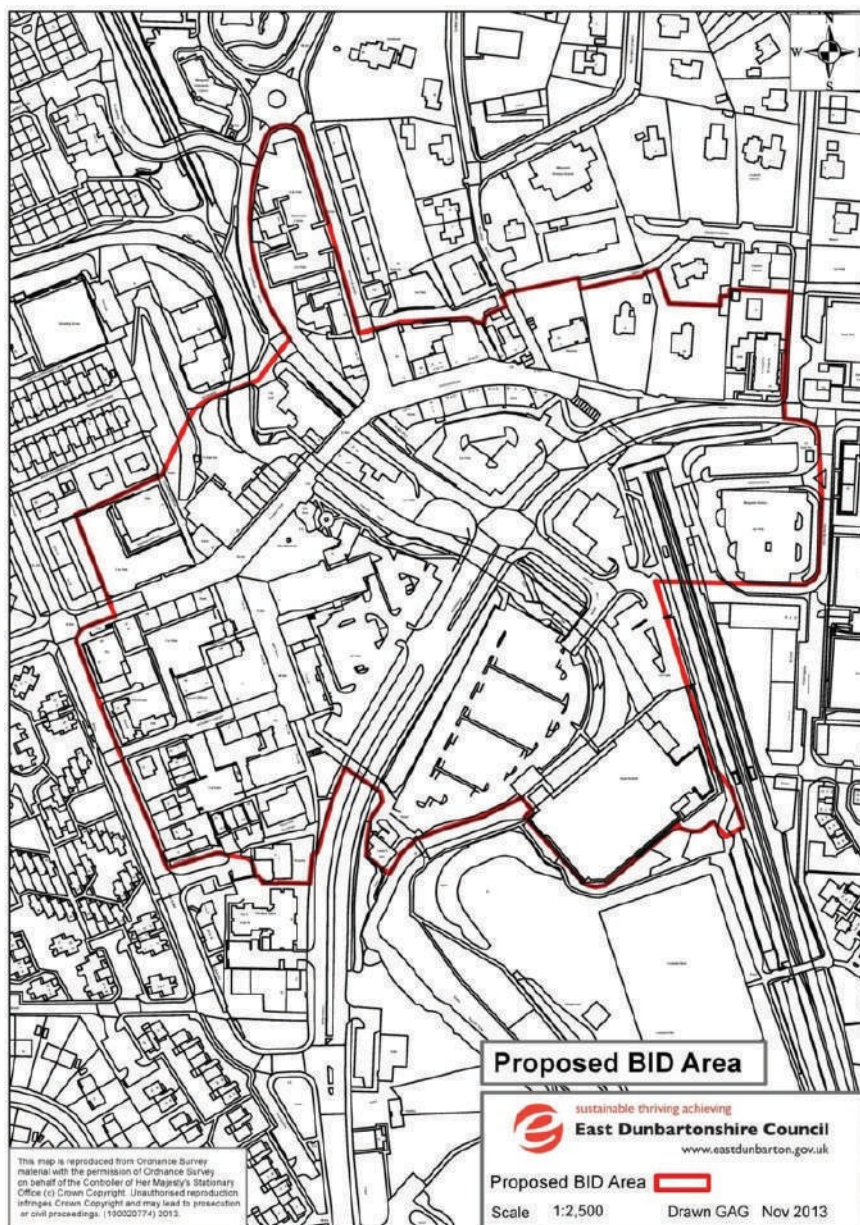
Company assets to dispose of would include the many physical items you can see in the town centre including:-

all of the single and multi-tiered planters; all banner poles, all swinging signs and brackets; all additional festive lighting owned by the Milngavie Town Centre BID Ltd company.

All digital assets such as all social media channels and town website would need to be retired without a legal entity to take ownership of them.

Businesses and community groups would have the first opportunity to purchase the tangible assets if they wished to retain them in the event of a no vote.

5. The proposed BID area



The proposed BID area for a third BID term incorporates all or part of the following streets:

Ashfield Road • Bridge Place • Claremont Drive • Douglas Street • Ellangowan Road • Fulton Road, Gavin's Mill Road • Hillhead Street • Main Street • Mugdock Road Station Road • Stewart Street • Woodburn Way

6. The BID Projects

The BID Projects in Detail to replace above.

The budgets below have been benchmarked against the actual costs incurred during the second Milngavie BID term. This provides a much more realistic projection of how the BID levy and other funding will be invested.

The business consultation confirmed that most business owners wanted to continue with the successful activities undertaken by the Milngavie BID.

There is a provision for the BID board to change where funds are invested, based on real world events, as clearly demonstrated during the pandemic years.

£10,000	<p>Maintenance and Improving Green Spaces.</p> <p>There are also 14 single tiered and 4 multi-tiered planters that are owned by Milngavie BID. The budget allows for Milngavie in Bloom to plant seasonal plants twice per annum. The BID purchases the plants and new soil from local suppliers.</p> <p>The continuous improvement and maintenance of greenery including existing small trees and shrubs in the town centre will encourage frequency and dwell time of visits in pleasant and welcoming environment. It improves civic pride as a business led initiative and support for the Milngavie BID.</p>
£15,000	<p>Ongoing Property Facelift scheme and hanging signs.</p> <p>These highly popular services have been used to maintain and improve the standards of business signage, that positively affects the look of the whole town. Term two statistics show that the BID investment represents circa 25% of the total invested by businesses who receive a maximum of 50% or £750 for each shop front improvement project.</p> <p>There are currently 56 Milngavie BID owned swinging signs and brackets in Milngavie for local businesses, creating a consistent and professional look. Over time as business names change, the signs are updated to maintain the standards of the previous 10 years of swinging signage.</p>
£25,000	<p>Town Centre Dressing.</p> <p>The ongoing seasonal updates to the 18 banners on 9 large banner poles in and around the town centre, provide a distinctive welcoming message, along with the 14 planter wraps around the single tiered planters.</p> <p>In uncertain times, in collaboration with landlords, window spaces in vacant units in the main precinct areas will continue to be used to enhance the look of the town centre.</p> <p>The 4 information display boards in Main Street and Station Road provide a link to digital assets using QR Codes and the East Dunbartonshire Gift Card, as well as the key annual events. Maintaining these on-street communications tools are integral to a comprehensive communications strategy.</p>
£17,500	<p>Maintenance of features introduced in terms 1 and 2.</p> <p>Following significant public realm investments, an annual budget to maintain these assets and the visual standards set to provide a consistent visitor</p>

	<p>experience during a third BID term. This includes the painting of railings, removal of graffiti on underpasses and repairs to the mural artworks.</p> <p>It also includes painting of main visual areas such as the archway area on Main Street or the canopy on Douglas Street completed in the second BID term.</p>
£22,000	<p>Additional CCTV camera Installation & annual maintenance.</p> <p>Following confirmation of the East Dunbartonshire Council improvements to the CCTV system across the region, an investment of £10,000 has been budgeted to purchase additional cameras to install on commercial buildings to cover blind spots in the town centre. An annual maintenance consideration is included in the budget, so cameras remain operational as much as possible.</p> <p>The additional BID cameras are planned to link directly to the Local Authority systems as part of a collaborative project to maximize safety and security for business premises in Milngavie.</p>
£89,500	Total Maintenance and Improvements

£60,000	<p>Christmas Events</p> <p>The annual Christmas lights switch on and reindeer parade in Milngavie has become an established date in the diary attracting thousands of people to Milngavie on the last Saturday in November. The event marks the launch of the festive buying period, with a range of family activities taking place on the run up to the lights switch on.</p> <p>A stage in the precinct with singing performances throughout the day, face painting, balloon modelling, festive arts and crafts, festive trail and other additional attractions create a magical atmosphere that local people have now come to expect. Each year over 100 potted Christmas trees are decorated outside business premises and donated to the public each January for re-planting.</p> <p>The aim in the third BID term is to continuously improve the event, such as the giant snow globe being introduced for the November 2023 event.</p>
£12,500	<p>Classic Car Events as part of Milngavie Week</p> <p>Over 100 classic cars exhibiting in the town centre, with each car owner presented with a complimentary gift card to use in local businesses on the event day.</p> <p>The event is arranged for the first Saturday in June to coincide with Milngavie Week and the BID have included the design of the weekly events schedule in the budget.</p>
£3,000	<p>Halloween Event.</p> <p>A well supported and established week-long trail during the last week in October. Over 50 businesses each year participate in the pumpkin trail, with carved pumpkins placed in business windows.</p> <p>Participants complete the trail and hand completed entries into Tesco with a chance to win a gift card. Winners from hundreds of entries are drawn. Event branding around the town and extensive social media coverage.</p> <p>An excellent community engagement activity encouraging families to spend a few extra hours in Milngavie town centre.</p>
£32,500	<p>Healthy Habits Event.</p> <p>A well-established free family event in the summer that encourages physical activity with challenging and fun attractions such as a 60-foot climbing wall, bungee run and trampolines, assault course, cycling activities, and more. The free to attend event attracts thousands of people. No outside catering stalls are</p>

	provided so visitors are encouraged to shop in local outlets who fund the event via their levy.
£20,000	<p>Marketing and Branding. The budget has been set to cover marketing costs incurred by the in-house BID team for the marketing and promotion of Milngavie and businesses within.</p> <p>Established digital assets such as Milngavie.co.uk and the social media platforms will be continually developed with ongoing content; targeted marketing messages; event promotions; and individual business promotions.</p>
£35,000	<p>Advertising in Community Magazine; Park Life; Leaflet Print & Distribution Locally established print communications platforms have proved to be effective communications tools as part of the marketing mix.</p> <p>Additional print marketing will target short-stay visitors to Scotland with leaflet printing for distribution by Landmark Press. They operate over 500 information leaflet racks across central Scotland in high footfall areas. Regular campaigns will promote Milngavie under a range of themes from healthy days out and a quality shopping and eating destination.</p>
£15,000	<p>Additional Marketing Resources such as Promotional Videos. The Sky TV video will be re-produced for broadcast on the run up to the festive buying season for 2024.</p> <p>Local business videos will also be produced to reflect the quality and diverse nature of the shopping and eating out offer that Milngavie has available. Videos can be used by local businesses in their own marketing efforts.</p>
£178,000	Total Events, Marketing & Promotion

£10,000	<p>Digital Support Helping businesses to improve their digital footprint and online sales to complement their retail businesses.</p> <p>Assistance will be offered around improved digital footprint, search engine optimisation efforts and digital auditing to provide measurable benefits.</p>
£15,000	<p>Training for Businesses. Building on the well-received training programmes that had over 50 people trained in Food Hygiene, Personal Licence, Emergency First Aid at Work and social media.</p> <p>This service not only improves the skills of increasing numbers of people who work in Milngavie but offers a tangible cost saving for participating levy payers.</p>
25,000	Total Business Support & Training

£196,000	<p>Staff Costs The BID Team have delivered on the 2019-24 business plan, providing in-house skills in the following areas:- Digital marketing and communications; Media and promotional activity; News articles for print in local media; Sourcing of leveraged funding; Event organizing and management; Local Authority liaison; Levy payer communications; Renewal ballot process; full business plan delivery.</p>
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	<p>Since 2019 they have also built up an extensive network and relationships with MSPs and Councilors; property owners; Senior Local Authority Officers in many departments; Police Scotland; the West Highland Way Management group; the Milngavie Umbrella Group and other community groups; Scotland's Towns Partnership and industry experts; the Dunbartonshire Chamber of Commerce; Visit Scotland; the Milngavie Community Magazine; Event contractors; Graphic design, video and print suppliers; BID manager's from other Scottish BIDS to share best practice; managers of national retail operators in the town; as well as the many owner-managed and operated businesses in Milngavie.</p> <p>Their experience and track-record provides excellent value for money for the Milngavie BID, that means the BID directors can focus their attention on decision making and ensuring the business plan is being delivered.</p>
£33,000	<p>Accountants</p> <p>To ensure all levy funds and expenditure are monitored monthly, Milngavie based accountants, Bell Barr & Co are contracted to deliver not only annual accounts but provide a real-time auditing service for the BID directors. They also offer a monthly payroll, quarterly VAT submission and annual accounts submission service.</p>
£26,425	<p>Levy Collection fee, EDC charge</p> <p>East Dunbartonshire Council are the authorised body legally obliged to invoice and collect all BID levies. There is considerable time and effort to implement these tasks and ensure levy fees are paid in a timely manner. The annual fee for this service is £5,285.</p>
£22,500	<p>Other: Insurance, Rent, Software, Phones, Travel, bank charges</p> <p>A BID is a business like all others that incurs fixed overheads as itemised. While there is no permanent fixed BID office, there a small amount of paid storage for items owned by the BID.</p>
277,925	Management Overheads
£9,575	<p>Contingency over 5 years</p> <p>Contingency funds will be applied to projects as required throughout the course of the BID term, determined by the BID directors. It is considered a sensible consideration to have some contingency funds reserved to cover unforeseen expenses.</p>
£580,000	Total Milngavie BID Levy 1 May 2024 to 30 APRIL 2029

7. How we identified the projects you want.

The BID Team and Board has undertaken ongoing consultation activities to identify the issues that businesses experience trading in the town centre and the priorities and projects business owners would like to be delivered.

By having ongoing conversations with business owners over the last 5 years, problems have been identified and rectified where possible throughout the BID term. This included issues like removing offensive graffiti; painting of railings; improving visitor signage; reporting of dangerous paving; repair of lighting; applying for Small Business Rates Relief (SBBRR) and Transitional Rates Relief; liaison with Police Scotland about youths on the roof of commercial premises; uncollected commercial waste bins; CCTV performance and much more.

The consultation has included:

- Face to face meetings by the BID Team and directors to almost all business premises in 2023 and throughout the second BID term.
- In June 2023, initial informal face-to-face conversations with 25 business owners specifically about voting intentions resulted in the following:
68% indicated voting Yes. 0% No voters. 12% Undecided voters.
20% It's a head office decision, but if they call to ask, would recommend they vote Yes
- The main consultation Survey Monkey business questionnaire was sent out with three reminders in September 2023. All businesses received the survey by email using Mailchimp, which has been the regular communication tool to all businesses. Following this, door-to-door visits by the BID Team to businesses who had not completed the survey were made, resulting in 50 questionnaires returned in total.
- The questionnaire asked about all the projects delivered in the second term; what issues currently faced businesses; and what priorities should be for improving our centre during a third BID term. Businesses were also asked about their voting intentions. 84% indicated they would be voting Yes during a renewal ballot. 8% No voters and 8% undecided.
- An email consultation exercise updating and inviting feedback from the head offices of national businesses and chains as part of the Mailchimp communications. This included a link to the digital copy of the 4-Year progress report available to download from MilngavieBID.com
- Businesses were invited to an open meeting in October 2023 to find out what the Milngavie BID had achieved over the last 4.5 years and heard from guest speakers from industry stakeholders about how their services could help individual businesses. This exercise was also undertaken as part of the "half-way" through report and open meeting.
- Email newsletters were sent to all those with an email address provided to the BID. In the last 4.5 years of this BID term, 115 email announcements were sent to levy payers via Mailchimp, with a high email 'open rate'.

Engagement with the wider community and business interests

A feature news article in the Bearden & Milngavie Community Magazine was published in the October 2023 edition (20,500 local circulation), inviting further business feedback and comments for the consultation.

The BID's aim has been to identify where the BID members share the same ideas and agree on areas where working together will benefit town centre businesses and the wider community.

The BID Team have spoken with other stakeholder organisations including the West Highland Way Management Group, Milngavie Community Council, Dunbartonshire Chamber of Commerce, and Heritage Society as well as attending quarterly meetings over the last 5 years organised as part of a 'Milngavie Umbrella Group' (MUG).

The MUG group report on each others work and activities, looking for opportunities to collaborate where possible for the betterment of Milngavie. , The MUG have taken a particular interest in the restoration of the iconic clock in the centre of Milngavie.

Results of the Business Consultation

Responses are based on the feedback from 50 businesses in Milngavie to mid-October 2023. The Survey Monkey and hard copy questionnaire were open until 14th October 2023 to add comments and opinions.

The general feedback is that the vast majority (85%+) agree with:

- Running the Shop Local Campaigns.
- Premises Improvement Grants.
- Ongoing improvements of public space areas.
- Milngavie.co.uk as a digital resource for the town.
- Expansion of Milngavie social media presence.
- Christmas Lights Switch on & Reindeer Parade.
- Classic Car Show & Healthy Habits events.
- Floral planters in the town centre.
- Sourcing additional funding to improve Milngavie.

Variations included:

- Funded Business Training courses 77% agreed.
- Greatly improved CCTV 93% agreed.

Voting Intentions

Yes 83%. No 10%. Undecided 7%.

Interested in shaping the future direction of Milngavie 54%

8. How much will this cost and who pays?

The BID Board decided to continue to use a fee structure, as detailed above, based on the property NDR value, to calculate the levy fee. The reasons behind this are as follows: -

- The last nine years of financial records show that levy payments enable the BID to deliver the business plan.
- A banding system was chosen as it represents a simple and easy way for businesses to identify their levy payment, provides for ease of collection and represents a fair and reasonable methodology. Everybody benefits therefore everybody pays. This approach was widely accepted during the first BID term. The costs per banding have not been changed.
- A minimum payment of £200 (£3.85 per week or less than one cup of coffee per week) is believed to be affordable for the smallest businesses as they will have the opportunity to benefit from cost reduction projects and make the BID cost neutral.
- Through consulting with the businesses, a maximum of £5,000 is believed to be affordable for the businesses at the higher end of the banding.
- Businesses have been faced with increasing costs of running their business, such as energy bills, that are outwith their control.

Banding	Rateable Value	Weekly Cost	Monthly Cost	Annual Levy Cost	Number of businesses	Total
	0 to 999	Voluntary	Voluntary	Voluntary	Voluntary	£0.00
A	1000 to 6,000	£3.85	£16.67	£200	27	£5,400
B	6,001 to 10,300	£5.00	£21.67	£260	41	£10,660
C	10,301 to 13,400	£6.53	£28.33	£340	25	£8,500
D	13,401 to 22,000	£8.07	£35.00	£420	30	£12,600
E	22,001 to 40,000	£10.38	£45.00	£540	22	£11,880
F	40,001 to 80,999	£23.07	£100.00	£1,200	8	£9,600
G	81,000 to 200,000	£38.46	£166.67	£2,000	1	£2,000
H	200,001 to 700,000	£76.93	£333.33	£4,000	1	£4,000
I	700,000+	£96.15	£416.67	£5,000	1	£5,000
					156	£69,640

It is important to note that following the YES vote, the Investment Levy will be paid by all eligible businesses within the BID area, including the local authority.

8.1 The BID Investment Levy.

A BID levy is an equitable and fair way of funding additional projects and services, which the local authority and other statutory bodies are not required to provide. There are approximately 156 commercial properties in the BID area which will generate a BID investment levy income of approximately £75,000 per annum and an estimated total levy income of £375,000 over 5 years.

It has been agreed by the BID Board:-

- The levy structure will be based on a banded system fixed on the rateable value (RV) of the property on the day of the ballot 25/01/2024 and remain the same throughout the 5-year term of the BID.
- There will be no increase in the levy throughout the BID term because of a non-domestic rateable revaluation occurring during the BID term.
- The BID levy will be paid by the property occupier - the person liable to pay the non-domestic rates.
- All eligible occupiers (of eligible properties) i.e., the eligible person liable to pay the non-domestic rate that are listed on the Local Assessors Valuation Roll on the ballot date will be liable to pay the levy.
- The levy payments are not linked to what businesses actually pay in rates but are based on the rateable value of the property.
- The levy must be paid either in one payment within 28 days from the date of the levy invoice or in 10 instalments by arrangement with East Dunbartonshire Council billing body.
- If there is a change, in occupier to a property, until a new occupier is found, the property owner will be responsible for paying the levy.
- Any new commercial development, subdivision of existing properties or merging of properties or new business with a non-domestic rateable valuation coming into the area during the 5-year term of the business improvement district will be liable for the BID Improvement Levy.
- If a property is vacant on the day the levy invoice is issued or any subsequent vacant periods, the property owner will be liable to pay the levy.
- Self-catering holiday accommodation which is not the sole or main residence of any person, and which is available (or intended to be available) for letting on a commercial basis, with profit in mind, for short periods totalling more than 140 days in the financial year remain liable for non-domestic rates for the whole year and will be included and liable to pay the levy.
- The levy will apply to properties with a rateable value of £1,000 and above. Levy bandings will be applied with a maximum banding at £700,000 and above.
- The BID levy will **not** be index-linked to the Retail Price Index (RPI) to take account of inflation, so that those liable to pay the levy can budget accordingly for the full five-year term.

8.2 Levy payers and exemptions.

The BID Board decided to exclude premises that have a rateable value of under £1,000. These premises can pay a voluntary levy and become an "associate member" should they wish, by contacting the BID team or a Board director.

The BID Board decided that there is no benefit from being part of the BID to the following categories of property and therefore are exempt from paying the levy:- Ad-spaces, Fishing Lodges, Nursing Homes, Non-Retail Charities, Places of Worship, ATM's, Food Banks, War Veterans Associations, Girl Guiding, The Scouts, The Boy's Brigade.

Involving everyone who wants to see a better future for the town centre.

Milngavie BID want to ensure that all interested organisations and businesses which care about the future of the town centre are involved in the BID's activities and will offer Associate Membership of the BID Company to any businesses or organisations with an interest in the future of Milngavie town centre (but which do not lie within the BID area or are exempted from payment). A minimum annual subscription of £150.00 will apply for Associate membership of the Milngavie Town Centre BID Ltd company.

9. Funding and Management

The current BID for Milngavie is active. Any variations within budgets will be reported to the BID Board of Directors by the BID Team and appointed accountants.

The Board will agree on an annual basis how funds for subsequent years will be allocated, directed by the approved Business Plan and real-world events as they happen.

This was clearly apparent during the second BID term as the first COVID-19 lockdown took place, when the BID Board had to make key strategic decisions to keep the BID operational and in a position to assist many local businesses during a time of crisis

During a third BID term, budget variations will be based on business feedback during the previous year and priorities for the coming year, which allows the BID the flexibility to respond to changing business needs and requirements.

East Dunbartonshire Council will provide a levy collection service to collect the levy payments on behalf of the BID and will retain these funds in a separate "BID revenue" account until the BID Board calls these funds down.

The BID Board will manage the levy funds that are collected by the Council. This arrangement will ensure that projects are delivered, and any financial liabilities of the BID are transparent.

In the event of any non-payment of the BID improvement levy, it will be strongly pursued by East Dunbartonshire Council (as the billing body) using the recovery powers available to the Council to ensure complete fairness to all the businesses that have paid.

9.1 The Milngavie Town Centre BID budget

It is calculated that there are circa 156 commercial properties located within the Milngavie town centre BID area. The BID Levy income is calculated to be approximately £75,000 per year.

Existing UK collection rates for the Milngavie BID Investment Levy are c 97%. A 4% contingency has been set aside to allow for bad debt. Following ongoing discussions with East Dunbartonshire Council about ongoing funding, the local authority has confirmed additional funding of £36,000 per annum over 5 years of a second BID term (£180,000) upon a successful Yes vote being achieved.

Police Scotland is contributing in-kind support through the provision of the Community Police Officer who will liaise directly with businesses in the town centre via Milngavie BID comprehensive communications channels.

The BID team work on a flexible basis without the overhead of fixed office accommodation. This direct saving for the BID allows maximum funds to be invested in projects of direct benefit to levy payers.

The BID expects to raise further income and sponsorship from external funding sources to maximise the Investment. Examples of this include, Event Scotland, the Glasgow Flight Path Fund and funded Internships through Scottish Government, like the Kickstart programme.

In the first BID term Milngavie BID raised £59,000 external income over and above the levy. In the second BID term significant leveraged funding was raised from the COVID-19 Resilience fund, Scotland Loves Local funds, the Kickstart programme, the Cycling Fund (via Events Scotland), as well as the Town Centre Fund. Total leveraged funding in the second BID term was £531.495 which included a major public realm investment project with East Dunbartonshire Council.

PROJECTED Income

	2024-25 Y11	2025-26 Y12	2026-27 Y13	2027-28 Y14	2028-29 Y15	TOTAL
Levy Income	£70,000	£70,000	£70,000	£70,000	£70,000	£350,000
EDC Contribution	£36,000	£36,000	£36,000	£36,000	£36,000	£180,000
Leveraged Income	£10,000	£10,000	£10,000	£10,000	£10,000	£50,000
	£116,000	£116,000	£116,000	£116,000	£116,000	£580,000

Total Income, 3rd BID
Term to 30 April 2029.

PROJECTED EXPENDITURE

Theme 1: Maintenance and Improvements

2024-25 Y11	2025-26 Y12	2026-27 Y13	2027-28 Y14	2028-29 Y15	
2,000	2,000	2,000	2,000	2,000	10,000
3,000	3,000	3,000	3,000	3,000	15,000
5,000	5,000	5,000	5,000	5,000	25,000
3,500	3,500	3,500	3,500	3,500	17,500
10,000	3,000	3,000	3,000	3,000	22,000
23,500	16,500	16,500	16,500	16,500	89,500

Maintenance / Improving Green Spaces
Continue Property Facelift (incl new Hanging Signs)
Town Centre Dressing
Maintenance of features introduced in terms 1& 2
Additional CCTV camera Installation & annual maintenance

Theme 2: Events, Marketing & Promotion

2024-25 Y11	2025-26 Y12	2026-27 Y13	2027-28 Y14	2028-29 Y15	
12,000	12,000	12,000	12,000	12,000	60,000
2,500	2,500	2,500	2,500	2,500	12,500
600	600	600	600	600	3,000
6,500	6,500	6,500	6,500	6,500	32,500
4,000	4,000	4,000	4,000	4,000	20,000
7,000	7,000	7,000	7,000	7,000	35,000
3,000	3,000	3,000	3,000	3,000	15,000
35,600	35,600	35,600	35,600	35,600	178,000

Christmas Events
Classic Car Events / Milngavie Week
Halloween Event
Healthy Habits Event or Equivalent
Marketing and Branding
Advertising-Community Magazine; Park Life; Leaflet
Additional Marketing Resources eg Promo Videos

Theme 3: Business Support & Training

2024-25 Y11	2025-26 Y12	2026-27 Y13	2027-28 Y14	2028-29 Y15	
2000	2000	2000	2000	2000	10,000
3000	3000	3000	3000	3000	15,000
5,000	5,000	5,000	5,000	5,000	25,000

Digital Support
Training for Businesses

Admin, Management & Overheads

2024-25 Y11	2025-26 Y12	2026-27 Y13	2027-28 Y14	2028-29 Y15		
39,200	39,200	39,200	39,200	39,200	196,000	Staff Costs
6,600	6,600	6,600	6,600	6,600	33,000	Accountants
5,285	5,285	5,285	5,285	5,285	26,425	Levy Collection fee, EDC charge
4,500	4,500	4,500	4,500	4,500	22,500	Insurance, Rent, Software, Phones, Travel, bank
55,585	55,585	55,585	55,585	55,585	277,925	Total

Contingency

1,915	1,915	1,915	1,915	1,915	9,575	Total
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£121,600	£114,600	£114,600	£114,600	£114,600	£580,000	Total Spend by Milngavie BID 01/05/24 - 30/04/29
2024-25 Y11	2025-26 Y12	2026-27 Y13	2027-28 Y14	2028-29 Y15		

The BID would expect to raise further income and sponsorship from external funding sources to maximise the Investment Levy (for example, Event Scotland, the Glasgow Flight Path Fund and funded Internships through Scottish Government, Scotland Loves Local. In the first BID term Milngavie BID raised £59,000 external income over and above the levy and £531.495 during the second BID term

9.2 BID management and delivery

Following a successful yes vote, the management and operation of the BID will continue under the existing company name of Milngavie Town Centre BID Ltd which will operate from 01/05/2024.

This Company will be managed by the BID Board until a new Board of Directors are elected, but for no longer than three months after the ballot date. The existing board members can all stand for re-election. The Company will operate in an open and transparent way, answerable to the businesses in the area. The Board of Directors will ensure that a Code of Conduct (including a Register of Interests) and Management and Governance will be created and agreed as policy by the Directors. There will be a detailed set of protocols (the Operating Agreement) which will cover the management of the BID Company and billing, collection and transfer of the levy.

A Board of Directors will be established, consisting of up to 12 directors. Every eligible person that pays the levy will have the opportunity to nominate themselves or someone else from within the BID area to be elected onto the existing Company Board, but limited to one eligible person from each eligible property. The Company will be run by the businesses for the businesses. This Board will be responsible for all decisions relating to staff, contracts, the delivery of the approved business plan and other activities generated by the BID.

Nominations of directors from outside of the BID, who do not pay the levy and who may or may not represent those making voluntary or other financial contributions toward the BID, will be strictly at the discretion of the Board of Directors.

The Board will be representative of the businesses and stakeholders in the area. The Chair, Vice Chair and Treasurer will be elected from the directors of the Board. The Board will include one elected and one non-voting officer from East Dunbartonshire Council. There may also be non-voting members or local groups which may be co-opted onto the Board at the Board's discretion.

The BID Company Board will have the authority to adapt or alter the projects and services from year to year to reflect any change in economic circumstances or any new opportunities that may arise. This will be in the best interests of the levy payers and without recourse to an alteration ballot. The BID Company Board is committed to ongoing development and improvement.

This will include work by the Board to seek advice, and training (CPD) relating to best practice in BID Board structure and capacity, skills, project planning and governance. The BID Company is committed to working with the local authority, Scotland's Towns Partnership and other supporting agencies to undertake this.

Following a successful renewal ballot, the current suitably experienced and skilled, dedicated BID Manager will be invited to continue to manage and deliver the projects and finances of the BID detailed in the Business Plan, including the management and delivery of an effective BID Business Forum for the town.

The Company will also seek to retain staff existing support for the BID project delivery of all digital communications.

