



City Chambers
DUNDEE
DD1 3BY

10th January, 2025

Dear Colleague

You are requested to attend a MEETING of the **CITY GOVERNANCE COMMITTEE** to be held in the Council Chamber, City Chambers, City Square, Dundee and also to be held remotely on Monday, 20th January, 2025 following the meetings of the Children, Families and Communities and Neighbourhood Regeneration and Estate Management Committees called for 5.00pm.

The meeting will also be livestreamed to YouTube. Members of the Press or Public wishing to join the meeting as observers should follow this link www.dundee.gov.uk/live or alternatively they may attend in person.

Should you require any further information please contact Committee Services on telephone (01382) 434228 or by email at committee.services@dundee.gov.uk.

Yours faithfully

GREGORY COLGAN

Chief Executive

AGENDA OF BUSINESS

1 DECLARATION OF INTEREST

Members are reminded that, in terms of The Councillors Code, it is their responsibility to make decisions about whether to declare an interest in any item on this agenda and whether to take part in any discussions or voting.

This will include all interests, whether or not entered on your Register of Interests, which would reasonably be regarded as so significant that they are likely to prejudice your discussion or decision-making.

2 MINUTE OF MEETING OF PENSION SUB COMMITTEE AND PENSION BOARD - Page 1

(The minute of meeting of the Pension Sub Committee and Pension Board held on 23rd September, 2024 is submitted for information and record purposes, copy attached).

**3 MULTI AGENCY PUBLIC PROTECTION ARRANGEMENTS (MAPPA) ANNUAL REPORT
2023/2024 - Page 5**

(Report No 19-2025 by the Independent Chair of Tayside MAPPA Strategic Oversight Group, copy attached).

4 CAPITAL EXPENDITURE MONITORING 2024/2025 - Page 31

(Report No 1-2025 by the Executive Director of Corporate Services, copy attached).

5 REVENUE MONITORING 2024/2025 - Page 49

(Report No 3-2025 by the Executive Director of Corporate Services, copy attached).

6 COMMUNITY JUSTICE ANNUAL ACTIVITY REPORT 2023/2024 - Page 63

(Report No 20-2025 by the Executive Director of Children and Families Service, copy attached).

**7 HOUSING (HRA) REVENUE BUDGET 2025/2028 AND REVIEW OF RENTS AND OTHER
HOUSING CHARGES - Page 107**

(Report No 12-2025 by the Executive Director of Neighbourhood Services, copy attached).

The Sub-Committee and Board:-

- (i) noted the content of the report.

VI TAYSIDE PENSION FUND ACCOUNTS 2023/2024

- (a) TAYSIDE PENSION FUND 2023/24 – ACCOUNTS AND AUDIT

There was submitted Report No 271-2024 by the Executive Director of Corporate Services reporting on the outcome of the external audit of Tayside Pension Fund for the year to 31st March, 2024.

The Sub-Committee and Board:-

- (i) noted the content of the External Auditor's Annual Audit Report, in particular that Audit Scotland anticipated issuing an unqualified audit opinion.

- (b) DRAFT AUDITED ANNUAL REPORT AND ACCOUNTS 2023/2024

There was submitted Report No 272-2024 by the Executive Director of Corporate Services providing information on the Draft Audited Annual Report and Accounts 2023/24.

The Sub-Committee and Board:-

- (i) noted the content of the report.

- (c) EXTERNAL AUDITORS ANNUAL REPORT

There was submitted Report No 273-2024 by Audit Scotland providing information on the Audit of 2023/24 Annual Report and Accounts.

The Sub-Committee and Board:-

- (i) noted the content of the report.

VII ANNUAL TREASURY MANAGEMENT ACTIVITY 2023/2024

There was submitted Report No 274-2024 by the Executive Director of Corporate Services reviewing the Treasury Management activities for the period 1st April 2023 to 31st March 2024.

The Sub-Committee and Board:-

- (i) noted the information contained within the report.

The Sub-Committee and Board resolved under Section 50(A)(4) of the Local Government (Scotland) Act 1973 that the press and public be excluded from the meeting for the undernoted items of business on the grounds that they involved the likely disclosure of exempt information as defined in paragraphs 4, 6 and 11 of Part I of Schedule 7A of the Act.

VIII TAYSIDE PENSION FUND

- (a) TAYSIDE PENSION FUND PERFORMANCE SUMMARY

There was submitted Report No 275-2024 by the Executive Director of Corporate Services reviewing the investment performance of the Fund's investment managers for the quarter to 30th June, 2024. The report compared investment performance of the Fund with the Fund's specific benchmarks which consisted of various stock and security market indices.

The Sub-Committee and Board:-

- (i) noted the information contained therein with regard to the performance of the Tayside Main Fund and their Fund Managers.
- (b) SUMMARIES OF INVESTMENTS AND TRANSACTIONS 1ST APRIL, 2024 TO 30TH JUNE 2024

There was submitted Report No 276-2024 by the Executive Director of Corporate Services reviewing the investment activities of Tayside Pension Fund's five Fund Managers for the quarter to 30th June, 2024 and summarising the transactions of each Fund Manager and showing the market values of the Pension Fund.

The Sub-Committee and Board:-

- (i) noted the information contained therein with regard to the performance of the Tayside Main Fund and their Fund Managers.
- (c) SECURITIES LENDING 6 MONTH ACTIVITY TO 30TH JUNE, 2024

There was submitted Report No 277-2024 by the Executive Director of Corporate Services presenting an update on Securities Lending activity for the period ended 30th June 2024.

The Sub-Committee and Board:-

- (i) agreed to note the content of the report.
- (d) QUARTERLY FUNDING UPDATE AS AT 30TH JUNE 2024

There was submitted Report No 278-2024 by the Executive Director of Corporate Services reviewing the current funding level of the Fund as assessed by the Fund Actuary.

The Sub-Committee and Board:-

- (i) agreed to note the content of the report

IX PRESENTATION

Tim Gooding and Claire Phillips from Baillie Gifford gave a short presentation to the Sub-Committee and Board.

After Mr Gooding and Ms Phillips had given their presentation and answered questions from members, the Chair thanked the presenters on behalf of members of the Sub-Committee and Board.

Willie SAWERS, Chair.

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ITEM No ...3.....

REPORT TO: CITY GOVERNANCE COMMITTEE – 20 JANUARY 2025

REPORT ON: MULTI AGENCY PUBLIC PROTECTION ARRANGEMENTS (MAPPA) ANNUAL REPORT 2023-24

REPORT BY: INDEPENDENT CHAIR OF TAYSIDE MAPPA STRATEGIC OVERSIGHT GROUP

REPORT NO: 19-2025

1 PURPOSE OF REPORT

This report presents the MAPPA Annual Report 2023-24 (Appendix 1) for approval by Elected Members.

2 RECOMMENDATIONS

2.1 It is recommended that the Committee:

- Note the report and request the Independent Chair to submit an annual report in January 2025.

3 FINANCIAL IMPLICATIONS

3.1 There are no financial implications associated with this report.

4 BACKGROUND

4.1 The Management of Offenders (Scotland) Act 2005 requires Responsible Authorities of Police Scotland, Local Authorities, NHS and Scottish Prison Service to have MAPPA in place to assist in the risk assessment and risk management of sexual and certain violent offenders in the community. Section 11 of the Act outlines requirements relating to the production of an Annual Report.

5 REGIONAL AND LOCAL DEVELOPMENTS

5.1 In accordance with Scottish Government requirements, the Tayside MAPPA Strategic Oversight Group (SOG) Annual Report was published on 28 November 2024. The SOG consists of representatives from the Responsible Authorities of Police Scotland, Scottish Prison Service, Dundee City Council, Angus Council, Perth & Kinross Council and Tayside NHS, who over the last 12 months have:

- Developed a new Business Plan 2023-26 (Appendix 2), which includes a focus on training, community engagement and quality assurance.
- Delivered refresher training on the MAPPA framework to front-line teams and coordinated training on risk assessments delivered by the Risk Management Authority
- The MAPPA Coordinator has carried out 6 audits per month on the content of MAPPA meetings and minutes provided to monitor adherence to agreed processes.
- Environmental Risk Assessments have been audited and showed that appropriate information was being shared and that statutory timescales were being met.

5.2 The annual report contains several case studies which provide an insight into the joint working carried out by the Responsible Authorities involved with the MAPPA process. It illustrates a clear focus on community safety and public protection, whilst supporting people who commit serious offences to rehabilitate and reintegrate into local communities.

5.3 In terms of actions for the coming year, the Annual Report and Business Plan illustrate how the SOG will:

- Develop a Tayside MAPPA Training Calendar on identified topics of concern or interest which have been raised nationally or locally. As part of this, the SOG will carry out a training needs analysis with front-line teams.
- Work with Child at Risk Committees (or equivalent) in Dundee, Angus and Perth & Kinross to agree guidance for staff which will clearly define the interface between Care and Risk Management (CARM) for young people who present a risk of significant harm and MAPPA.
- Carry out a series of multi-agency audits using an agreed methodology and tool across the 3 local authority areas. This is likely to follow a similar process to other multi-agency audits e.g. Child Protection.
- The SOG will continue to engage with wider Protecting People arrangements across Tayside to promote an integrated approach towards protecting children and adults at risk of harm, including community awareness.

6 STATISTICAL INFORMATION

6.1 As of 31 March 2023, there were 399 Registered Sex Offenders managed in the community in Tayside. This is a decrease of 2 on the previous year. Of the 399 there were 137 (34%) on statutory supervision jointly managed by Police Scotland and Community Justice Social Work, alongside other partners. The number managed as of 31 March 2024 in each local authority area were:

ANGUS	108 (a decrease of 4 from the previous year)
DUNDEE	165 (an increase of 3 from the previous year)
PERTH & KINROSS	126 (a decrease of 1 from the previous year)

6.2 Category 3 offenders are people who are not Registered Sex Offenders (RSOs) but assessed as being at high risk of serious harm and would benefit from a multi-agency plan to minimize that risk. In this reporting year there have been such 3 individuals considered and managed by the Responsible Authorities. Of this group, 1 was recalled to custody for having failed to adhere to his Licence conditions.

6.3 The reoffending rate for people managed under MAPPA is low and in this reporting year 18 (3%) RSOs were convicted of a further sexual offence. Following a report of reoffending Police Scotland will always carry out a review of the case and should the offence meet the criteria for an Initial Notification, a deeper analysis of practice is carried out. Of the 18 cases none required an Initial Notification report.

6.4 There were 34 (6%) individuals given warnings by Community Justice Services for not adhering to their Licence or Community Payback Order conditions with 9 (2%) being recalled to custody. Failing to comply with the Sex Offender Notification Requirements (SONR) is deemed a reportable offence and within this year 17 (3%) offenders were deemed as failing to comply.

7 POLICY IMPLICATIONS

7.1 This report has been subject to the Pre-IIA Screening Tool and does not make any recommendations for change to strategy, policy, procedures, services, or funding and so has not been subject to an Integrated Impact Assessment. An appropriate Senior Manager has reviewed and agreed with this assessment.

8 CONSULTATIONS

8.1 The Council Leadership Team have been consulted in the preparation of this report and are in agreement with its content.

9 BACKGROUND PAPERS

9.1 None.

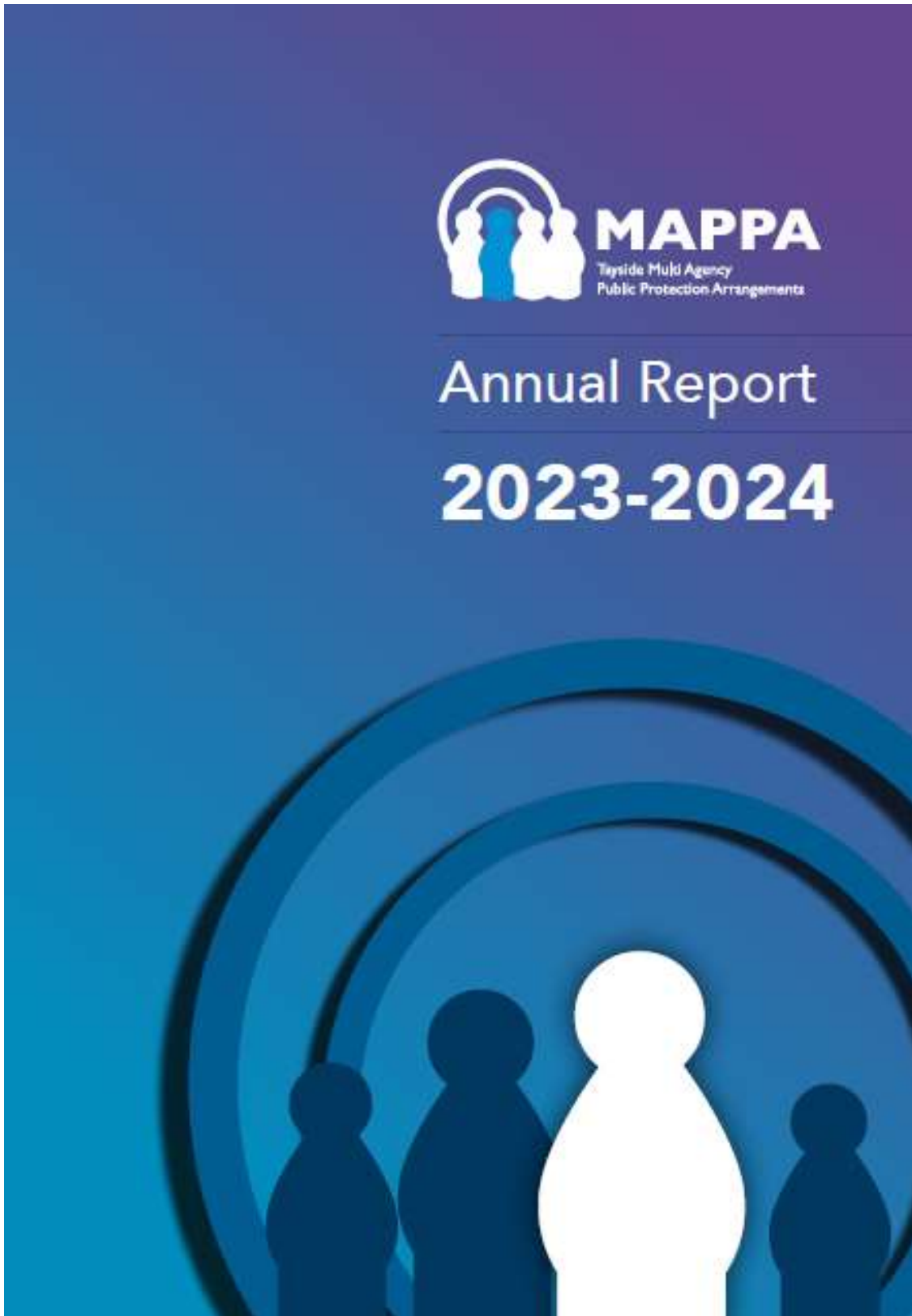
Alan Small
Independent Chair of Tayside MAPPA SOG
5th December 2024

Audrey May
Executive Director of Children and Families Service

December 2024

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APPENDIX 1



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INTRODUCTION

I am pleased to introduce the Tayside Multi Agency Public Protection Arrangements (MAPPA) annual report covering the year from 1 April 2023 to 31 March 2024.

MAPPA is a system that helps agencies like the police, prisons, local councils, and health services (known as Responsible Authorities) work together in partnership to manage sexual and violent offenders. Its goal is to reduce the risk of re-offending and keep communities safe. This partnership has become stronger over time across the Tayside area.

The Key Aspects of MAPPA are:

1. Managing Offenders in the Community:

When a registered sex offender or a high-risk offender is released from prison or is supervised in the community, they are usually housed in their home Council area however recent changes to housing regulations now mean that such persons can ask for housing to be provided in another area, without having any local connection. Stable and appropriate housing, support systems, and monitoring are vital to help offenders reintegrate into society and reduce the risk of them re-offending.

2. Public Concerns:

It is understandable that the public may feel uneasy about offenders living in their community. However, the focus is always on public safety, with strict measures in place to minimise risk. Research shows that providing stability to offenders reduces the chance of re-offending.

3. Partnership and Oversight:

MAPPA within the Tayside Strategic Oversight Group (SOG) area operates under strong partnerships between agencies. The introduction of an Independent Chair in 2019 has allowed these agencies to focus on their core tasks, with the Chair providing an independent perspective and scrutiny helping to ensure the system works effectively and safely.

4. Challenges and Achievements:

The past year has seen a return to business as usual with services moving on from restrictions due to the COVID-19 pandemic and recovery. We are starting to see courts operate as before and as a result a steady rate of offenders entering the system which, although not evident from the statistics outlined in this reporting year, has now started to show an increase in numbers of registered sex offenders across Tayside. Whilst we have reverted to post pandemic business models in respect of the operational management of offenders 'new' practice elements are now used to assist strategic elements of MAPPA with virtual meetings being used to minimise travel and increase efficiency. Re-offending rates among those managed by MAPPA remain low, showing the success of the coordinated approach.

5. Training and Continuous Improvement:

Regular training for staff and constant review of processes ensure that MAPPA partners can adapt to new challenges. These efforts improve how offenders are managed and contribute to making communities safer. Our MAPPA Coordinator continues to assist with practitioner training and ensuring those who chair MAPPA meetings benefit from refresher training. In 2023 we launched our Strategic plan 2023 to 2026 which sets out our ambitions for continuous improvement and allows the SOG to monitor progress.

Looking Forward:

The commitment of all MAPPA partners to work together remains strong. As challenges continue to evolve, this partnership will keep developing plans to manage offenders and protect the public. The support and dedication of the MAPPA Coordinator and Business Support Team and other agencies are critical to this success.

Conclusion:

I believe that this report provides evidence that MAPPA is a vital system for ensuring public safety by effectively managing high-risk offenders. While challenges persist, the ongoing collaboration between agencies, strong oversight, and commitment to continuous improvement help keep communities safe. I am sure you will find the contents of the report both informative and reassuring.



Alan Small

Independent Chair of Tayside MAPPA Strategic Oversight Group

MULTI AGENCY PUBLIC PROTECTION ARRANGEMENTS (MAPPA)

Managing potentially dangerous people in our community can be difficult and challenging, every effort must be made to ensure that this is done as effectively as possible, because mistakes may have serious consequences.

The management of high-risk offenders can only be successful if partner agencies work together and actively share information. MAPPA provides the framework for the assessment and management of risk with partner agencies working together to protect the public from these offenders.

The principles that govern MAPPA are simple:

- Identify those who may pose a risk of harm
- Share relevant information about them
- Assess the nature and extent of that risk
- Find ways to defensibly manage the risk effectively, using available resources most efficiently, to protect victims and reduce further harm

It is recognised that the public are concerned about the risks that offenders present and although high risk offenders live in every community, the number of those who pose a risk of serious harm to others is thankfully low.

All agencies in Tayside involved in the management of MAPPA offenders play a very important role and the effectiveness of the arrangements rely on close working relationships. We hope that this report will help you understand that managing offenders and developing strong links ensures that we provide the best possible protection to our community.

CO-ORDINATING MAPPA

There are five key stages to the MAPPA process:

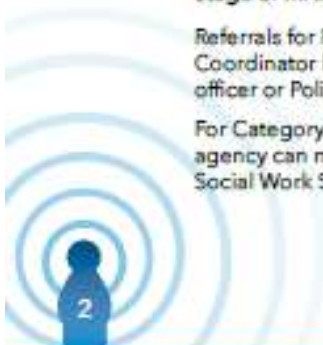
Stage 1: Identification of the offender

When an offender is convicted and falls within one of the MAPPA categories a notification form is sent to the MAPPA Coordinator who is the single point of contact (SPOC) for all MAPPA matters.

Stage 2: MAPPA referral

Referrals for Registered Sex Offenders (RSO) are made to the MAPPA Coordinator by the Scottish Prison Service (SPS), The Social Work supervising officer or Police Scotland Sex Offender Policing Unit (SOPU).

For Category 3 offenders, any Responsible Authority or Duty to Co-operate agency can make a referral, although contact should be made with the offenders Social Work Supervising officer in the first instance.



The referral is submitted to the MAPPA Coordinator following sentence. It is important that the referral form is fully completed and must be informed by the current risk assessment and the proposed risk management plan.

If the offender is in custody the SPS must send the MAPPA Coordinator a referral as soon as possible and **not less than twelve weeks before release**, unless there are extenuating circumstances, following the pre-release Integrated Case Management (ICM) case conference.

Following sentence or release from prison, an initial MAPPA meeting will be held allowing all agencies involved in the management of the individual to be sighted on all information known and held on them. Thereafter the MAPPA management level will be agreed.

- Level 1 : Routine Risk Management
- Level 2 : Multi-Agency Risk Management
- Level 3 : Multi Agency Public Protection Panels

Stage 3: Pre-meeting information sharing

Before any MAPPA meeting, the agencies will submit information held by them about the offender and complete the risk assessment and risk management planning documents.

The pre-read document will be then shared with those that have been invited to attend the MAPPA meeting.

Stage 4: MAPPA meetings

For those offenders in the community, an initial meeting must be held within 20 working days of receipt of referral by the MAPPA Coordinator.

If there is a requirement to hold a Level 3 meeting this must be held within five working days of receipt of the referral.

For offenders within custody or Restricted Patients in hospital, being managed within the Care Programme Approach (CPA) the initial meeting must take place prior to their release/discharge into the community.

The risk management plan will be agreed by the meeting, this will include who is responsible for undertaking each specific action including the timeframe in which it is expected the action will be completed.

The purpose of the meeting is to:

- bring additional information or assist agencies to assess the relevance of existing information
- review and establish agreement regarding the development and implementation of a risk management plan (RMP)
- consider whether the MAPPA level should increase or decrease
- set a formal review date for the risk management plan



All MAPPA meetings will be attended by the social work supervising officer and police lead investigator who are responsible for managing the offender in the community along with the housing liaison officer, the NHS liaison officer, Social Work Child protection representative and MAPPA Coordinator.

MAPPA meetings in Tayside are now held in Perth & Kinross and Angus via MS Teams and by a hybrid mix (in person and MS Teams) in Dundee.

The chair of the meeting will ensure that the meeting is focused and should summarise the risk factors and provide direction on the actions and resources required to appropriately manage the case.

A review meeting should be scheduled to assess the progress of the risk management plan. The timing of this review will reflect the individual circumstances of the risk management plan and should be agreed at the initial meeting.

- Level 1 cases will be reviewed at 6 months for those identified as medium risk and 12 months if identified as low risk
- Level 2 cases will be reviewed no less than once every 12 weeks
- Level 3 cases will be reviewed no less than once every 6 weeks

Review meetings are held to ascertain if the risk management plan is still appropriate. The level of management may be changed based on information shared at the review meetings.

All agencies have a responsibility to report any changes in risk at whatever stage to the MAPPA Coordinator. In these circumstances, an extra review meeting may be called, or the offender may be escalated to a higher level of MAPPA management.

Stage 5: MAPPA meetings

We know that the notification period has no bearing on the risk presented and the need to manage it but the exit of an offender from MAPPA is determined by the length of the Sex Offender Notification Requirements (SONR).

Registered Sex Offenders are subject to Notification requirements (SONR) contained within the Sexual Offences Act 2003. These legal requirements state that the offender must register their name, address, National Insurance number, Passport details and details of all bank and credit card accounts held by them at a prescribed Police Station. The length of time (notification period) an offender must comply with the requirements is determined by the sentence they receive. Failure to comply with these requirements can lead to arrest and may result in a fine or imprisonment.

The lead agency must notify the MAPPA Coordinator when an offender is nearing the end of their SONR and about to exit the arrangements. This notice should be provided with enough time to review the circumstances and consider whether there are criminal or ongoing concerns which evidence that further law enforcement is necessary.

In a small number of cases, the offender may be assessed as still posing a significant risk of serious harm at the point where they would normally exit the MAPPA process. However, if Police Scotland consider these individuals to be



classified as Potentially Dangerous Persons, then they will continue to manage them going forward.

Case studies

The following case studies give an insight to the joint working that occurs within Tayside and with all agencies involved in MAPPA:

Sex Offender Policing Unit (SOPU) and Community Justice Social Work (CJSW) were closely working together to manage a RSO who had recently been released from prison and returned to reside with his wife. Through information provided by the Police, it was noted that this RSO was travelling to another divisional area and was in contact with another RSO. Enquiries with the SOPU in the area quickly established that both RSO were in breach of their Licence conditions. As a result, CJSW in each area submitted breach reports, and both RSOs were recalled to prison. This case shows the close working of the two SOPU units and the quick response of the breach report resulting in the recall to custody of a high risk RSO.

Dundee SOPU, CJSW, MAPPA Coordinator and NHS MAPPA Liaison officer are co-located, and this allows for real time sharing of information and the close working and managing of RSOs. A recent example of close working was when an RSO failed to attend his weekly CJS appointment and was not answering his mobile telephone. Concerns were raised as this individual had been voicing suicidal ideation. His Supervising officer raised the concern and with his Lead investigator SOPU a visit was immediately carried out and the RSO traced and found to be safe and well.

Managing sex offenders in the community is a difficult task and when preparing for them returning to the community from a prison sentence requires the co-operation of several agencies. In 2023 a very high-risk individual was released from custody after serving the custodial part of his sentence and returned to his hometown. He presented as homeless on release and through involvement with the Housing Sex offender Liaison Officer (SOLO) accommodation was found in a city centre homeless unit provided by the third sector.

This individual had been previously managed and was known to be non-engaging and non-compliant, the concern being that he would return to drug misuse. However, both CJSW and SOPU worked closely together carrying out joint unannounced home visits and office appointments. Support was given to the RSO, and he quickly moved into a support flat within the homeless unit. To date he is engaging and accepting of the support, seeking out help when needed and actively avoiding negative peers. As a result he is now managed as a medium risk Level 1 RSO.

In the summer of 2023, Police Scotland received contact from an English Police force regarding a complaint that a Tayside managed RSO was contacting young teenage females in their force area via Snapchat. A home visit to the RSO was carried out and it was established that he had purchased a Samsung smart phone but had later sold it to Cash Converters. Officers attended at Cash Converters and seized the mobile phone.

Over the winter of 2023 Police Scotland received further contact from 6 English Police forces all with similar complaints that the RSO had contacted young teenage females via Snapchat.

Enquiries were made, and it was established that the RSO had purchased another mobile phone and his username and address were identified in each case. Screenshots were provided by each force and the RSO was identified in one image. He was arrested, cautioned and charged with sexual offences of contacting and communicating indecently with the children and was released on an undertaking to appear at Court.

Following his caution and charge, Police Scotland received a further complaint from another English police force again contact with a 13-year-old female in their area by the same RSO. As a result, the Procurator Fiscal (PF) was contacted for the case to be added to the crime file.

The RSO subsequently failed to attend court and was later arrested abroad before being returned to Scotland where he is now in custody.

This case study gives an insight into the investigation of a cybercrime and highlights the links to the English forces. This enquiry also demonstrated a clear indication of persistence after punishment by the individual.

STRATEGIC OVERSIGHT GROUP (SOG)

To oversee and ensure that the agencies involved in MAPPAs are carrying out their statutory duties the Tayside SOG meets regularly and monitors and reviews how the above Public Protection Arrangements are working in this area. Members include senior representatives of Angus, Dundee City and Perth & Kinross Councils, Police Scotland, NHS Tayside, and the Scottish Prison Service. (closed and open estate). The SOG is chaired by an independent chair and the MAPPAs Coordinator also attends each meeting.

The group meets quarterly, and provides local oversight in relation to:

- Business Planning, management,
- Publication of an annual report
- Raise public awareness of the management of individuals subject to MAPPAs processes
- Significant Case Reviews (both local and national)
- Training
- Liaison and communication, both within MAPPAs and with other local multi-agency structures designed to protect the public
- Ensure adherence to the MAPPAs guidance and other relevant National Protocols and standards



- Identify, implement, and share effective practice;
- Liaise with the Scottish Government Public Protection Unit. (SGPPU)

The Tayside SOG is supported by the MAPPA Operational Group (MOG) which ensures that the strategy set by the SOG is applied to operations. The MOG also takes responsibility for training to be delivered to staff when required and carries out self-evaluation activities including audits, reporting the findings to the SOG.

It is recognised that, on occasion, individuals managed under MAPPA may cause or be subject to serious harm. When either of these occur the MAPPA policies and processes are examined. The Significant Case Review (SCR) process provides a consistent framework to enable the MAPPA SOG to scrutinise the quality of practice and adherence to legislation and guidance. The initial stage of this process is the submission of an Initial Notification Report (INR) to the SOG Chair. The INR will include a clear description of the circumstances, an outline of the agencies involved, details of any other on-going formal proceedings, details of risk assessment, the latest MAPPA minutes and areas of good practice and recommendations. More information on the SCR process can be found in Chapter 20 of the National MAPPA guidance.

Within this year's reporting the MAPPA Coordinator carried out an audit of the INR submitted between 2019 and 2023 to the SOG Chair. Of this cohort, 48 reports were examined with only 2 progressing to the SOG SCR subgroup and none requiring progressing to a SCR. The findings from the audit were that of all the cases examined only one was managed at Level 2, and 47 being managed at Level 1. 18 of the cases were under statutory supervision from Community Justice Social Work and 9 were found by proactive policing and related to the possession of indecent images of children. Learning from the audit concluded that good information sharing was evident with key staff. The functionality and potential use of a data clearing application (App) found on the mobile telephone of one offender was shared with all frontline staff for awareness. Record keeping was highlighted as an area for improvement as in some cases the Court decision was not evident in the offender's records. Despite this learning point it was however ascertained that none of the offences could have been prevented.

Fortunately reoffending by high-risk sex offenders is relatively low and the publications of SCRs is a rare occurrence. When an SCR is published, the Tayside SOG examines the report and compares the Tayside position against any recommendations and learning points to identify areas of learning and improvement for future policy and practice.

Recently, the SOG examined the published Person H SCR from Glasgow which highlighted recommendations for NHS. From this, the SOG were content that in Tayside there has been an NHS MAPPA liaison officer in post for 12 years which has ensured health representation at all levels of MAPPA meetings. The NHS liaison officer prepares pre-read information for every meeting and each MAPPA client has an alert placed on the NHS systems. In relation to the recommendation for the use of the VISOR database, the SOG were reassured that in Tayside there is good use of the database by all three local authorities who have access to and regularly update the VISOR records.



STATISTICAL INFORMATION

As of 31 March, 2023, there were 399 Registered Sex Offenders managed in the community in Tayside, and is a decrease of 2 on the previous year. Of the 399 there were 137 (34%) on statutory supervision managed by Community Justice Social Work

The number managed as of 31 March 2024, in each local authority area are:

ANGUS	108 (a decrease of 4 from the previous year)
DUNDEE	165 (an increase of 3 from the previous year)
PERTH & KINROSS	126 (a decrease of 1 from the previous year)

Category 3 offenders continue to be managed under MAPPA and in this reporting period there have been 3 individuals considered and managed by the Responsible Authorities. Of this group 1 was subject to recall to custody for failing to adhere to his Licence conditions.

As stated in the body of this report, the reoffending rate is low and in this reporting year 18 (3%) registered sex offenders were convicted of a further sexual offence. Following a report of reoffending Police Scotland will always carry out a review of the case and should the offence meet the criteria for an initial notification report the SOG chair will have oversight as described earlier in this report. Of the 18 reoffending cases none required an initial notification report.

Also 34 (6%) individuals were given warnings by Community Justice Services for not adhering to their Licence or Community Payback Order conditions with 9 (2%) being recalled to custody.

Failing to comply with the sex offender notification requirements (SONR) is deemed a reportable offence and within this year 17 (3%) offenders were deemed as failing to comply.

WHAT WE SAID WE WOULD DO IN 2023/2024

In our previous annual report, the Tayside MAPPA SOG stated they would prioritise the following points:

- The Tayside MAPPA SOG will deliver a new Strategic Plan for the years 2023 -2026. Objectives - In this reporting year the SOG have developed a new 2023 - 26 Business plan, and its objectives will be monitored throughout the coming years.



- Establish a robust training programme for staff involved in MAPPA by ensuring that MAPPA is better understood by our wider workforce and our communities - Training is a priority that is overseen by the MOG and during the reporting year was delivered to front line staff across all 3 local authorities. This ensures that staff who are at the fore front of practice have an up to date understanding of the MAPPA process and their roles and responsibilities
- Working with the Responsible Authorities to agree guidance and training in respect of the interface between the Child Protection Care and Risk Management Process (CARM) and MAPPA - this is ongoing and will be carried forward into the objectives for 2024-2025
- Carry out audit and self-evaluation work which will further enhance the considerable progress we have achieved in capturing our core data set for MAPPA which has enhanced our routine reporting and analysis - The MAPPA MOG are now responsible for carrying out audits and overseeing the self-evaluation work. The MAPPA Coordinator also now carries out 6 audits per month to examine the content of the MAPPA meetings and minutes provided. The group has also compiled a self-evaluation calendar which now reports into the SOG.
- Further strengthening the links with Child and Adult Protection Committees including Violence against Woman and Girls Partnerships to promote a whole systems approach to protecting people. - this is ongoing and will be carried forward into the objectives for 2024-2025

In addition we will continue to;

- Proactively respond to any national learning from published SCRs
- Monitor the progression of the new Home Office management database Multi Agency Public Protection System (MAPPs) which will replace VISOR in 2025.
- Both the MAPPA Coordinator and the SOG chair sit on National Groups and ensure any updates are communicated and progressed in Tayside. Both also are closely monitoring the progression of the new MAPPs database system.
- MAPPs (Multi-agency Public Protection System), is the new Home Office led programme which will allow for all multi-agency users to collaborate securely, efficiently and effectively to better protect the public from people who pose the highest risk. It is to be implemented in 2025-2026 and will replace all current VISOR functionality and will have automated interfaces to Ministry of Justice, Police, Home Officer and Border force systems.



WHAT WE WILL DO IN 2024-2025

- Develop a Tayside MAPPA Training Calendar around identified topics of concern or interest which have been raised nationally or locally.
- Work with the Child Protection Committees in Dundee City, Angus and Perth & Kinross to agree guidance for staff which clearly defines how CARM interfaces with MAPPA
- Carry out a planned series of 'deep dive' audits subject to agreed priorities
- The Tayside MAPPA SOG will strengthen engagement with the Protecting People workstreams across Tayside ensuring MAPPA is seen as having an integral role in protecting children and adults at risk of harm.

We will also continue to;

- Monitor the progression of the new Home Office management database MAPPS
- Proactively respond to any national learning from published Significant Case Reviews



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APPENDIX 2

***Multi- Agency Public Protection Arrangements
Tayside Strategic Oversight Group
Strategic Plan
April 2023 – March 2026***

The identification of the priorities set out in this strategic plan have been developed from analysis of existing and emerging issues and are designed to enhance the strategic oversight of the MAPPA process. They provide the MAPPA Strategic Oversight Group with a clear plan for continuous improvement which in turn will support the operational delivery of MAPPA in Tayside.

Protecting the communities from violent and sexual offenders is a key priority for agencies across Tayside. Working together through Multi Agency

Public Protection Arrangements (MAPPA) to manage offenders convicted of such crimes is vitally important. MAPPA is a partnership and this Strategic plan sets out actions which will build on progress delivered through our strong partnership approach to effectively deliver protective services.

Priority Outcome 1 – Tayside MAPPA SOG will establish a robust training programme for staff involved in MAPPA delivery ensuring that MAPPA is better understood by our wider workforce and our communities.

Objective	Actions – We will:	Lead Person/ Group	Timescale target for completion	How will we know that we have succeeded?	Suggested Measures/Indicators	Action Updates
<p>A Tayside MAPPA Training Calendar is further developed around identified topics of concern or interest which have been raised nationally or locally.</p> <p>Tayside MAPPA Chairs continue to be effectively supported.</p>	<p>Develop a training calendar for Chairs and relevant operational staff</p> <p>Schedule and deliver training events accessible to all working in Tayside MAPPA.</p> <p>Deliver targeted training on topics identified through ICR/SCR analysis</p>	MAPPA Coordinator	<p>Outcome - March 2025</p> <p>Review -July 2024</p>	<p>Develop a training calendar for Chairs and relevant operational staff</p> <p>Schedule and deliver training events accessible to all working in Tayside MAPPA.</p> <p>Deliver targeted training on topics identified through ICR/SCR analysis</p>	<p>% of people attending training evaluating it as good or better.</p> <p>% of people receiving targeted training evaluating it as good or better.</p> <p>Number of chairs trained/inducted.</p>	

<p><i>MAPPA is better understood by our wider workforce and our communities</i></p>	<p><i>Conduct a programme of engagement events throughout the year to raise the profile of MAPPA and enable an improved understanding by members of the public, partners and elected members.</i></p>	<p><i>MAPPA Coordinator</i></p>	<p>Outcome – <i>March 2026</i></p> <p>Review - <i>December 2024</i></p>	<p><i>Improved understanding of the work of MAPPA by our staff and communities</i></p>	<p><i>Number of engagement events hosted by Tayside MAPPA</i></p> <p><i>% of people attending engagement sessions evaluating it as good or better.</i></p>	
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Priority Outcome 2 – Tayside MAPPA SOG will work with the responsible authorities to agree guidance and training in respect of the interface between the Child Protection Care and Risk Management Process and MAPPA.						
Objective	Actions We will:	Lead Person/ Group	Target for completion	How will we know that we have succeeded?	Suggested Measures/Indicators	Action Updates
<p><i>Partners across Tayside will have an awareness of the CARM</i></p> <p><i>Guidance relating to the interface between MAPPA and CARM will be published and implemented.</i></p>	<p><i>Work with the Child Protection Committees in Dundee City, Angus and Perth and Kinross to agree guidance for staff which clearly defines how CARM interfaces with MAPPA</i></p>	<p><i>MAPPA SOG Lead (tbc)</i></p>	<p>Outcome – <i>March 2026</i></p> <p>Review - <i>December 2024</i></p>	<p><i>Guidance is agreed and published</i></p> <p><i>The effectiveness of the guidance is tested through self-evaluation</i></p>	<p><i>Date guidance agreed and published</i></p> <p><i>Self-evaluation confirms implementation</i></p>	

Priority Outcome 3 –The MAPPA SOG will agree a programme of multi-agency self-evaluation						
Objective	Actions We will:	Lead Person/ Group	Timescale target for completion	How will we know that we have succeeded?	Suggested Measures/Indicators	Action updates
<p><i>The responsible authorities will agree a series of short multi-agency self-evaluation exercises to include – the ERA process, RMT Meeting Process, Information Sharing, Category 3 process. Each to have multi-agency participation.</i></p> <p><i>The audit process will be supported by a staff survey aimed at MAPPA practitioners</i></p>	<p><i>Carry out a planned series of ‘deep dive’ audits subject to agreed priorities</i></p> <p><i>Agree and deliver a staff survey aimed at MAPPA Practitioners to support the audit findings</i></p>	<p><i>Tayside MAPPA Self-Evaluation Group Chair</i></p> <p><i>As above</i></p>	<p>Outcome – <i>March 2026</i></p> <p>Review - <i>March 2024 then annually</i></p> <p><i>Date to be agreed</i></p>	<p><i>Self-Evaluation Plan agreed by MAPPA SOG</i></p> <p><i>Audits and findings monitored and evaluated by the MAPPA SOG Self Evaluation Group</i></p> <p><i>Survey covering key themes will be produced and the findings used to triangulate what we know through data and audit.</i></p>	<p><i>Audit findings set against agreed baseline.</i></p> <p><i>Survey results including percentage of respondents</i></p>	

Priority Outcome 4 –The MAPPA SOG will aim support a whole systems approach to public protection through strengthening our collaborative approach to Protecting People.