9.3 Performance Monitoring

Milngavie BID will continue to formally measure performance through reporting on:

- Output measures: for example, the number of activities achieved within budget. See MilngavieBID.com for our 'Half-Way' and 4-Year Progress reports benchmarking all activities against the 2019-24 business plan.
- Monitoring of compliance with Baseline Service Agreements (East Dunbartonshire Council and Police Scotland) and
- Key Performance Indicators (KPI s).

KPI s reported on will include:

- Footfall research at key periods each year
- Safety: Incidence of crime statistics for the BID area
- Consumer perceptions: customer and visitor satisfaction surveys
- Levy payer perceptions of trading performance: annual surveys
- Tenant mix within town centre
- Occupancy rates for commercial premises
- Positive media coverage
- Transportation usage (mode of) and Car parking statistics.
- Expenditure in town centre
- Impact on the economy through events
- Evening economy activity levels

The level of progress made on all projects will be continuously assessed and reported back to Levy payers on a regular basis by the Board of Directors through the following channels:

- An Annual Review of progress and performance.
- Annual General Meeting.
- Quarterly newsletters.
- Regular website updates.
- Monthly e-bulletins and press releases to local media and levy payers.

10. The Ballot

- Ballot papers will be posted to the eligible person responsible for casting a vote within their business at least 42 days before the day ballot. In the case of national companies, the responsibility for voting may lie with head office.
- Prior to or on the date the ballot papers are issued the BID Proposer will provide to all those eligible to vote in the ballot, with a copy of the BID Business Plan.
- The BID ballot is a confidential postal ballot conducted by East Dunbartonshire Council on behalf of Milngavie BID and in accordance with Scottish BID legislation.
- Where an eligible property is vacant the voting papers will be sent to the property owner.
- In Milngavie BID case, voting papers will be issued no later than 14/12/2023.
- The last date for all ballot papers to be returned is 5pm on 25/01/2023. Papers received after this date and time will be deemed null and void and not be counted.
- Voting papers are easy to complete, simply place a cross on either “yes” or “no” to the question “are you in favour of a BID?” The ballot paper must then be signed by the person eligible to vote and returned in the pre-paid envelope.
- Some eligible persons may receive **more than one ballot paper. Each ballot paper should be completed, signed and returned in its pre-paid envelope.**
- For the ballot to be successful there must be a minimum turnout of 25% (the headcount) by number of eligible persons and by combined rateable value; and of those who turnout, the majority must vote in favour by number and rateable value.
- All eligible persons (i.e., those persons liable to pay non-domestic rates) will have one vote or where a person is liable for non-domestic rates for more than one property, that individual shall be eligible to cast more than one vote however they will be required to pay the levy for each of the properties that they occupy.
- The ballot papers will be counted on 25/01/2024 and the results announced by East Dunbartonshire Council within one week.
- Following a successful ballot, the BID will commence on 01/05/2024 and will run for a period of five years until the 30/04/2029.

11. BID Board & Contacts

Current board members of the Milngavie Town Centre BID Ltd are:

Graeme Ross
Ian Lavrie
Wendy Ross
Elaine Fleming
Eleanor Barron
Elaine Mosson
Lorna Quinn
Cllr Jim Gibbons

BID TEAM

Tony l'Anson, BID Manager.
Maxine Irvine, Digital Communications.
East Dunbartonshire Council (officer representation).

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**PLACE NEIGHBOURHOOD &
CORPORATE ASSETS
COMMITTEE**

THURSDAY, 9 NOVEMBER 2023

REFERENCE:

PNCA/090/23/SC

LEAD OFFICER:

DEPUTE CHIEF EXECUTIVE

CONTACT OFFICER:

SCOTT COWAN, TRAFFIC OFFICER

SUBJECT TITLE:

DISABLED PERSONS' PARKING PLACES

1.0 PURPOSE

- 1.1** The purpose of this Report is to seek Committee approval for the introduction of traffic regulation orders to legally designate existing advisory disabled persons' parking places for use only by disabled persons' vehicles, on the roads listed in the attached **Appendix 1**. In addition, it is proposed to remove a number of existing enforceable disabled persons' parking places which are no longer required for use, on the roads listed on the attached **Appendix 2**

2.0 RECOMMENDATIONS

It is recommended that the Place Neighbourhood & Corporate Assets Committee

- 2.1** approves the proposal to introduce and make all existing disabled persons' parking places within East Dunbartonshire enforceable, as required by the 2009 Act and as listed in (**Appendix 1**);
- 2.2** approves the proposal to remove a number of existing disabled persons' parking places, as listed in (Appendix 2), as these bays have been identified by Social Work Services as being no longer required; and
- 2.3** instructs the Chief Solicitor & Monitoring Officer to undertake the required statutory process in order to progress the proposals set out at 2.1 and 2.2 above.

**ANN DAVIE
DEPUTE CHIEF EXECUTIVE**

3.0 BACKGROUND/MAIN ISSUES

- 3.1** The Disabled Persons' Parking Places (Scotland) Act 2009, requires all Scottish Local Authorities to promote the proper use of parking places that are designated or provided for use only by disabled persons' vehicles. The 2009 Act requires local authorities to identify every advisory disabled persons' parking place in its area and, if it meets certain criteria, start the Order marking procedure to make such parking places enforceable. The disabled parking places listed in Appendix 1 to this Report meet this criteria and so it is recommended that they should now be designated as enforceable.
- 3.2** Presently, various Disabled Persons' Parking places are in place throughout East Dunbartonshire courtesy of 'The East Dunbartonshire Council (Designated Disabled Persons' Parking Places Consolidation) Order 2015'.
- 3.3** The Social Work service has advised that a number of disabled parking spaces are no longer required. These are set out in Appendix 2 to this Report.
- 3.4** The initial consultation on the proposals has been carried out by Roads & Neighbourhood Services with Ward Members and with statutory consultees, and no objections have been received. In the event that the Place Neighbourhood & Corporate Assets Committee approves the proposals set out within this Report, the following steps will see the proposal be advertised by Legal Services in order to install new disabled parking spaces that will be enforceable and to remove disabled parking spaces that are no longer required throughout East Dunbartonshire

4.0 IMPLICATIONS

The implications for the Council are as undernoted.

- 4.1** Frontline Service to Customers – Improve parking for disabled users.
- 4.2** Workforce (including any significant resource implications) – None
- 4.3** Legal Implications – Updating parking spaces is a requirement of the Disabled Persons Parking Places Act
- 4.4** Financial Implications – Funds will be provided through the roads budget
- 4.5** Procurement – None
- 4.6** ICT – None
- 4.7** Corporate Assets – None
- 4.8** Equalities Implications – Updating parking spaces is a requirement by the Disabled Persons Parking Places Act.
- 4.9** Corporate Parenting - None
- 4.10** Other – None

5.0 MANAGEMENT OF RISK

5.1 There are no significant risks and control measures relating to this Report.

6.0 IMPACT

6.1 ECONOMIC GROWTH & RECOVERY - None

6.2 EMPLOYMENT & SKILLS - None

6.3 CHILDREN & YOUNG PEOPLE - None

6.4 SAFER & STRONGER COMMUNITIES - None

6.5 ADULT HEALTH & WELLBEING - None

6.6 OLDER ADULTS, VULNERABLE PEOPLE & CARERS - None

6.7 CLIMATE CHANGE - None

6.8 STATUTORY DUTY - None

7.0 POLICY CHECKLIST

7.1 This Report has been assessed against the Policy Development Checklist and has been classified as being an operational report and not a new policy or change to an existing policy document.

8.0 APPENDICES

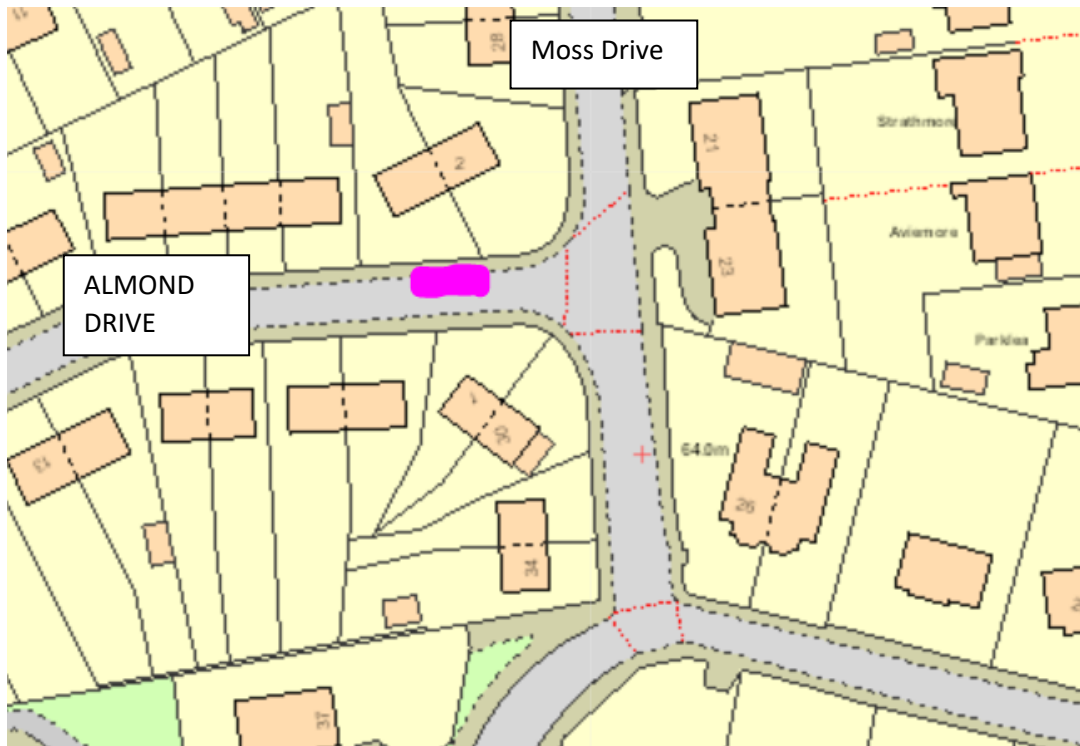
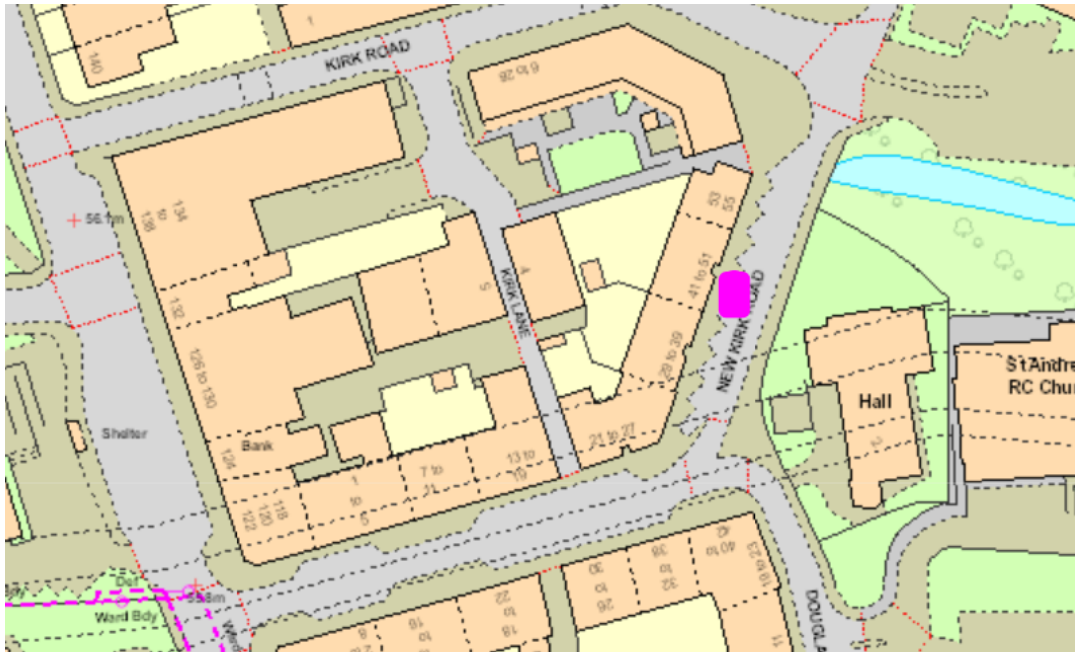
8.1 Appendix 1 – Plan.

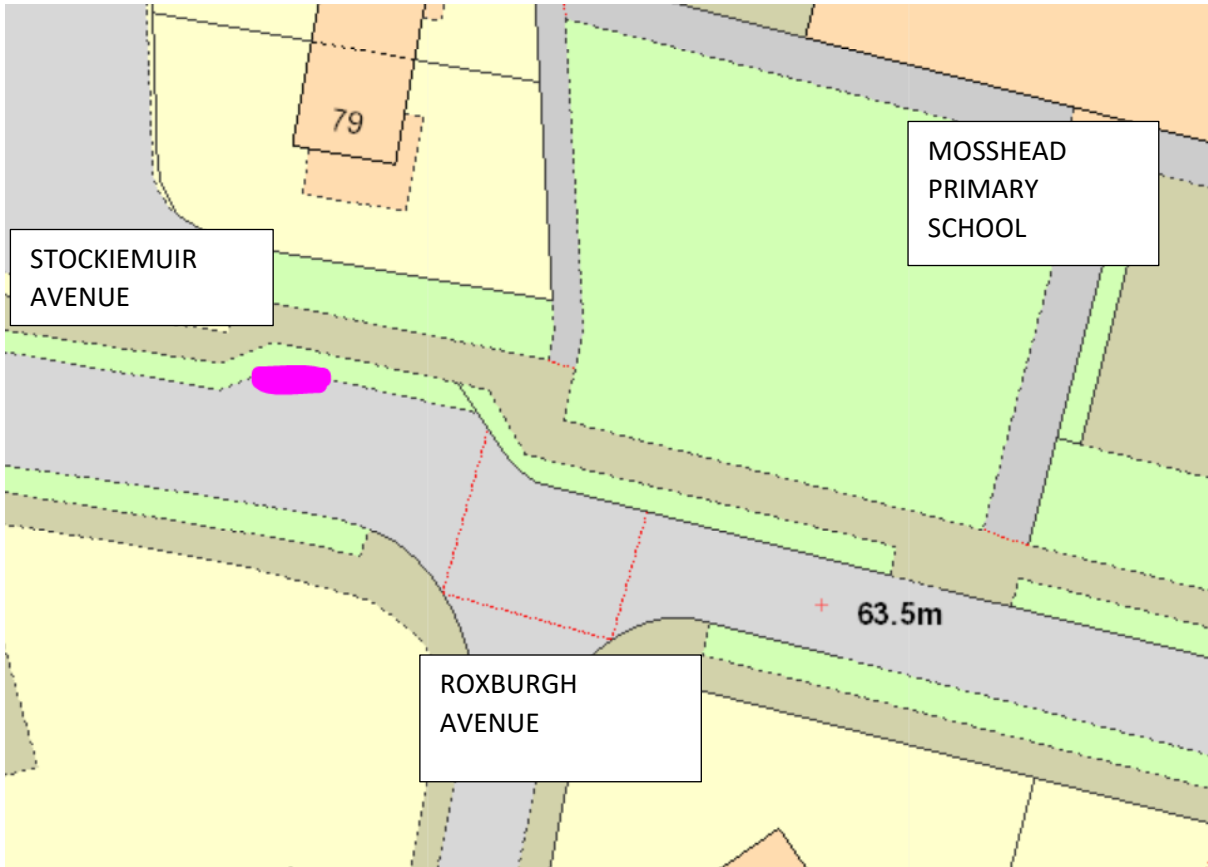
8.2 Appendix 2 – Plan.

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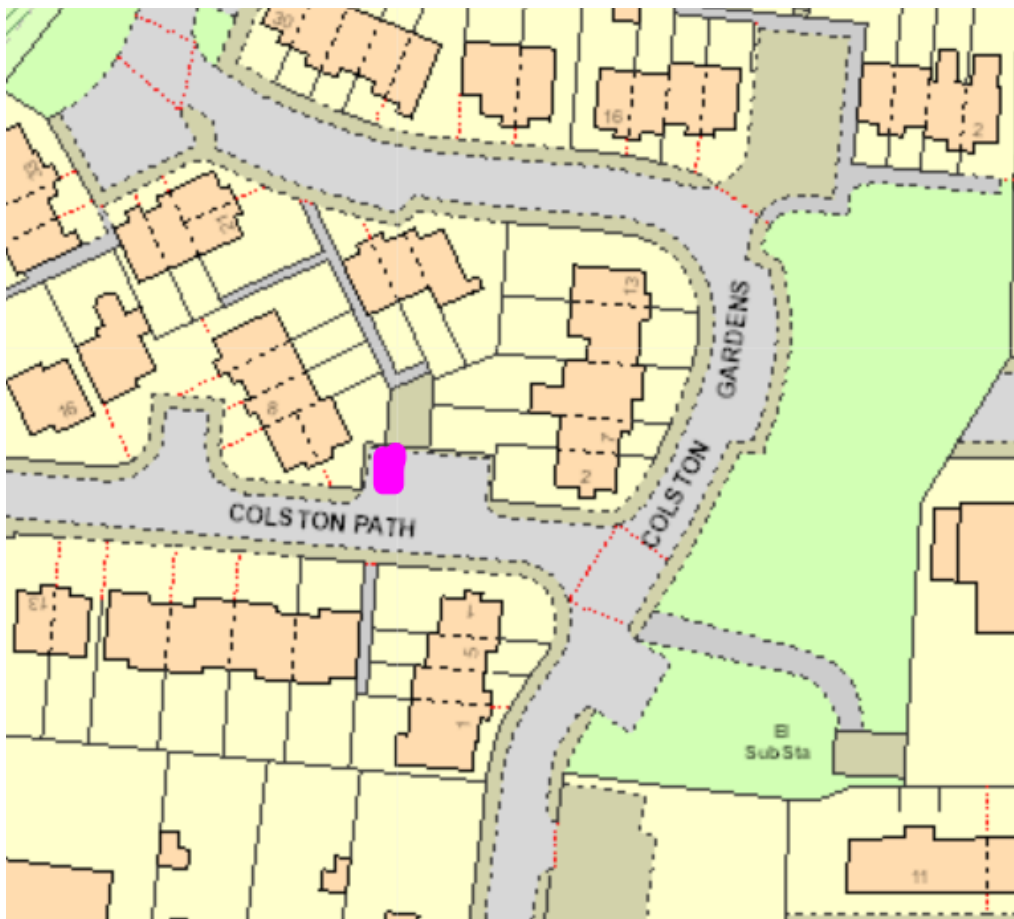
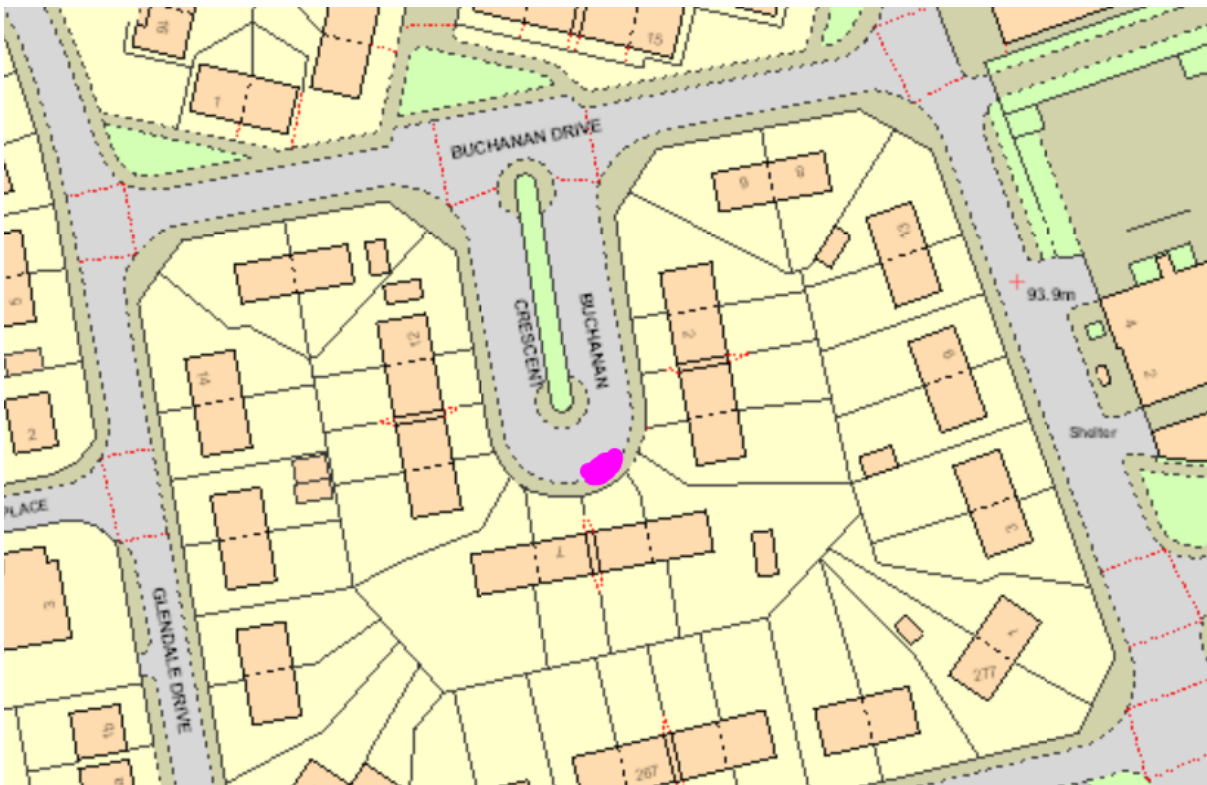
DISABLED BAY MAPS

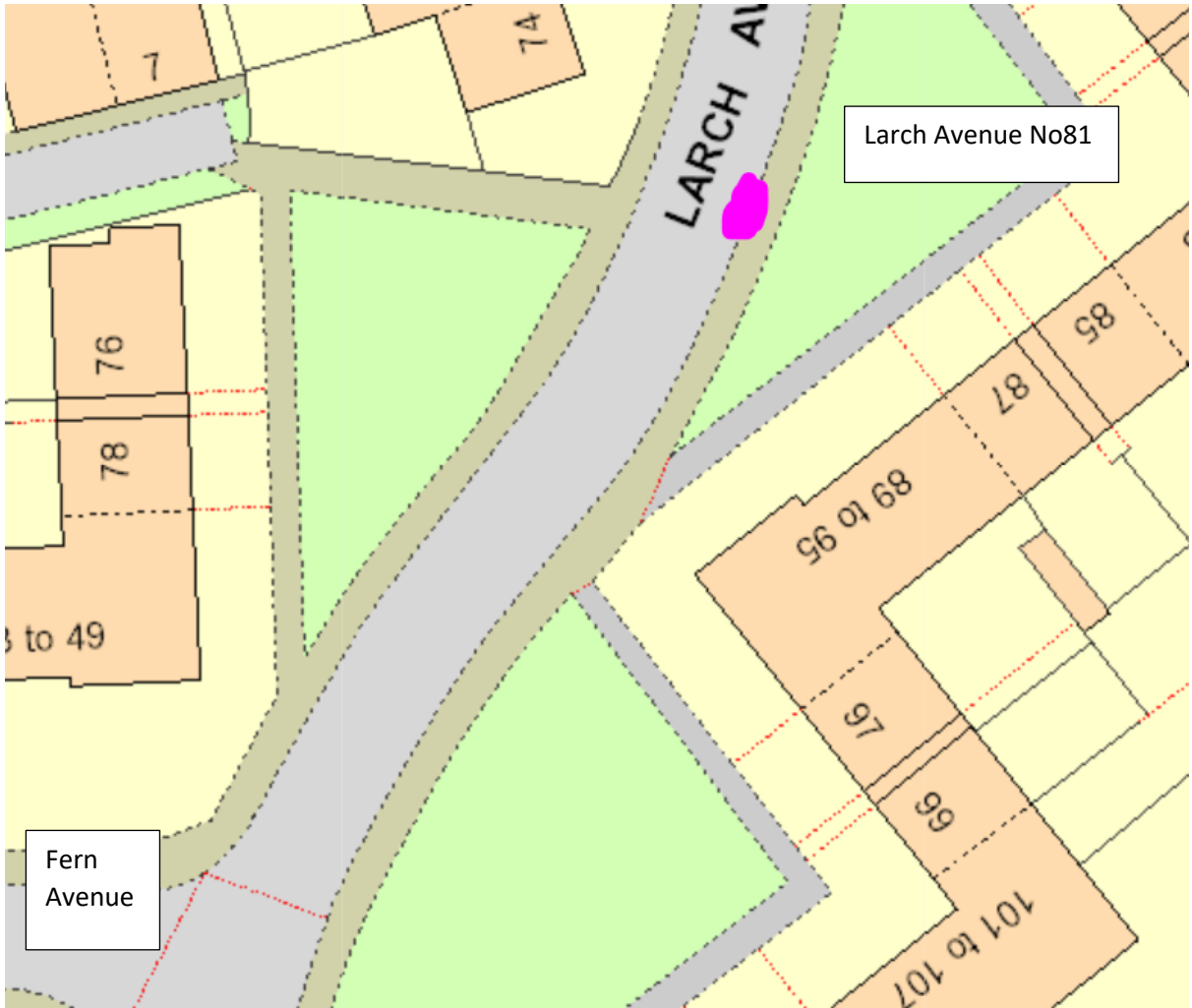
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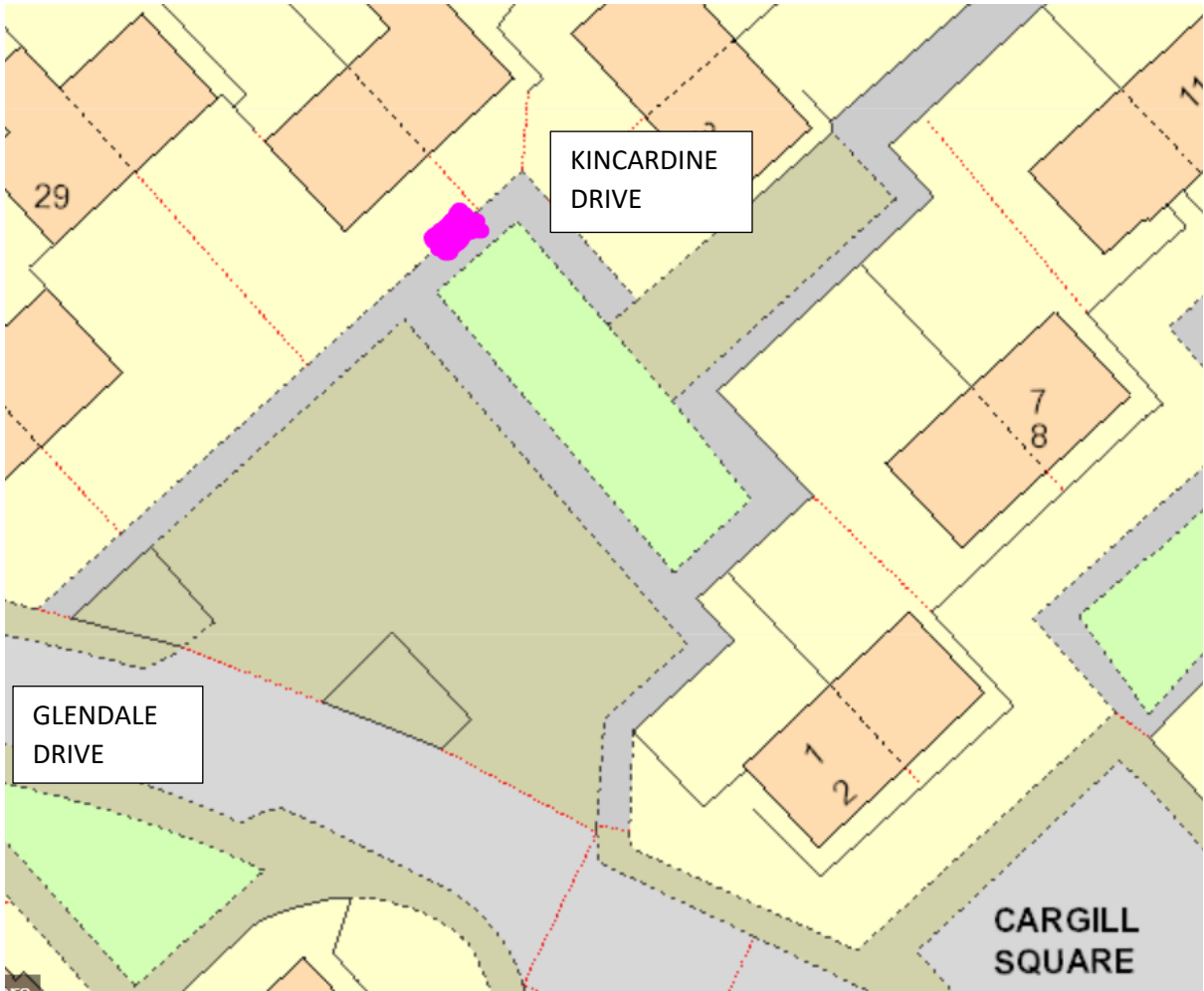