Objective	Actions We will:	Lead Person/ Group	Timescale target for completion	How will we know that we have succeeded?	Suggested Measures/Indicators	Action updates
<p>The Tayside MAPPA SOG will strengthen engagement with the Protecting People workstreams across Tayside ensuring MAPPA is seen as having an integral role in protecting children and adults at risk of harm.</p>	<p>Establish an agreed approach to engagement with the Child and Adult Protection Committees and Violence against women and girls partnerships across Tayside through:</p> <ul style="list-style-type: none"> Establishing regular meetings with the chairs and Lead Officers/Coordinators of CPC/APC and VAWP in Tayside. Exploring areas of collaborative working and learning such as self-evaluation: training and SCR/Learning Review approaches. Ensure that there are clear lines of communication between the relevant Committees through attending full meetings/sub-groups and sharing minutes. Each SOG will have a standing agenda item covering relevant 	<p>Tayside MAPPA SOG Chair/Coordinator</p> <p>As above</p>	<p>Outcome – March 2026</p> <p>Review - March 2024 then annually</p>	<p>Regular meetings are established.</p> <p>Areas of collaboration/learning are identified</p> <p>Clear lines of communication are agreed and established.</p>	<p>Meeting scheduled and attended and reported as useful.</p> <p>Collaboration/Learning opportunities are monitored and reported to the SOG.</p> <p>A Protecting People standing agenda item is introduced at each SOG.</p>	

	<i>Protecting People updates.</i>					
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REPORT TO: CITY GOVERNANCE COMMITTEE – 20 JANUARY 2025
REPORT ON: CAPITAL EXPENDITURE MONITORING 2024/25
REPORT BY: EXECUTIVE DIRECTOR OF CORPORATE SERVICES
REPORT NO: 1–2025

1 PURPOSE OF REPORT

1.1 To appraise Elected Members of the latest position regarding the Council's Capital Plan 2024-29.

2 RECOMMENDATION

2.1 It is recommended that the Committee note the latest position regarding the Council's Capital Plan 2024-29.

3 FINANCIAL IMPLICATIONS

3.1 This report shows the latest projections for 2024/25 expenditure and total cost as at 30th November 2024.

Appendix 1, which details the General Services position to the end of November 2024, shows a revised projected outturn for 2024/25 of £115.513m, a decrease of £1.378m since the last capital monitoring report was approved at City Governance Committee on 2nd December 2024 (Report 332-2024, Article III refers). The net movements that have contributed to this decrease are summarised in paragraph 5.1 of this report. The net movements in budget of £1.378m will be required in 2025/26 and will be funded from a combination of borrowing and grants and contributions.

Appendix 3, which details the Housing HRA position to the end of November 2024, shows a projected outturn for 2024/25 of £15.490m a decrease of £1.283m since the last capital monitoring report was approved at City Governance Committee on 2nd December 2024 (Report 332-2024, Article III refers). The net movements that have contributed to this decrease are summarised in paragraphs 6.2.1 and 6.2.2 of this report.

4 BACKGROUND

4.1 The Capital Plan 2024-29 was approved at City Governance Committee on 18 February 2024 (Report 18-2024, Article VII refers).

In addition to monitoring the in-year budget (i.e. 2024/25) the total projected cost of each project will be monitored against the cost when the tender acceptance was approved at Committee. Furthermore, the projected completion date for each project will be monitored against the completion date as anticipated when the tender report was approved. The capital programme is being monitored in conjunction with the Council's asset managers.

The Housing HRA Capital Programme 2024/25 was approved as part of the Capital Plan 2024-29 at the City Governance Committee on 18 February 2024 (Report 18-2024, Article VII refers).

4.2 Local Authorities from 1 April 2004 are required, by Regulation, to comply with the Prudential Code under Part 7 of the Local Government Act 2003. The Capital Budget for 2024/25 is being monitored within the framework of the updated Prudential Code 2021.

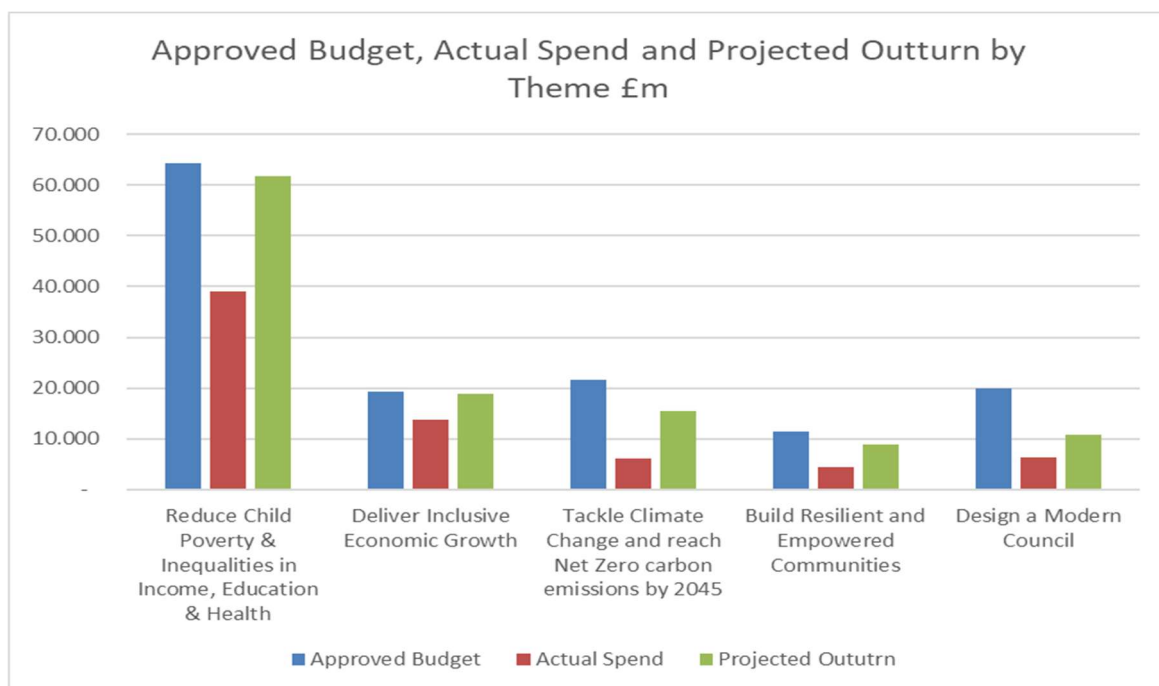
4.3 The Capital Monitoring report provides detailed information on major projects and programmes contained within the Capital Budget and the impact of expenditure movements on future financial years.

5 GENERAL SERVICES CURRENT POSITION

5.1 Appendix 2 details the latest projected outturn for major projects and programmes, both for 2024/25 and for the whole project life-span. In addition, the Appendix monitors project timescales, with approved completion dates taken from tender approval reports. In some instances, it is not possible to provide approved or projected total project costs and timescales due to the project being a block programme containing various smaller projects within it. In these cases, the total cost is assumed to be the budgeted figure plus previous year actuals. The projected completion date is assumed to be the end of the financial year. In addition, Procurement Strategy reports are being approved at committee which gives the Executive Directors delegated authority to award a contract to the successful bidder, without having to come back to committee, thus the approved total cost and timescales are not readily available for monitoring (previously taken from approved committee tender report). In these cases, reliance is on Service Officers updating the monitoring spreadsheet.

Appendix 1 summarises the total gross expenditure for 2024/25 and how this expenditure is funded. The projected budgeted capital expenditure is 100% of the projected capital resources. Project cashflows, for phasing of budgets, are constantly being reviewed. Actual expenditure to 30th November is £70.167m, 61% of the Revised Budget 2024/25 compared to 53% for the same period last year.

The table below shows a comparison of approved budget, actual spend and projected outturn for 2024/25, broken down by Council Theme



The decrease in the projected outturn for 2024/25 reflects project/programmes budgets being reprofiled. Key variation is as follows and details are provided in subsequent paragraph.

Reduction in planned expenditure:

- Broughty Ferry to Monifieth Active Travel Improvements – (£1.490m)

5.2 2024/25 Expenditure Variations

Appendix 1, which details the General Services position to the end of November 2024, shows a revised projected outturn for 2024/25 of £115.513m, a decrease of £1.378m since the last capital monitoring report was approved at City Governance Committee on 2nd December 2024 (Report 332-2024, Article III refers). The net movement that has contributed to this decrease is summarised below in paragraph 5.2.1.

5.2.1 Broughty Ferry to Monifieth Active Travel Improvements (Tackle Climate Change and Reach Net Zero Carbon Emissions by 2045) – Reduction in projected expenditure of £1.490m in 2024/25. Broughty Ferry Active Travel Project funding has previously been approved by Sustrans Places for Everyone. This funding was transferred to Transport Scotland in April 2024 but Transport Scotland have not yet been able to provide confirmation of this agreement. Expenditure on the remainder of this project has been deferred to 2025/26, pending this confirmation. If Transport Scotland funding is not confirmed, then the overall budget for remaining works will require to be reduced by the grant funded element.

5.3 The table below shows the latest position regarding the capital resources for funding of the 2024/25 programme: -

	Approved Budget £m	Adjustments £m	Revised Budget £m	Projected Outturn £m	Variance £m
Borrowing	99.115	(12.537)	86.578	86.578	-
General Capital Grant	11.551	0.279	11.830	11.830	-
Capital Grants & Contributions	17.212	(2.533)	14.679	14.679	-
Capital Receipts – Sale of Assets	2.000	-	2.000	2.000	-
Capital Fund	<u>0.426</u>	<u>-</u>	<u>0.426</u>	<u>0.426</u>	
	<u>130.304</u>	<u>(14.791)</u>	<u>115.513</u>	<u>115.513</u>	<u>-</u>

5.3.1 Over the last 5 years the actual outturns achieved have been: -

	£m
2020/21	39.537
2021/22	45.038
2022/23	44.086
2023/24	73.454
2024/25 (Projected)	115.513

5.4 Projected Total Cost Variations

There are no total cost variations to report since the previous capital monitoring report went to committee.

5.5 Completion Date Variations (this compares the estimated completion date as per the tender acceptance report to the actual completion date)

There are no completion date variations to report since the previous capital monitoring report went to committee.

Officers are constantly reviewing the capital programme to ascertain the impact of global supply chain issues on the timescales for delivering projects. Officers will report any further revisions to estimated completion dates in future capital monitoring reports.

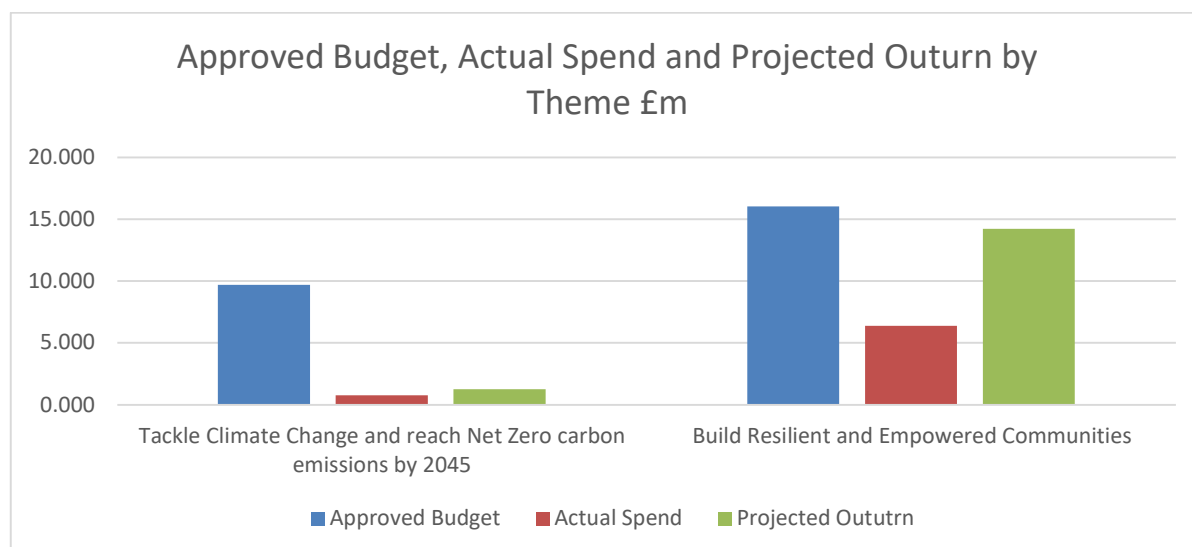
6 HOUSING HRA - CURRENT POSITION

6.1 2024/25 Expenditure Variations

Appendix 2 details the latest projected outturn for each project, both for 2024/25 and for the whole project lifespan. In addition, the Appendix monitors project timescales. In some instances, it is not possible to provide approved or projected total project costs and timescales due to the project being a block programme containing various smaller projects within it. In these cases, the total cost is assumed to be the budgeted figure plus previous year actuals. The projected completion date is assumed to be the end of the financial year. In addition, Procurement Strategy reports are being approved at committee which gives the Executive Directors delegated authority to award a contract to the successful bidder, without having to come back to committee, thus the approved total cost and timescales are not readily available for monitoring (previously taken from approved committee tender report). In these cases, reliance is on Service Officers updating the monitoring spreadsheet.

Appendix 3 summarises the total gross expenditure for 2024/25 and how this expenditure is funded. The projected budgeted capital expenditure is 100% of the projected capital resources. Project cashflows, for phasing of budgets, are constantly being reviewed. Actual expenditure to 30th November 2024 is £7.147m, 46% of the Revised Budget 2024/25 compared to 29% for the same period last year.

The table below shows a comparison of approved budget, actual spend and projected outturn for 2024/25, broken down by Council Theme.



6.2 Appendix 3, which details the Housing HRA position to the end of November 2024, shows a projected outturn for 2024/25 of £15.490m a decrease of £1.283m since the last capital monitoring report was approved at City Governance Committee on 2nd December 2024 (Report 332-2024, Article III refers). The net movements that have contributed to this decrease are summarised below in paragraphs 6.2.1 to 6.2.2.

6.2.1 Energy Efficiency - External Insulation and Cavity Fill (Tackle Climate Change and Reach Net Zero Emissions by 2045) - The projected expenditure has decreased by £0.497m in 2024/25. This is mainly due to the Linlathen programme which has been updated to reflect the latest timescales and estimates following the design process.

6.2.2 Healthy Safe and Secure – Kirk Street MSD (Build Resilient and Empowered Communities) - The projected expenditure has decreased by £0.313m in 2024/25 –The programme of works has been updated to reflect the latest timescales and estimates provided by the manufacturer.

6.3 The table below shows the latest position regarding the funding of the 2024/25 programme: -

	Approved Budget £m	Adjustments £m	Revised Budget £m	Projected Outturn £m	Variance £m
Borrowing	22.864	(8.811)	14.053	12.278	-
Capital Grants & Contributions	1.209	(514)	695	695	-
CFCR	450	-	450	450	-
Capital Receipts – Sale of Assets	731	(469)	262	262	-
Receipts from Owners	450	(420)	30	30	-
	<u>25.704</u>	<u>(10.214)</u>	<u>15.490</u>	<u>15.490</u>	<u>-</u>

6.3.2 Over the last 5 years the actual outturns achieved have been: -

	£m
2020/21	7.316
2021/22	12.338
2022/23	9.232
2023/24	12.175
2024/25 (Projected)	15.490

6.4 Projected Total Cost Variations

There are no total cost variations to report since the previous capital monitoring report went to committee.

6.5 Completion Date Variations (this compares the estimated completion date as per the tender acceptance report to the actual completion date)

There are no completion date variations to report since the previous capital monitoring report went to committee.

As indicated above, officers are presently reviewing the Housing Capital Plan for 2024/25 and will report back to Committee with any recommended changes.

7 **RISK ASSESSMENT**

7.1 There are a number of risks which may have an impact on the Capital Expenditure programme. The main areas of risk are identified in Appendix 4 to this report. along with the impact. consequences and controls in place to mitigate the risk together with the mechanisms in place to help mitigate these risks.

8 **POLICY IMPLICATIONS**

8.1 This report has been subject to the Pre-IIA Screening Tool and does not make any recommendations for change to strategy, policy, procedures, services or funding and so has not been subject to an Integrated Impact Assessment. An appropriate senior manager has reviewed and agreed with this assessment.

9 **CONSULTATION**

9.1 The Council Leadership Team have been consulted and are in agreement with the content of this report.

10 **BACKGROUND PAPERS**

10.1 None.

ROBERT EMMOTT
EXECUTIVE DIRECTOR OF CORPORATE SERVICES

08 JANUARY 2025

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2024/25 DUNDEE CITY COUNCIL CAPITAL EXPENDITURE MONITORING TO 30th NOVEMBER 2024

Appendix 1

	<u>Approved Capital Budget 2024/25 £000</u>	<u>Total Budget Adjustments £000</u>	<u>Revised Capital Budget 2024/25 £000</u>	<u>Actual Spend 2024/25 £000</u>	<u>Projected Outturn 2024/25 £000</u>	<u>Variance £000</u>	<u>Actual Spend to 30.11.24 as a % of Revised Budget</u>
GENERAL SERVICES							
<u>Capital Expenditure</u>							
Reduce Child Poverty & Inequalities in Income, Education & Health	64,217	(2,538)	61,679	39,114	61,679	0	63%
Deliver Inclusive Economic Growth	19,232	(440)	18,792	13,876	18,792	0	74%
Tackle Climate Change and reach Net Zero carbon emissions by 2045	21,584	(6,184)	15,400	6,239	15,400	0	41%
Build Resilient and Empowered Communities	11,402	(2,549)	8,853	4,427	8,853	0	50%
Design a Modern Council	19,869	(9,080)	10,789	6,511	10,789	0	60%
Capital Expenditure 2024/25	136,304	(20,791)	115,513	70,167	115,513	0	61%
<u>Capital Resources</u>							
Expenditure Funded from Borrowing	99,115	(12,537)	86,578	54,613	86,578		
General Capital Grant	11,551	279	11,830	9,695	11,830		
Capital Grants & Contributions - project specific	17,212	(2,533)	14,679	4,420	14,679		
Capital Receipts - Sale of Assets	2,000		2,000	1,013	2,000		
Capital Fund	426		426	426	426		
Capital Resources 2024/25	130,304	(14,791)	115,513	70,167	115,513		
Capital Expenditure as % of Capital Resources	105%		100%		100%		

REDUCE CHILD POVERTY AND INEQUALITIES IN INCOMES, EDUCATION AND HEALTH

Project/Nature of Expenditure	Approved Budget 2024/25 £000	Total Adjusts £000	Revised Budget 2024/25 £000	Expenditure to 30/11/24 £'000	Projected Outturn 2024/25 £000
MAJOR PROJECTS - Reduce Child Poverty and Inequalities					
Harris Academy Extension	200	(5)	195	127	195
(Less External Funding)	(200)	5	(195)		(195)
School Estate Investment-East End Community Campus	63,657	(2,557)	61,100	38,873	61,100
OTHER PROJECTS - Reduce Child Poverty and Inequalities	360	24	384	142	384
(Less External Funding)		(100)	(100)	(28)	(100)
Net Expenditure	64,017	(2,633)	61,384	39,114	61,384
Receipts	(200)	(95)	(295)	(28)	(295)
Gross Expenditure	64,217	(2,538)	61,679	39,142	61,679

Note 1				
Actual Project Cost to 30/11/24 £000	Current Approved Project Cost £000	Projected Total Cost £000	Approved Completion Date	Projected/ Actual Completion Date
4,756	5,174	4,824	Dec-23	Aug-24
(4,629)	(5,174)	(4,824)		
68,992	100,800	100,900	Jul-25	Jul-25
3,689	4,571	4,492		
72,808	105,371	105,392		
(4,629)	(5,174)	(4,824)		
77,437	110,545	110,216		

Note 1: The Current approved project cost is either the approved cost as per the tender price, or the revised budgeted figure as per the Capital Plan 2024-29

DELIVER INCLUSIVE ECONOMIC GROWTH

Project/Nature of Expenditure	Approved	Total	Revised	Expenditure	Projected	Note 1				
	Budget 2024/25	Adjusts	Budget 2024/25	to 30/11/24	Outturn 2024/25	Actual Project Cost to 30/11/24	Current Approved Project Cost	Projected Total Cost	Approved Completion Date	Projected/ Actual Completion Date
	£000	£000	£000	£'000	£000	£000	£000	£000		
MAJOR PROJECTS - Deliver Inclusive Economic Growth										
Site 6 South Development - Offices	18,620	(162)	18,458	13,712	18,458	20,136	26,202	26,202	Feb-25	Apr-25
OTHER PROJECTS - Deliver Inclusive Economic Growth	612	(278)	334	164	334	2,070	2,702	2,618		
(Less External Funding)	(351)	271	(80)	(22)	(80)	(86)	(475)	(475)		
Net Expenditure	18,881	(169)	18,712	13,854	18,712	22,120	28,429	28,345		
Netted Off Receipts	(351)	271	(80)	(22)	(80)	(86)	(475)	(475)		
Gross Expenditure	19,232	(440)	18,792	13,876	18,792	22,206	28,904	28,820		

Note 1: The Current approved project cost is either the approved cost as per the tender price, or the revised budgeted figure as per the Capital Plan 2024-29

TACKLE CLIMATE CHANGE AND REACH NET ZERO CARBON EMISSIONS BY 2045

Project/Nature of Expenditure	Approved Budget	Total	Revised Budget	Expenditure to	Projected Outturn	Note 1				
	2024/25 £000	Adjusts £000	2024/25 £000	30/11/24 £'000	2024/25 £000	Actual Project Cost to 30/11/24 £000	Current Approved Project Cost £000	Projected Total Cost £000	Approved Completion Date	Projected/ Actual Completion Date
MAJOR PROJECTS - Tackle Climate Change and Reach Net Zero Emissions by 2045										
Broughty Ferry to Monifieth Active Travel Improvements	2,580	(1,551)	1,029	740	1,029	16,199	9,067	18,031	Sep-24	Sep-24
(Less External Funding)	(1,830)	1,330	(500)	31	(500)	(15,428)	(9,067)	(17,228)	Sep-24	Sep-24
Tier 1 Active Travel Infrastructure Fund (formerly known as Cycling, Walking & Safer Routes)	652	353	1,005	486	1,005	1,356	1,875	1,875	Mar-25	Mar-25
(Less External Funding)	(652)	(353)	(1,005)	(486)	(1,005)	(486)	(1,005)	(1,005)	Mar-25	Mar-25
DCA Lifecycle plant replacement programme	500	(325)	175	56	175	122	4,550	4,550	Tender targeted for approval prior to end of 2024/25	
Low Carbon Transport (Green Transport Hub & Spokes - Bell Street)	12,170	(1,512)	10,658	3,487	10,658	4,355	16,000	17,645	Main Tender targeted for approval January 2025 Committee	
(Less External Funding)	(11,870)	1,212	(10,658)	(3,487)	(10,658)	(4,335)	(14,400)	(16,045)		
Vehicle Fleet & Infrastructure	2,828	(1,707)	1,121	1,063	1,121	2,188	2,246	2,246	Mar-25	Mar-25
(Less Sale of Vehicles & Equipment)		(78)	(78)	(75)	(78)	(265)	(268)	(268)	Mar-25	Mar-25
OTHER PROJECTS - Tackle Climate Change and Reach Net Zero Carbon Emissions by 2045	2,854	(1,442)	1,412	407	1,412	21,344	24,154	24,188		
(Less External Funding)		(528)	(528)	(223)	(528)	(2,310)	(2,340)	(2,340)		
Net Expenditure	7,232	(4,601)	2,631	1,999	2,631	22,740	30,812	31,649		
Receipts	(14,352)	1,583	(12,769)	(4,240)	(12,769)	(22,824)	(27,080)	(36,886)		
Gross Expenditure	21,584	(6,184)	15,400	6,239	15,400	45,564	57,892	68,535		

Note 1: The Current approved project cost is either the approved cost as per the tender price, or the revised budgeted figure as per the Capital Plan 2024-29

Appendix 2

BUILD RESILIENT AND EMPOWERED COMMUNITIES

Project/Nature of Expenditure	Approved Budget 2024/25 £000	Total Adjusts £000	Revised Budget 2024/25 £000	Expenditure to 30/11/24 £'000	Projected Outturn 2024/25 £000
MAJOR PROJECTS - Build Resilient and Empowered Communities					
Road Maintenance Partnership	3,460	(94)	3,366	2,386	3,366
Street Lighting Renewal	1,117	(1)	1,116	693	1,116
City Improvement/Investment Fund	1,365	(1,183)	182	42	182
(Less External Funding)	(1,115)	1,115	0	0	0
Parks & Open Spaces	2,408	(807)	1,601	437	1,601
(Less External Funding)	(365)		(365)		(365)
OTHER PROJECTS/PROGRAMMES - Build Resilient and Empowered Communities	3,052	(464)	2,588	869	2,588
(Less External Funding)	(829)	(340)	(1,169)	(130)	(1,169)
Net Expenditure	9,093	(1,774)	7,319	4,297	7,319
Receipts	(2,309)	775	(1,534)	(130)	(1,534)
Gross Expenditure	11,402	(2,549)	8,853	4,427	8,853

Note 1

Actual Project Cost to 30/11/24 £000	Current Approved Project Cost £000	Projected Total Cost £000	Approved Completion Date	Projected/Actual Completion Date
2,386	3,366	3,366	Mar-25	Mar-25
693	1,116	1,116	Mar-25	Mar-25
11	2,717	2,717	Mar-25	Mar-25
(693)	(693)	(693)	Mar-25	Mar-25
1,465	2,650	2,650	Mar-25	Mar-25
(275)	(640)	(640)	Mar-25	Mar-25
6,398	8,420	7,800		
(812)	(1,477)	(1,477)		
9,173	15,459	14,839		
(1,780)	(2,810)	(2,810)		
10,953	18,269	17,649		

Note 1: The Current approved project cost is either the approved cost as per the tender price, or the revised budgeted figure as per the Capital Plan 2024-29

DESIGN A MODERN COUNCIL

Project/Nature of Expenditure	Approved Budget 2024/25 £000	Total Adjusts £000	Revised Budget 2024/25 £000	Expenditure to 30/11/24 £'000	Projected Outturn 2024/25 £000
MAJOR PROJECTS/PROGRAMMES - Design a Modern Council					
Baldovie Depot Redevelopment	3,071	(2,971)	100	50	100
Depot Rationalisation Programme	2,092	(1,992)	100	61	100
Dundee Ice Arena Plant & Upgrade	577	(477)	100	20	100
Olympia Refurbishment Works		618	618	572	618
Property Lifecycle Development Programme	6,285	(889)	5,396	2,495	5,396
Purchase Computer Equipment	1,258	43	1,301	883	1,301
(Less External Funding)		(1)	(1)		(1)
Desktop Management Software	1,500	(1,242)	258		258
Schools Connectivity	1,100	474	1,574	1,580	1,574
OTHER PROJECTS/PROGRAMMES - Design a Modern Council	3,986	(2,644)	1,342	850	1,342
Net Expenditure	19,869	(9,081)	10,788	6,511	10,788
Netted Off Receipts		(1)	(1)		(1)
Gross Expenditure	19,869	(9,080)	10,789	6,511	10,789

Note 1

Actual Project Cost to 30/11/24 £000	Current Approved Project Cost £000	Projected Total Cost £000	Approved Completion Date	Projected/ Actual Completion Date
225	5,200	5,200		Tender will follow acquisition of land
422	3,063	3,063		Service review ongoing - tender will follow once review complete
1,071	9,100	9,100		Early stages of development with consultation on-going. Tender report will follow
6,639	6,163	6,685	Oct-23	Dec-23
5,350	8,251	8,251	Mar-25	Mar-25
3,630	4,048	4,048	Mar-25	Mar-25
(648)	(650)	(648)	Mar-23	Mar-23
1,606	2,600	2,600		
4,441	5,840	7,785		
22,736	43,615	46,084		
(648)	(650)	(648)		
23,384	44,265	46,732		

Note 1: The Current approved project cost is either the approved cost as per the tender price, or the revised budgeted figure as per the Capital Plan 2024-29

Appendix 2

TACKLE CLIMATE CHANGE AND REACH NET ZERO EMISSIONS BY 2045 - HOUSING REVENUE ACCOUNT ELEMENT

Project/Nature of Expenditure	Approved Budget 2024/25 £000	Total Adjusts £000	Revised Budget 2024/25 £000	Expenditure to 30/11/2024	Projected Outturn 2024/25 £000
Energy Efficient	9,683	(8,419)	1,264	774	1,264
Net Expenditure	9,683	(8,419)	1,264	774	1,264
Receipts					
Gross Expenditure	9,683	(8,419)	1,264	774	1,264

Note 1

Actual Project Cost to 30/11/2024 £000	Current Approved Project Cost £000	Projected Total Cost £000	Approved Completion Date	Projected/ Actual Completion Date
891	1,376	1,376	Mar-25	Mar-25
891	1,376	1,376		
891	1,376	1,376		

BUILD RESILIENT AND EMPOWERED COMMUNITIES - HOUSING REVENUE ACCOUNT ELEMENT

Project/Nature of Expenditure	Approved Budget 2024/25 £000	Total Adjusts £000	Revised Budget 2024/25 £000	Expenditure to 30/11/2024	Projected Outturn 2024/25 £000
Free from Serious Disrepair	4,550	884	5,434	2,435	5,434
Modern Facilities & Services	1,000	(374)	626	246	626
Healthy, Safe and Secure	2,710	303	3,013	911	3,013
Miscellaneous	1,437	591	2,028	1,170	2,028
Increased Supply of Council Housing	6,114	(4,197)	1,917	1,493	1,917
(Less External Funding)	(1,209)	514	(695)	(695)	(695)
Demolitions	10	98	108	8	108
Sheltered Lounge Upgrades	200		200	110	200
Improvement Plan		900	900		900
Net Expenditure	14,812	(1,281)	13,531	5,678	13,531
Receipts	(1,209)	514	(695)	(695)	(695)
Gross Expenditure	16,021	(1,795)	14,226	6,373	14,226

Note 1

Actual Project Cost to 30/11/2024 £000	Current Approved Project Cost £000	Projected Total Cost £000	Approved Completion Date	Projected/ Actual Completion Date
3,575	6,935	6,573	Mar-25	Mar-25
263	490	643	Mar-25	Mar-25
7,068	10,018	10,024	Mar-25	Mar-25
2,205	3,079	3,079	Mar-25	Mar-25
7,342	7,766	7,766	Mar-25	Mar-25
	(2,053)	(2,053)	Mar-25	Mar-25
33	133	133	Mar-25	Mar-25
127	200	217	Mar-25	Mar-25
	900	900	Mar-25	Mar-25
21,608	29,172	28,382	776,027	776,393
	(2,053)	(2,053)	45,747	45,747
21,608	31,225	30,435	730,280	730,646

Note 1: The Current approved project cost is either the approved cost as per the tender price, or the revised budgeted figure as per the Capital Plan 2024-29

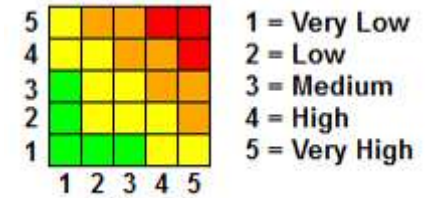
DUNDEE CITY COUNCIL CAPITAL EXPENDITURE MONITORING 30 NOVEMBER 2024

Appendix 3

	<u>Approved Capital Budget 2024/25 £000</u>	<u>Total Budget Adjustments £000</u>	<u>Revised Capital Budget 2024/25 £000</u>	<u>Actual Spend to 30 Nov 2024 £000</u>	<u>Projected Outturn 2024/25 £000</u>	<u>Variance £000</u>	<u>Actual Spend to 30.11.2024 as a % of Revised Budget</u>
<u>Capital Expenditure 2024/25</u>							
<u>Tackle Climate Change and reach Net Zero carbon emissions by 2045</u>							
Energy Efficiency	9,683	(8,419)	1,264	774	1,264	-	61%
<u>Build Resilient and Empowered Communities</u>							
Free from Serious Disrepair	4,550	884	5,434	2435	5,434	-	45%
Modern Facilities and Services	1,000	(374)	626	246	626	-	39%
Healthy, Safe & Secure	2,710	303	3,013	911	3,013	-	30%
Miscellaneous	1,437	591	2,028	1,170	2,028	-	58%
Increase Supply of Council Housing	6,114	(4,197)	1,917	1,493	1,917	-	78%
Demolitions	10	98	108	8	108	-	7%
Sheltered Lounge Upgrades	200		200	110	200	-	55%
Improvement Plan		900	900		900	-	0%
Capital Expenditure 2024/25	25,704	(10,214)	15,490	7,147	15,490	-	46%
<u>Capital Resources 2023/24</u>							
Expenditure Funded from Borrowing	22,864	(8,811)	14,053	6,190	14,053	-	
Capital Receipts, Grants & Contributions - project specific							
Scottish Government Grants	1,209	(514)	695	695	695	-	
Capital Funded from Current Revenue							
Council Tax discount reductions used to fund affordable housing	450		450		450	-	
Capital Receipts, Grants & Contributions							
Receipts from Owners	450	(420)	30		30	-	
Capital Receipts:-							
Sale of Assets - Land	731	(469)	262	262	262	-	
	25,704	(10,214)	15,490	7,147	15,490		
Capital Expenditure as % of Capital Resources	100%		100%		100%		

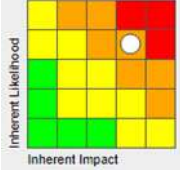
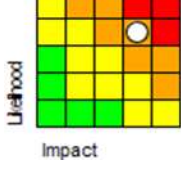
APPENDIX 4

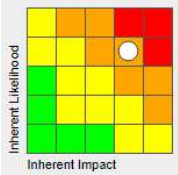
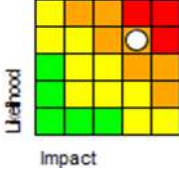
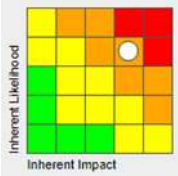
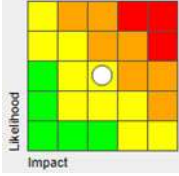
Pentana Risk Matrix



Risk Report
 Report Type: Capital Monitoring 2024/25
 Report Author: Executive Director of Corporate Services

Risk Title	Causes	Impact	Consequence	Inherent Risk	Controls	Residual Risk (Current)
1.General Price inflation may be greater than contingencies already built into figures in capital monitoring/plan.	<ul style="list-style-type: none"> The invasion of Ukraine Labour shortages pushing up labour costs. Economic uncertainty due to political factors 	<ul style="list-style-type: none"> Increased financial cost of projects. Potential Overspends as allowance in Capital Plan is insufficient to cover increased cost. 	<ul style="list-style-type: none"> Changes to the scope of projects to accommodate additional costs. Delays to project progressing due to rescoping of project. Changes to Capital Plan to accommodate the additional costs by reallocation of resources from other projects 		<ul style="list-style-type: none"> Robust Capital Monitoring processes in place to enable any potential issues to be highlighted as soon as they arise, and any necessary action taken. 	
2.Additional Costs once Project has started and works on-going	<ul style="list-style-type: none"> Unforeseen circumstances such as ground conditions leading to delay and /or additional cost. Under performance in the materials supply chain. 	<ul style="list-style-type: none"> Increased financial cost of projects. Potential Overspends as allowance in Capital Plan is insufficient to cover increased cost. 	<ul style="list-style-type: none"> The estimated completion of the project is delayed Changes to the scope of the ongoing project, if possible, to accommodate the increased costs. Changes to Capital Plan to accommodate the additional costs by 		<ul style="list-style-type: none"> Robust monitoring of the project by professional Project Managers means potential issues are highlighted and remedial action taken to resolve as soon as possible. Specific Risk registers exist for major capital projects contained 	

Risk Title	Causes	Impact	Consequence	Inherent Risk	Controls	Residual Risk (Current)
			reallocation of resources from other projects		within the capital monitoring, and they are continually reviewed as the project progresses, and corrective action taken where necessary. <ul style="list-style-type: none"> Capital monitoring processes ensure overspends are highlighted as soon as known and corrective action taken. 	
3.Estimated Completion date for the Project	<ul style="list-style-type: none"> Extreme weather conditions can delay progress Unforeseen issues can arise once project starts e.g. ground conditions Under performance in the materials supply chain. 	<ul style="list-style-type: none"> Delay in the asset becoming operational. Negative press coverage for Council Service delivery impacted due to delays in completing works. 	<ul style="list-style-type: none"> Potential additional revenue costs as asset not operational and ready to be used, Delay In achieving revenue savings from the project. Knock on effect of not being able to progress subsequent projects, as staff engaged on delivery of current project. Potential additional capital costs where equipment has been hired. Potential claim from contractors for extension of time. 		<ul style="list-style-type: none"> Robust monitoring of the project by professional Project Managers means when potential delays to the project are highlighted and remedial action taken to resolve as soon as possible to minimise any delays to the completion date. 	

Risk Title	Causes	Impact	Consequence	Inherent Risk	Controls	Residual Risk (Current)
<p>4.Capital Receipts from Sale of Assets not achieved</p>	<ul style="list-style-type: none"> Uncertain market conditions, e.g. level of interest rates and inflation, means housing developers are not purchasing sites for development. Abnormals can reduce the value of the site being marketed. Brownfield sites have higher level of abnormals due to contamination etc. Uncertain economic/world means businesses are not expanding. 	<ul style="list-style-type: none"> Less funding available to fund current capital programme 	<ul style="list-style-type: none"> Alternate capital resources identified to compensate for the shortfall, if possible. Capital programme is reprioritised to take account of the funding shortfall 		<ul style="list-style-type: none"> Robust monitoring of the projected capital receipts by officers from City Development and Support services, means any shortfalls are identified and remedial action taken. 	
<p>5.Delays in Capital Receipts being Received</p>	<ul style="list-style-type: none"> Uncertain market conditions, e.g. level of interest rates, inflation and uncertainties in the economy due to political climate means housing developers are delaying purchasing sites for development, in anticipation that interest rates and rate of inflation will come down Businesses are delaying applying 	<ul style="list-style-type: none"> Less funding available to fund current capital programme in the short term 	<ul style="list-style-type: none"> Capital programme is slipped to take account of the delays in receiving the capital receipts 		<ul style="list-style-type: none"> Robust monitoring of the projected capital receipts by officers from City Development and Support services, means any short-term delays are identified and remedial action taken. The capital expenditure programme naturally slips due to external factors, so any delays in receiving receipts 	

Risk Title	Causes	Impact	Consequence	Inherent Risk	Controls	Residual Risk (Current)
	for business loans for expanding etc in anticipation that interest rates will come down further.				can be matched against the expenditure slippage.	

REPORT TO: CITY GOVERNANCE COMMITTEE – 20 JANUARY 2025
REPORT ON: REVENUE MONITORING 2024/2025
REPORT BY: EXECUTIVE DIRECTOR OF CORPORATE SERVICES
REPORT NO: 3-2025

1 PURPOSE OF REPORT

- 1.1 To provide Elected Members with an analysis of the 2024/25 projected revenue outturn as at 31 October 2024 and the impact on the Council's overall balances position.