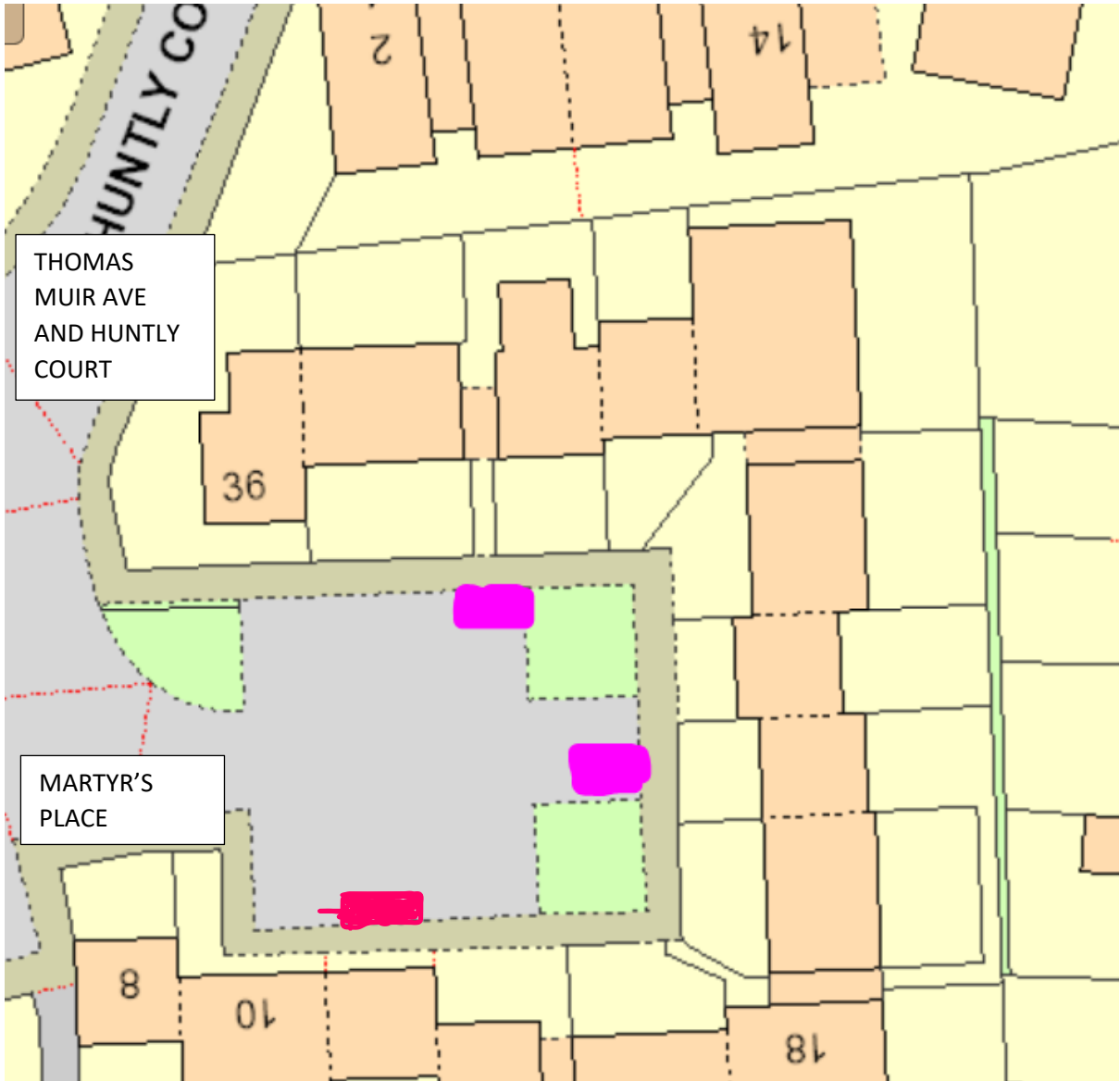


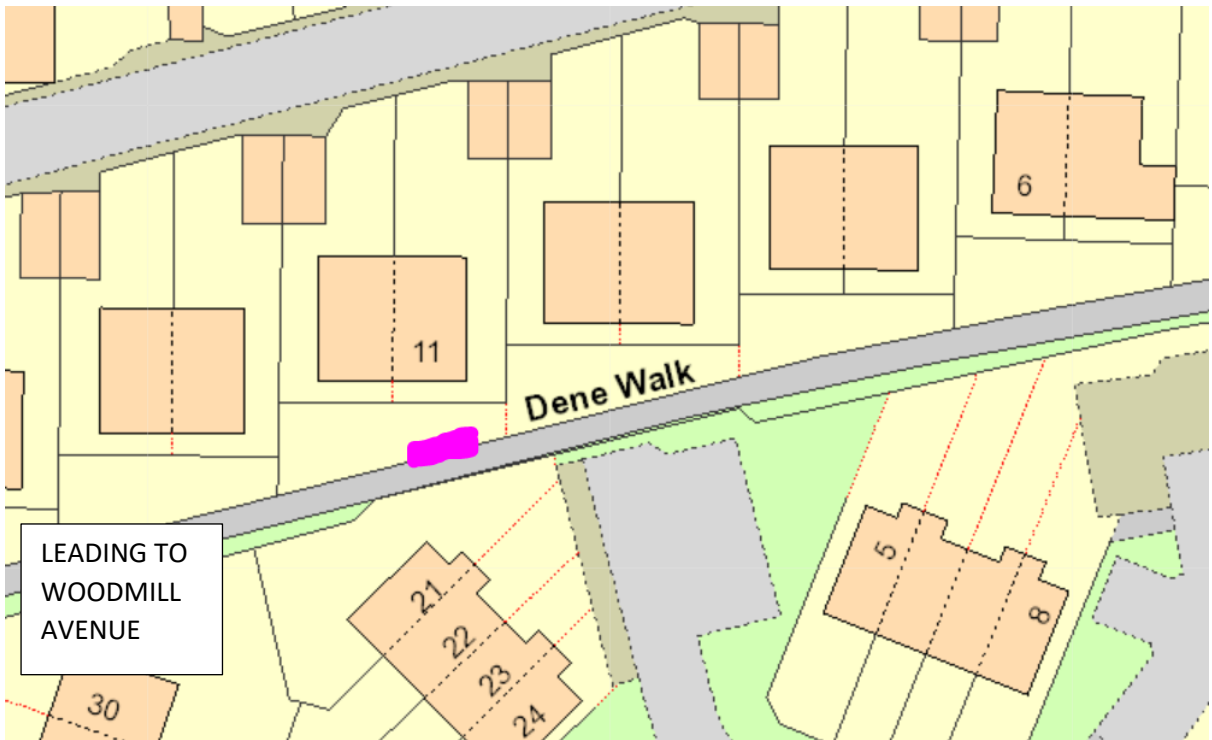
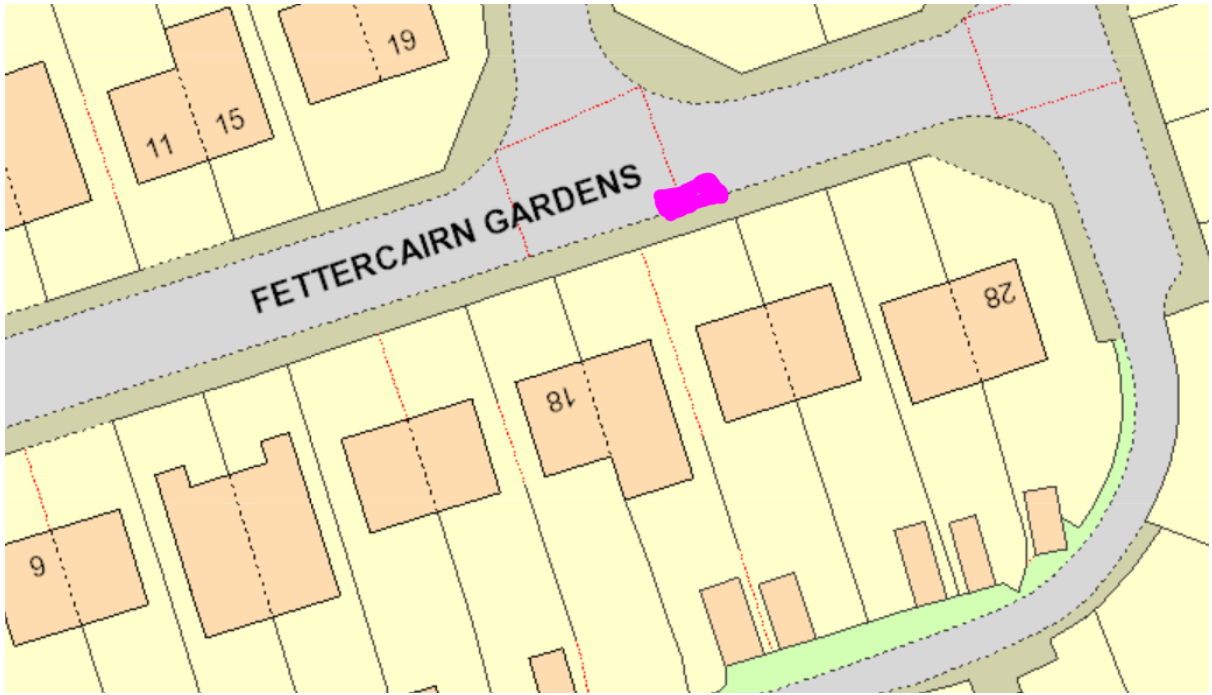
BISHOPBRIGGS



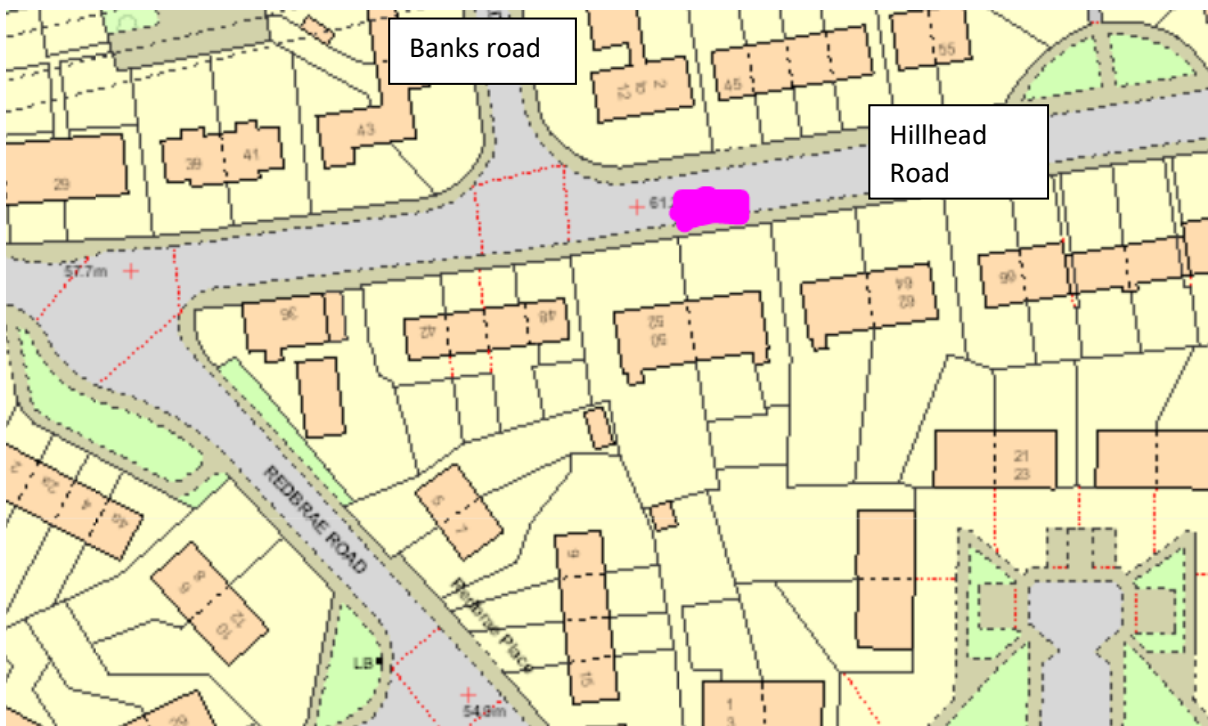
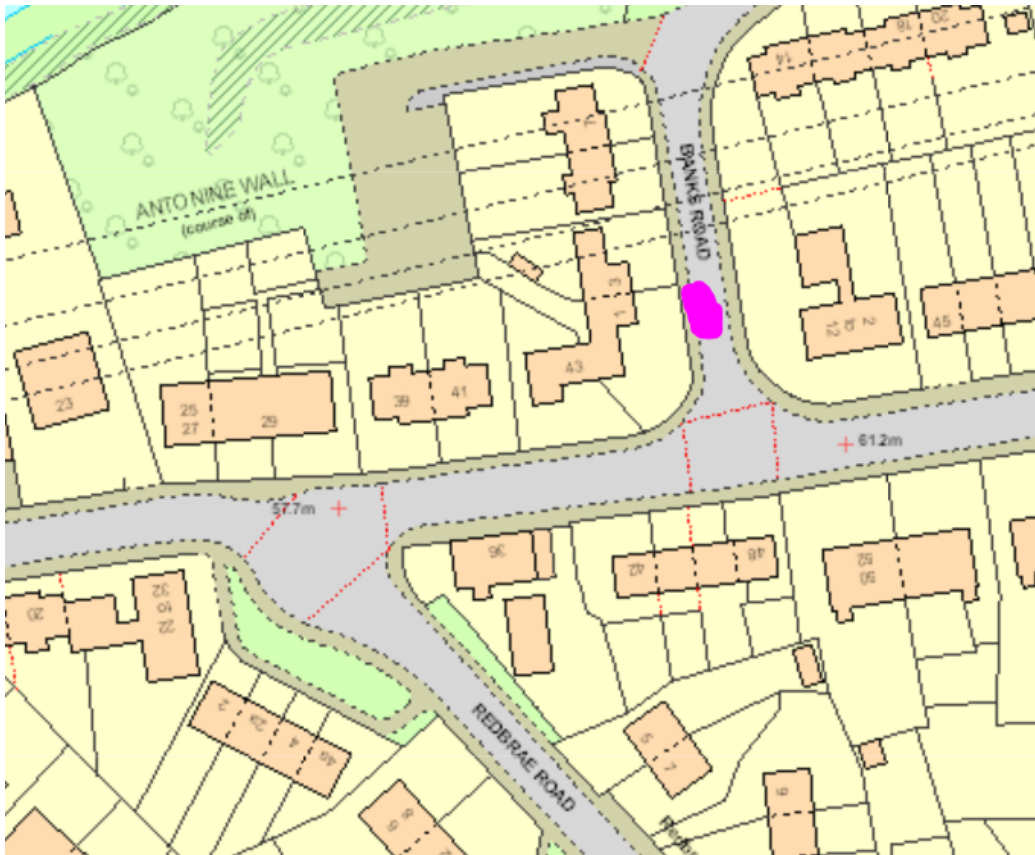


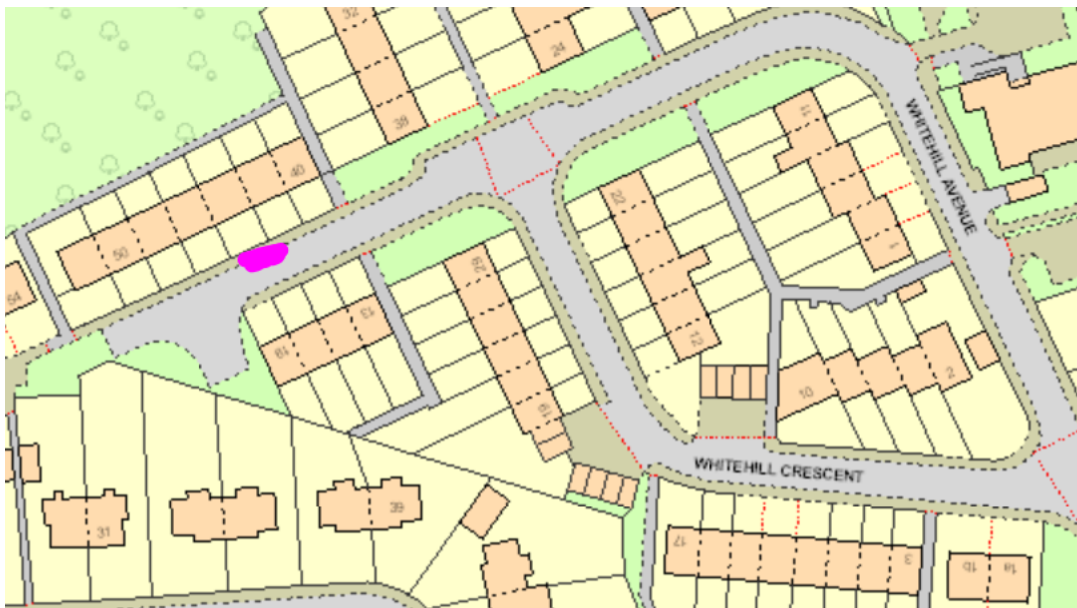
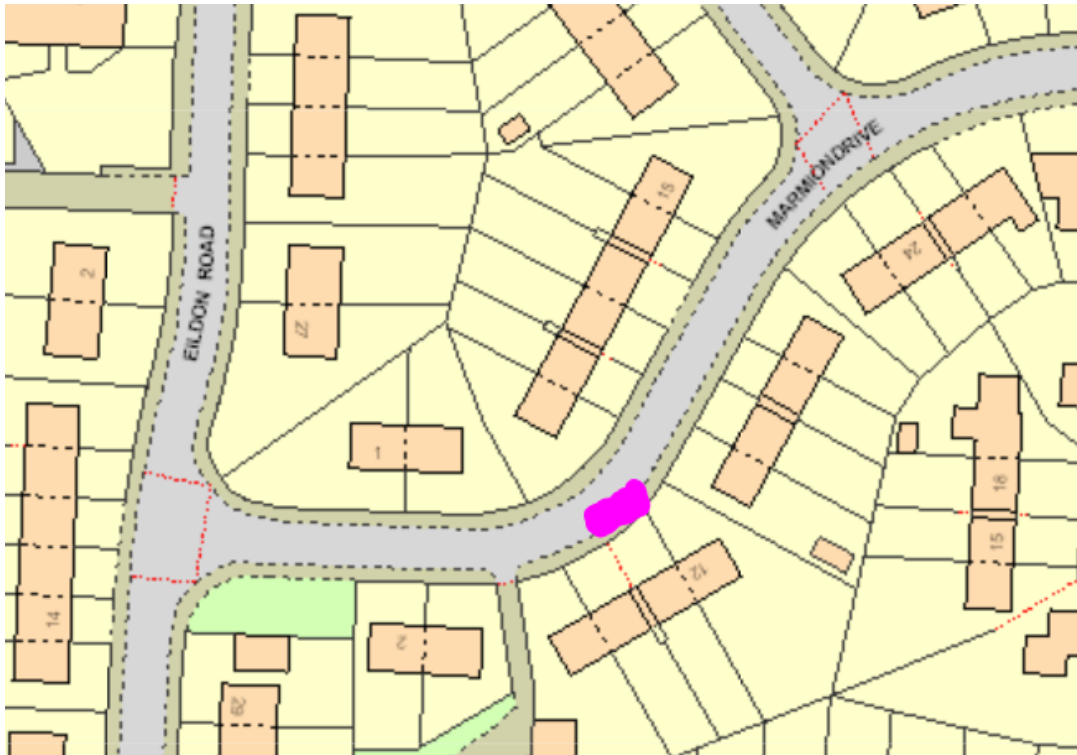


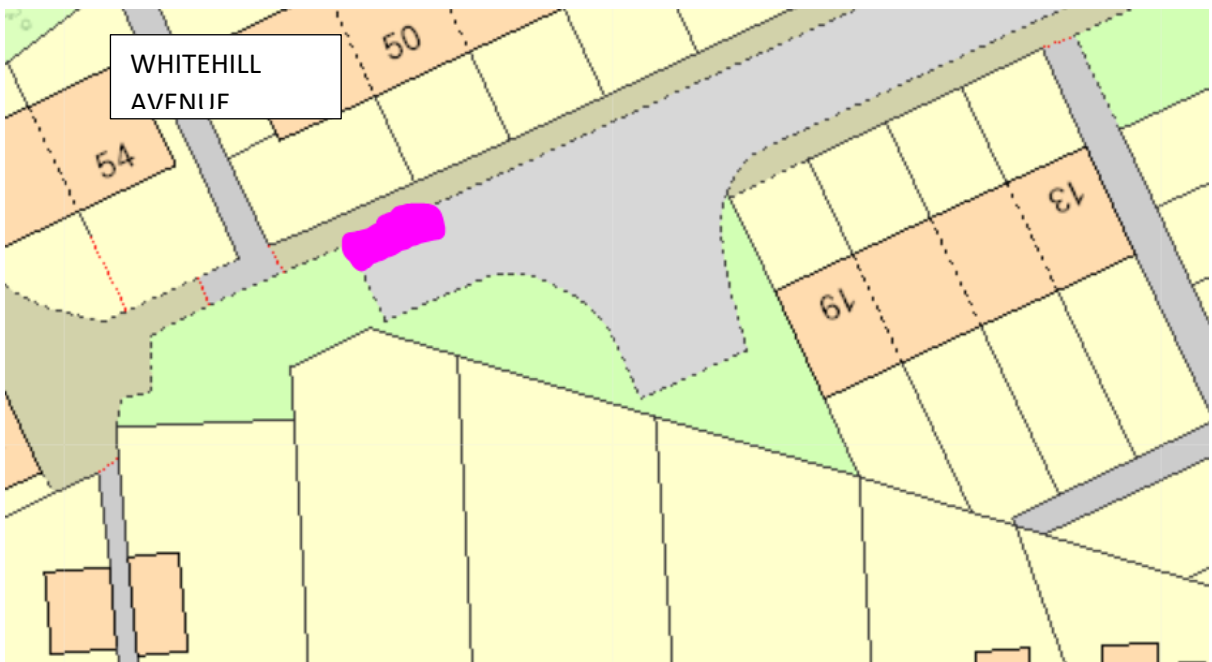
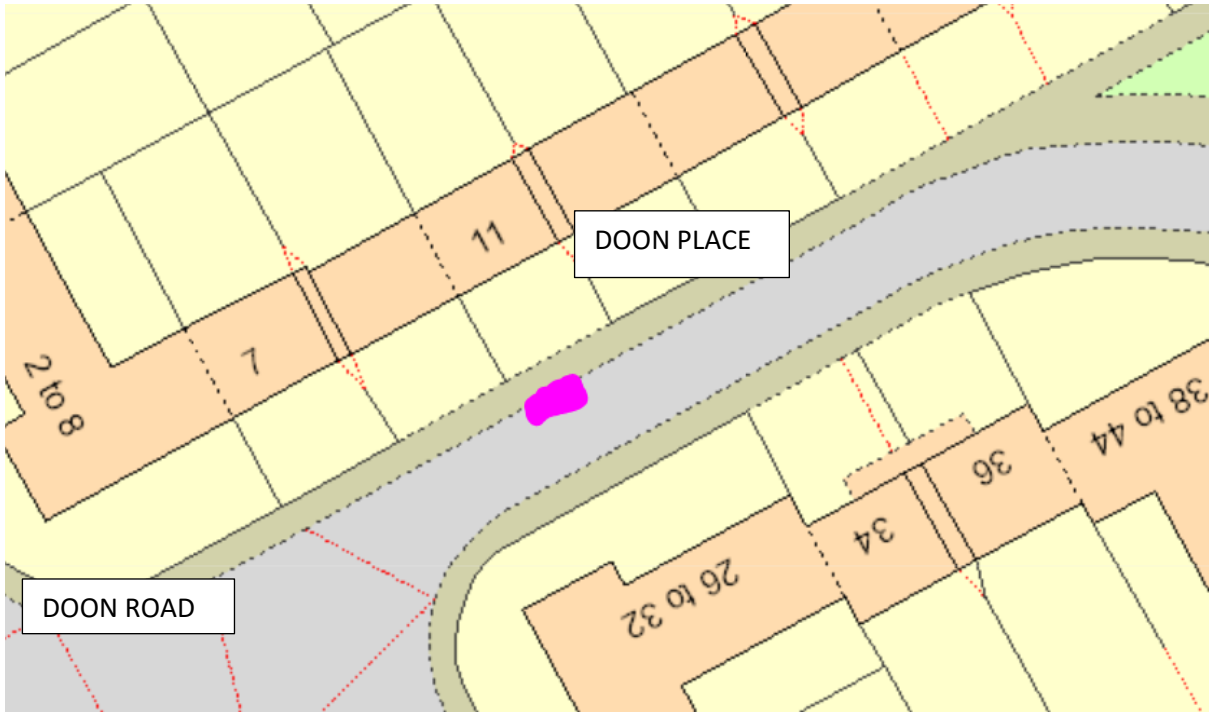


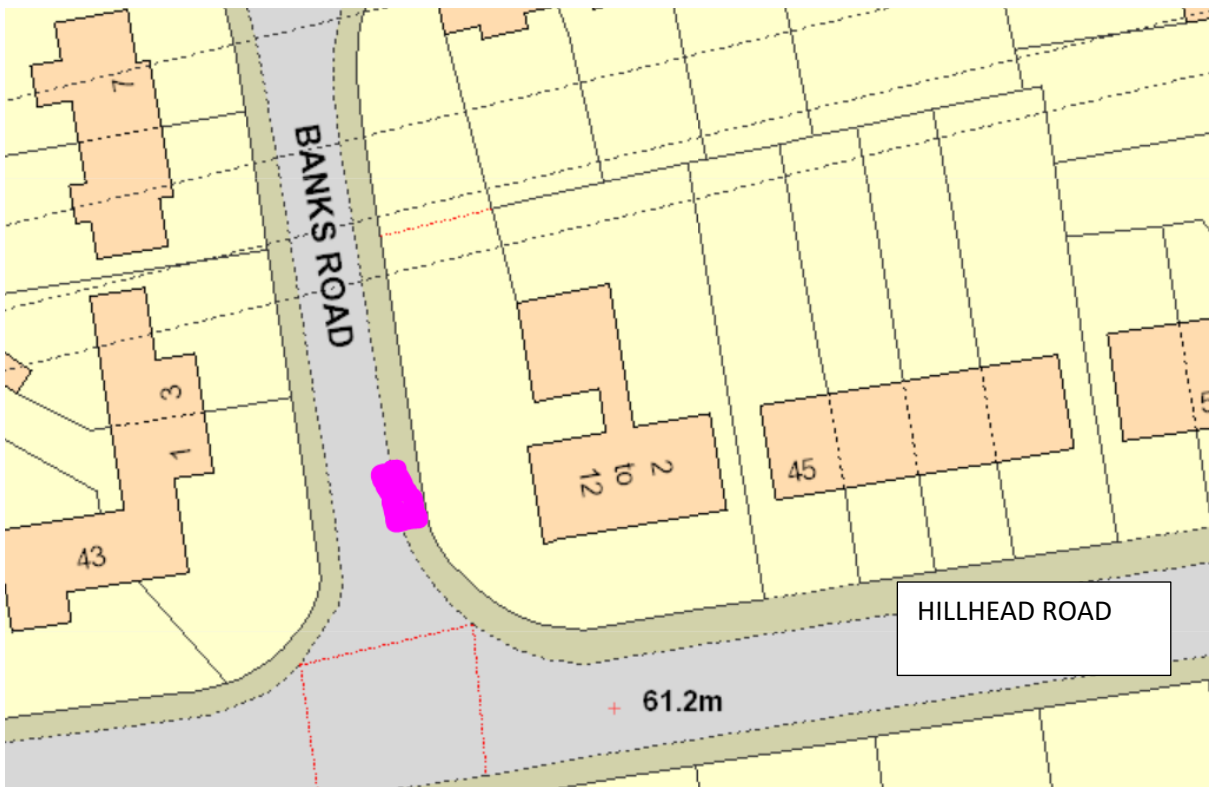
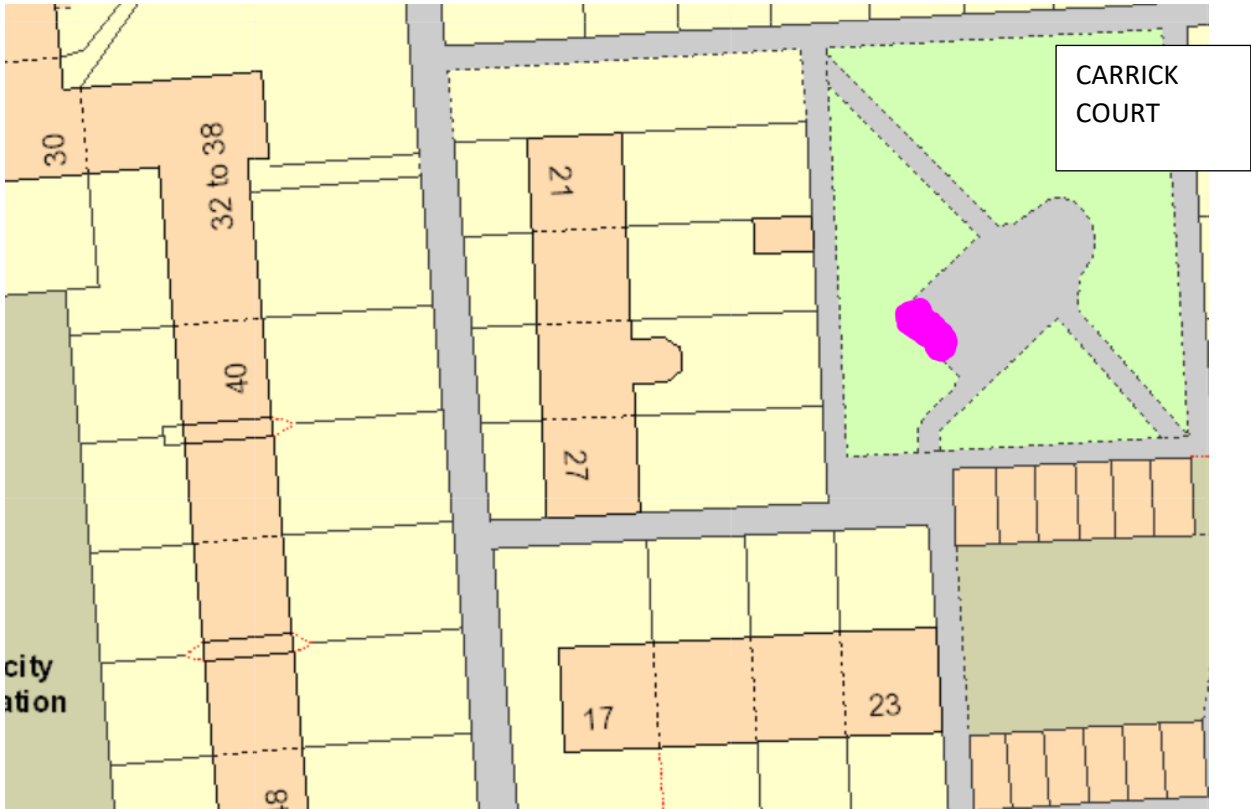