2 RECOMMENDATIONS

2.1 It is recommended that the Committee:

- (a) note that as at 31 October 2024 the General Fund is projecting an overall overspend of £4.459m against the adjusted 2024/2025 Revenue Budget and the impact this has on the projected Council's General Fund Balances;
- (b) note the budget adjustments totalling £4.992m and detailed in the second column of Appendix A as virements to the previously approved Revenue Budget;
- (c) note that as at 31 October 2024 the Housing Revenue Account (HRA) is projecting an overspend of £3.000m against the adjusted HRA 2024/25 Revenue Budget and the impact this has on the element of the projected Renewal & Repair Fund balance earmarked to HRA;
- (d) authorise the Executive Director of Corporate Services to:
 - (i) take steps to control in year spend to reduce the projected overspends including by limiting overtime, ceasing avoidable expenditure on supplies and services;
 - (ii) further review earmarked balances and;
 - (iii) in consultation with Corporate Leadership Team identify further financial recovery options.
- (e) approve the further recovery actions totalling £1.479m set out in paragraph 3.2 and note if implemented this would reduce the above projected overspend to £2.980m;
- (f) note the key strategic, operational and financial risks being faced by the Council outlined in Appendix B;
- (g) notes the current position on Leisure and Culture Dundee (LACD), as set out in paragraph 7.1.

3 FINANCIAL IMPLICATIONS

- 3.1 The unallocated portion of the General Fund as at 31 October 2024 is projecting an overspend of £4.459m against the adjusted 2024/25 Revenue Budget. The impact this would have on the Council's General Fund Balances is outlined below:

General Fund	Opening Balance 1 April 2024 £000	(Surplus) / Deficit for the Year £000	Projected Balance 31 March 2025 £000
Earmarked Carry-forwards*	4,124	133	3,991
Organisational Change Fund	2,388		2,388
Covid cost related pressures*	2,750	700	2,050
Covid recovery measures	405		405
Service change initiatives	5,000		5,000
Roof Remedial Works	2,702	1,156	1,546
Cost of Living Pressures	200		200
Contribution to 2024/25 budget	6,640	6,640	0
Employability third sector	0	(1,150)	1,150
Other Earmarked Funds	3,934	384	3,550
Service concessions flexibility	39,773		39,773
Total earmarked funds	67,916	7,863	60,053
Unallocated Balance	9,815	4,459	5,356
Total General Fund	77,731	12,322	65,409

* These balances will be drawn down as required during the year.

- 3.2 The projected revenue outturn as at 31 October 2024 includes savings from the approved financial recovery plan amounting to £1.320m, which were detailed in the July revenue monitoring report and approved by elected members at the City Governance Committee meeting on the 28 October 2024. Following consideration, the increases for temporary accommodation charges will not be applied this year. As detailed in the August revenue monitoring report considered by City Governance meeting on 18 November 2024 officers have now completed their review of uncommitted grants within City Development and have confirmed a total of £0.535m of these be utilised to offset current pressures. The total financial recovery plan to date therefore amounts to £1.615m and can be detailed as follows:

Detail	Total Saving £000
Chief Executive - reduce marketing activities	10
City Development - capitalisation of property costs that meet eligibility criteria	250
City Development - use of uncommitted employability grants carried forward from last financial year	535
Corporate – use of unallocated general fund contingency	436
Corporate – use of earmarked reserves	384
Total	1,615

A further review of earmarked reserves has identified a further £0.895m that can offset the projected reserves. Also, a review of the property costs overspend, detailed in para 6.3 of this report, has been undertaken which concludes £0.584m of these costs are eligible to be capitalised. This would contribute a further £1.479m towards the financial recovery plan.

- 3.3 The approved budget included an allowance of 3% for the 2024/25 pay awards for both LGE and teachers. It should be noted that CoSLA's pay offer for LGE staff, of either 3.6% or an uplift of £0.67 per hour where this would be higher, was agreed and will be implemented from 1 April 2024 in the November 2024 payroll. In overall terms, the pay offer has been estimated to be an average increase of 4.27%. The latest pay offer for teachers is also 4.27%, effective from 1

August 2024. This report includes anticipated funding from Scottish Government of £2.212m in respect of the LGE pay award and £0.748m in respect of the teachers pay award. In addition, a one-off additional £0.601m relating to the 2023/24 pay awards has been received. Provision for the pay award is included within contingencies and has not yet been allocated to service budgets. Officers estimate that the overall pay contingency will be underspent by £1.000m, which is reflected in this report.

- 3.4 The approved budget also included a provision of £2.000m to meet cost pressures within Children Services associated external childcare placements. It is noted that as at 31 October 2024 £0.825m of this has been utilised with the balance of £1.125m remaining in contingency and held to meet any further cost pressures should demand increase.
- 3.5 Based on the financial information available as at 31 October 2024 the HRA outturn position for 2024/25 is projecting an overspend of £3.000m. Further details are provided in section 8 of this report.

4 BACKGROUND

- 4.1 Following approval of the Council's 2024/25 Revenue Budget by the City Governance Committee on 29 February 2024, this report provides the projected revenue outturn position as at 31 October 2024, against the adjusted 2024/25 Revenue Budget.
- 4.2 The total 2024/25 Revenue Budget is £468.789m. For revenue monitoring purposes, the Council Tax Reduction Scheme budget of £13.772m is moved from expenditure to income and netted off against Council Tax income. This results in total budgeted expenditure of £455.017m for revenue monitoring purposes, as set out in Appendix A.
- 4.3 This report provides a detailed breakdown of service revenue monitoring information along with explanations of material variances against adjusted budgets. Where services are projecting a significant (underspend) or overspend against adjusted budget, additional details have been provided. Where service expenditure is on target and no material variances are anticipated, additional information has not been provided.
- 4.4 The forecast position is shown in more detail in the appendices to this report, as follows:

Appendix A shows the variances between budget and projected outturn for each service of the Council.

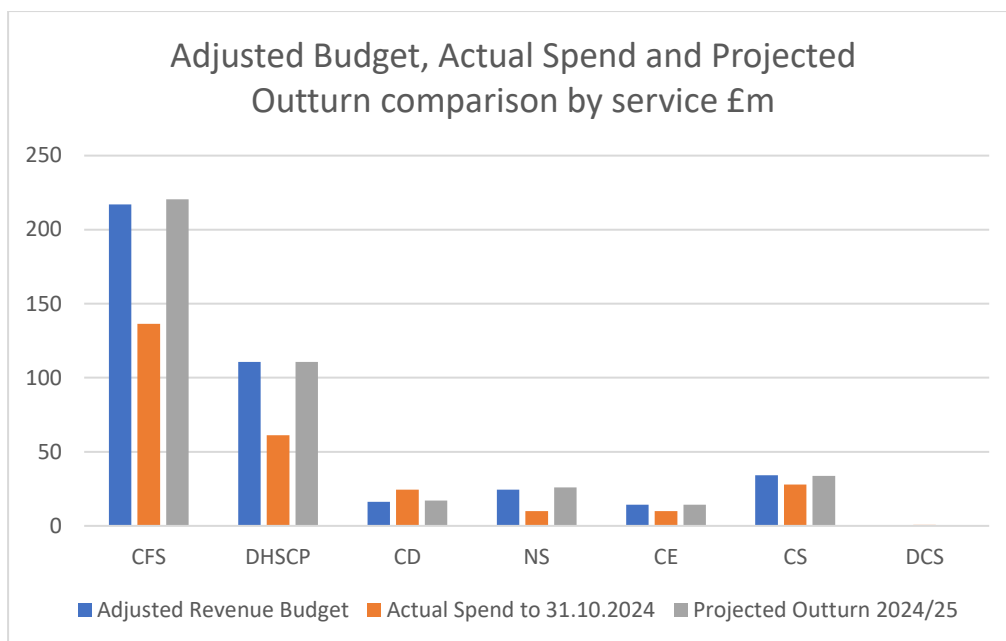
Appendix B lists the key strategic, operational and financial risks being faced by the Council.

5 GENERAL FUND SERVICES - MONITORING POSITION AS AT 31 OCTOBER 2024

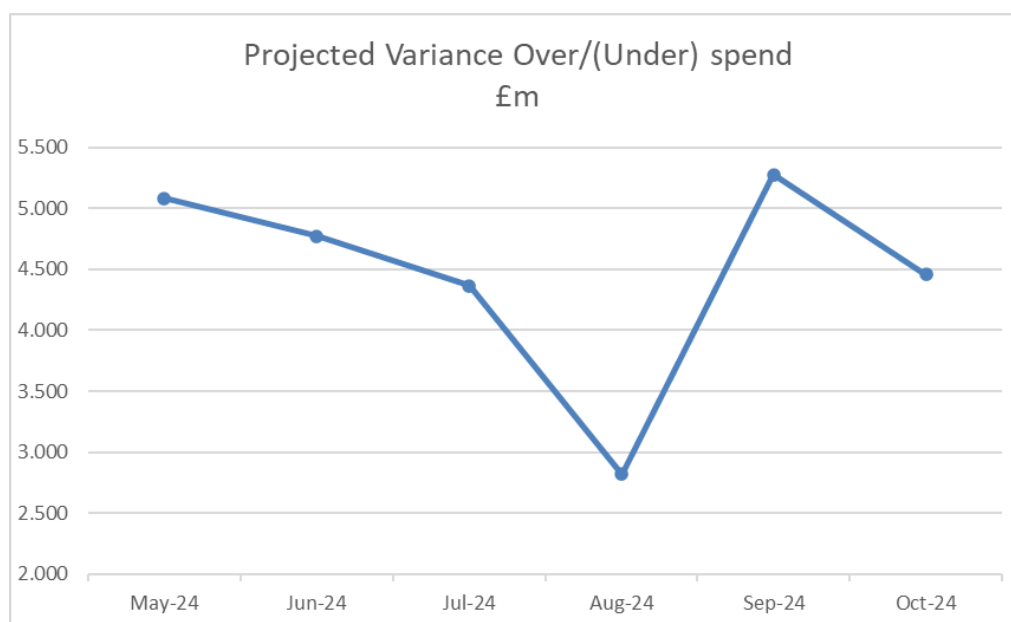
- 5.1 The forecast position as at 31 October 2024 for General Fund services is summarised below.

	(Under)/Over Spend as at 31 October £m	(Under)/Over Spend as at 30 September £m	Movement (from previous month) £m
Net Expenditure	5.350	5.341	0.008
Sources of Income	(0.891)	(0.065)	(0.826)
Net projected reduction uncommitted balances	4.459	5.276	(0.818)

The graph below details the comparison between each service's actual spend and projected outturn.



The graph below shows the projected variance over/(Under) spend.



5.2 The table below details the key factors which contributed to the movement from previous month.

	£m
Increase in the projected overspend in teachers staff costs	0.245
Projected overspend in Children Services staff costs relating to LGE sessional staff	0.136
Reduction in the projected overspend in Children and Families energy costs	(0.269)
Projected overspend within Children and Families supplies and services, mainly relating to increased Tayside Contracts catering costs and computer licenses	0.649
Projected overspend in Children and Families pupil transport	0.121
Projected increase in Children and Families additional income, mainly relating to funding for Ukrainian refugees and unaccompanied asylum-seeking children	(1.437)

Increase in the projected underspend in staff costs within Corporate Services	(0.361)
Projected increase in Supplies & Services within Corporate Services mainly relating to IT licence fees and postage increases	0.200
Projected overspend on devolved empty property relief, partly relating to an element of relief backdated for the 2023/24 financial year	0.892
Projected increase in council tax income for 2024/25	(0.792)
Reduction in the projected overspend in City Development's energy costs, offset by the projected underspend on electric vehicle costs	(0.202)

6 DETAILED ANALYSIS

The following paragraphs summarise the main areas of variance by service along with appropriate explanations. These figures reflect movements for the full year to date.

6.1 Children & Families Services: £3.470m overspend

Sep £m		Oct £m
1.806	Projected overspend in teachers staff costs mainly relating to increased levels of use of supply cover and acting up allowance mainly due to sickness levels that have increased by 8% since the beginning of the year. In addition, a 50% reduction in the number of newly qualified teachers recruited compared to last year has also resulted in increased costs	2.051
1.097	Projected overspend in LGE mainly as result of demand for Additional Support Needs staff	1.137
0.000	Projected overspend in Children Services staff costs relating to sessional staff	0.136
0.528	Projected increase in Non-Domestic Rates payable due to the increase in poundage rate for properties with Intermediate and higher rateable values	0.528
0.555	Projected overspend in energy costs partly as energy consumption has not reduced as planned and standing charges have increased	0.291
0.176	Projected overspend in property costs due to repairs and maintenance	0.172
0.000	Projected overspend within supplies and services mainly relating to increased Tayside Contracts catering costs and computer licenses	0.649
0.000	Projected overspend on pupil transport relating to taxis and buses ordered by service	0.121
0.825	Projected overspend mainly within Children Services third party payments as a result of increased residential school placements, an increased number of families in receipt of Self-Directed Support and fostering and adoption fee increases	0.825
(0.825)	Use of contingency budget to offset projected Children Services third party payments overspend	(0.825)
0.413	Projected overspend within Early Years third party payments, mainly as rates in private nurseries have increased at a level greater than budgeted	0.325
0.151	Projected overspend in third party payments relating to operational costs of sport co-ordinators	0.151
(0.618)	Additional income relating to funding for unaccompanied asylum-seeking children	(1.078)

0.000	Additional income in education mainly relating to fees from parents and SEN income	(0.857)
0.000	Additional income relating to one off funding for Ukrainian Refugees	(0.100)

The Children and Families budget includes an assumption of £4.032m of grant funding for teachers that is dependent on maintaining teacher numbers. The basis of determining these and the application of exceptions, for example, in relation to Scottish Equity Funding and Pupil Equity Funding, is the subject of ongoing discussions between COSLA and the Scottish Government. Officers will continue to monitor this, and further updates will be provided to Committee as more information becomes available.

6.2 Dundee Health & Social Care Partnership (DHSCP)

The latest financial monitoring report presented to Dundee IJB projects an overspend of £8.773m for 2024/25 (utilising actual info for first 7 months to end October), with this information presented to Dundee IJB at its meeting on 11th December 2024. This projected overspend continues to exceed 2024/25 IJB Financial Plan where up to £4m had been identified and set aside in IJB Reserves to cover the planned in-year shortfall. Financial Recovery Plans have now been implemented in line with IJB Integration Scheme to minimise the in-year overspend and also return the IJB to a financially sustainable position, however further General Reserves of £4.8m are held to fund this additional overspend if required.

DHSCP is continuing to experience significant operational challenges in demand and demographics (notably the growth in Care at Home provision as a result of shift in care to help mitigate against hospital delayed discharges, unnecessary hospital admissions, reduce social care unmet need and reduce Care Home beds), and in particular staffing challenges (both recruitment and retention, sickness absence and premium cost of back-fill cover), complexity of needs in community settings, and the wider impact of deferred treatments on health and wellbeing following the pandemic period, all of which continue to impact on the projected financial position. Operational managers and finance team continue work to explore ways of mitigating the overspend through efficiencies, cost reduction, transformation and savings opportunities and any impact of these actions will be reported in due course.

Under the risk sharing arrangement reflected in the Integration Scheme, the Integration Joint Board (IJB) retains any underspend within its reserve balances for investment in integrated health and social care services in future years, however any shortfall (after utilising reserves and implementing the Financial Recovery Plans) would be shared proportionately between the Partner Bodies. Officers continue to liaise with Council (and NHST) colleagues to monitor any financial implication.

6.3 City Development: £0.869m overspend

Sep £m		Oct £m
1.640	Projected overspend in property mainly due to costs of unplanned and health and safety related repairs, including £220k additional costs occurred for urgent works at Morgan Academy.	1.640
0.700	Forecasted reduction in income relating to the decrease in off-street parking income	0.700
(0.700)	Funded by earmarked Covid reserve to meet associated loss of income	(0.700)
0.703	Forecasted overspend in energy costs within City Development partly as energy consumption has not reduced as planned and standing charges have increased	0.501
0.173	Reflects projected increased provision for bad debts mainly as a result of commercial rents	0.173
0.224	Shortfall in projected Building Warrants income due to reduced number of large-scale projects	0.224
(0.144)	Additional rental income within Dundee House	(0.144)

(0.436)	Projected underspend in staff costs due to vacancies	(0.436)
(0.535)	Additional income due to carry forward of employability grant income no longer required	(0.535)
(0.429)	Additional recoveries of architect services fees	(0.429)
(0.200)	Use of On-Street Car Parking earmarked reserves to fund roads maintenance	(0.200)

Please note that this report assumes full 2024/25 cost recovery of Architectural Services, predominantly from HRA and capital projects.

Dundee's Low Emissions Zone (LEZ) scheme was launched on 31 May 2024. It is noted that the Transport (Scotland) Act 2019 states that all income from the Low Emission Zone must be first used to facilitate the scheme. It is forecast that income from the LEZ will decline over time and revenue received in the first year will be set aside to contribute to future years costs of operating and maintaining the LEZ infrastructure. To 31 October 2024, 8,109 fines were issued and receipts totalled £0.157m. Projected income for the year is £0.230m, which compares with estimated costs of £0.230m for operating the LEZ in 2024/25.

Fines are issued at values ranging from £60.00 for first offence rising to £960.00 for fifth offence. There is a 50% reduction in the value if the fine is paid within 14 days.

The above outturn assumes professional fees will be fully recovered, although there have been none billed to date. It is also noted the above position excludes any variance relating to Winter Maintenance which may occur if weather conditions are similar to previous years.

Please note that a detailed review of utilities charges is currently underway, the results of which will be reflected in a future Revenue Monitoring report.

6.4 Neighbourhood Services: £1.515m overspend

Sep £m		Oct £m
1.053	Projected overspend in waste management third party payments, mainly relating to increased MEB Gates Fees, increased tonnage and forecasted lower electricity income expected to be gained from the excess revenue share for the waste to energy contract	1.103
0.275	Projected shortfall in income generated from trade waste and recyclables	0.285
0.632	Streetscene & Land Management: income mainly from projects, interment fees and ground maintenance activities are forecasted to be lower than budgeted	0.597
0.742	Reduction in expected income from old waste plant due operational issues and lower than expected electricity revenues due to ongoing market conditions	0.742
(0.831)	Projected underspend in staff costs due to vacancies	(0.899)
(0.144)	Additional income recovered for housing benefits relating to Bed & Breakfasts	(0.144)
(0.184)	Use of earmarked reserves previously held for Ash Dieback to reduce above cost pressures	(0.184)

6.5 Corporate Services: (£0.474m) underspend

Sep £m		Oct £m
(1.061)	Projected underspend in staff costs due to vacancies	(1.422)
0.268	Projected overspend in supplies and services, mainly relating to IT licence fees, postage increases, audit fees and removal of Central Government funding for electoral registration	0.468

0.327	Projected shortfall in income relating to Scientific Services mainly due to under recovery	0.320
0.103	Anticipated reduction in other income including shortfalls on mailroom recharges and Department for Works and Pensions admin funding	0.168

6.6 Capital Financing Costs: £0.173m overspend

Sep £m		Oct £m
0.173	Capital Financing Costs are anticipated to be greater than expected due to interest costs being higher than budgeted due to the continuation of shorter-term borrowing whilst interest rates remain high. This being mitigated, where possible, through the deferral of capital repayments to future years for assets that are still under construction.	0.173

6.7 New Monies: (£1.790m) underspend

Reflects the share of additional £62.7m monies announced by Scottish Government after the budget was agreed that will now be used to replenish any balances used. In addition, the Council will receive a share of an additional £21.0m (£0.601m) which will go towards pay awards in excess of what has been budgeted.

6.8 Corporate Fleet: £2.216m overspend

Reflects the projected net overspend associated with the corporate fleet. The cost of the Council's fleet remains a budget pressure mainly due to rising expenditure in relation to the external hire of vehicles used by services together with the cost of parts and materials for vehicle repairs. A review is ongoing to ensure the overall fleet utilised by services is in line with the budget provision available and that the true cost of fleet managed on behalf of external bodies is recovered accordingly and the outcome will be reported to members as part of future monitoring reports.

6.9 Council Tax: (£0.891m) underspend

Reflects the projected over-recovery of Council Tax income of £0.792m plus the projected underspend on Council Tax Reduction.

6.10 Empty Property Relief: £0.892m overspend

Reflects the projected overspend associated with the total devolved empty property relief awarded in the 2024/25 financial year. £0.482m of the projected overspend relates to an element of backdated relief awarded in the current financial year to rates charges for 2023/24.