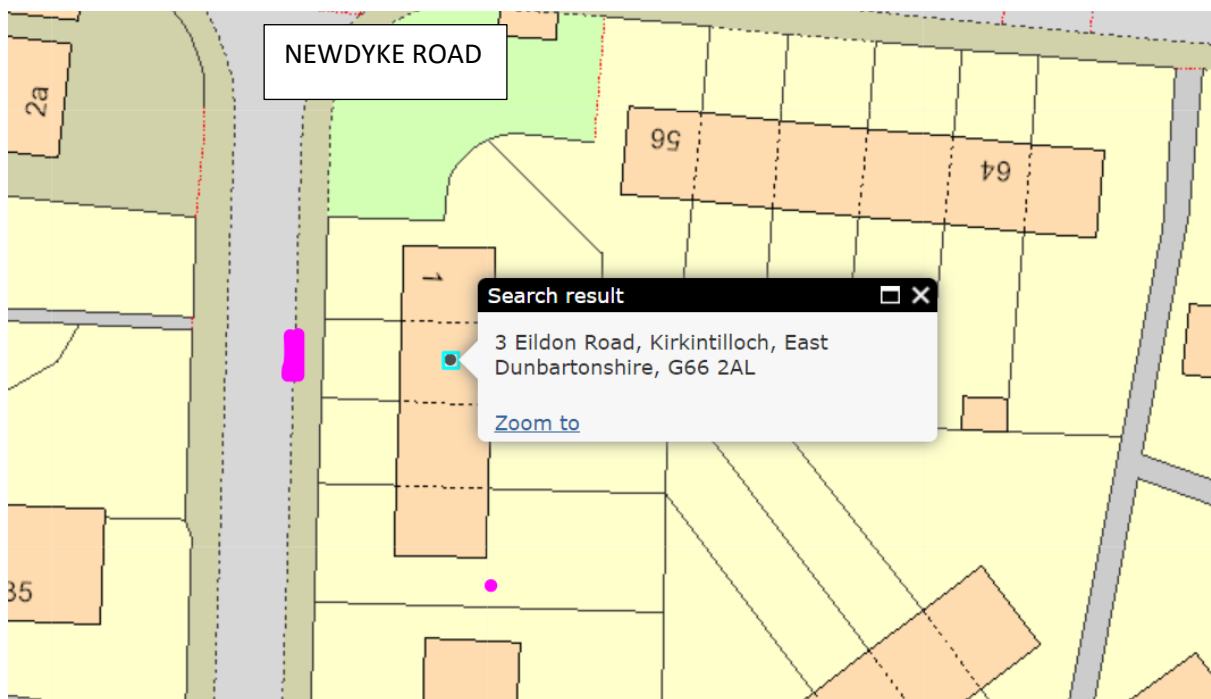
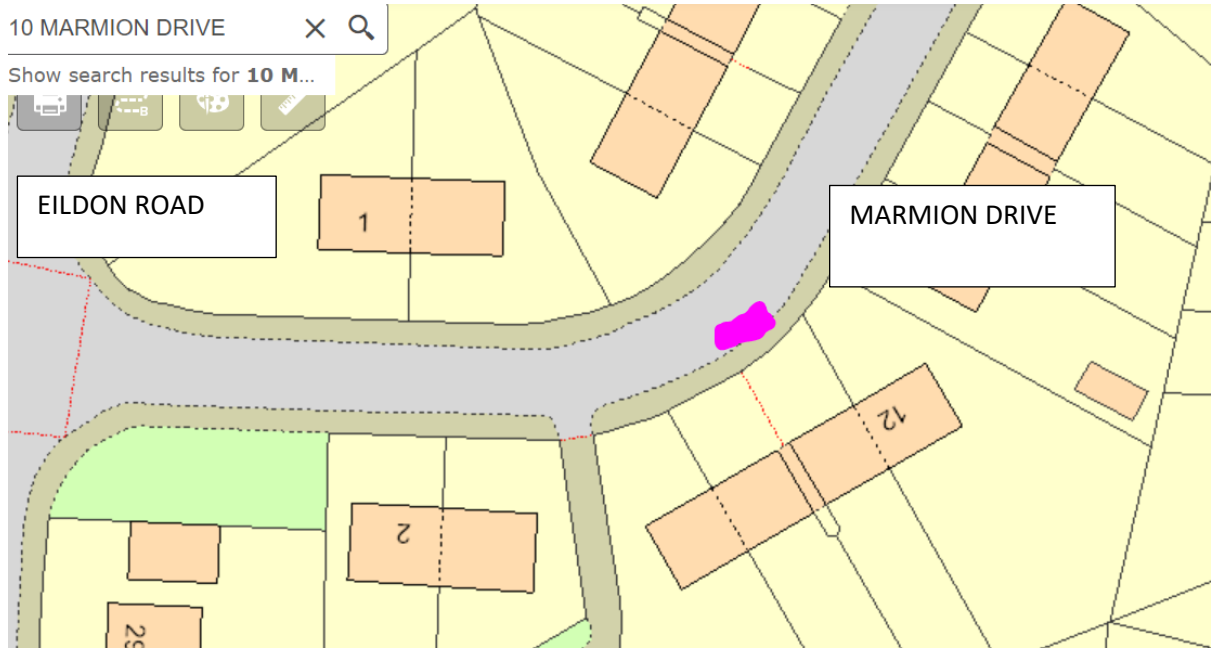
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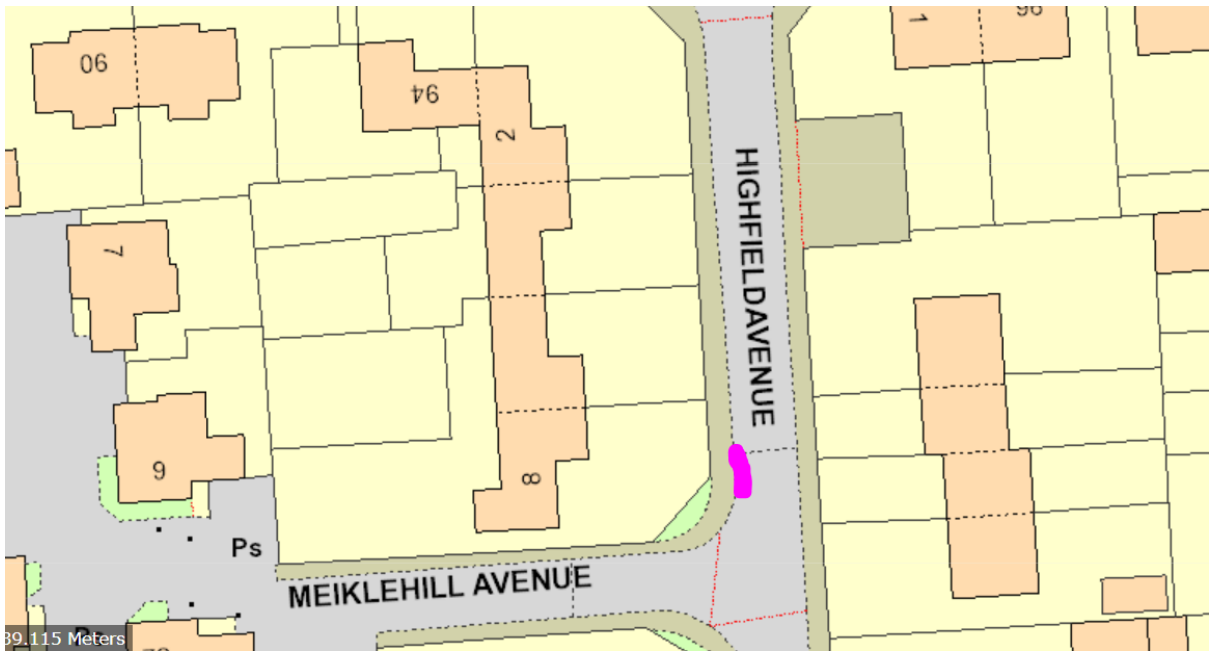
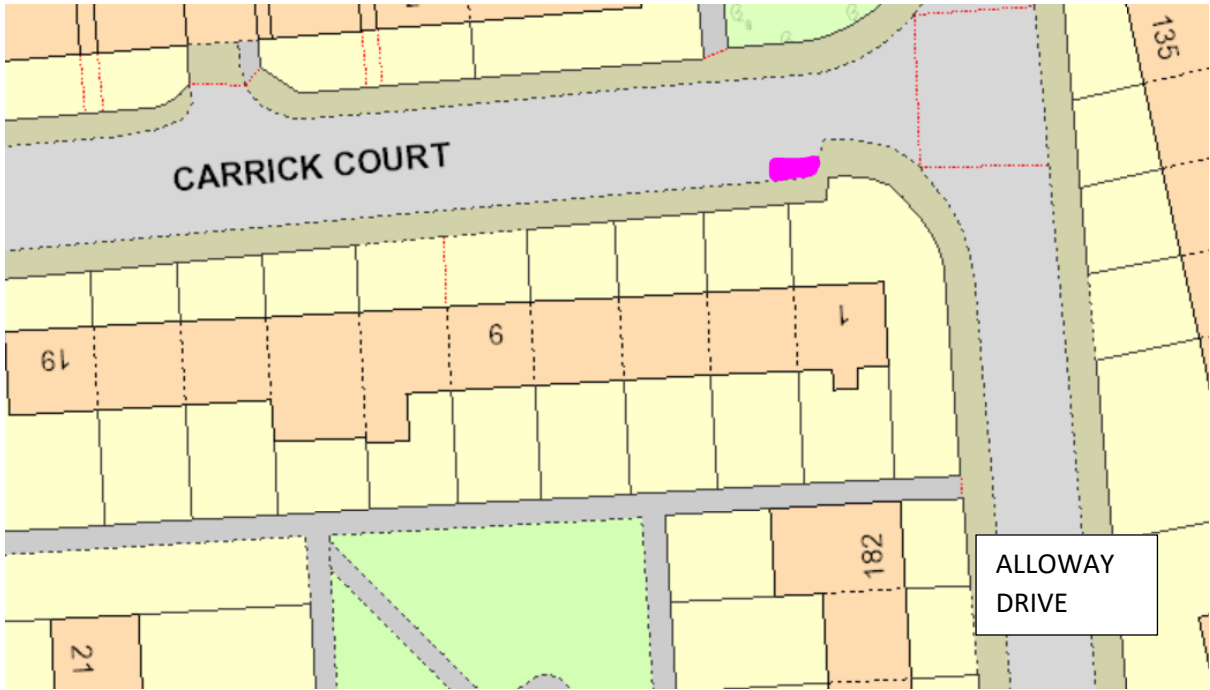


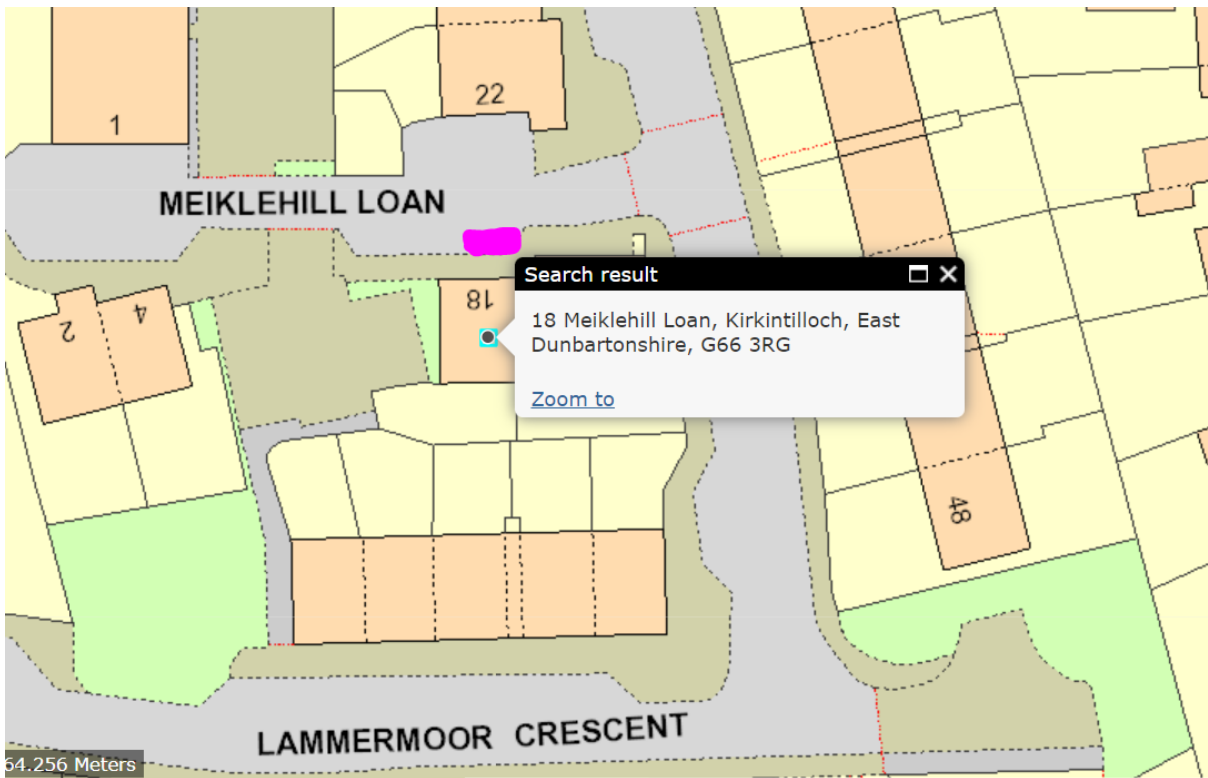
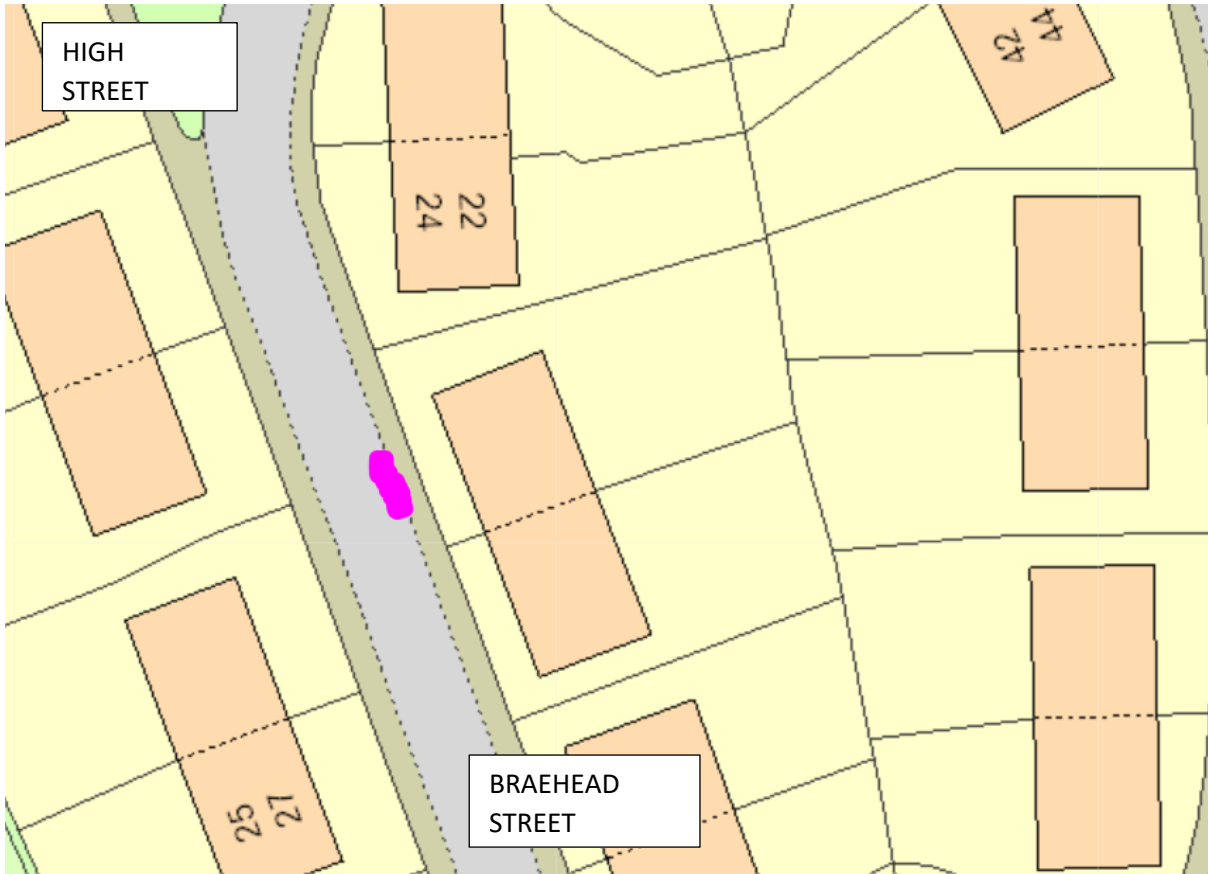


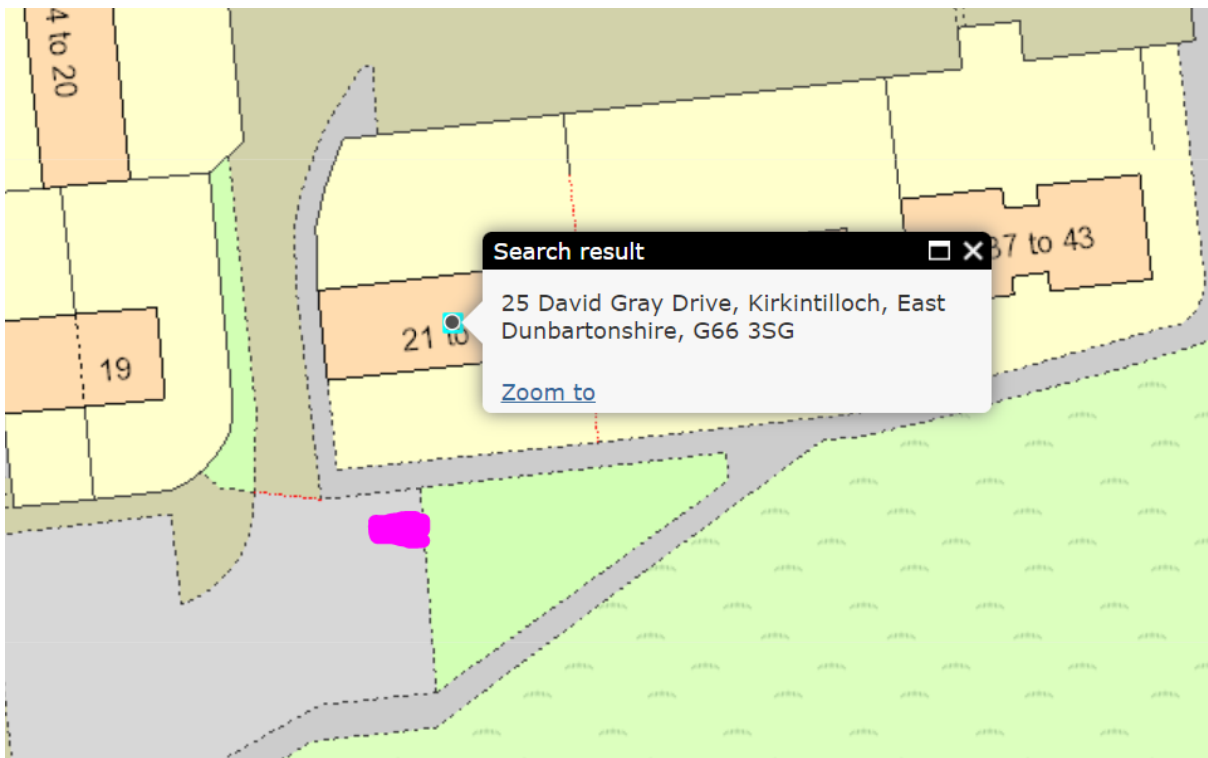
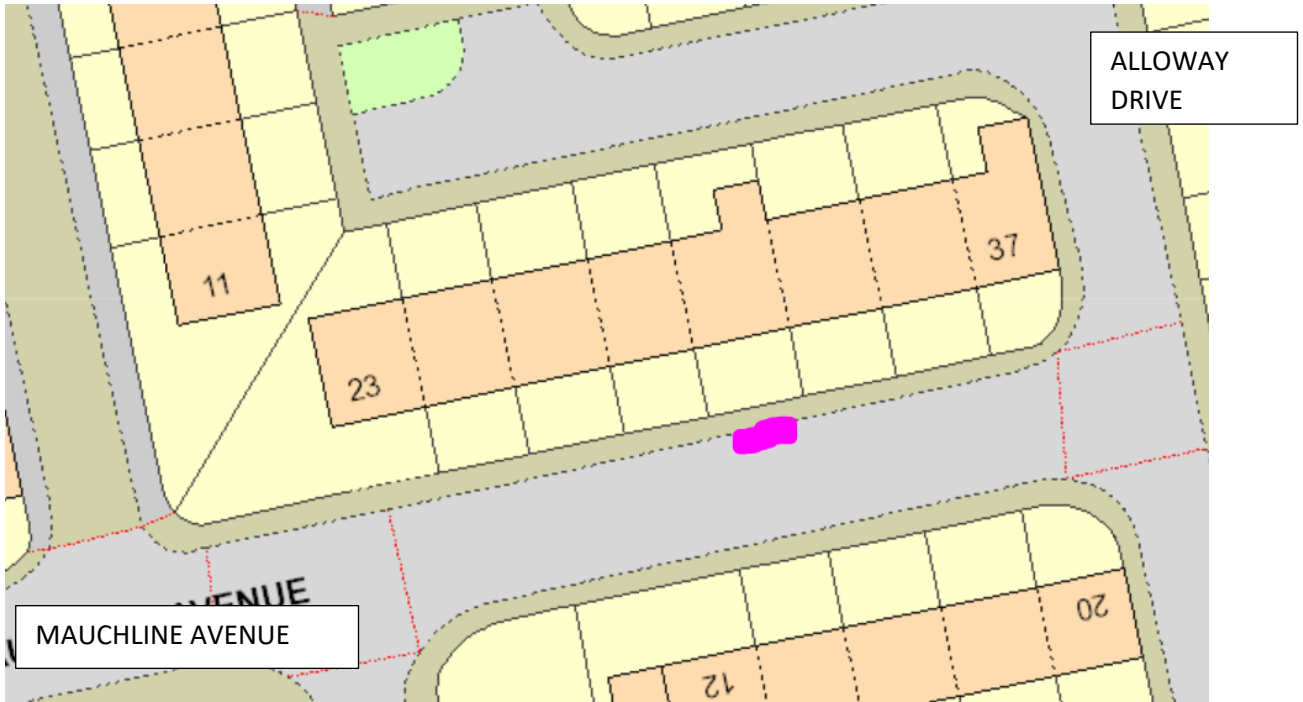


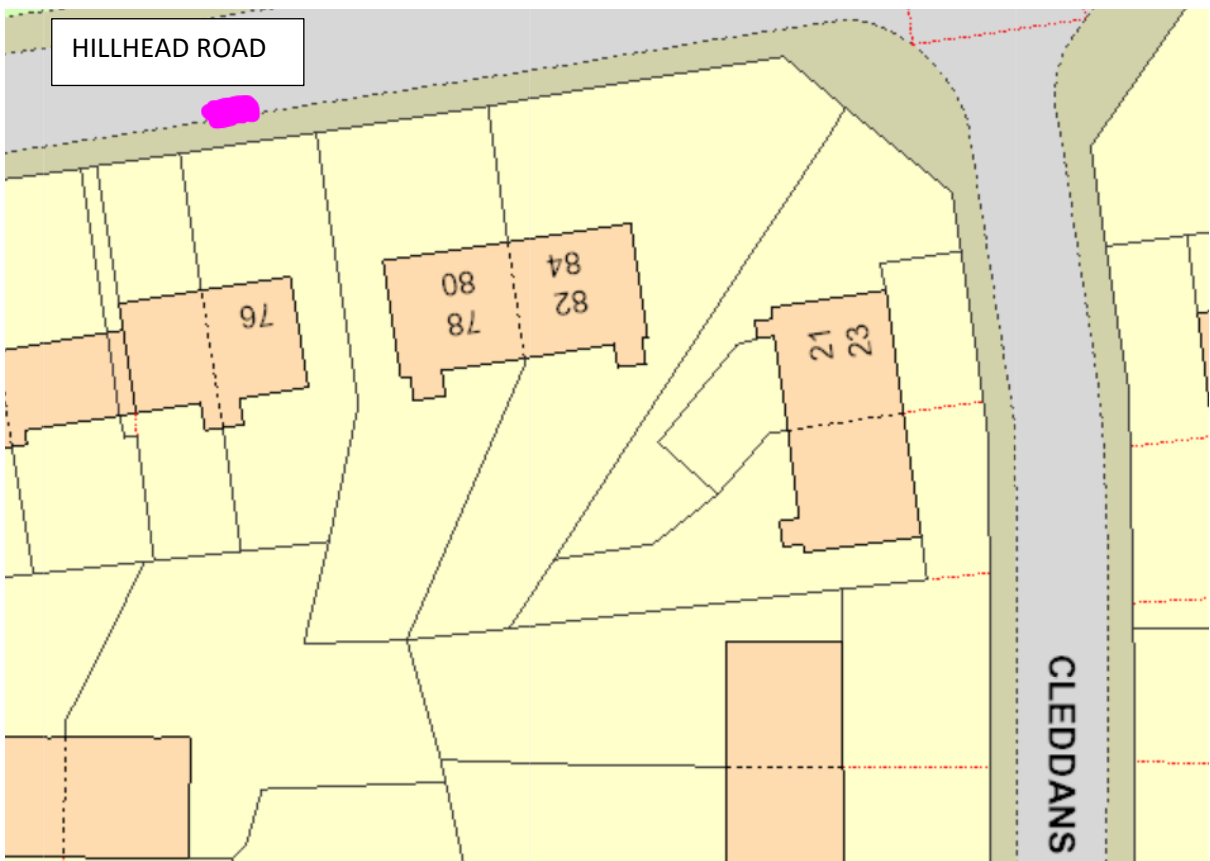
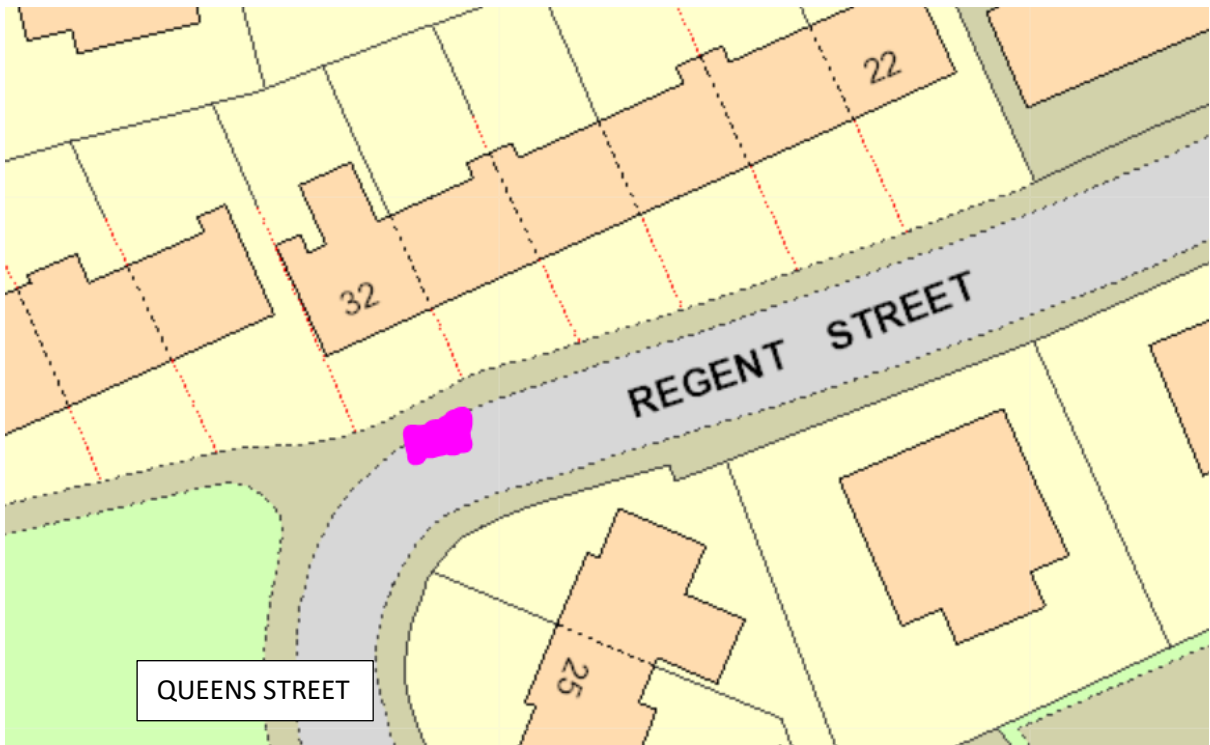