7 EXTERNAL ORGANISATIONS

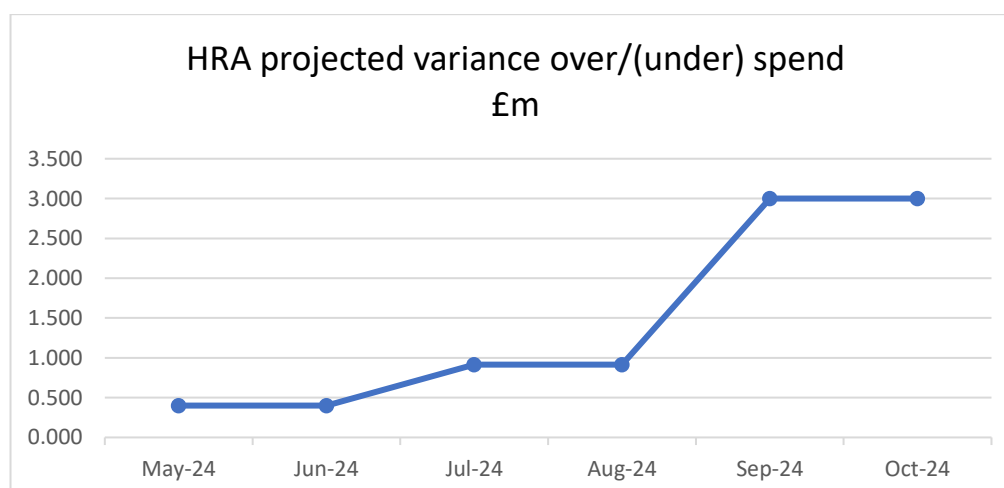
- 7.1 Leisure and Culture Dundee (LACD) suffered considerable income shortfalls during the Covid-19 pandemic, due to the effects of lockdowns and operating restrictions once facilities reopened. It is recognised that, whilst facilities are now fully operational, income levels will take some time to be restored to pre-pandemic levels. To provide certainty, stability and time for Leisure and Culture Dundee to develop a balanced budget from 2024/25 onwards Dundee City Council confirmed its continuing financial support to cover the deficit position for a period until 31 March 2024. In December 2023, it was further agreed that the Chief Executive be authorised to extend the support to Leisure and Culture Dundee to 30 June 2024 should this be necessary. The Council will also continue to undertake cash flow management support to LACD to allow it to remain in credit at all times, and therefore have sufficient cash to continue to operate, thus allowing it to proceed as a going concern and meet its everyday cash liabilities. Any additional financial support provided will be met from reserves.
- 7.2 Our budget includes the assumption that Tayside Contracts will return a surplus in 2024/25, our share of which will be £0.343m. The latest projection (as at 30 September 2024) is that the Council share of surplus will be £0.232m. Please note we have set aside an allowance for Tayside Contracts pay awards within our pay contingency and will track the cost of Tayside Contracts services against service and central budgets.

8 HOUSING REVENUE ACCOUNT - MONITORING POSITION AT 31 OCTOBER 2024

- 8.1 The forecast position as at 31 October 2024 for the HRA is summarised below:

	(Under)/Over Spend as at 31 October £m	(Under)/Over Spend as at 30 September £m	Movement (from previous month) £m
Net Expenditure	3.450	3.450	0.000
Sources of Income	(0.450)	(0.450)	(0.000)
Net over/ (underspend)	3.000	3.000	0.000

The graph below shows the projected variance over the reported periods.



Please note that the forecast position is compared to the HRA budget as adjusted following the approval of the Housing Repairs and Relet Plan (report 139-2024 approved by the Neighbourhood Regeneration, Housing and Estate Management Committee on 13 May 2024 refers). This report outlined additional expenditure of £4.845m to fund the existing repairs and

relets backlog that were planned to be funded by savings amounting to £2.250m and a contribution of £2.595m from the Renewal & Repair Fund.

- 8.2 The key variances that make up the September position are shown in the table below together with a comparison to the previous month. These figures reflect movements for the full year to date.

Sep £m		Oct £m
0.508	Projected overspend in property costs mainly relating to additional void costs due to empty properties being let for longer than budgeted.	0.500
0.655	Reflects additional expenditure on unmetered landlord supplies and gas safety maintenance and emergency repairs	0.690
0.700	Reflects additional repairs and planned maintenance including specialist works in relation to damp and mould treatments and additional works in multi storey developments	1.000
0.500	Additional recharge through Repairs and Maintenance Partnership as a result of greater than budgeted pay award	0.500
(0.400)	Reflects lower than expected expenditure on relets due to alternative strategy for decoration	(0.390)
0.250	Anticipated savings expected in Relets and Recovery Plan from planned maintenance have not materialised mainly as a result of additional specialist timber treatment works and external cyclical maintenance that have required to be undertaken	(0.105)
0.225	Reflects greater than anticipated spend on various other costs including energy, health & safety, cleaning and other property costs	0.243
1.171	Capital Financing Costs are anticipated to be greater than expected due to interest costs being higher than budgeted due to the continuation of shorter-term borrowing whilst interest rates remain high	1.171
(0.450)	Additional rental income	(0.450)

- 8.3 A review is underway to identify any of the above expenditure that would be eligible to be capitalised to reduce these cost pressures. This is still review is ongoing and the outcome will be reported to members as part of future monitoring reports.

- 8.4 Any final variance adjusted against the Renewal & Repair Fund and is projected to be as follows:

Sep £m	HRA Renewal and Repair Fund	Oct £m
7.317	Opening Balance as at 1 April 2024	7.317
(3.000)	<u>Less</u> Projected Overspend to 31 March 2024	(3.000)
(2.595)	<u>Less</u> Use of HRA Renewal and Repair Fund towards Repairs & Relets Plan	(2.595)
1.722	Projected Balance as at 31 March 2025	1.722

9 RISK ASSESSMENT

- 9.1 In preparing the Council's 2024/25 Revenue Budget, the key strategic, operational and financial risks faced by the Council over this period were considered. To alleviate the impact these risks may have if they occur, a number of general risk mitigation factors are utilised by the Council.

- 9.2 The key risks in 2024/25 have been assessed both in terms of the probability of whether they will occur and the severity of their impact on the Council should they indeed happen. These risks have been ranked as either zero, low, medium or high. Details of this risk assessment are included in Appendix B to this report. Any changes to the assessment from the previous reporting period, together with any additional comments included, are highlighted in bold type.

10 POLICY IMPLICATIONS

- 10.1 This report has been subject to the Pre-IIA Screening Tool and does not make any recommendations for change to strategy, policy, procedures, services or funding and so has not been subject to an Integrated Impact Assessment. An appropriate senior manager has reviewed and agreed with this assessment.

11 CONSULTATIONS

- 11.1 The Council Leadership Team were consulted in the preparation of this report.

12 BACKGROUND PAPERS

- 12.1 None.

ROBERT EMMOTT
EXECUTIVE DIRECTOR OF CORPORATE SERVICES

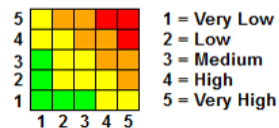
09 JANUARY 2025

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DUNDEE CITY COUNCIL										61
2024/2025 REVENUE OUTFURN MONITORING										Actual
PERIOD 1 APRIL 2024 - 31 OCTOBER 2024										Spend to
	Approved		Adjusted			Projected	Previous	Movement		
	Revenue	Total	Revenue	Actual	Projected	Variance	Months	Since		31.10.2024
	Budget	Budget	Budget	Spend to	Outturn	Over/(under)	Projected	Previous		as a % of
	2024/25	Adjustments	2024/25	31.10.2024	2024/25	spend	Variance	Month		Adjusted
	£m	£m	£m	£m	£m	£m	£000	£000		Budget
General Fund Services										
Children & Families	213.996	3.050	217.046	136.344	220.516	3.470	4.159	(0.690)		63%
Dundee Health & Social Care Partnership	110.180	0.473	110.653	61.306	110.653	0.000	0.000			55%
City Development	12.308	3.835	16.143	24.555	17.012	0.869	1.071	(0.202)		152%
Neighbourhood Services	28.439	(3.951)	24.488	10.003	26.003	1.515	1.427	0.088		41%
Chief Executive	13.835	0.467	14.302	10.051	14.302	0.000	0.000			70%
Corporate Services	33.568	0.680	34.248	27.921	33.774	(0.474)	(0.362)	(0.112)		82%
Construction Services	0.000		0.000	0.641	0.000	0.000	0.000			
	412.326	4.554	416.880	270.821	422.260	5.380	6.295	(0.916)		65%
Capital Financing Costs / Interest on Revenue Balances	22.429		22.429	20.699	22.602	0.173	0.173			
Contingencies:										
- General	0.500	(0.044)	0.456		0.020	(0.436)	(0.436)			
- Budget growth/Cost Pressures	13.278	(0.835)	12.443		11.443	(1.000)	(1.000)			
- New monies	0.599	1.317	1.916		0.126	(1.790)	(1.790)			
Tayside Contracts surplus	(0.343)		(0.343)		(0.232)	0.111	0.111			
Corporate Fleet	2.950		2.950	2.748	5.166	2.216	2.184	0.032		
Miscellaneous Items	(2.044)		(2.044)	(1.192)	(2.044)					58%
Discretionary Non Domestic Rates (NDR) Relief	0.392		0.392	0.484	0.392	0.000	0.000			123%
Supplementary Superannuation Costs	2.938		2.938	1.362	2.742	(0.196)	(0.196)			46%
Tayside Valuation Joint Board	0.945		0.945	0.543	0.945					57%
Empty Property Relief Devolution	1.048		1.048	1.940	1.940	0.892	0.000	0.892		185%
Total Expenditure	455.017	4.992	460.009	297.404	465.360	5.350	5.341	0.008		65%
Sources of Income										
General Revenue Funding	(304.241)	(6.009)	(310.250)	(190.328)	(310.250)					61%
Contribution from National Non Domestic Rates (NNDR) Pool	(73.695)		(73.695)	(42.989)	(73.695)					58%
Council Tax	(63.906)		(63.906)	(13.673)	(64.797)	(0.891)	(0.065)	(0.826)		21%
Assumed SPPA Teachers Superannuation Contrib	(2.280)		(2.280)	(1.330)	(2.280)	0.000	(0.000)	0.000		58%
Use of Capital Grant to fund pay award			0.000		0.000					
Use of Balances -										
Balance on Covid Recovery Fund	(6.640)		(6.640)		(6.640)					0%
Committed Balances c/f	0.000	(0.133)	(0.133)		(0.133)					
Earmarked funds	0.000	1.150	1.150		1.150					
Service concessions	(4.255)		(4.255)		(4.255)					0%
Change Fund	0.000		0.000		0.000					
(Surplus)/Deficit for the year	0.000	0.000	0.000	49.085	4.459	4.459	5.276	(0.818)		
(Surplus)/Deficit for Housing Revenue Acct	0.000	0.000	0.000	(11.079)	3.000	3.000	3.000	0.000		

Risks - Revenue Assessment

Corporate Risk Matrix



Risk Title	Causes	Impact	Inherent Risk	Controls	Residual Risk (Previous Month)	Residual Risk (Current Month)
1. General price inflation may be greater than anticipated.	<ul style="list-style-type: none"> Government policies and regulations Poor economic conditions Impact of rising price rises e.g. energy 	<ul style="list-style-type: none"> Increased financial cost / rising prices Potential budget overspends Potential for interest rate rises through intervention measures 		<ul style="list-style-type: none"> Corporate Procurement strategy in place, including access to nationally tendered contracts for goods and services Fixed price contracts agreed for major commodities i.e. gas and electricity. Budgetary controls are in place, to identify potential overspends and take remedial action as required or possible, for example by utilising budget virements. 		
2. Capital Financing Costs - level of interest rates paid will be greater than anticipated.	<ul style="list-style-type: none"> Substantial decline of global financial market Economic factors impacting on interest rates 	<ul style="list-style-type: none"> Increased borrowing costs Greater return on investments / cash balances 		<ul style="list-style-type: none"> Treasury Management Strategy. Limited exposure to variable rate funding. Budgetary controls are in place, to identify potential overspends and take remedial action as required or possible. 		
3. Unforeseen new cost pressures arising during the course of the financial year.	<ul style="list-style-type: none"> Financial constraints Demand pressures Cost of Living 	<ul style="list-style-type: none"> Potential overspends 		<ul style="list-style-type: none"> Budgetary controls are in place, to identify potential overspends and take remedial action as required or possible, for example by utilising budget virements. 		
4. Chargeable income budget not achieved.	<ul style="list-style-type: none"> Reduced demand for chargeable services, for example due to cost of living crisis Market competition 	<ul style="list-style-type: none"> Loss of income Revision of budgeted income collection levels required 		<ul style="list-style-type: none"> Budgetary controls are in place, to identify potential overspends and take remedial action as required or possible, for example by utilising budget virements. 		

REPORT TO: CITY GOVERNANCE COMMITTEE – 20 JANUARY 2025
REPORT ON: COMMUNITY JUSTICE ANNUAL ACTIVITY REPORT 2023/24
ANNUAL COMMUNITY PAYBACK ORDER REPORT 2023/24
REPORT BY: EXECUTIVE DIRECTOR OF CHILDREN AND FAMILIES SERVICE
REPORT NO: 20-2025

1.0 PURPOSE OF REPORT

1.1 This report presents both the Community Justice Annual Activity Report 2023-24 (Appendix 1) and the Community Justice Annual Community Payback Order (CPO) Report 2023-24 (Appendix 2) for approval by Elected Members.

2.0 RECOMMENDATIONS

2.2 It is recommended that Committee note and agree both reports and request that the Executive Director submits further updating reports in Autumn 2025.

3.0 FINANCIAL IMPLICATIONS

3.1 There are no financial implications associated with this report.

4.0 BACKGROUND

4.1 The Community Justice (Scotland) Act 2016 requires defined statutory partners in local authority areas to cooperate in the preparation, implementation, review and reporting on Community Justice Outcome Improvement Plans (CJOIPs). Plans must illustrate how they meet nationally determined outcomes and must be published locally.

5.0 NATIONAL REQUIREMENTS

5.1 In associated Scottish Government guidance, community justice is defined as the individuals, agencies and services that work together to support, manage, and supervise people who have committed offences from the point of arrest through to prosecution, community disposal or custody until they are reintegrated into the community.

5.2 In the previous reporting year 2022-23, significant national developments included publication of a new Vision for Justice in February 2022, a revised National Strategy in June 2022 and a new Outcome Performance Improvement Framework in April 2023. In recognition of this, the national reporting template for both the Community Justice Annual Report and the Annual CPO Report have been revised.

6.0 DEVELOPMENTS OVER THE LAST 12 MONTHS

6.1 Over the last 12 months, the local Community Justice Partnership has reviewed the implementation and progress on the Community Justice Outcome Improvement Plan (CJOIP) 2023-26, whilst continuing to coordinate full recovery from the Covid-19 pandemic. Details are provided in Appendix 1 and in terms of levels of activity:

- The Crown Office Procurator Fiscal Service (COPFS) referred 164 people for Diversion from Prosecution. Following assessment 92 people started and 62 completed. Where people do not start or complete Diversion from Prosecution, the service refers them back to COPFS to consider prosecution.
- This maintained an increase in Diversion from Prosecution where last year we saw 162 referrals, 92 cases commencing and 53 completed.
- The Justice Service completed Court Reports to inform the sentencing of 824 individuals, compared to 714 the previous year.
- There was a slight increase in Bail Supervision cases from 16 to 18 and a larger increase in Structured Deferred Sentences from 44 to 96.
- A total of 553 Community Payback Orders (CPOs) were imposed by the Sheriff Court, up from 447 the previous year.
- The total number of Unpaid Work hours imposed increased from 38,101 hours in 2022-23 to 43,616 hours.
- A total of 70% of all CPOs were successfully completed compared with 65% the previous year, returning performance to previous levels.
- The Justice Service provided support to 139 short-term prisoners on their release to the community, compared with 124 last year.

6.2 The annual report therefore illustrates that services have either met or exceeded pre-pandemic levels of activity and how partners worked collaboratively at all parts of the system from arrest to sentence and following release from prison. There was a key focus on specific groups such as vulnerable adolescents and women.

6.3 The annual report notes that bail figures remain low in Dundee and that remand and short-term custodial figures remain high. The partnership has identified that this is an area to undertake some self-evaluation work in the next reporting year (2024-25). This work will be supported by the Care Inspectorate and will include all members of the partnership.

7.0 COMMUNITY JUSTICE ANNUAL CPO REPORT 2023-24

7.1 The new format for the Annual CPO report has a greater focus on areas such as reducing the risk of re-offending; support for underlying needs; unpaid work and other activity; and the benefits and challenges of having CPO requirements etc. The report also includes feedback from service users and others regarding their experience of Community Justice.

7.2 Alongside what work has been undertaken this reporting year, including what has worked well, the report also identifies a commitment from the Community Justice Partnership to continue to review arrangements, confirm strengths and areas for improvement and key priorities as contained in our CJOIP, which include:

- Work with the Scottish Prison Service at HMP Perth to maximise support to short-term prisoners both in custody and on release, including access to key services.
- Work with DCC Adult Employability Service to establish a pathway for referring CJS service users to them to help with getting people back to work.
- Work with the Alcohol and Drug Partnership to enhance support to people in the criminal justice system with a substance use problem.
- Continue to apply a partnership dataset which encompasses all parts of the system and includes both qualitative and quantitative data to assist with continuous improvement.
- Work with local communities, perpetrators of crime and victims to better understand and respond to their Lived Experience of the criminal justice system.

8.0 POLICY IMPLICATIONS

- 8.1 This report has been subject to the Pre-IIA Screening Tool and does not make any recommendations for change to strategy, policy, procedures, services or funding and so has not been subject to an Integrated Impact Assessment. An appropriate Senior Manager has reviewed and agreed with this assessment.

9.0 CONSULTATIONS

- 9.1 The Council Leadership Team have been consulted in the preparation of this report and are in agreement with its content.

10.0 BACKGROUND PAPERS

- 10.1 None

Audrey May
Executive Director
Children and Families Service

Glyn Lloyd
Head of Children Services
and Community Justice

December 2024

December 2024

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APPENDIX 1

Community Justice Scotland
Ceartas Coimhearsnachd Alba

**Community Justice Outcome Activity Across
Scotland**
Local Area Annual Return Template

April 2024

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1. Background

This reporting template has been developed in discussion with community justice representatives from local areas. This template is designed to enable local areas to report on progress towards the community justice outcomes.

2. Statement of Assurance and Data Usage

The information submitted to CJS using this template will be used by CJS in its role to monitor, promote and support improvement in, and keep the Scottish Ministers informed about, performance in the provision of community justice.

In line with provisions in the Data Protection Act 2018 and the General Data Protection Regulation (GDPR), CJS will use appropriate data to ensure that there is continuous reporting, development and progress towards the national outcomes. By providing data to CJS you are consenting to its use by CJS as indicated. Community Justice Partnerships should be aware that any information held by CJS is subject to statutory Freedom of Information obligations.

Completion of the template can help local partnerships to fulfil their requirements under s23 (1b) of the Act by using the developed content to inform the production of the publicly facing summary statement of annual progress.

3. General principles of the template

The template and guidance have been developed using the following principles:

- Support CJS in developing the evidence base for local community justice activity and progress across Scotland within the reporting year
- Support CJS to comply with their duties set out in the Act, Sections 26-30
- Support local partners to comply with their local reporting requirements set out in section 23 of the Act.

4. How to fill in the template

The return should be completed and consulted on with partners involved in community justice in your local area. In line with the Act this includes statutory partners, third sector bodies involved in community justice in relation to the area, and such community bodies other persons as partners consider appropriate. CJS expects that completion of this template will be a collaborative effort.

This template incorporates guidance to support completion, with the text (*in blue*) providing reflective prompts to consider when developing your answer, which can be deleted and replaced with your response. These should be considered together through the development of your answer rather than addressed individually.