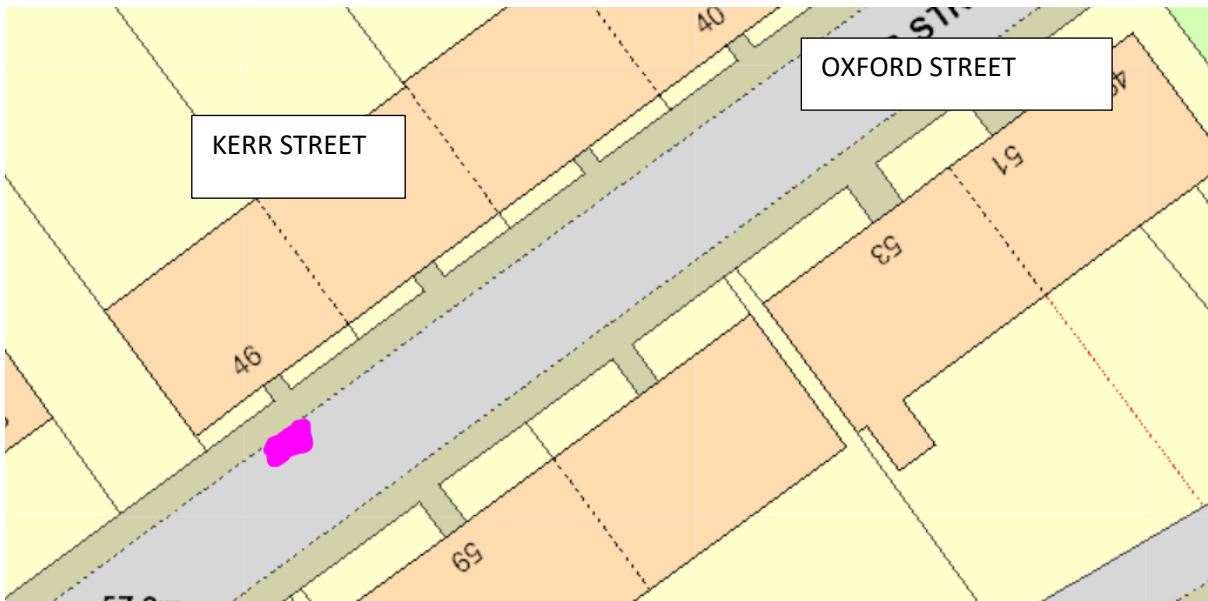
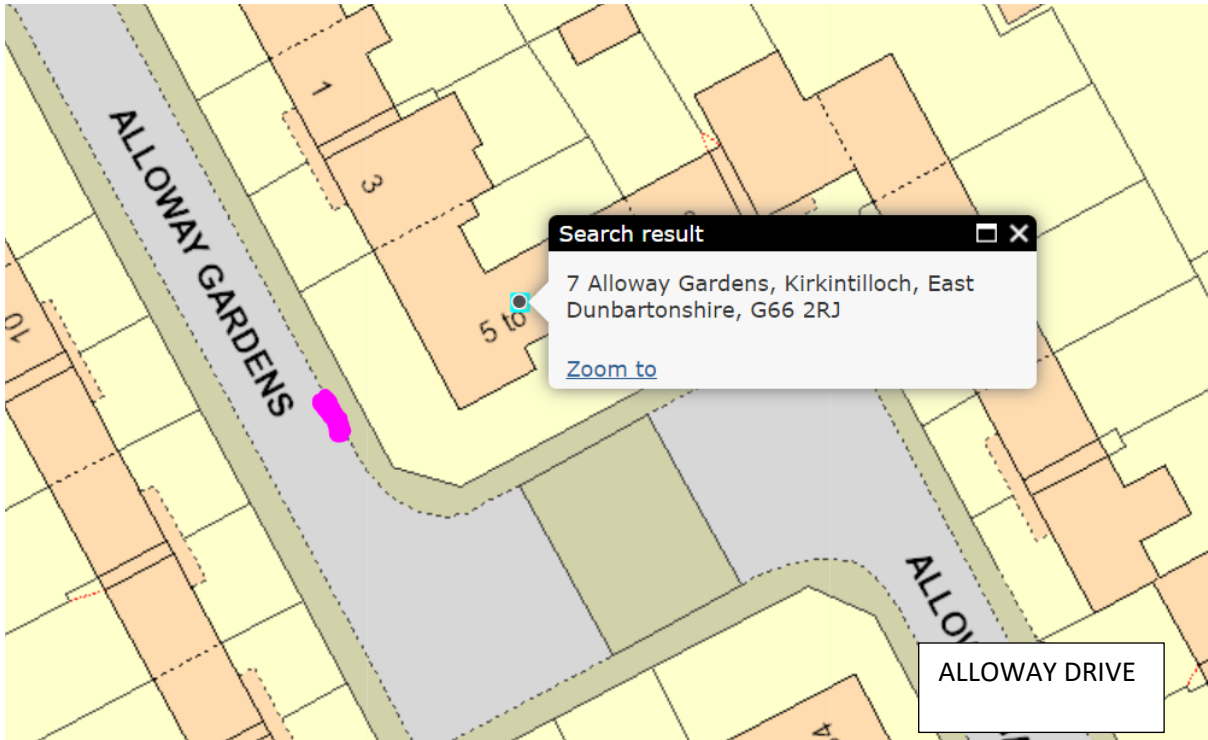




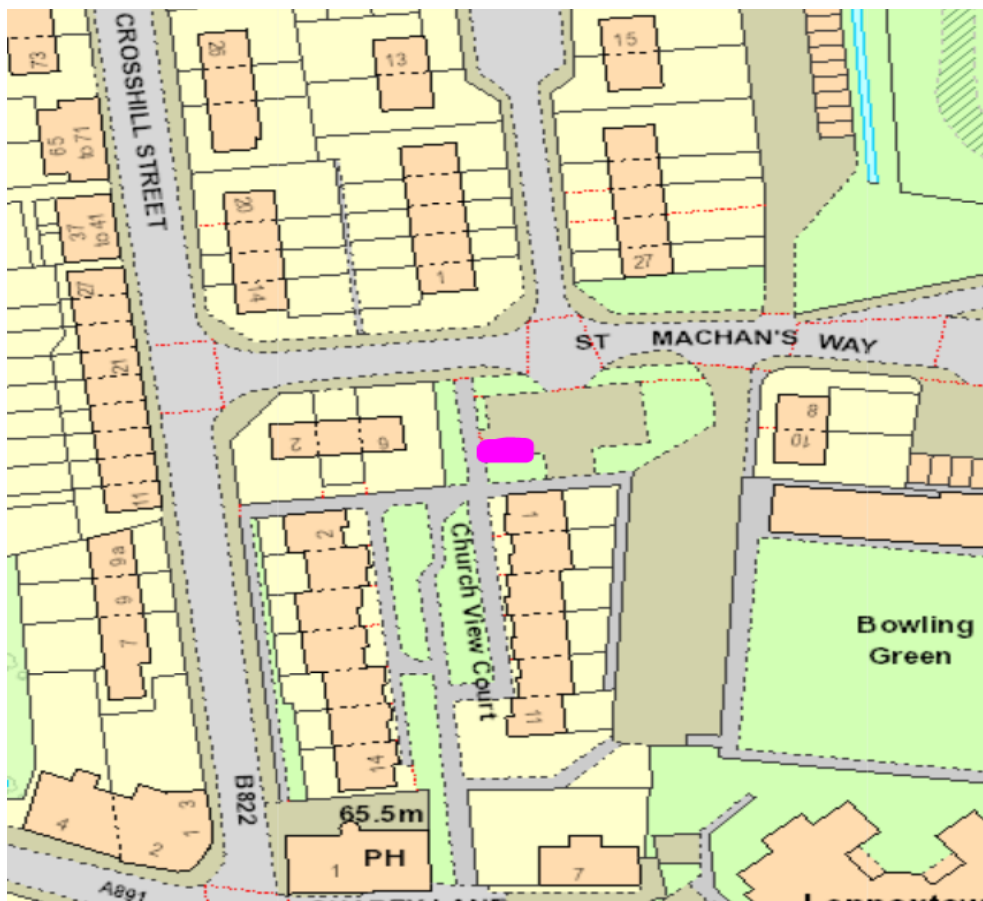
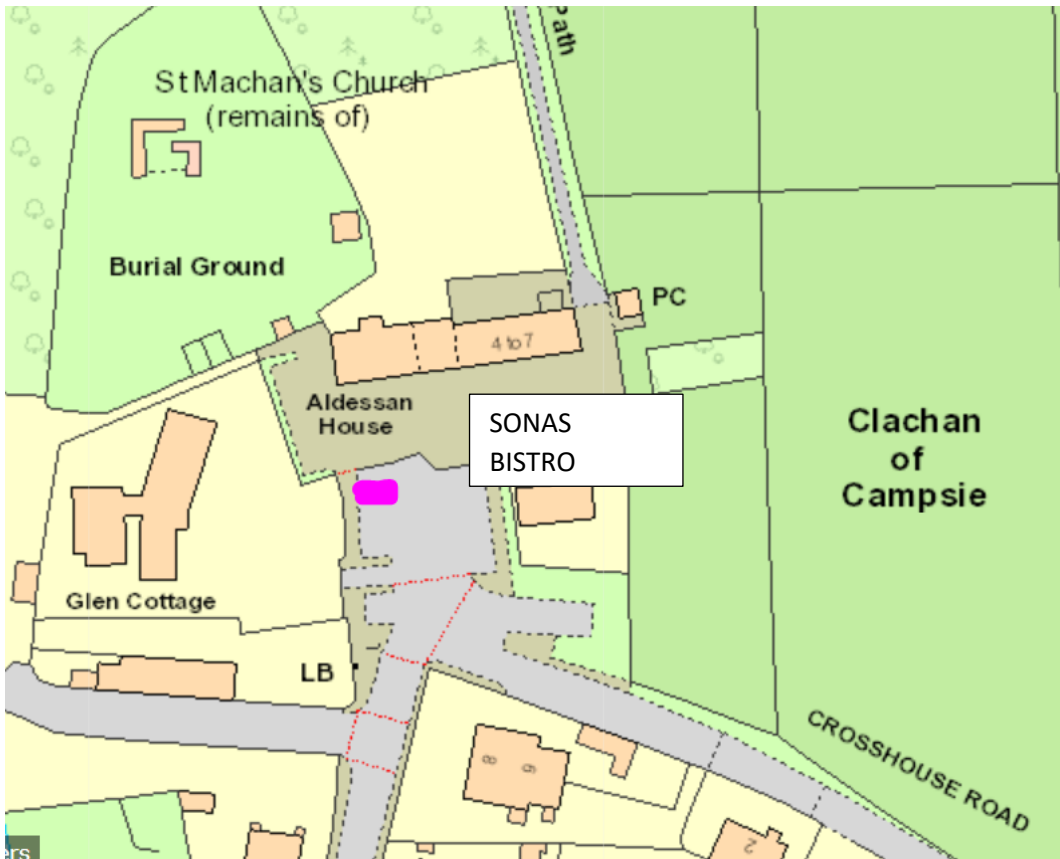


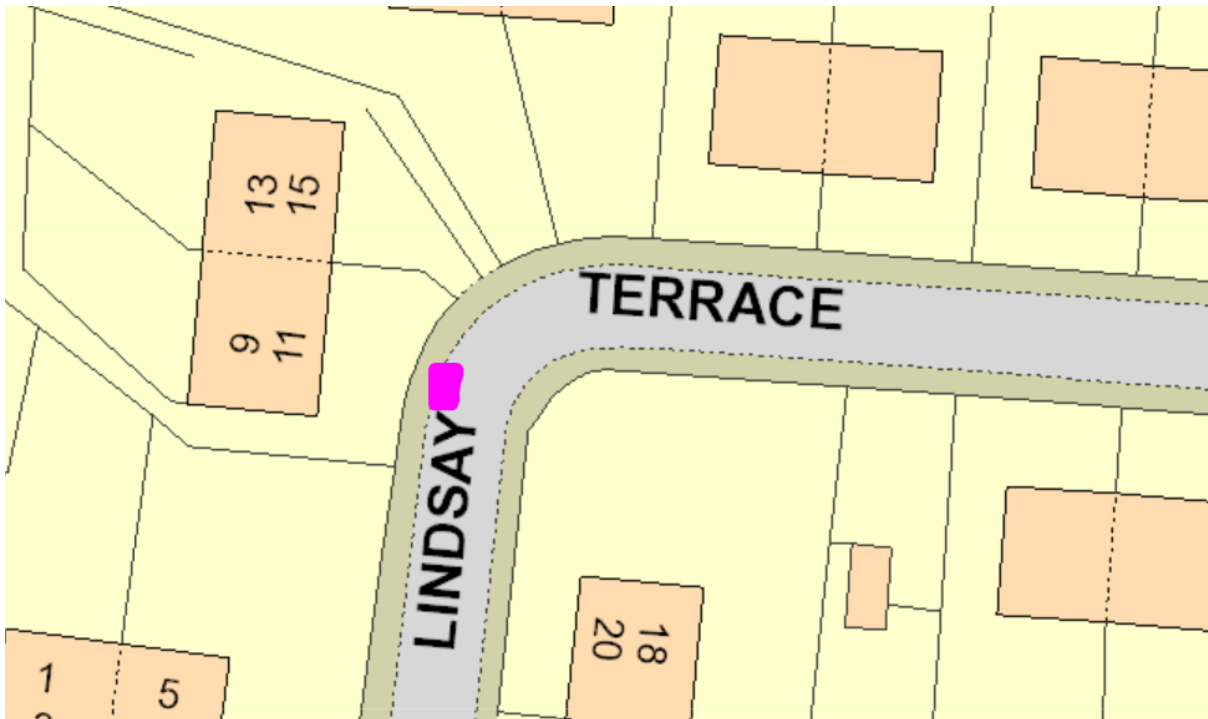
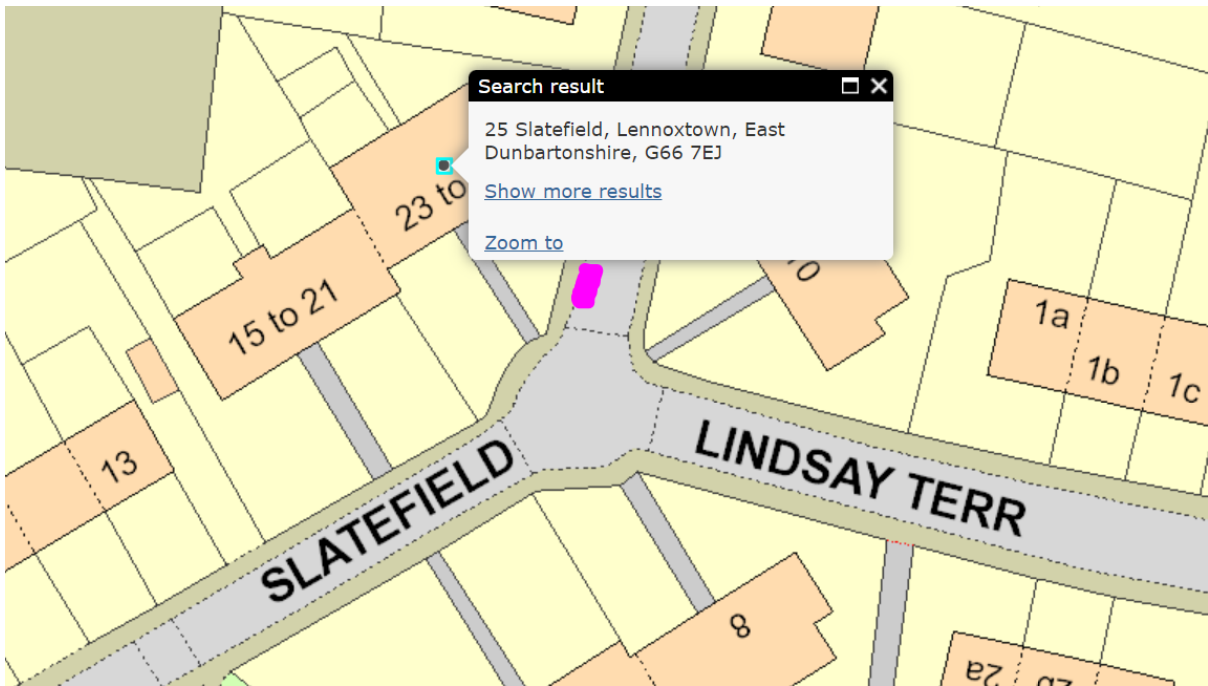




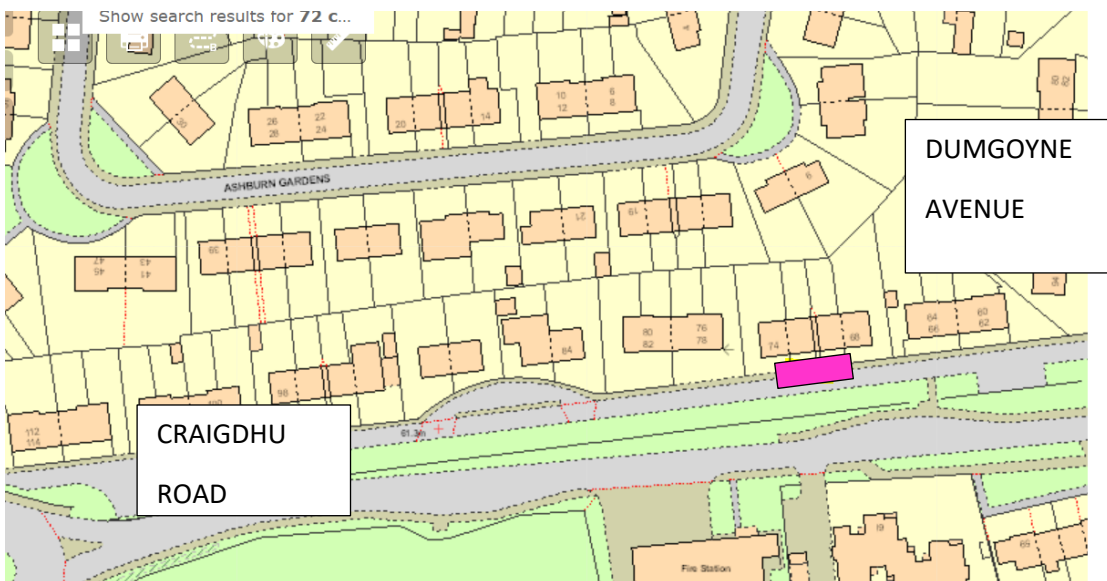
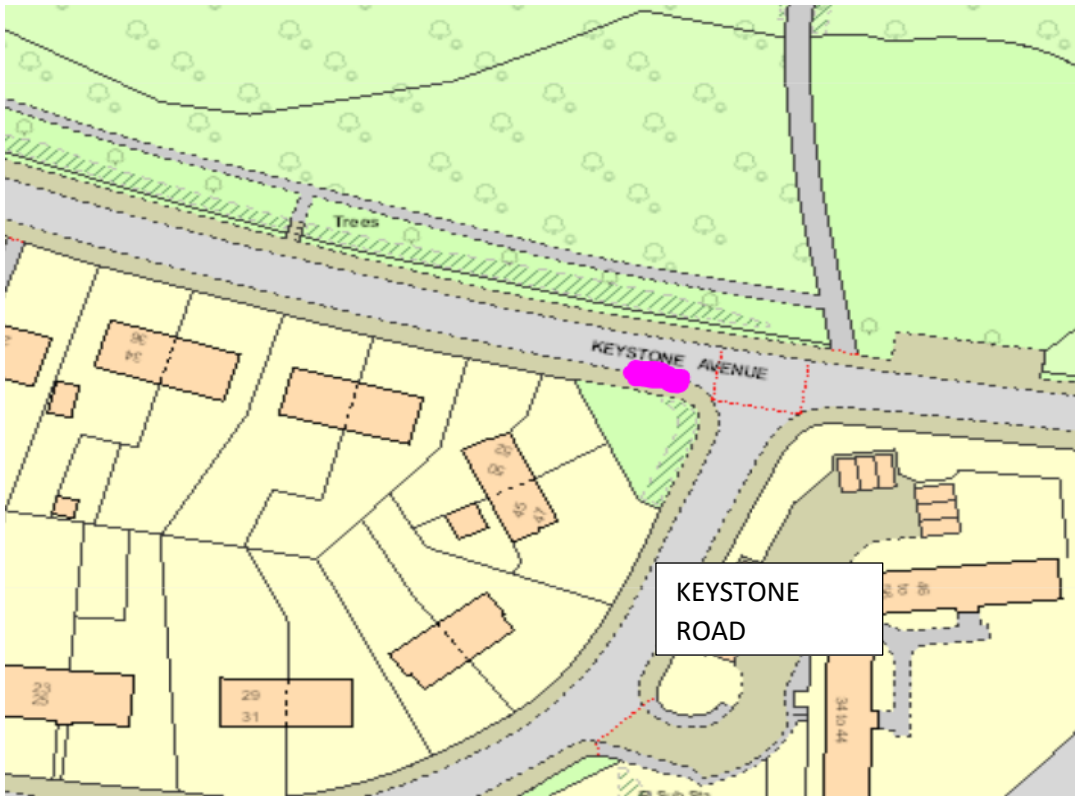


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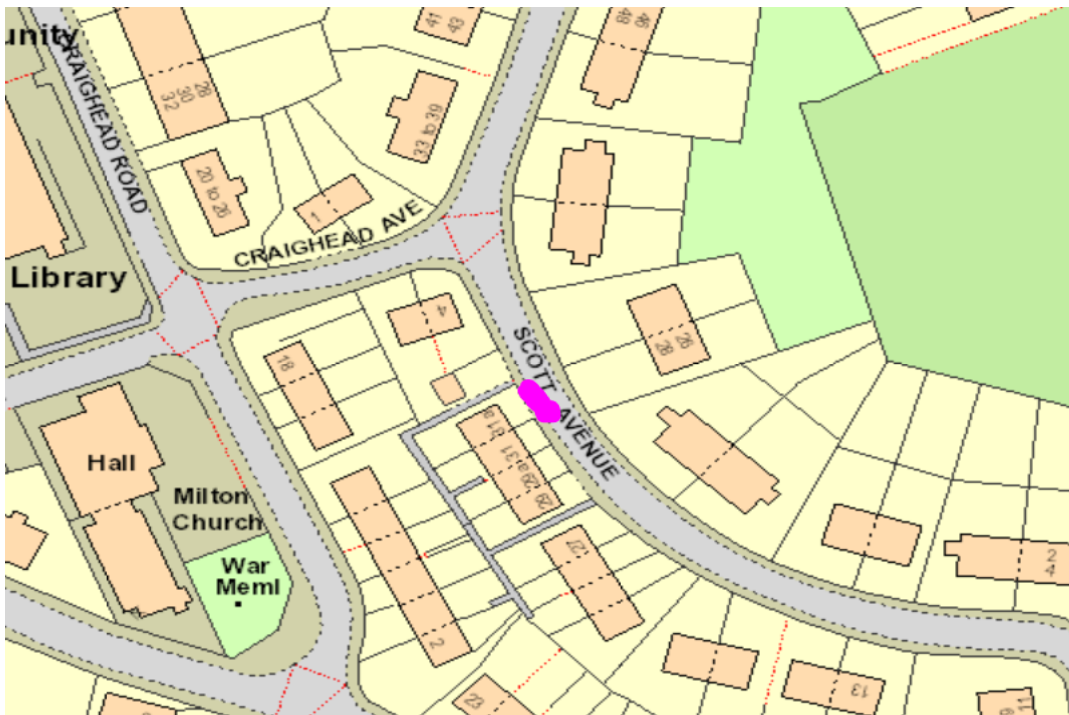


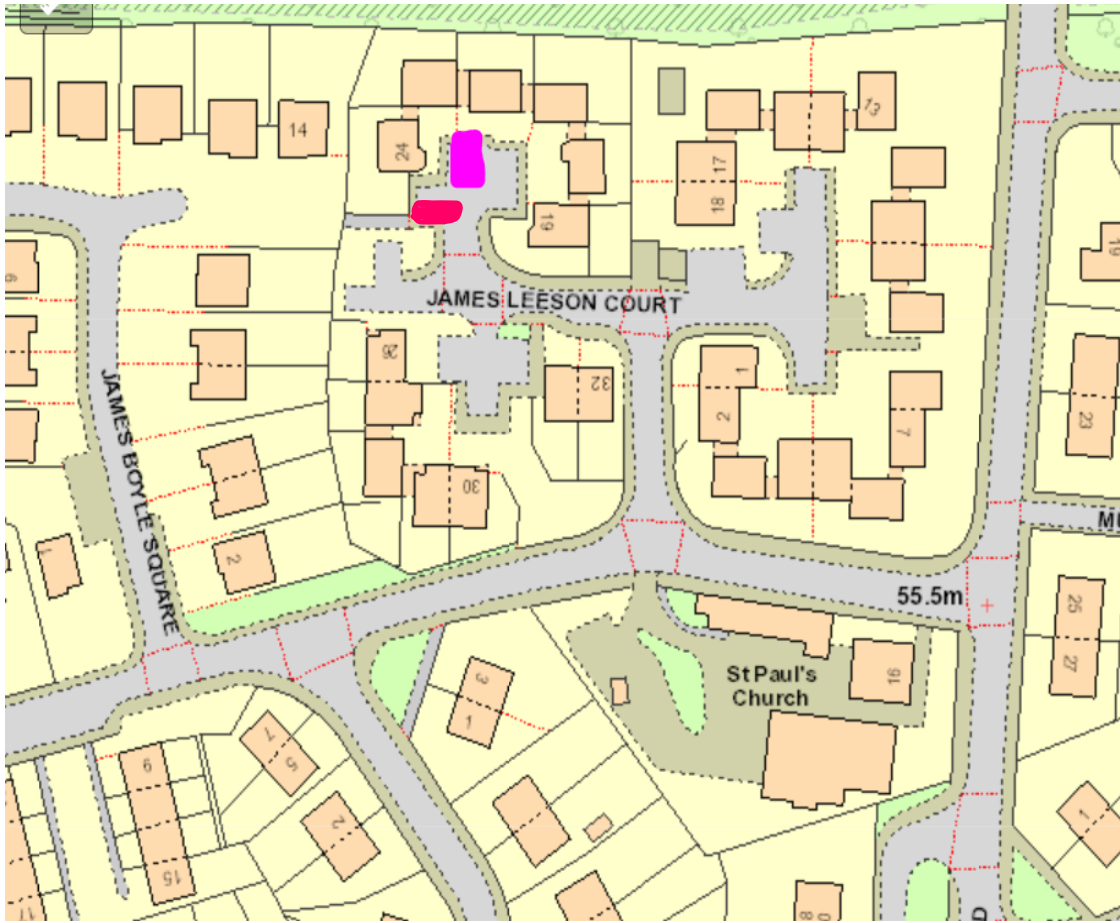


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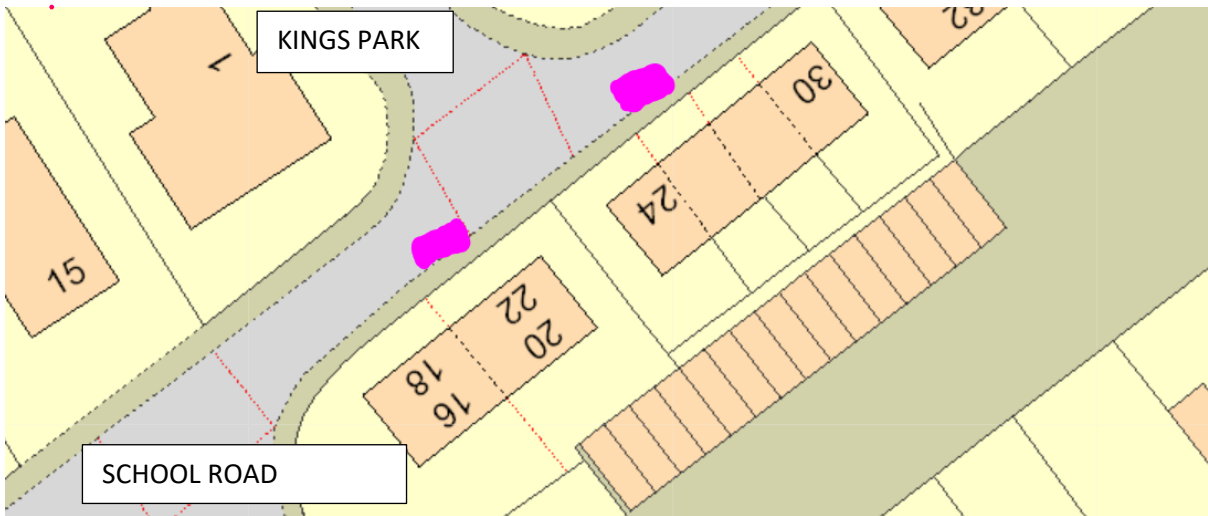