There is no expectation that areas will return substantial numerical data. It is likely that local areas will not have the national data indicators set out by the Community Justice Performance Framework at the time they are completing this template. **It is not anticipated that CJS will routinely use or refer to local level national indicator data in the context of the national outcome activity annual report.** If in developing the national report it becomes apparent that local-level data may support further analysis of particular outcomes, for example in identifying potential recommendations, exploring data outliers, or areas for further development, we expect this to be taken forward in discussion with the relevant local areas and partners.

Instead, we want partners to focus on the qualitative evidence drawn from their activity and insights about impact. Relevant local supporting evidence from the [CJS improvement tool](#) that will supplement the national indicator data has been specified under each national outcome in this template. We would encourage partners to develop the response to this template in conversation with each other and view it as an opportunity to reflect on your strengths and needs in partnership.

Where the template asks for evidence, a written response will suffice and there is no expectation that you send additional supporting documentation – if there are any aspects CJS is unclear on, it will be our responsibility to request clarification where necessary.

If any response or evidence requires details about people with lived experience (e.g. evidence in respect of someone's life story) please DO NOT include any identifiable personal or sensitive information (as outlined in Schedules 2 & 3 of the Data Protection Act 1998) as CJS does not require such information. If this is unavoidable then please ensure that the data is fully anonymised.

If you have any queries about completing the template, then please email CJSImprovement@communityjustice.scot.

1. Community Justice Partnership / Group Details

Name of local authority area/s	<i>Dundee City</i>
Name and contact details of the partnership Chair	Name: Glyn Lloyd Email: glyn.lloyd@dundeecity.gov.uk
Contact for queries about this report	Name: Neil Wallace Email: neil.wallace@dundeecity.gov.uk

2. Template Sign-off from Community Justice Partnership / Group Chair

Enter the name of the chair to confirm that the local community justice partnership representatives have agreed this return as an accurate record. It should be returned to CJS by 27 September 2024.

For the purpose of submitting this return to CJS ensure you have agreement from community justice partners.

For the purpose of publishing this template as part of your s23 duty (publish a public-facing annual report on progress towards national and local outcomes) you should follow local governance arrangements.

Date:.....27.09.24.....

Name:...Glyn Lloyd.....

3. Governance Arrangements

Last year, we asked partnerships to describe their governance structure for community justice arrangements and include links to wider community planning. Please describe any substantive changes since your previous answer.

The purpose of this question is to contextualise local arrangements for community justice and understand any connections to other local groups or partnerships.

If nothing has changed from your previous return this question can be left blank.

In 2023-24, the overarching Dundee Community Planning Partnership governance structure remained the same as described last year but it has recently changed to mirror strategic priorities outlined in the new City Plan 2022-32. As such, 3 Strategic Leadership Groups now focus on the following key priorities:

1. Addressing child poverty and inequalities in health and education
2. Inclusive economic growth
3. Tackling climate change

Under the Chief Officer Group (COG), our Protecting People governance structure is transitioning to 2 committees, an Adults at Risk Committee and Children at Risk Committee, with both covering the scope of Protecting People areas of Violence Against Women and Suicide Prevention. Our Alcohol and Drug Partnership (ADP) remains in place.

As a regional group, the Tayside Multi Agency Public Protection Arrangements Strategic Oversight Group (SOG) also continues in its existing format to oversee Responsible Authorities risk assessment and risk management of Registered Sex Offenders and other people considered to present a high risk of harm.

In this context, there remains a local commitment to fully meeting the requirements of the Act to lead and report on the strategic oversight and improvement of arrangements to reduce re-offending. Partners are ensuring that Community Justice Partnership functions will continue to be carried out by a partnership group.

In doing so, the Community Justice Partnership will be maintained and will retain an alignment with all relevant groups, including the Child Protection Committee, Alcohol and Drug Partnership, MAPPA SOG and a Vulnerable Adolescent Partnership which includes Youth Justice in its terms of reference.

4. The year overall

This section should be used to reflect some of the a) challenges/negative implications and b) opportunities/positive implications from the reporting year on the community justice partnership. This can include impact on the improvement activity, partner collaboration, and delivery of services.

Challenges / Negatives

Describe some of the negative impact(s) and/or challenge(s) your community justice partners/hip faced in the reporting year. You may include how the partnership responded to these.

In 2023-24, the Community Justice Partnership continued to meet every quarter. The partnership has focused on progressing the CJOIP, supported by the development of an agreed dataset and quality assurance plan. This includes single and multi-agency auditing as well as engagement and involvement priorities.

As part of the Justice Recovery programme following Covid-19, the partnership is now meeting or exceeding pre-pandemic levels of activity and anticipates this will continue into the next reporting year. Over the course of the year, some key developments across different parts of the criminal justice system included:

- The Crown Office Procurator Fiscal Service referred 164 people for Diversion from Prosecution. Following assessment 92 people started and 62 completed
- This maintained an increase in Diversion from Prosecution where last year we saw 162 referrals, 92 cases commencing and 53 completed.
- The Community Justice Service completed Court Reports to inform the sentencing of 824 individuals, compared to 714 the previous year
- There was a slight increase in Bail Supervision cases from 16 to 18 and a much larger increase in Structured Deferred Sentences from 44 to 96
- A total of 553 Community Payback Orders (CPOs) were imposed by the Sheriff Court, up from 447 the previous year
- The total number of Unpaid Work hours imposed by the Court increased from 38,101 hours in 2022-23 to 43,616 hours
- A total of 70% of all CPOs were successfully completed compared with 65% the previous year
- The Community Justice Service provided support to 139 short-term prisoners on their release to the community, compared with 124 last year.

There continued to be a low use of CPOs with a Drug Treatment Requirement or a Drug Treatment Testing Order (DTTO) but internal self-evaluation showed that co-located Justice Social Work and NHS Tayside teams applied appropriate assessment thresholds, with most concluding that people with a substance use problem were motivated and able to engage without a statutory compulsion.

The Community Justice Service also continued to deliver the Moving Forward Making Changes (MFMC) programme for Registered Sex Offenders and the Caledonian Programme for perpetrators of domestic abuse. In total, 13 people

attended the MFMC programme and 13 completed from previous cohorts. Nine people started the Caledonian Programme and 9 completed from previous cohorts.

These accredited programmes consist of a sequential series of groupwork modules focused on understanding and addressing the underlying factors associated with offending. As such, they explore perceived, claimed and actual contributory factors whilst challenging distorted thinking, promoting victim empathy, increasing personal insight, overcoming barriers to change and improving behaviour management skills.

Overall, levels of individual support therefore increased but core resources and the flexible use of Scottish Government pandemic recovery funding has enabled the Community Justice Service and its partners to meet needs and mitigate risks. Going forward, the new Outcome Improvement Plan includes an action to monitor levels of demand and resources.

As only a small proportion of perpetrators of domestic abuse are eligible for or sentenced to the Caledonian Programme, another key focus of the Outcome Improvement Plan is work with the Violence Against Women Partnership to develop and implement a wider range of programme options, including enhanced support via a standard CPO which does not include a programme requirement.

Positives / Opportunities

Describe some of the positive impact(s) / opportunity(ies) your community justice partners/hip faced in the reporting year. You may include how the partners responded to these.

With a revised Outcome and Improvement Plan providing a template for action, partnership meetings have taken focus on progressing plans. We continue to focus on all community options for people within the Justice system and particularly those that are related to alternatives to remand and custody, including Diversion from Prosecution, Structured Deferred Sentences and Bail Supervision including EM Bail.

We continue to take a holistic/whole system approach to meeting the needs of the people that we work with in Community Justice, considering both their health and social needs. We continue to make good use of the Health Professionals based within our service (Keep Well Nurse, Mental Health Nurse and DDARS Nurses), and would look for this to continue. The Keep Well Nurse assist in terms of social prescribing and encouraging service users to engage in activities within the community to meet their social needs and encourage them to have a pro-social lifestyle.

In 2024/25, the partnership will carry out a supported self-evaluation exercise with the Care Inspectorate on the use of alternatives to a custodial remand or short-term prison sentence, which remain high.

Third Sector Partners

To enhance support, arrangements with Third Sector partners were particularly important and they delivered services at distinct parts of the criminal justice system and to groups with specific needs across the system. This involved a range of existing and new services delivered by 'justice' partners and as part of mainstream supports coordinated by aligned partnerships. From arrest to sentence, it included:

Police Custody

From the point of arrest, between April 2023 and March 2024 an Arrest Referral Service offered an assessment to 2722 people in Police Custody, a marked increase from last year which saw 1875 assessments. This is often a time of crisis for individuals who may benefit from support which addresses issues such as substance use, promotes compliance with Bail Conditions and reduces the risk of re-offending. In total, 279 accepted and were provided support.

A key focus of the new Outcome Improvement Plan is the routine collation and analysis of quantitative and qualitative data on the impact of all subsequent supports, including the views of those who declined and accepted support, case studies and any levels of unmet need. In respect of CARS, this will include analysis of any factors which may discourage people to accept support.

Bail Supervision and Enhanced Support

Following appearance in the Sheriff Court, TCA provided mentoring support to 120 individuals subject to Bail Supervision, CPOs and Structured Deferred Sentences (SDS). This additional support was offered to the Court as an alternative to a custodial remand or short-term prison sentence, typically for acquisitive offences committed by people with a substance use problem and chaotic lifestyle.

Individual and groupwork support from TCA included substance use, welfare rights, accommodation, relationships and mental health. In total, combining the completion rates for young people, adult males and adult females. A lower completion rate for Bail supervision was seen this year, an area that will be considered as a partnership as part of the improvement actions of the CJOIP. The low rate highlighting the degree of challenge, multiple and complex need of the individuals.

Imprisonment

Following the imprisonment of a significant relative, Families Outside supported a total of 25 families. This support included advice on criminal justice processes alongside wider welfare support. It was delivered alongside support provided directly to prisoners by Scottish Prison Service staff, other Third Sector agencies, NHS Tayside and Justice Social Work.

As parental imprisonment is recognised as an adverse childhood experience which can increase the risk of offending, further development of whole family approaches features in the new plan. This will include work with the Council Children and Families Services to explore enhanced support to children affected by imprisonment, which could be coordinated via established Team Around the Child processes.

In prison, planning and preparation also took place between HMP Perth, Robertson Construction, Dundee and Angus College and other partners to develop an innovative project which aims to provide people with new skills and employment opportunities. This 12 week 'Construction Skills Academy' programme will introduce people to the skills required for housebuilding.

Priority Action One

Enhance intervention at the earliest opportunity by ensuring greater consistency, confidence in and awareness of services which support the use of direct measures and diversion from prosecution

Nationally determined outcome:

More people successfully complete diversion from prosecution¹

Local Evidence

- Mechanisms are in place to understand the views of people undertaking diversion from prosecution and are used to support improvement.
- Mechanisms are in place to understand the views of people supporting the delivery of diversion from prosecution and are used to support improvement.

5. *What activity has taken place to increase successful completion of diversion? What impact has there been as a result?*

In developing your answer to this question, you should engage with the relevant local partners involved in the planning, development, delivery and monitoring of activity. We would encourage you to reflect on engagement and collaborative activity rather than solely single service delivery.

For this Priority Action, you may wish to consider involvement from the following partners and stakeholders:

- *Crown Office and Procurator Fiscal Service (COPFS)*
- *Police Scotland*
- *Justice Social Work*
- *Third Sector*
- *Health*
- *Skills Development Scotland*
- *Scottish Fire and Rescue Service*
- *Any other partners as relevant*

On the basis in the reporting year 2019/20, **2.9%** (156 subjects) of all cases reported to the PFO Dundee were marked for Diversion from Prosecution. Compared with the reporting year 2023/24, there has been an increase where **3.7%** (225 subjects) of all cases marked for Diversion from prosecution.

¹ National Indicator:

Number of diversion from prosecution:

- assessments undertaken
- cases commenced
- cases successfully completed

The number of cases and subjects marked for Diversion from Prosecution is always dependant on the nature of the crime, the accused and the information provided to COPFS by the various reporting agencies.

The number of Social Work assessments undertaken in 2023/24 was 164 which was a slight increase from the 152 seen in 2022/23. Similarly, an increase in 2023/24 of 92 cases commenced to the 77 in the previous year. In 2023/24, there were 62 cases completed resulting in a completion rate of 67%, like the 68% completion rate the previous year.

In most cases, the reason for Diversion not completing relates to non-compliance, or the service user withdrawing from the process.

The CARS Project has conducted 279 needs assessments between April 2023 and March 2024, offering crucial advice and assistance. This comprehensive support system has initiated pathways to preventative care, addressing complex issues, and enhancing the overall success rate of diversion programs.

TCA worked closely with Justice Social Work to provide an added layer of support to ensure individuals are supported via Mentoring support to access essential services, including GP, Dental, Mental Health Services and Substance Use Support (DDARS) as well as signposting to other supports to promote ways to improve an individual's life conditions.

A property in the City Centre to house the co-located Multi-Agency Team has been identified to support young people aged 12 years to 21 years (and up to 26 years if entitled to Throughcare and After Care support). Funding has been secured for internal redesign and decoration of this property, with a view to the various teams being in place by March 2025 at the very latest. Learning events have run throughout 2023/24 for all agencies and partners of this multi-agency service, which have all been well attended and received.

Community Justice teams have actively participated in Trauma Informed Practice briefing sessions and learning exchange events. These events are part of a series of opportunities to support the implementation of the trauma informed approach. The trauma ambassador network continued to develop in the city and a bespoke level 3 training is being developed.

Priority Action Two

Improve the identification of underlying needs and the delivery of support following arrest by ensuring the provision of person-centered care within police custody and building upon referral opportunities to services including substance use and mental health services

Nationally determined outcome:

More people in police custody receive support to address their needs²

Local Evidence:

- There is an effective relationship between community justice partners, Alcohol and Drug Partnerships (ADPs) and police custody centre for local population.
- Referral pathways and support are in place from police custody centre for local population

6. *What activity has taken place to support people in police custody to access support? What impact has there been as a result?*

In developing your answer to this question, you should engage with the relevant local partners involved in the planning, development, delivery and monitoring of activity. We would encourage you to reflect on engagement and collaborative activity rather than solely single service delivery.

For this Priority Action, you may wish to consider involvement from the following partners and stakeholders:

- *Police Scotland*
- *Local Authority*
- *Justice Social Work*
- *Third Sector*
- *Health*
- *Scottish Courts and Tribunal Service*
- *Any other partners as relevant*

The CARS Project has implemented several key activities to ensure person-centred care within police custody and enhance referral opportunities to services, including substance use and mental health services. The project provided a comprehensive needs assessment for 2,722 individuals from April 2023 to March 2024. From which 279 accepted support, identifying complex needs such as mental health issues, substance use, offending behaviours, homelessness, and disabilities.

² National Indicator:

- Number of referrals from custody centres

Immediate crisis intervention services provided initial stabilisation, while tailored referrals and follow-ups ensured ongoing support. A dedicated Senior Support Worker provides extensive knowledge of statutory, community, and third sector support, while the incorporation of PANEL principles ensured a human rights-based approach.

Expert agency referrals prioritised Medication-Assisted Treatment (MAT) standards, addressing substance use issues comprehensively. These activities resulted in enhanced access to support, positive feedback from stakeholders, improved service delivery and the initiation of support.

There continues to be a partnership focus on improving access to support for vulnerable woman as both perpetrators and victims of crime. Providing co-located support for the Court Advocacy Service (ASSIST) and representation on the ASSIST Steering Group as well as Gendered Services Group Meetings. In August 2023 partners opened a bespoke Woman's Hub where the Woman's Justice Social Work team have a regular rota of attendance and have begun group work support this year.

Priority Action Three

Support the use of robust alternatives to remand by ensuring high quality bail services are consistently available and delivered effectively

Nationally determined outcome:

More people are assessed for and successfully complete bail supervision³

Local Evidence

- Mechanisms are in place to support a high quality bail assessment.
- Referral pathways are in place that support identified needs of people on bail supervision.

7. What activity has taken place to increase the use of bail, and support people to access services to address needs while on bail? What impact has there been as a result?

In developing your answer to this question, you should engage with the relevant local partners involved in the planning, development, delivery and monitoring of activity. We would encourage you to reflect on engagement and collaborative activity rather than solely single service delivery.

For this Priority Action, you may wish to consider involvement from the following partners and stakeholders:

³ National Indicator:

Number of:

- assessment reports for bail suitability
- bail supervision cases commenced
- bail supervision cases completed

- *Defence Agents*
- *Police Scotland*
- *Scottish Courts and Tribunal Service*
- *Third Sector*
- *Justice Social Work*
- *Crown Office and Procurators Fiscal Service*
- *Judiciary*
- *Employability, Education and Training services*
- *Housing*
- *Health*
- *Any other partners as relevant*

TCA provides bail supervision and over the 2023/24 period:

- 236 appointments offered. 67% of appointments (159) were attended, working alongside Justice Social Work to offer an added layer of support.
- Assertive outreach was provided to tackle early resistance to engagement with CJS and other services, support appointment attendance.
- Mentoring support to access essential service including GP, Dental, CMHT, and DDARS.
- Relevant signposting to key agencies and services to improve life conditions and prevent further re-offending.

Local bail supervision data indicated a decrease in completed cases in 2023/24 compared to the previous year. Reasons for individuals not completing their bail supervision included: breaches, being remanded for further offences and moving to another Local Authority.

As stated elsewhere in this report, the partnership will be undertaking a self-evaluation exercise on alternatives to remand to identify any areas for improvement and develop an associated delivery plan.

Priority Action Four

Strengthen options for safe and supported management in the community by increasing and widening the use of electronic monitoring technologies

No nationally determined outcome.

Progress in delivering this priority action should be evidenced with reference to any relevant local activity.

8. *What activity has taken place in your area to increase the use electronic monitoring technologies? What impact has there been as a result?*

This priority action was identified by Scottish Government as requiring nationally-driven actions as set out by the community justice strategy delivery plan. Given this is a developing area that does not have a national outcome, CJS do not expect many local areas to have undertaken significant activity in relation to it, however we recognise that some local areas, for example those involved with EM pilot projects, may want to report on their activity.

Electronic Monitoring Bail figures remain low and will form part of the self-evaluation exercise to be completed with partners, with support from the Care Inspectorate.

Priority Action 5

Ensure that those given community sentences are supervised and supported appropriately to protect the public, promote desistance from offending and enable rehabilitation by delivering high quality, consistently available, trauma-informed services and programmes

Nationally determined outcome:

More people access services to support desistance and successfully complete community sentences⁴

Local Evidence

- Availability of local programmes to support desistance from domestic abuse and sexual offending.
 - Availability of referral pathways to support the needs of local population on community disposals.
 - Mechanisms are in place to understand the views of people with experience of community disposals to support improvement.
 - Mechanisms are in place to understand the views of the community justice workforce with regard to supporting the needs of people subject to community disposals to support improvement.
9. What activity has taken place that will support people serving sentences in the community to desist from offending, address their needs, and help them successfully complete their sentence? What impact has there been as a result?

In developing your answer to this question, you should engage with the relevant local partners involved in the planning, development, delivery and monitoring of activity. We would encourage you to reflect on engagement and collaborative activity rather than solely single service delivery.

For this Priority Action, you may wish to consider involvement from the following partners and stakeholders:

- *Justice Social Work*
- *Police Scotland*
- *Scottish Courts and Tribunal Service*
- *Third Sector*
- *Health*
- *Any other partners as relevant*

⁴ National Indicator:
Percentage of:

- community payback orders successfully completed
- drug treatment and testing orders successfully completed

The successful completion rates of people subject Diversion from Prosecution, Bail Supervision and Community Payback Orders, alongside positive feedback from those engaging with support, indicates the effectiveness of many community justice interventions with a population which typically has multiple complex needs.

The % of CPO's successfully completed in the 2023/24 was 70% which was an increase from the 65% completion rate seen the previous year. This returns local performance to the national average.