MILTON OF CAMPSIE

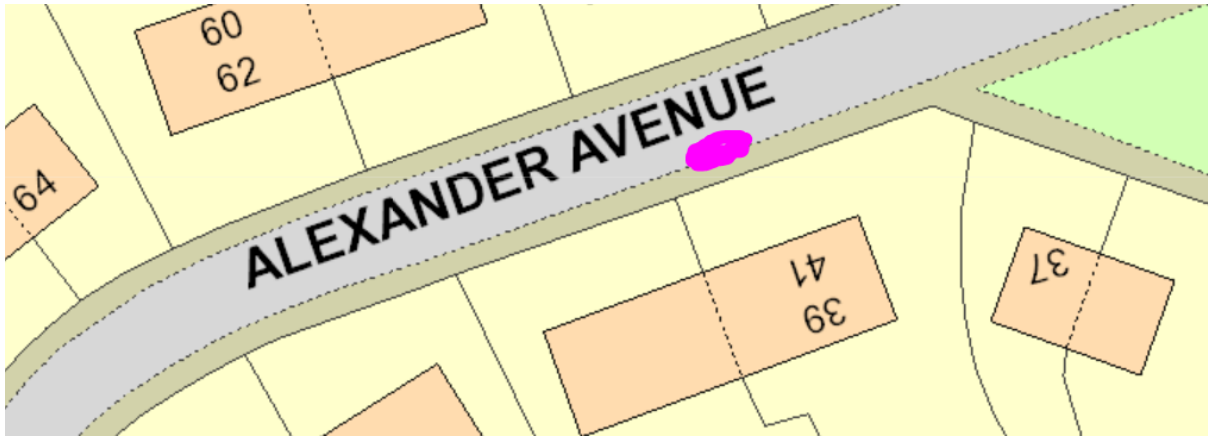




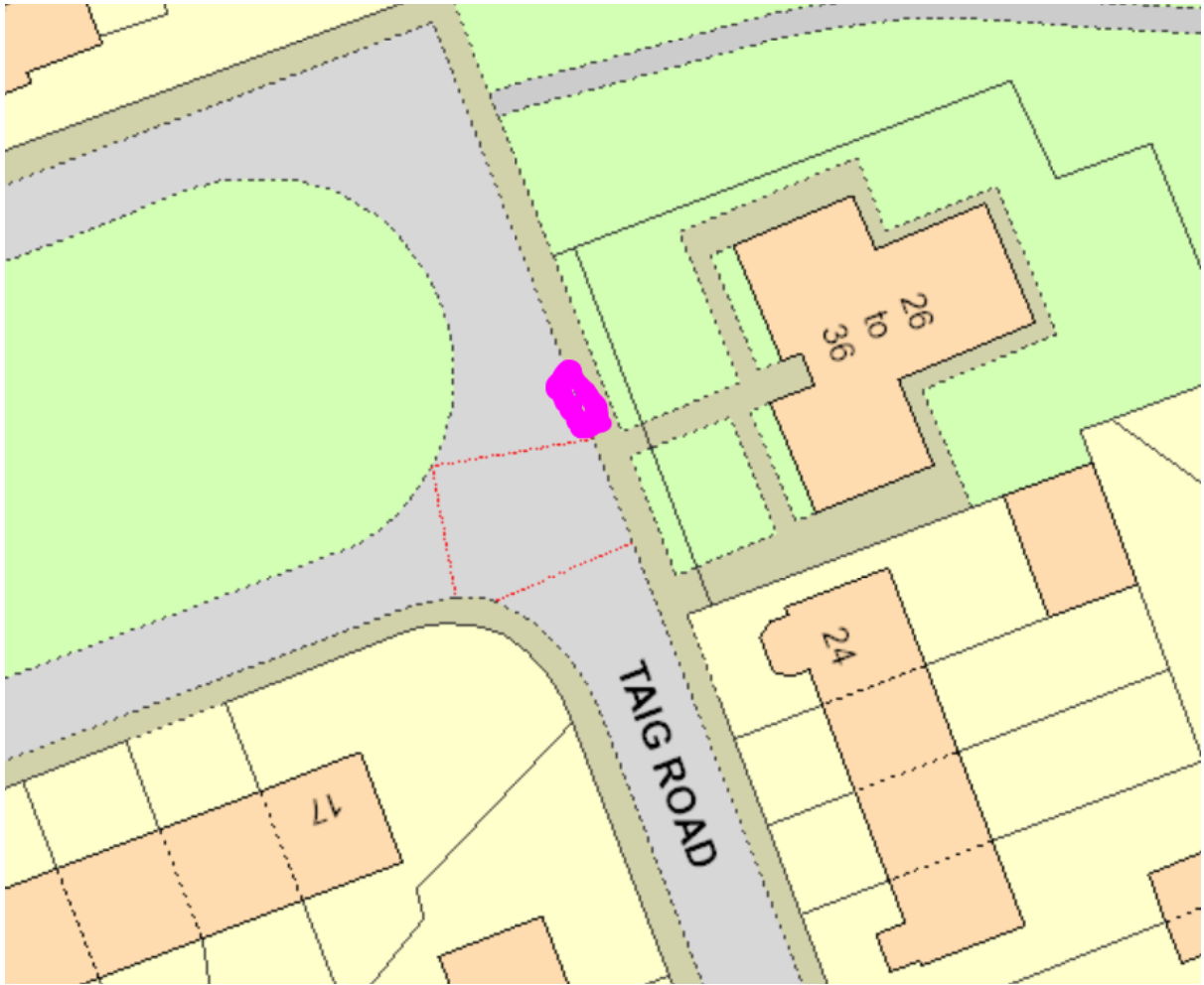
TORRANCE

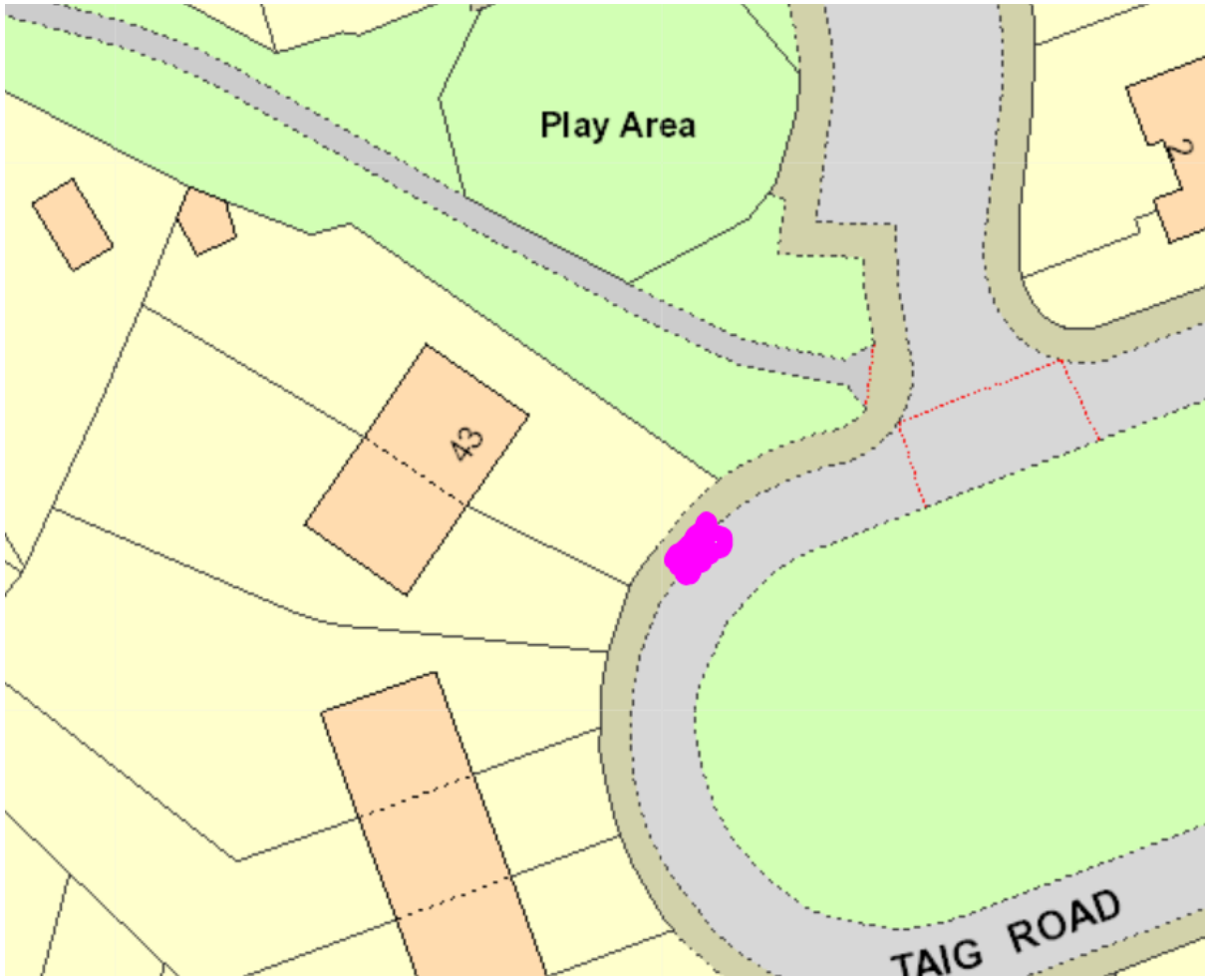


TWECHER



WATERSIDE



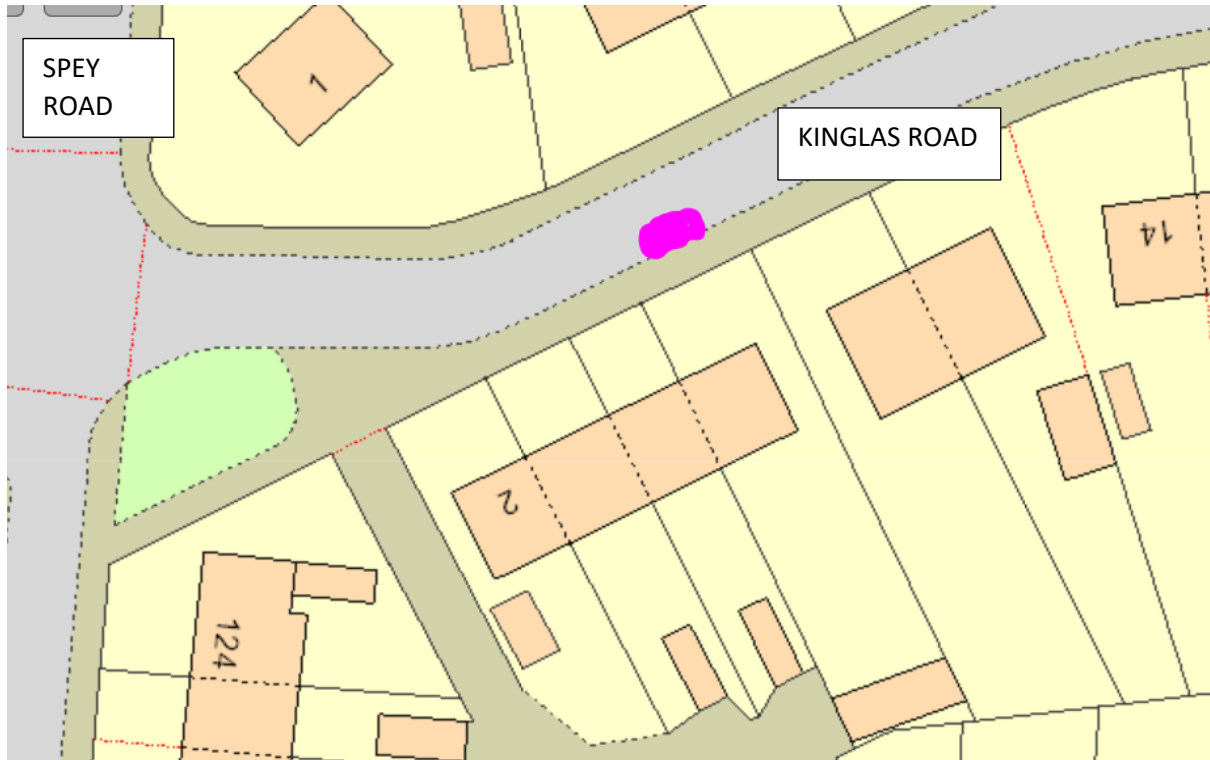


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DISABLED BAY REMOVALS Appendix 2

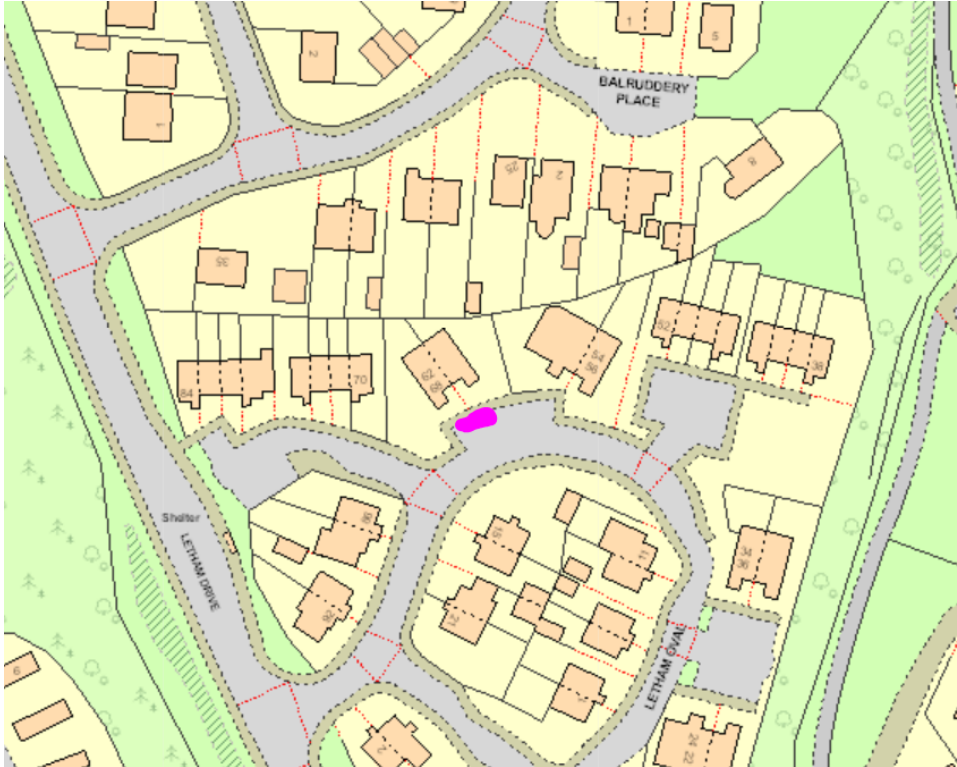
BEARSDEN

8 KINGLAS ROAD

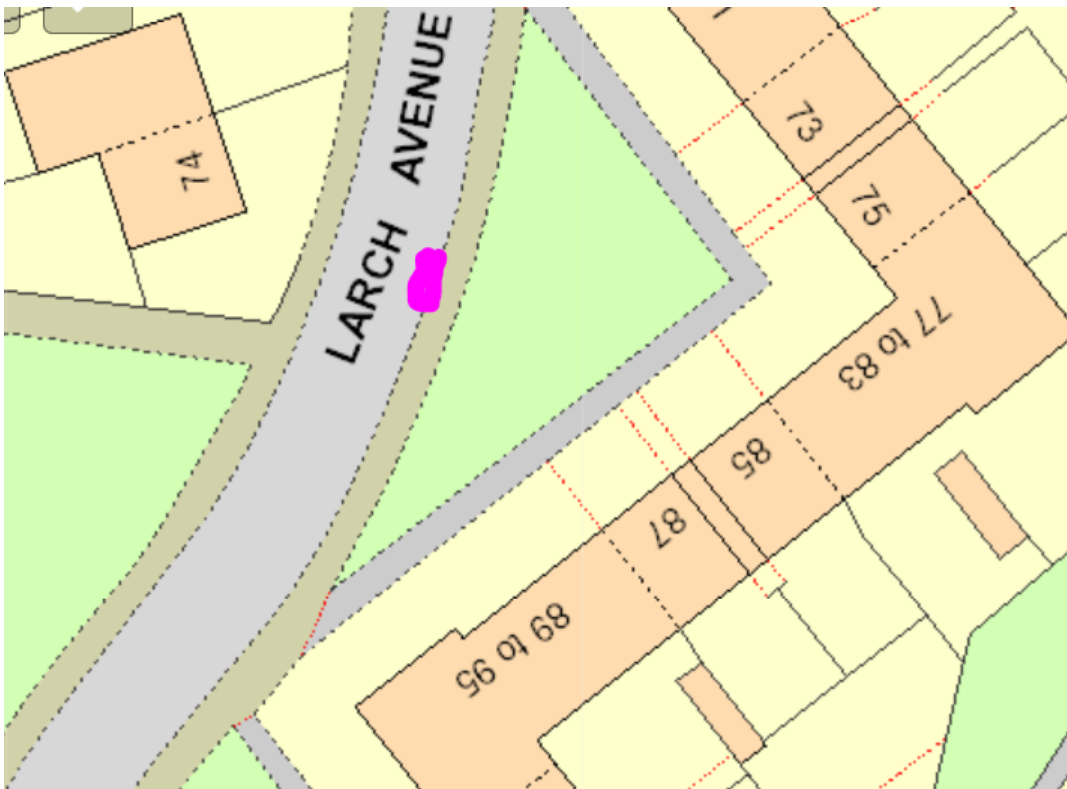


BISHOPBRIGGS

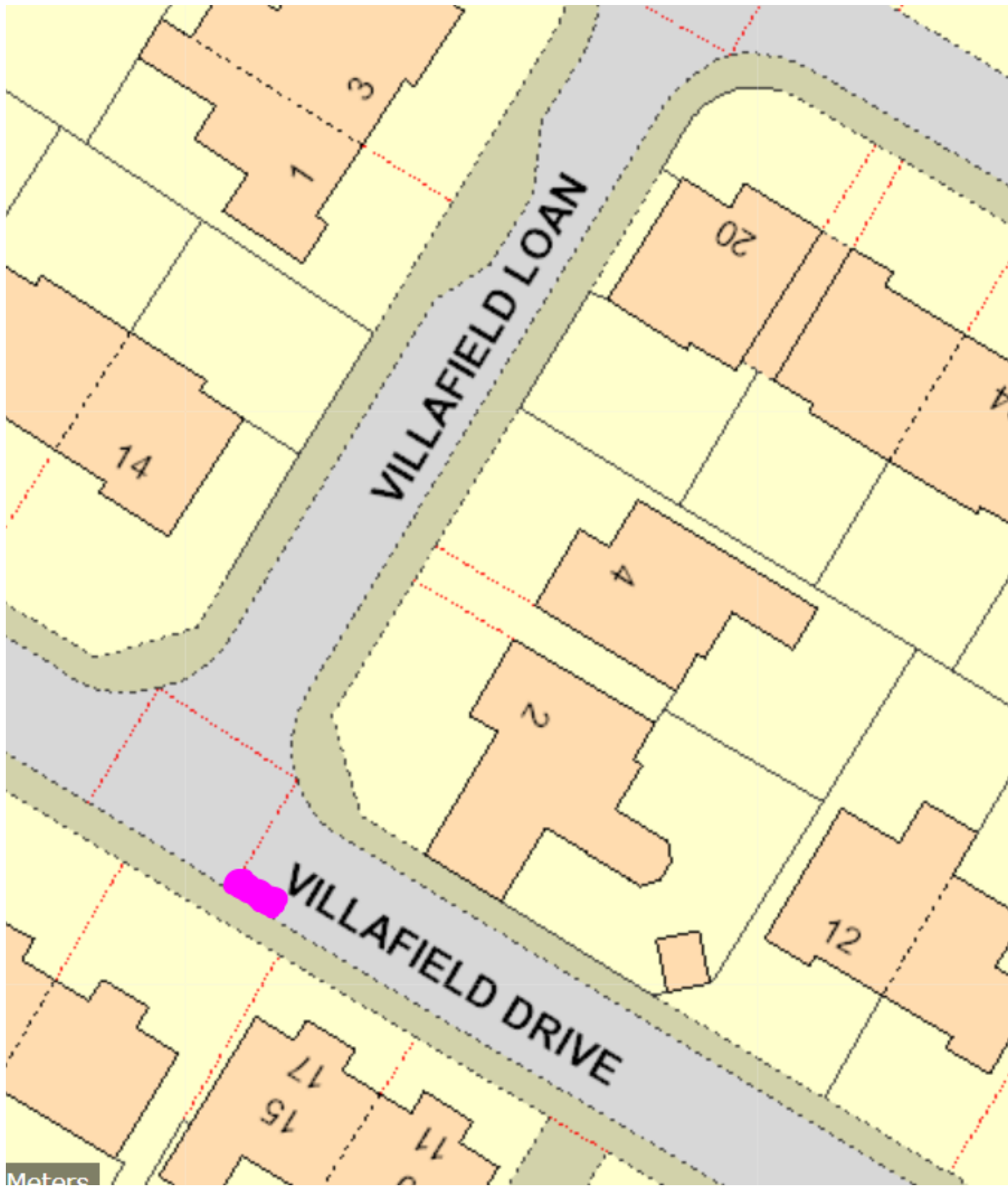
68 LETHAM OVAL, BISHOPBRIGGS



87 LARCH AVENUE

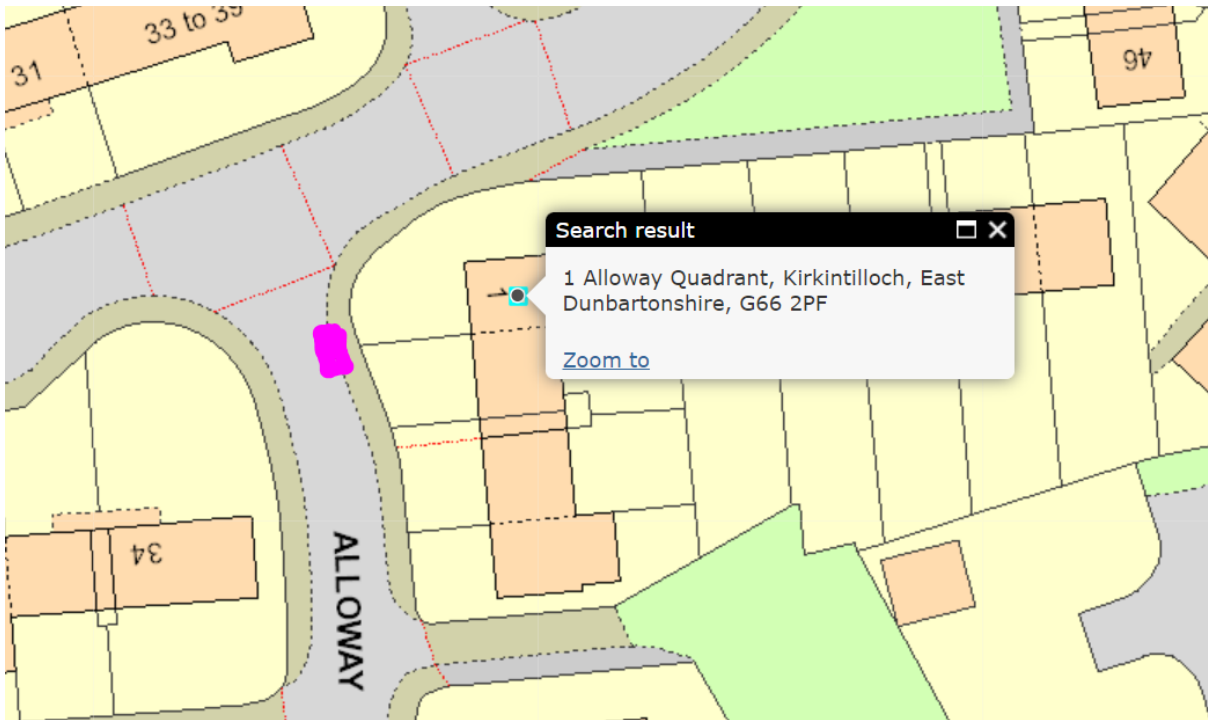


23 VILLAFIELD DRIVE

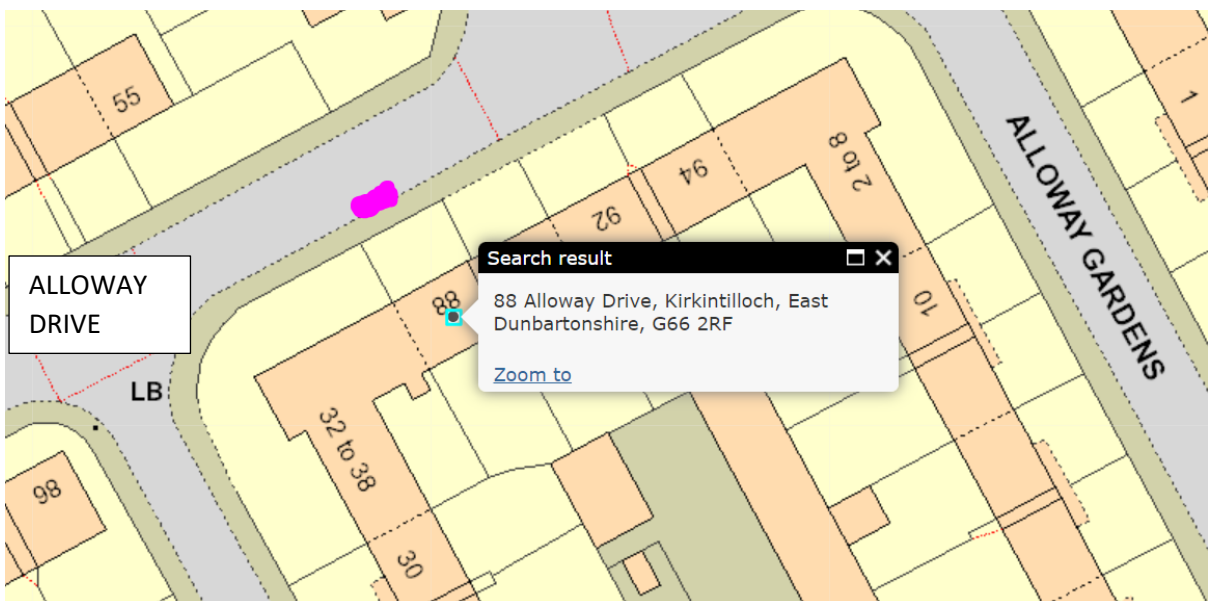


KIRKINTILOCH

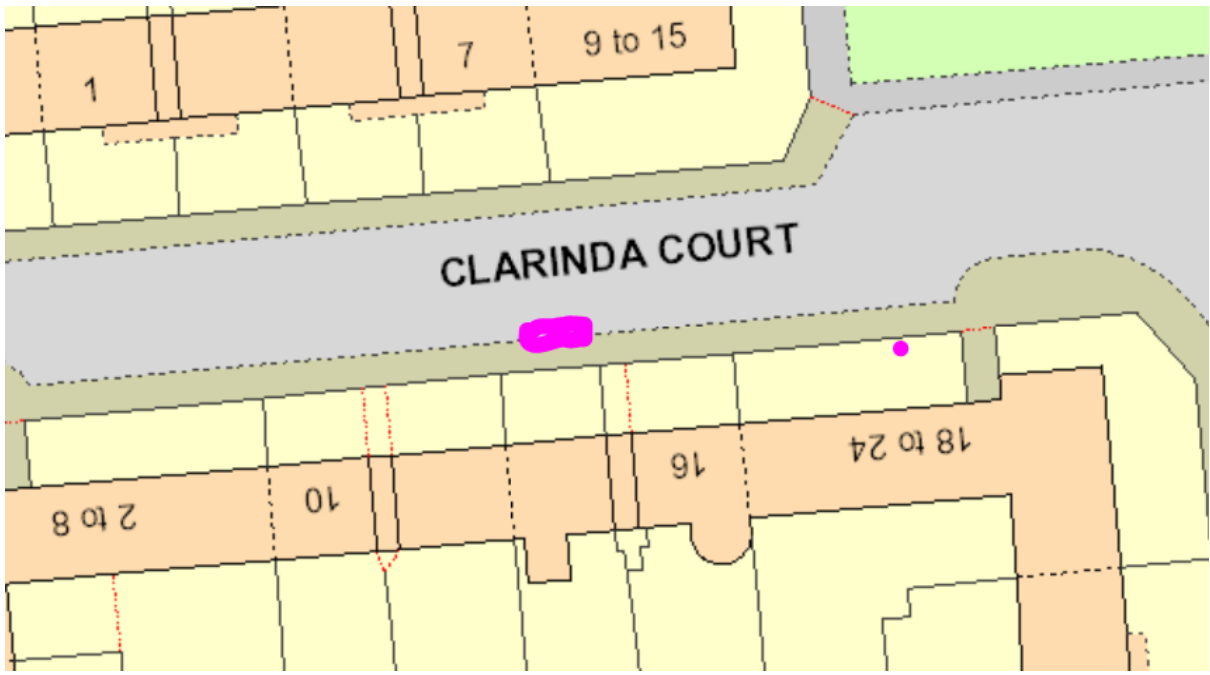
1 ALLOWAY QUADRANT



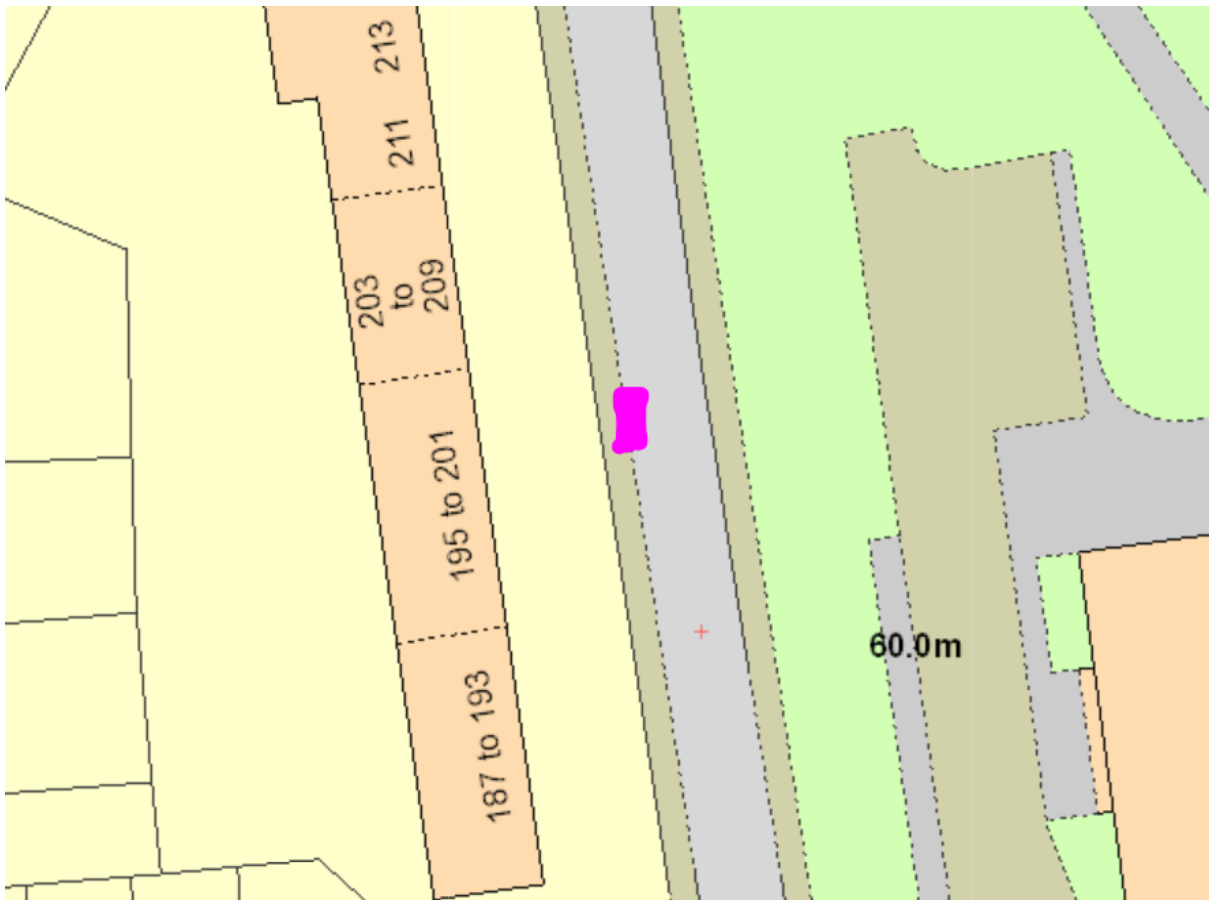
88 ALLOWAY DRIVE



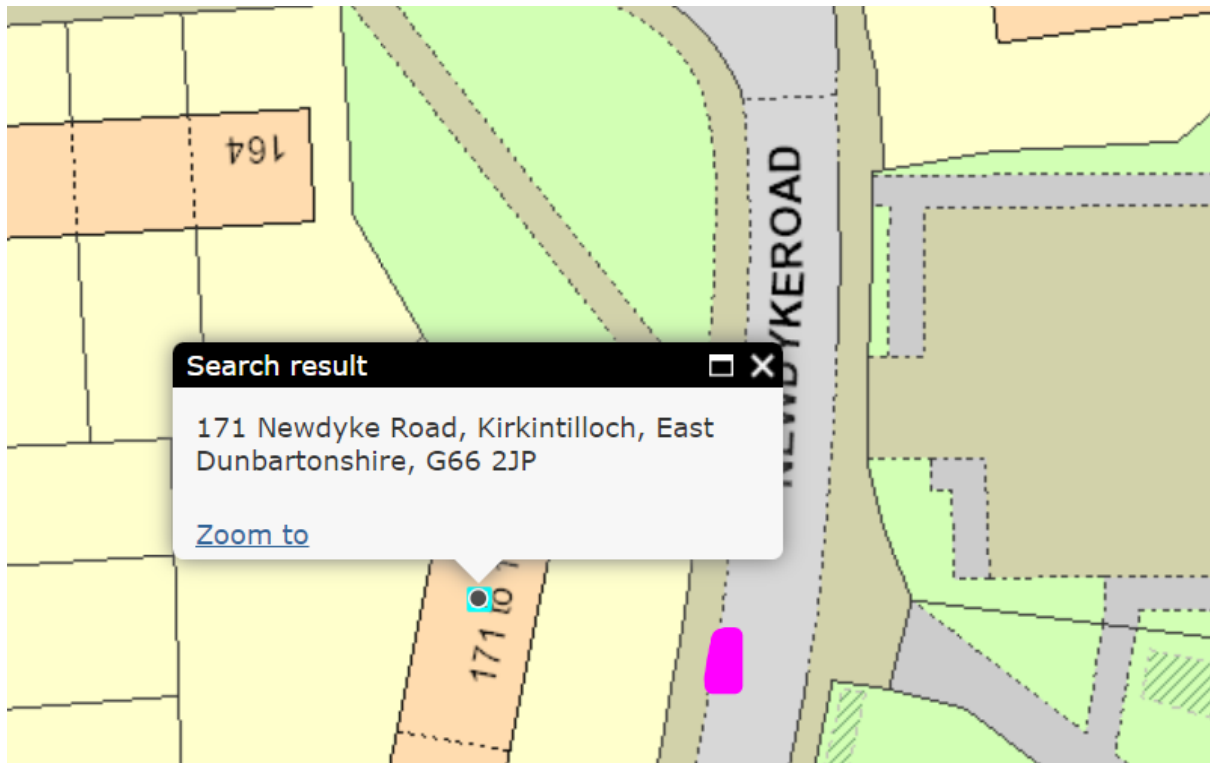
14 CLARINDA COURT



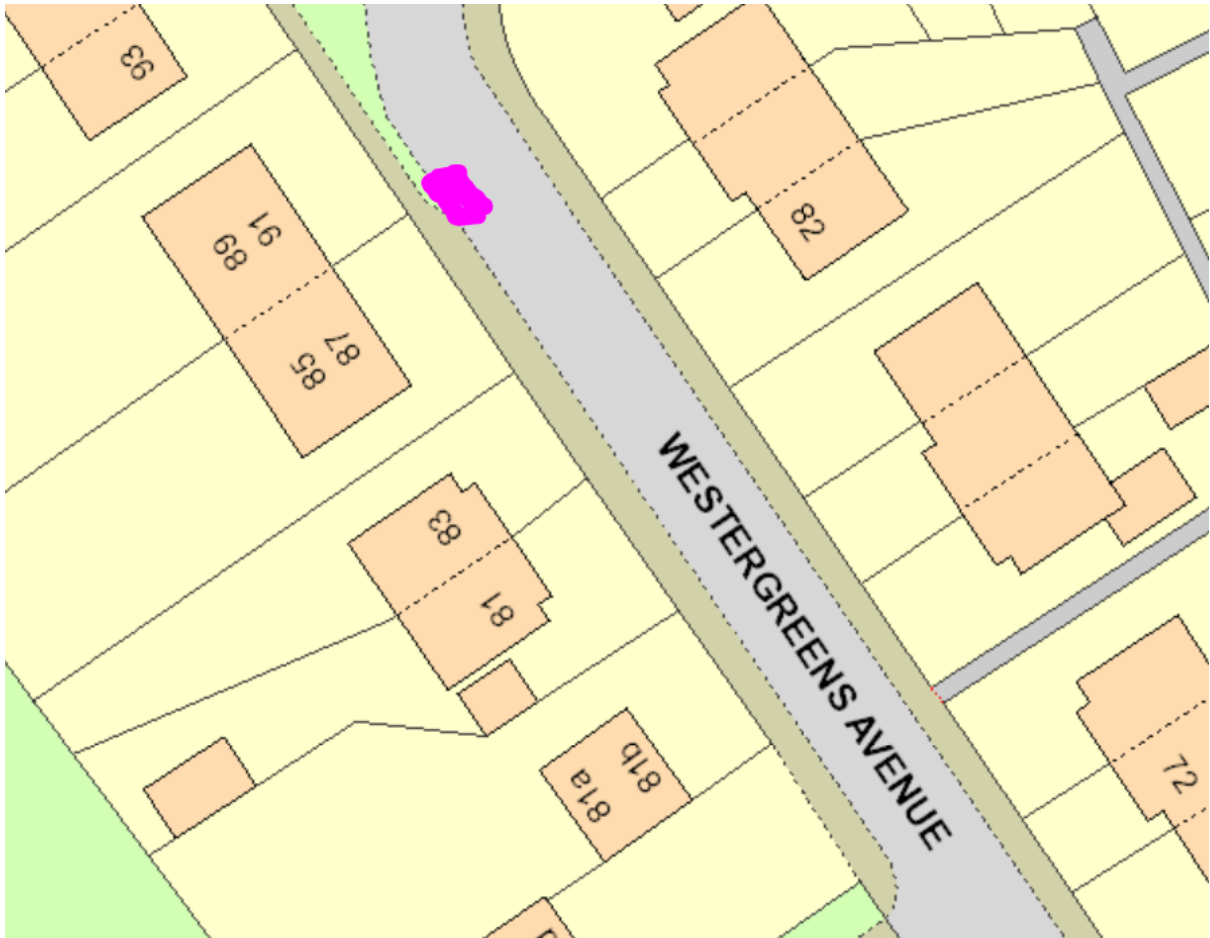
201 NEWDYKE ROAD



171 NEWDYKE ROAD

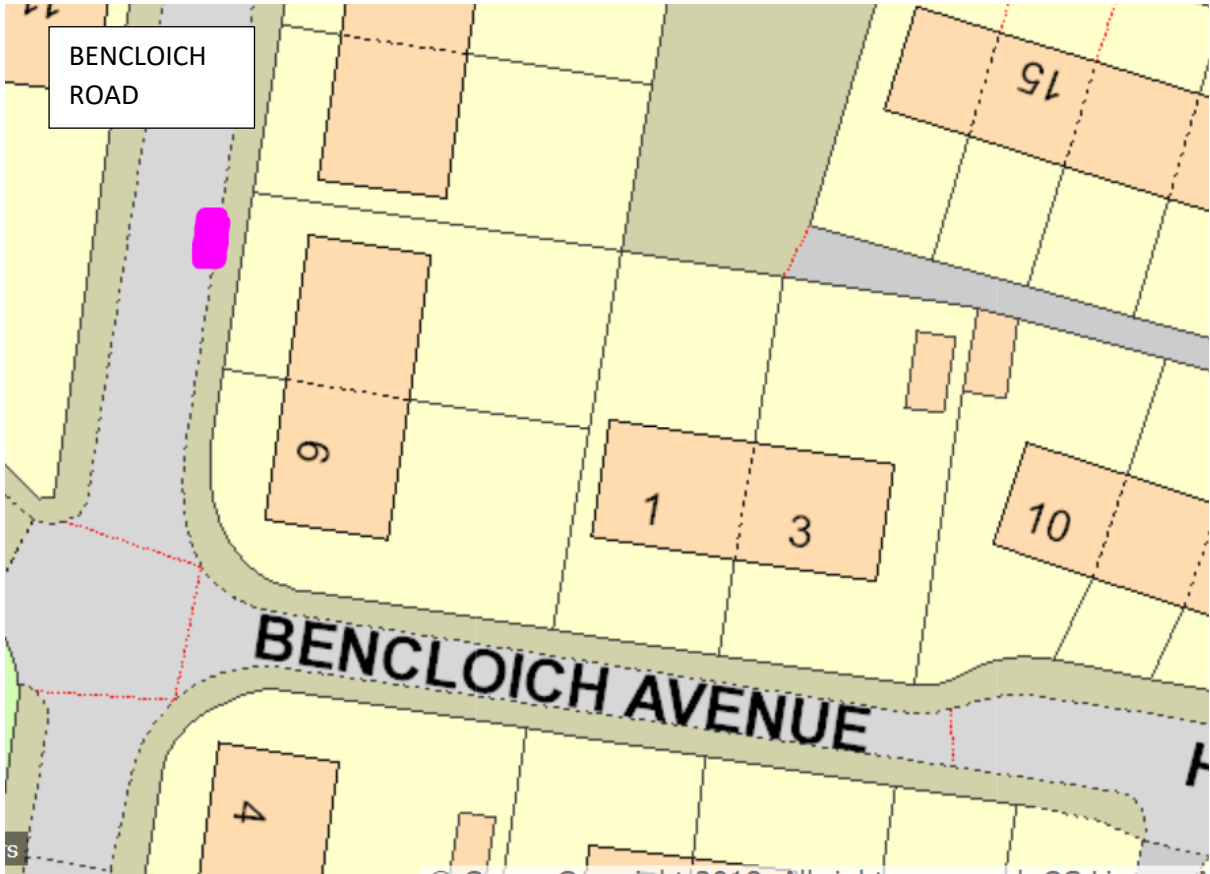


89 WESTERGREENS AVENUE



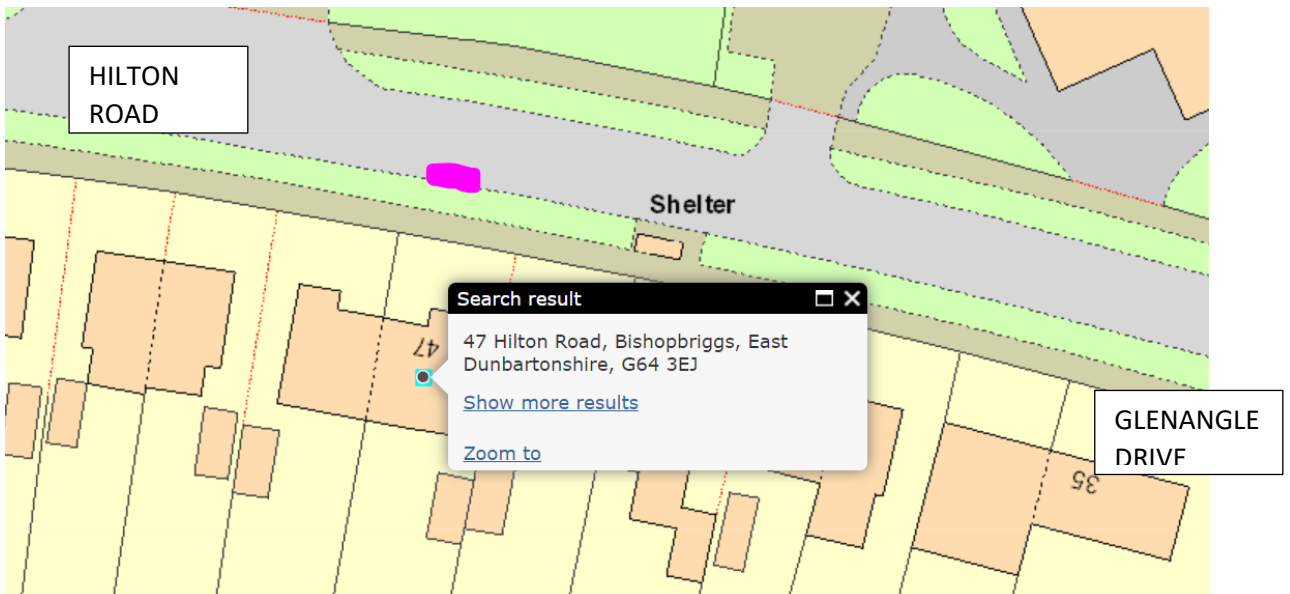
LENNOXTOWN

10 BENCLOICH ROAD

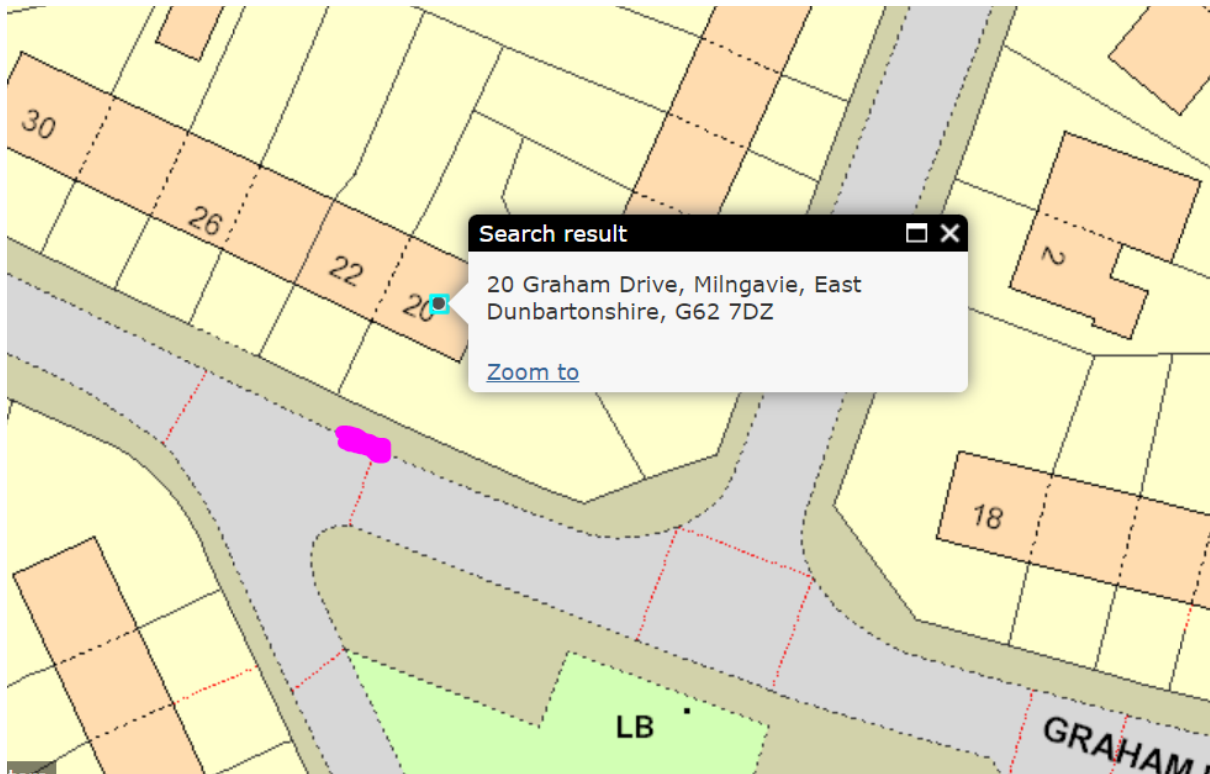


MILNGAVIE

47 HILTON ROAD

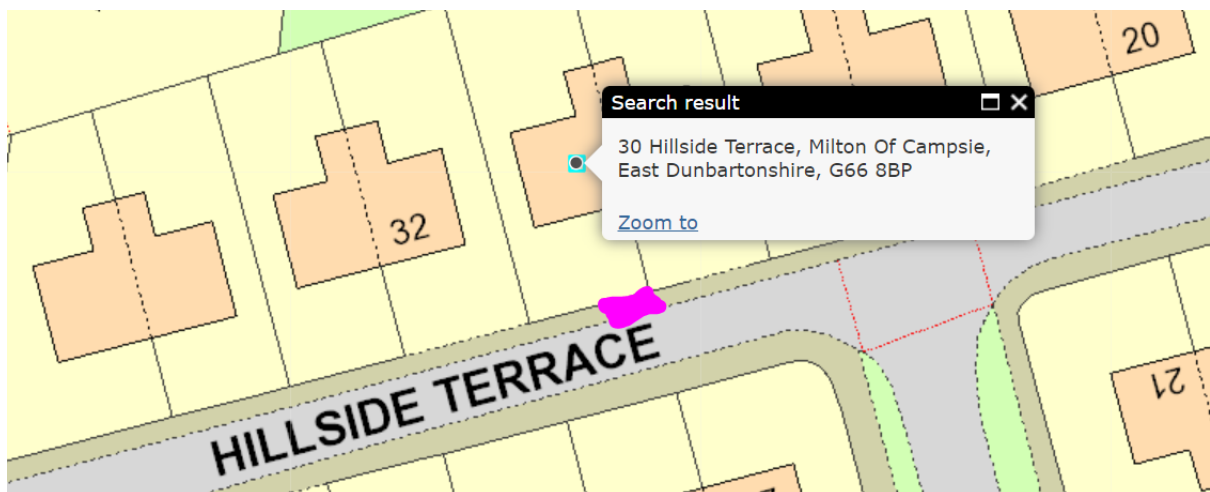


20 GRAHAM DRIVE



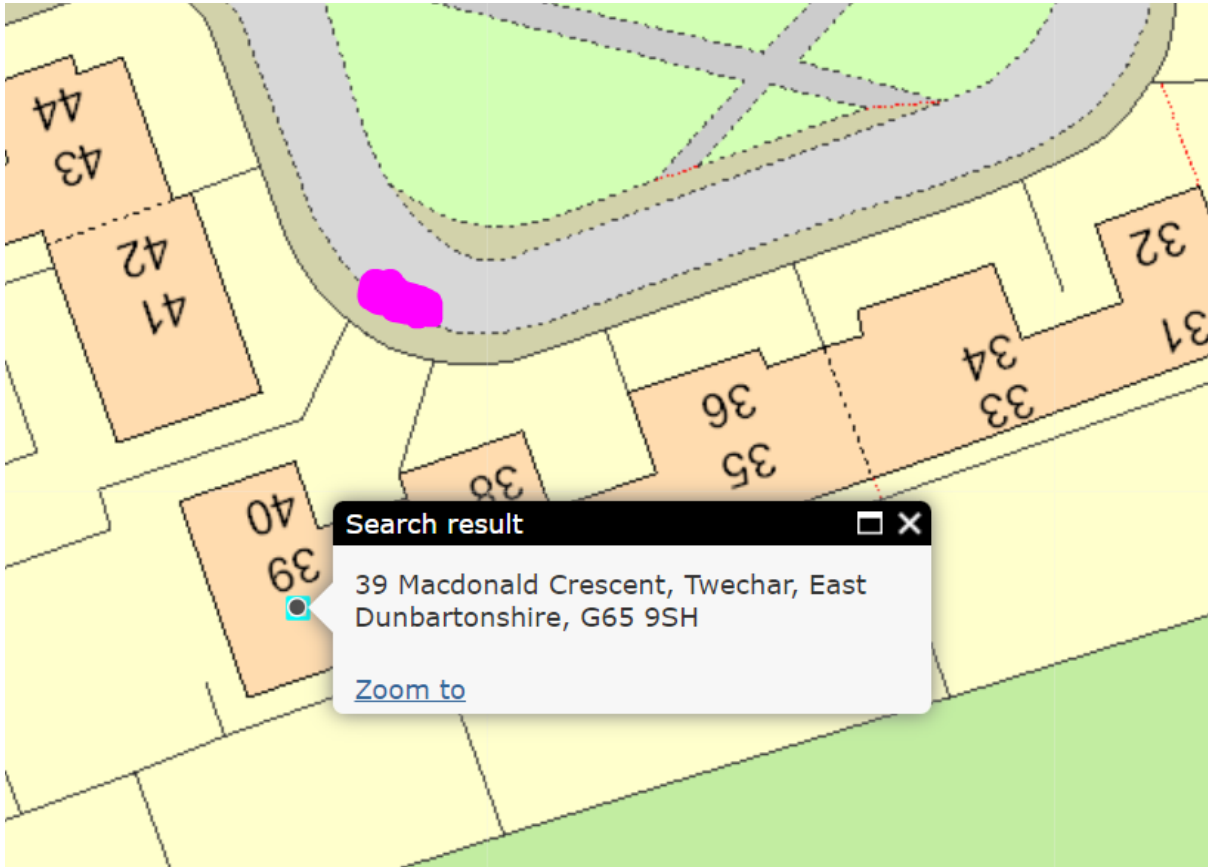
MILTON OF CAMPSIE

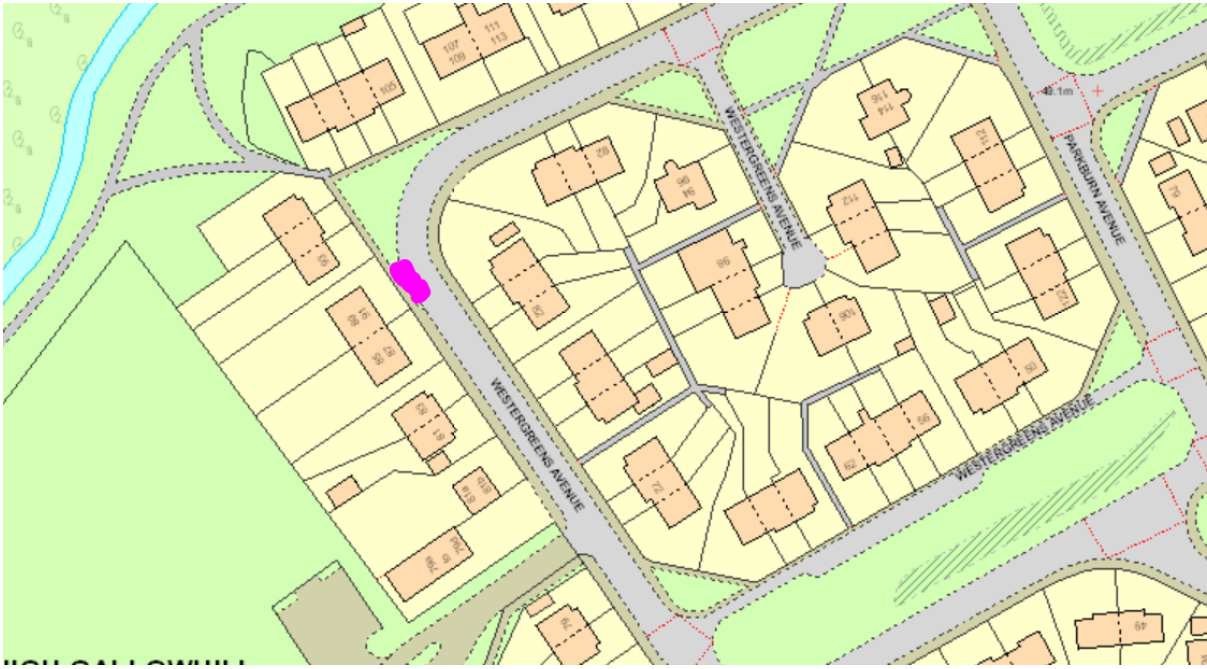
30 HILLSIDE TERRACE



TWECHER

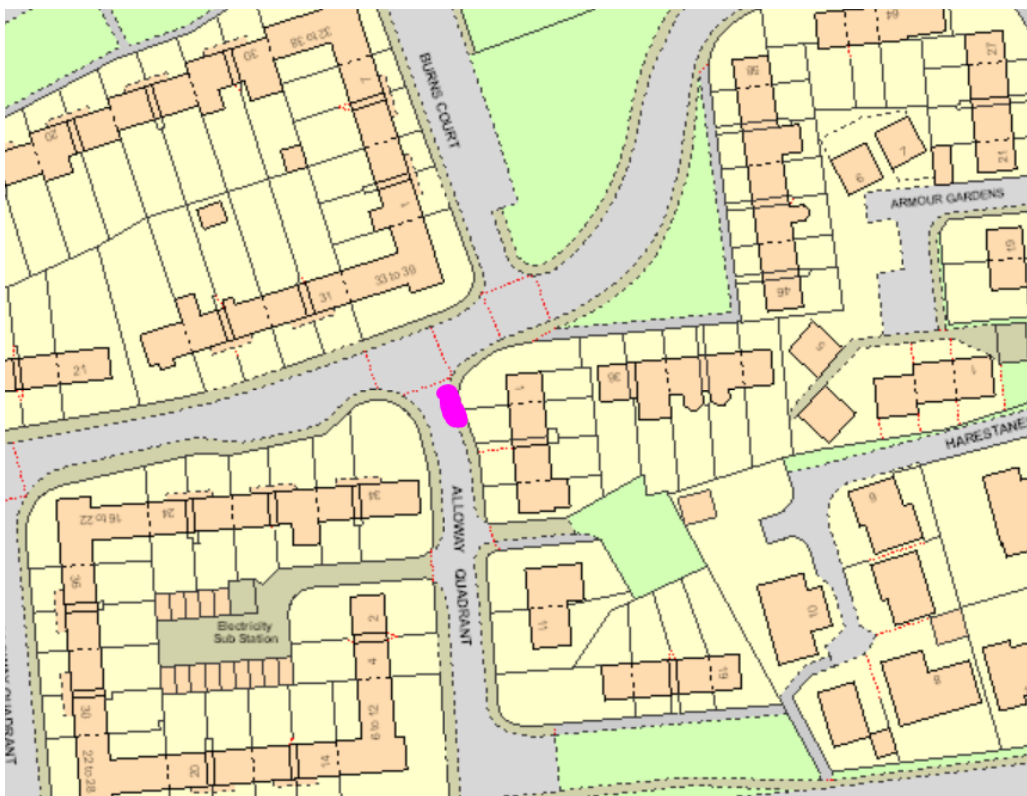
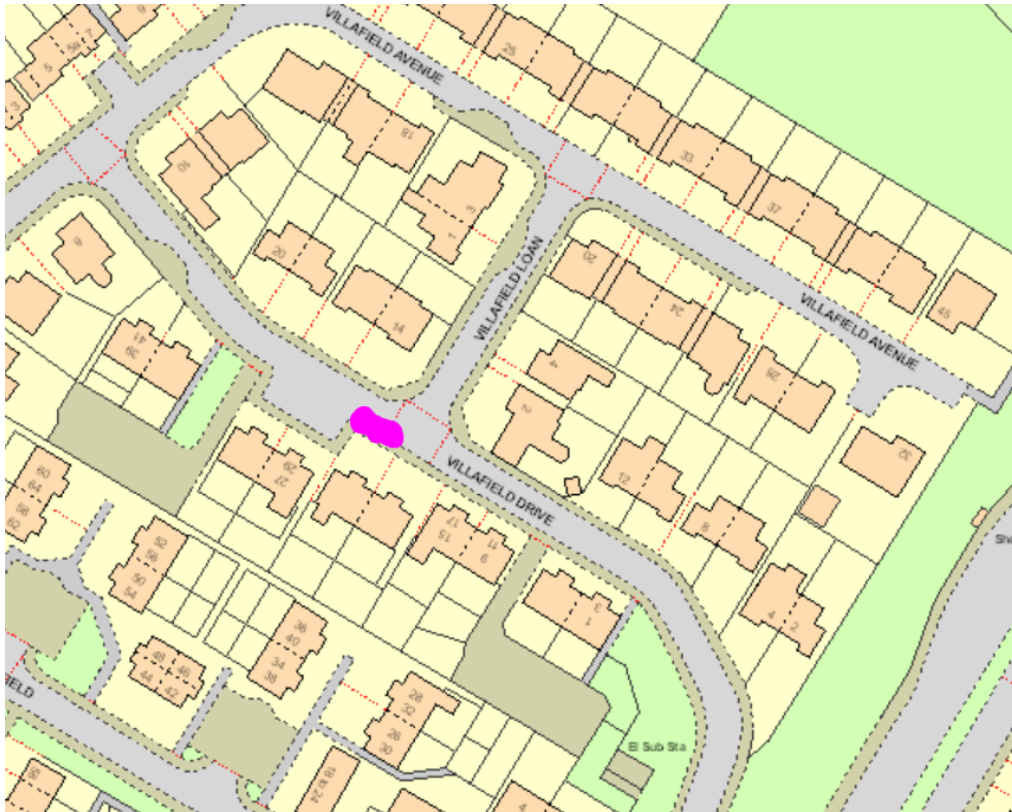
39 MACDONALD CRESCENT





68

23 VILAFIELD DRIVE, BISHOPBRIGGS



1 ALLOWAY
QUADRANT



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**PLACE NEIGHBOURHOOD &
CORPORATE ASSETS
COMMITTEE**

THURSDAY, 9 NOVEMBER 2023

REFERENCE:

PNCA/094/23/SC

LEAD OFFICER:

DEPUTE CHIEF EXECUTIVE

CONTACT OFFICER:

SCOTT COWAN, TRAFFIC OFFICER,

SUBJECT TITLE:

**CAMPSIE CROSS NO WAITING OR LOADING
AT ANYTIME**

1.0 PURPOSE

- 1.1** The purpose of this Report is to seek Committee approval to progress a proposal to introduce no waiting at any time restrictions on the A891 Antermony Road and Campsie Road Milton of Campsie.

2.0 RECOMMENDATIONS

It is recommended that the Place Neighbourhood & Corporate Assets Committee:

- 2.1** approves the proposal to introduce no waiting at any time restrictions on the A891 Antermony Road and Campsie Road, as described in item 3.3 of this report and as shown on the attached plan (**Appendix 1**); and
- 2.2** instructs the Chief Solicitor & Monitoring Officer to prepare the necessary Order and undertake the required statutory process in order to progress the proposal to introduce no waiting at any time restrictions on the A891 Antermony Road and Campsie Road, Milton of Campsie

**ANN DAVIE
DEPUTE CHIEF EXECUTIVE**

3.0 BACKGROUND/MAIN ISSUES

- 3.1** The A891 serves as a main distributor road running between the A803, to the northeast of Kirkintilloch, and the A81 at Strathblane. The section of the A891 Campsie Road/Antermony Road in question extends at its junction with the B757 Birdston Road at Milton of Campsie Cross.
- 3.2** Various waiting and loading restrictions are in force on sections of Campsie Road/Antermony Road and Birdston Road by virtue of an Order made by the Council in 2012.
- 3.3** A new traffic/pedestrian signalised controlled junction is to be installed on the A891 Campsie Road/Antermony Road at its junction with the B757 Birdston Road. The existing pedestrian crossing on Campsie Road near its junction with School Lane will be removed as part of the signalisation of Campsie Road/Antermony Road, Milton of Campsie.
- 3.4** As part of the new traffic signalised controlled junction, and in order to enhance road safety it is proposed to introduce new no waiting or loading at any time restrictions along the section of Campsie Road/Antermony Road under consideration, amending existing restrictions as required, as shown on the attached plan.

4.0 IMPLICATIONS

The implications for the Council are as undernoted.

- 4.1** Frontline Service to Customers – None
- 4.2** Workforce (including any significant resource implications) – None
- 4.3** Legal Implications – None
- 4.4** Financial Implications – Capital Budget, existing budgetary implications.
- 4.5** Procurement – None
- 4.6** ICT – None
- 4.7** Corporate Assets – None
- 4.8** Equalities Implications – None
- 4.9** Corporate Parenting – None
- 4.10** Sustainability – None
- 4.11** Other – None

5.0 MANAGEMENT OF RISK

The risks and control measures relating to this Report are as follows:-

- 5.1** There are no significant risks and control measures relating to this Report, this is a revision of the traffic calming measures already in place virtue of a traffic regulation order in 2012,

6.0 IMPACT

6.1 ECONOMIC GROWTH & RECOVERY - None

6.2 EMPLOYMENT & SKILLS - None

6.3 CHILDREN & YOUNG PEOPLE - None

6.4 SAFER & STRONGER COMMUNITIES – To make the area more safer and less congested in the way of vehicle movement

6.5 ADULT HEALTH & WELLBEING - None

6.6 OLDER ADULTS, VULNERABLE PEOPLE & CARERS - None

6.7 CLIMATE CHANGE - None

6.8 STATUTORY DUTY - None

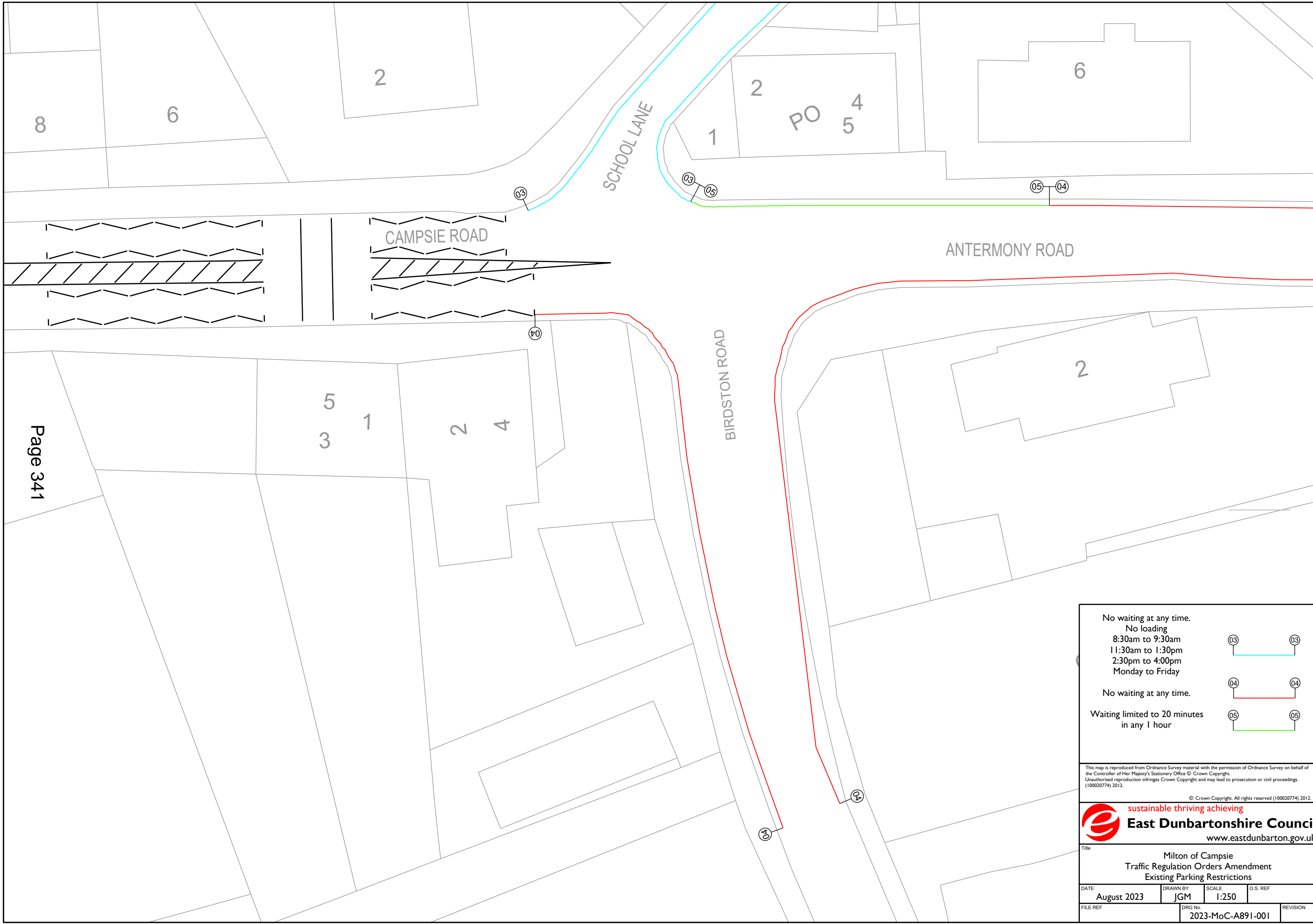
7.0 POLICY CHECKLIST

- 7.1** This Report has been assessed against the Policy Development Checklist and has been classified as being an operational report and not a new policy or change to an existing policy document.

8.0 APPENDICES

8.1 Appendix 1 (Campsie Cross)

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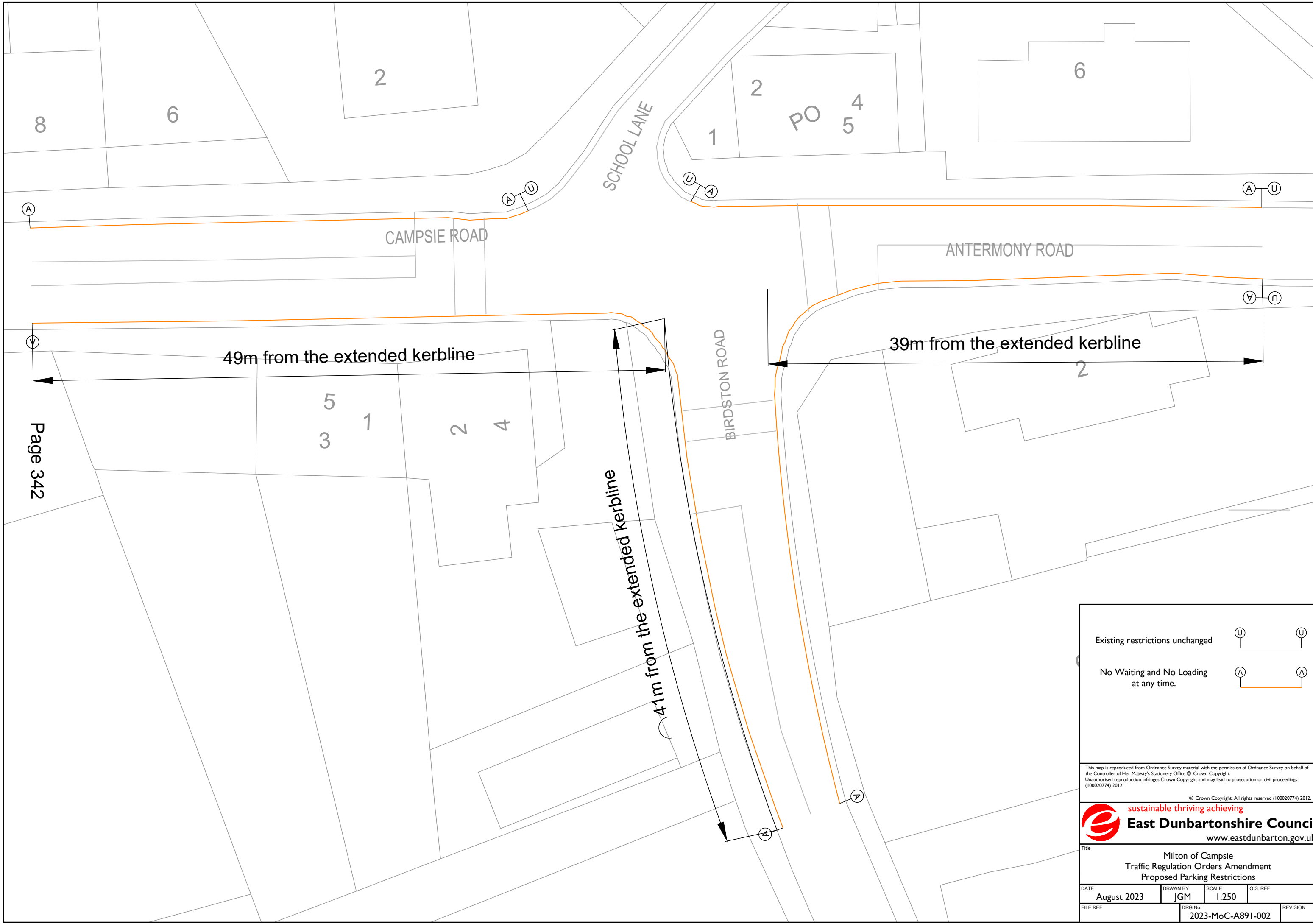
No waiting at any time. No loading 8:30am to 9:30am 11:30am to 1:30pm 2:30pm to 4:00pm Monday to Friday	
No waiting at any time.	
Waiting limited to 20 minutes in any 1 hour	



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Title Milton of Campsie Traffic Regulation Orders Amendment Existing Parking Restrictions			
DATE August 2023	DRAWN BY JGM	SCALE 1:250	O.S. REF
FILE REF	DRG No. 2023-MoC-A891-001	REVISION	



Existing restrictions unchanged  

No Waiting and No Loading at any time.  

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Title			
Milton of Campsie Traffic Regulation Orders Amendment Proposed Parking Restrictions			
DATE	DRAWN BY	SCALE	O.S. REF
August 2023	JGM	1:250	
FILE REF	DRG No.	REVISION	
	2023-MoC-A891-002		



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**PLACE NEIGHBOURHOOD &
CORPORATE ASSETS
COMMITTEE**

THURSDAY, 9 NOVEMBER 2023

REFERENCE:

PNCA/103/23/FS

LEAD OFFICER:

DEPUTE CHIEF EXECUTIVE

CONTACT OFFICER:

**FIONA STIRLING, TEAMLEADER - SERVICE
SUPPORT, CONTACT NUMBER EXT 8012**

SUBJECT TITLE:

**CANNIESBURN TOLL ROUNDABOUT,
BEARSDEN - REDETERMINATION OF
FOOTWAY**

1.0 PURPOSE

1.1 The purpose of the Report is to seek the authorisation of the Place Neighbourhood and Corporate Assets Committee to make the East Dunbartonshire Council (Canniesburn Toll Roundabout, Bearsden) (Redetermination Of Means Of Passage To Be By Pedal Cycle And Foot Only) Order 2023 (the “**Order**”).

2.0 RECOMMENDATIONS

It is recommended that the Place Neighbourhood & Corporate Assets Committee:

2.1 authorises the Chief Solicitor & Monitoring Officer to make the East Dunbartonshire Council (Canniesburn Toll Roundabout, Bearsden) (Redetermination Of Means Of Passage To Be By Pedal Cycle And Foot Only) Order 2023; and

2.2 thereafter authorises the Executive Officer – Land, Planning & Development to implement the provisions of the Order.

**ANN DAVIE
DEPUTE CHIEF EXECUTIVE**

3.0 BACKGROUND/MAIN ISSUES

- 3.1 At a previous meeting of the Place, Neighbourhood & Corporate Assets Committee on 26 January 2023, the Chief Solicitor & Monitoring Officer was instructed to promote the Order for the proposed redetermination of the footway to be used by pedestrians and cyclists.
- 3.2 Currently, the footways are pedestrian use only. The proposed redesign of Canniesburn Toll Roundabout included the proposal for the redetermination of footway to be by pedestrian and cyclists to enable both groups to manoeuvre around the junction in a safe manner separate from vehicular traffic.
- 3.3 The proposed Order was advertised in the local press and on the Council website. Copies of the Order ad plan were made available for public inspection on the website and forwarded to all necessary (including statutory) consultees.
- 3.4 An objection to the proposal was received and a Traffic Management Appeals Board was convened on the 19 September 2023. The Traffic Management Appeals Board recommended that the proposal for the Order be approved. Details of the proposals are as shown on the attached plans (**Appendix 1**).

4.0 IMPLICATIONS

The implications for the Council are as undernoted.

- 4.1 Frontline Service to Customers – none
- 4.2 Workforce (including any significant resource implications) – none
- 4.3 Legal Implications – the Council is required to manage and maintain a safe roads network
- 4.4 Financial Implications – none
- 4.5 Procurement – none
- 4.6 ICT –none
- 4.7 Corporate Assets –none
- 4.8 Equalities Implications –none
- 4.9 Corporate Parenting - none
- 4.10 Other – none

5.0 MANAGEMENT OF RISK

The risks and control measures relating to this Report are as follows :-

- 5.1 There are no significant risks and control measures relating to this Report, however failure to maintain a safe roads and footways network would expose the Council to

the risk of legal challenge in the event of injury to person or property arising from such a failure.

6.0 IMPACT

6.1 ECONOMIC GROWTH & RECOVERY - none

6.2 EMPLOYMENT & SKILLS - none

6.3 CHILDREN & YOUNG PEOPLE – the Order addresses road safety concerns for the general public.

6.4 SAFER & STRONGER COMMUNITIES - the Order addresses road safety concerns for the general public.

6.5 ADULT HEALTH & WELLBEING - the Order addresses road safety concerns for the general public.

6.6 OLDER ADULTS, VULNERABLE PEOPLE & CARERS - the Order addresses road safety concerns for the general public.

6.7 CLIMATE CHANGE – the Order promotes cycling as a means of transport.

6.8 STATUTORY DUTY – The Council, as Roads Authority for East Dunbartonshire, has a general statutory duty to consider appropriate steps to improve road safety.

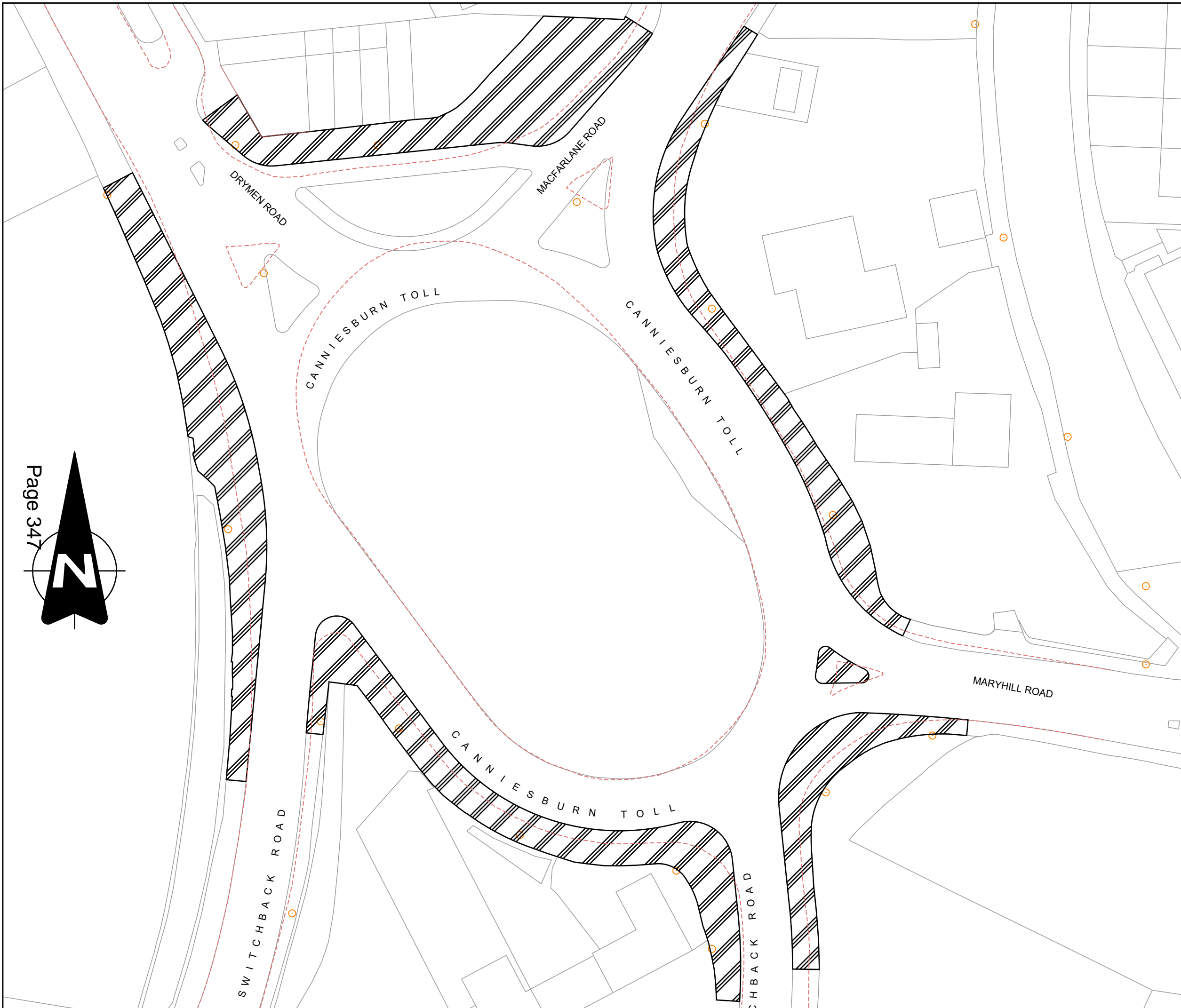
7.0 POLICY CHECKLIST

7.1 This Report has been assessed against the Policy Development Checklist and has been classified as being an operational report and not a new policy or change to an existing policy document.

8.0 APPENDICES

8.1 Appendix 1 – Plans detailing the proposed redetermination of footways to be by pedestrians and cyclists.

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Shared surface 
 Existing Kerb Line 



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Title
**CANNIESBURN TOLL
 PROPOSED SHARED SURFACE**

DATE February 2023	DRAWN BY JGM	SCALE 1:500	O.S. REF NS548710
FILE REF LSN-01	DRG No. CT-PSS-001	REVISION	

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**PLACE NEIGHBOURHOOD &
CORPORATE ASSETS
COMMITTEE**

THURSDAY, 9 NOVEMBER 2023

REFERENCE:

PNCA/104/23/FS

LEAD OFFICER:

DEPUTE CHIEF EXECUTIVE

CONTACT OFFICER:

**FIONA STIRLING, TEAMLEADER - SERVICE
SUPPORT, CONTACT NUMBER EXT 8012**

SUBJECT TITLE:

**UNION STREET, KIRKINTILLOCH - RAISED
TABLES**

1.0 PURPOSE

- 1.1** The purpose of this Report is to seek the authorisation of the Place Neighbourhood and Corporate Assets Committee to install two flat topped raised tables on Union Street, Kirkintilloch.

2.0 RECOMMENDATIONS

It is recommended that the Place Neighbourhood & Corporate Assets Committee:

- 2.1** authorises the Executive Officer – Land, Planning & Development to install the flat top raised tables.

**ANN DAVIE
DEPUTE CHIEF EXECUTIVE**

3.0 BACKGROUND/MAIN ISSUES

- 3.1** At a previous meeting of the Place, Neighbourhood & Corporate Assets Committee on 18 May 2023, the Chief Solicitor & Monitoring Officer was instructed to promote the proposal for the installation of the raised tables on Union Street, Kirkintilloch.
- 3.2** As part of the wider Regent Gardens and Union Street redesign project, raised tables were proposed to assist with traffic calming in this area. Currently, the section of Union Street from Cowgate to the Kirkintilloch Town Hall service lane is subject to a 20 mph speed limit and a 30 mph speed limit from the service lane to the Union Street junction with Washington Road.
- 3.3** One raised table is to be installed at the Peel Park entrance, starting from a point west of the Peel Park entrance gates, then eastwards to a point at the junction with Oxford Street. The second raised table is to be installed at Kirkintilloch Town Hall, starting from a point west of the Town Hall service lane junction, then eastwards to a point before the junction with York Place. These tables will provide informal crossing points. The raised table accesses from the road will be ramped on all approaches and tactile paving will be installed to assist the visually impaired and other pedestrians at the informal crossing points.
- 3.4** The proposed installation of the two raised tables was advertised in the local press and on the Council website. Copies of the plan were made available for public inspection on the website and forwarded to all necessary (including statutory) consultees.
- 3.5** Two objections to the proposal were initially received, one of which was later withdrawn. A Traffic Management Appeals Board was convened on 19 September 2023, which approved the proposal for the two raised tables.

4.0 IMPLICATIONS

The implications for the Council are as undernoted.

- 4.1** Frontline Service to Customers – none
- 4.2** Workforce (including any significant resource implications) – none
- 4.3** Legal Implications – the Council is required to manage and maintain a safe roads network.
- 4.4** Financial Implications – none
- 4.5** Procurement – none
- 4.6** ICT – none
- 4.7** Corporate Assets – none
- 4.8** Equalities Implications – none
- 4.9** Corporate Parenting - none

4.10 Other – none

5.0 **MANAGEMENT OF RISK**

The risks and control measures relating to this Report are as follows:-

5.1 There are no significant risks and control measures relating to this Report, however the Council is required to maintain a safe roads network and would be exposed to the risk of legal challenge in the event of injury to person or property arising from a failure to do so.

6.0 **IMPACT**

6.1 **ECONOMIC GROWTH & RECOVERY** – none

6.2 **EMPLOYMENT & SKILLS** – none

6.3 **CHILDREN & YOUNG PEOPLE** – The Council, as Roads Authority for East Dunbartonshire, has a general statutory duty to consider appropriate steps to improve road safety.

6.4 **SAFER & STRONGER COMMUNITIES** - The Council, as Roads Authority for East Dunbartonshire, has a general statutory duty to consider appropriate steps to improve road safety.

6.5 **ADULT HEALTH & WELLBEING** - The Council, as Roads Authority for East Dunbartonshire, has a general statutory duty to consider appropriate steps to improve road safety.

6.6 **OLDER ADULTS, VULNERABLE PEOPLE & CARERS** - The Council, as Roads Authority for East Dunbartonshire, has a general statutory duty to consider appropriate steps to improve road safety.

6.7 **CLIMATE CHANGE** – none

6.8 **STATUTORY DUTY** - The Council, as Roads Authority for East Dunbartonshire, has a general statutory duty to consider appropriate steps to improve road safety.

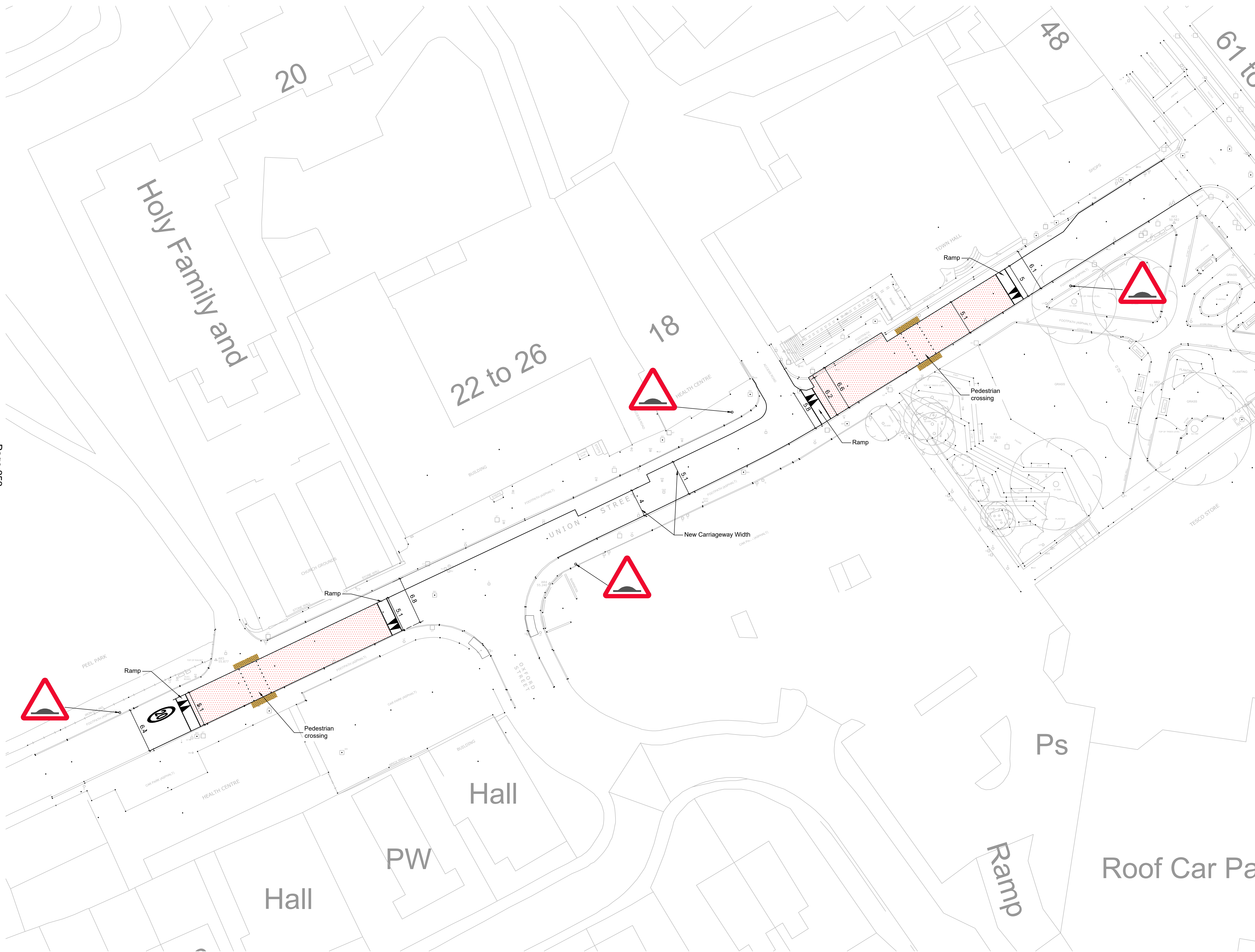
7.0 **POLICY CHECKLIST**

7.1 This Report has been assessed against the Policy Development Checklist and has been classified as being an operational report and not a new policy or change to an existing policy document.

8.0 **APPENDICES**

8.1 **Appendix 1** – Plan detailing the location of the raised tables.

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NO DIMENSIONS TO BE SCALED FROM THIS DRAWING

CDM - RESIDUAL HAZARDS The following are considered to be significant risks relevant to this drawing, which could not be fully mitigated or removed through design:

CDM - RESIDUAL HAZARDS	
1	Various services known to be running on Union Street pavement and footway. Proposed ground levels will not be lower than existing levels however risk of exposing services exists during excavation and resurfacing works.

Further possible control measures have been identified within the Design Risk Assessments which may help to mitigate these and other identified risks further during the construction / maintenance process.

- Notes:
- Road layout and markings subject to confirmation from East Dunbartonshire council.
 - Road markings to be applied in accordance with Traffic Signs Manual and BS EN 1871:2020
 - Road markings to be in accordance with the Traffic Signs Regulations and General Directions 2016.

Legend:

— Proposed Carriageway Extents

P01	Issued for information.	03.02.23	RIH	RLO
Revision	Date	Drn	Chk	
Client East Dunbartonshire Council				
Project Regent Gardens Kirkintilloch				
Drawing Title Raised Speed Table				
Suitability Status S2 - Suitable for Information				
Job No. 200378	Scale 1:250	Size @ A1	Rev P01	
Drawing Number 200378-PEV-XX-XX-DR-C-1200				
Project Code - Originator - Zone - Level - Type - Role - Number				

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