There are numerous staff now trained in the Decider skills across all CJS teams and the programme has been delivered in group settings in the main service, at the Women's hub and at the Bella Centre. The skills can also be delivered in a 1:1 setting and case managers who are trained in the Decider Programme have been able to deliver them through 1:1 supervision.

In 2023/24 the UPW Team made a priority to work around the city within areas most affected by littering and fly-tipping. In all the team cleared litter and fly tipped items at over 140 locations across the City and are continuing to do this into 2024/25.

Work undertaken included:

- Painting the exterior of buildings at Clatto Country Park.
- Creation of a Covered Potting area at the SAMH Chrysalis Project Garden/ painting the interior of the office/removing rotten timbers then reinstating fencing throughout the garden along with other smaller jobs to help out.
- Assisting residents in the Claverhouse Area Clean Up following Storm Babet.
- Refurbishing benches at several local cemeteries.
- Erecting a summerhouse for Hillcrest Futures
- Construction of raised beds at Rockwell Learning Centre
- Redecoration of Fairbairn Street YPU and installation of blinds along with other fixtures and fittings following closure from its original use.

As of the 31 March 2024 there were **399** Registered Sex Offenders managed in the community of Tayside. This is a decrease of **2** on the previous year. Of the **399** there were **137 (34%)** on Statutory supervision managed by Community Justice Social Work.

The numbers managed in each local authority area are:

ANGUS	108 (a decrease of 4 from the previous year)
DUNDEE	165 (an increase of 3 from the previous year)
PERTH & KINROSS	126 (a decrease of 1 from the previous year)

Category 3 offenders continue to be managed under MAPPA and in this year there have been **3** individuals considered and managed by the responsible authorities.

In addition to this, over the year 2023/24, the partnership has undertaken work across the 3 Local Authority areas in relation to the minuting of MAPPA meetings to ensure that there is parity and consistency in case records.

Over the course of the year 2 separate self-evaluation exercises were carried out within Justice Social Work. Over 80% of Court Reports were assessed as Good or Very Good; 100% of LSCMI risk assessments Good or better; and 70% of risk management plans Good or better. Areas for improvement included all relevant documents on the case recording system and the frequency of home visits.

The revised Outcome and Improvement plan outlines how the series of case file audits will continue and will provide valuable information on the quality and impact of support. Audits will also focus on unmet need, service user feedback and outcomes. It will inform strategic priorities, drive more immediate operational or practice improvements and contribute towards wider self-evaluation.

Priority Action 6

Ensure restorative justice is available across Scotland to all those who wish to access it by promoting and supporting the appropriate and safe provision of available services

No nationally determined outcome.

Progress in delivering this priority action should be evidenced with reference to any relevant local activity.

10. What activity has taken place to make restorative justice available to people and support them to access it, and what impact has there been as a result?

This priority action was identified by Scottish Government as requiring nationally-driven actions as set out by the community justice strategy delivery plan. Given this is a developing area that does not have a national outcome, CJS do not expect many local areas to have undertaken significant activity in relation to it, however we recognise that some local areas, for example those involved with RJ pilot projects or who commission their own RJ services locally, may want to report on their activity.

In 2024-25, the partnership will explore opportunities to implement Restorative Justice approaches. This will include options in relation to young people at risk of involvement or involved in crime, as well as cohorts of adults. The partnership is conscious of research which suggests that RJ approaches can prove effective for both the perpetrator of an offence and the victim. When broadly defined, this can include

offender/victim mediation, letters of apology, reparative work and other approaches which seek to mend the harm caused by crime whilst also promoting rehabilitation.

Priority Action Seven

Enhance individuals' access to health and social care and continuity of care following release from prison by improving the sharing of information and partnership-working between relevant partners

Nationally determined outcome:

More people have access to, and continuity of, health and social care following release from a prison sentence⁵

Local Evidence

- Health and social care circumstances/care plans are reflected in collaborative plans for release.
- Referral pathways and information sharing arrangements are in place to support timely access to health and social care supports upon release.

11. What activity has taken place to support people to access health and social care support after release from prison, and what impact had there been as a result?

In developing your answer to this question, you should engage with the relevant local partners involved in the planning, development, delivery and monitoring of activity. We would encourage you to reflect on engagement and collaborative activity rather than solely single service delivery.

For this Priority Action, you may wish to consider involvement from the following partners and stakeholders:

- *Police Scotland*
- *Scottish Prison Service*
- *Health*
- *Skills Development Scotland*
- *Local authority*
- *Third Sector*
- *Any other partners as relevant*

Our 3rd sector partner Positive Steps provide a needs assessment upon release which is crucial to identify specific health and social care need. The person-centred provision

⁵ National Indicator:

Number of transfers in drug/alcohol treatments from:

- custody to community

ensures further opportunity to engage with the support services. This ensures a seamless transition from prison to community-based health and social care services.

For individuals who are liberated, light community support is provided to ensure they engage with the referred agencies. By maintaining engagement with support services, individuals are better equipped to address their health and social care needs and integrate into the community.

The establishment of referral pathways and information-sharing arrangements has significantly improved timely access to health and social care supports. Pre-release assessments and personalised care plans ensure that individuals receive the necessary services immediately upon release, minimizing gaps in care.

The national indicator identifies the number of transfers in drug/alcohol treatment from custody to community. In 2023/24 Dundee Drug Support Services (DDARS) had 725 referrals, of which 88 (12%) were coded from custody. This almost matched the figure of 11% from previous year. There were also 225 prison/court referrals in the same period.

In respect of meeting Health needs, a Keep Well service co-located within Justice Social Work uses anticipatory health care checks and health consultation to engage with people at risk of inequalities. The nurse engages with people as they attend supervision, unpaid work, prison release appointments and/or when on home leave. This year, this has also included people on Diversion from Prosecution. Over the year 2023-24, there have been:

- 95 Health Checks/Holistic Health Assessments delivered by the nurse, and in the main these were completed over two or more appointments.
- 89 Health consultations with the nurse, either stand alone or before or after health check appointments
- 79 appointments by the Associate Practitioner after health check. These were to support service users to engage with positive community based activities, other services or other appointments.

A recent service user commented that "being offered the health check was very helpful and should be mandatory in my opinion. The health check was comprehensive and the advice given definitely increased my awareness of unknown aspects of my health which I believe everyone would benefit from. The check motivated me to make changes regarding my nutrition and fitness regime which in turn benefited my mental health."

Priority Action Eight

Ensure that the housing needs of individuals in prison are addressed consistently and at an early stage by fully implementing and embedding the Sustainable Housing on Release for Everyone (SHORE) standards across all local authority areas

Nationally determined outcome:

More people have access to suitable accommodation following release from a prison sentence⁶

Local Evidence

- SPS admissions and liberations information is shared with relevant partners to support suitable accommodation planning.
- Proportion of admissions where housing advice was provided.
- Percentage of people leaving prison who have been housed by the local authority and have maintained tenancy for more than 1 year

12. What activity has taken place to support people to access suitable accommodation following release from prison, and what impact had there been as a result?

In developing your answer to this question, you should engage with the relevant local partners involved in the planning, development, delivery and monitoring of activity. We would encourage you to reflect on engagement and collaborative activity rather than solely single service delivery.

For this Priority Action, you may wish to consider involvement from the following partners and stakeholders:

- *Scottish Prison Service*
- *Housing Services*
- *Other housing providers/landlords*
- *Justice Social Work*
- *Health*
- *Third Sector*
- *Any other partners as relevant*

In the last reporting year 2023/24 there were 83 homeless applications where prison was the last known address. The total therefore continues to decrease, from 109 in 2021/22 to 91 in 2022/23.

⁶ National Indicator:
Number of:

- homelessness applications where prison was the property the main applicant became homeless from

Housing services have officers attending the prisons on a regular basis to provide advice and support to people who have a tenancy when they go into prison and to look at options on how we prevent homelessness, depending on the length of sentence.

Positive Pathways Housing with Support strives to support the SHORE standards. The service can provide up to 35 tenancies annually, with Positive Steps furnishing these properties. In the 2023/24 period a total of 9 tenancies were supported.

The support helps to prevent repeated cycles of incarceration and homelessness where the crisis intervention service supporting individuals to develop essential life skills needed for independent living.

In respect of short-term prisoners, a Positive Steps Connections initiative helps people who have experienced imprisonment and provided support to 328 people, an increase on last year's figure of 250. A key part of this has been to ensure that the SHORE standards are met as to their accommodation or tenancy needs and those at risk of overdose are provided with targeted support.

Priority Action Nine

Enhance individual's life skills and readiness for employment by ensuring increased access to employability support through effective education, learning, training, career services and relevant benefit services.

Nationally determined outcome:

More people with convictions access support to enhance their readiness for employment⁷

Local Evidence

- Effective links between the Local Employability Partnership (LEP) and Community Justice Partnership supports:
 - i. local employment, education and training providers to respond to the needs of those with convictions.
 - ii. local employment, education and training providers are confident and competent in providing effective conviction disclosure support
 - iii. local employers to develop more inclusive recruitment processes and employ people with convictions.
- Referral pathways are in place to connect people to appropriate services and support:
 - i. at commencement of, during and at the end of a CPO
 - ii. following release from custody.

⁷ National Indicator:

Percentage of:

- those in employability services with convictions

13. What activity has taken place to support people to access employability support, and what impact had there been as a result?

In developing your answer to this question, you should engage with the relevant local partners involved in the planning, development, delivery and monitoring of activity. We would encourage you to reflect on engagement and collaborative activity rather than solely single service delivery.

For this Priority Action, you may wish to consider involvement from the following partners and stakeholders:

- *Local Authority employability services*
- *Skills Development Scotland*
- *Third Sector*
- *Scottish Prison Service*
- *Scottish Courts and Tribunals Services*
- *Any other partners as relevant*

Over the year 2023/24, we have continued to work with Remploy and Access to Industry in order to support individuals to works towards moving into employment. Having Remploy worker co-located has enabled this process to be much quicker as staff are able to have face to face conversations regarding their service users' needs etc. Funding will not continue into the next financial year but the service is engaging with Adult Employability Services to replicate processes.

We also continue to use Venture Trust, which provides support through community and outdoor based personal development programmes and outdoor therapy services.

Priority Action Ten

Enhance community integration and support by increasing and promoting greater use of voluntary throughcare and third sector services.

Nationally determined outcome:

More people access voluntary throughcare following a short-term prison sentence⁸

Local Evidence

- Mechanisms are in place for partners to support people serving short term sentences.
- Proportion of people liberated from short term custody:

⁸ National Indicator:

Number of:

- voluntary throughcare cases commenced

- i. made aware of support.
 - ii. accepting support offer .
 - iii. with a coordinated pre-release plan in place.
- Mechanisms are in place to understand the views of people accessing voluntary throughcare to support improvement.
- Mechanisms are in place to understand the views of community justice partners in delivering voluntary throughcare to support the needs of people leaving short term custody.

14. What activity has taken place to support people to access voluntary throughcare? What impact had there been as a result?

In developing your answer to this question, you should engage with the relevant local partners involved in the planning, development, delivery and monitoring of activity. We would encourage you to reflect on engagement and collaborative activity rather than solely single service delivery.

For this Priority Action, you may wish to consider involvement from the following partners and stakeholders:

- *Police Scotland*
- *Justice Social Work*
- *Scottish Prison Service*
- *Third Sector*
- *Health*
- *Scottish Courts and Tribunals Service*
- *Integration Joint Boards*
- *Any other partners as relevant*

The number of voluntary throughcare cases commenced for 2023/24 was 139, an increase from the previous year where the number of cases was 124. This meant the % of adult short-term prisoners commencing Voluntary Assistance was 79%, so the local target of 70% was achieved.

We continue to work with our partner agencies and third sector to provide Voluntary Throughcare to those people released from short-term custodial sentences in order to assist them to re-establish themselves in the community. This can be from the direct provision of support (e.g. provision of housing through Positive Steps Connections or DCC Housing), through to signposting people to where they can get support to meet their needs.

Having co-located Health services (DDARS, Keep-Well Nurse etc) helps to both strengthen and quicken our ability to meet the needs of these service users and enable their safe return to living in their communities. The service is currently liaising with HMP

Perth to establish regular meetings to discuss all those prisoners that will be coming up for release, so that we can jointly strengthen our response to this client group.

Priority Action Eleven

Deliver improved community justice outcomes by ensuring that effective leadership and governance arrangements are in place and working well, collaborating with partners and planning strategically

No nationally determined outcome.

Progress in delivering this priority action should be evidenced with reference to any relevant local activity.

Local evidence:

- Mechanisms are in place to support engagement in each local authority, specifically:
 - a community justice outcomes improvement plan (CJOIP)
 - a participation statement
 - an annual report on progress towards nationally and locally determined outcomes.
- Mechanisms are in place to support an effective interface between national partner organisations and their local representatives within Community Justice Partnerships.
- Evidence of mechanisms to engage non-statutory partners in strategic planning
- Use of the Care Inspectorate 'self-evaluation guide to support quality improvement for community justice in Scotland', with focus on Leadership and Direction

15. How has your partnership worked to develop local leadership and enhance strategic planning and collaboration? What impact had there been as a result?

Scottish Government have indicated that activity to delivery in relation to this priority action should be built into the work of partners to progress the 9 national outcomes.

We encourage partners to reflect on what local activity has taken place to develop engagement, collaboration, and demonstrate leadership in community justice partnership working. For example, this could include development as a partnership, engagement and joint working with other local strategic partnerships, or other relevant activity. If any self-evaluation activity has been undertaken, this may support development of this answer.

With the revision of the CJ Outcome and Improvement Plan in line with National Indicators and Priority Actions, this has allowed regular progress ratings and updates to be addressed and discussed at Partnership Meetings. Additionally, the development of a comprehensive dataset will help inform and assist with progress discussions.

Some other partnership developments include:

- The official opening of the Woman's Hub in the City,
- Court Assist Service – seeing 100 referrals a month.
- The Caledonian Programme for perpetrators and victims of domestic abuse

- The MFMC Programme across all three Tayside local authorities.

Priority Action Twelve

Enhance partnership planning and implementation by ensuring the voices of victims of crime, survivors, those with lived experience and their families are effectively incorporated and embedded

No nationally determined outcome.

Progress in delivering this priority action should be evidenced with reference to any relevant local activity.

- 16.** How has your partnership worked to understand and incorporate the voices of victims of crime, survivors, those with lived experience and their families into partnership planning and implementation? *What impact has there been as a result?*

Scottish Government have indicated that activity to delivery in relation to this priority action should be built into the work of partners to progress the 9 national outcomes.

We encourage partners to reflect on what local activity has taken place to enable participation of people accused or convicted of offences, their families, victims of crime and other stakeholders in community justice strategic planning, delivery and impact monitoring.

A partnership subgroup with a range of key partners has been established this period to allow progression of key actions within the CJOIP to:

- Connect with ongoing strategic protecting people priorities to utilise key recommendations from the Authentic Voice Research Report and ADP Lived Experience Plans to ensure a CJ action plan for effective engagement with people with lived experience considers work and learning that is already taking place in the City.
- Partnership commitment to continue to develop this work over the course of 2024 and further progress into 2025.

The Community Justice Service has actively participated and fully supported the progression of trauma informed approach in Dundee. Two managers completed the Manager Briefing Session and staff have attended the learning exchange events. Involvement with the trauma ambassador network in the city and the development a level 3 training bespoke to Dundee.

Priority Action Thirteen

Support integration and reduce stigma by ensuring the community and workforce have an improved understanding of and confidence in community justice

Nationally determined outcome:

More people across the workforce and in the community understand, and have confidence in, community justice⁹

Local Evidence

- Community justice partner contribution to joint activity across policy areas to tackle stigma.

17. What partnership-driven activity has taken place to improve understanding of and confidence in community justice across the workforce and local community?

In developing your answer to this question, you should engage with the relevant local partners involved in the planning, development, delivery and monitoring of activity. We would encourage you to reflect on engagement and collaborative activity rather than solely single service delivery.

For this Priority Action, you may wish to consider involvement from the following partners and stakeholders:

- *Other local area strategic partnerships (e.g., Community planning, Alcohol and Drugs, Violence Against Women and Girls, Health Integration Joint Boards, etc.)*
- *Third Sector*
- *Any other local or national partners as relevant*

Working with key justice partners to support the development of new local indicators has begun and will further support the monitoring of the CJOIP and become part of the newly developed dataset.

18. Look ahead for your local area. Please tell us what the next steps are for your partnership.

Reflective questions to consider in developing your answer:

What are the next steps for your partnership?

What opportunities are there?

What barriers and/or risks?

⁹ National Indicator:

Percentage of people who agree that:

- people should help their community as part of a community sentence rather than spend a few months in prison for a minor offence

The Community Justice Partnership has continued to review arrangements, confirm strengths, areas for improvement and key priorities as contained in our CJOIP. Some of the key elements that we identified last year continue to be key elements this year, however as stated elsewhere in this report, we have identified actions to take to enable us to progress these. They include:

- Undertake a self-evaluation exercise using the Care Inspectorate Guidance to inform and plan with regards to what extent we are reaching National Priority Action 3 (support the use of robust alternatives to remand by ensuring high quality bail services are consistently available and delivered effectively) and National Priority 4 (strengthen options for safe and supported management in the community by increasing and widening the use of electronic monitoring technologies). It is planned that this will be undertaken with reps from across the Partnership.
- Work with the Scottish Prison Service at HMP Perth to maximise support to short-term prisoners both in custody and on release, including access to key services.
- Work with DCC Adult Employability Service to establish a pathway for referring CJS service users to them to provide assistance with getting people back to work.
- Work with the Alcohol and Drug Partnership to enhance support to people in the criminal justice system with a substance use problem, including in respect of statutory interventions such as DTTO and voluntary support.
- Continue to develop a partnership dataset which encompasses all parts of the system and includes both qualitative and quantitative data to assist with continuous improvement.
- Work with local communities, perpetrators of crime and victims to better understand and respond to their Lived Experience of the criminal justice system.

COMMUNITY PAYBACK ORDER (CPO)

ANNUAL RETURNS TEMPLATE

FINANCIAL YEAR: **2023/24**

LOCAL AUTHORITY: **Dundee City Council**

TEMPLATE RETURN DATE: **29th of September 2024**

Please return all completed templates to
CJS at CJSImprovement@communityjustice.scot and copy
the Scottish Government at cpo@gov.scot

Background

Under the Community Justice (Scotland) Act (2016), local authorities have a statutory duty to report on the operations of Community Payback Orders (CPO) within their area on an annual basis to Community Justice Scotland (CJS). CJS will then collate these returns and summarise them in a report which is laid before Scottish Parliament.

To assist with this reporting duty, CJS, in collaboration with representatives from Justice Social Work, the Scottish Government, and Social Work Scotland, has developed a template of questions for local areas to complete. This template is designed to support the reporting requirement.

Completing the template

Please answer the following questions contained in this year's CPO template. When answering the questions, please ensure that all case studies and feedback are anonymised. We understand that maintaining anonymity may be more challenging for some local authorities. If this applies to your area, you may provide a more general response to the questions.

Please ensure all answers are relevant to your local area within the 2023 to 2024 reporting year.

If you need any support in completing this template and or have any questions, please do not hesitate to get in contact with CJS. Contact details can be found on the title page of this form.

Thank you for taking the time to answer the questions in this template.

Questions to answer

1) Reducing risk of reoffending

In 2023/24, we had a total of 553 Community Payback Orders (CPOs) imposed by the Sheriff Court, up from 447 the previous year. To promote a focus on addressing offending behaviour and the risk of reoffending, 364 had a supervision requirement and 89 had a programme requirement.

The Justice Service also continued to deliver the Moving Forward Making Changes (MFMC) programme for Registered Sex Offenders and the Caledonian Programme for perpetrators of domestic abuse. In total, 13 people attended the MFMC programme and 13 completed from previous cohorts. Nine people started the Caledonian Programme and 9 completed from previous cohorts.

These accredited programmes consist of a sequential series of groupwork modules focused on understanding and addressing the underlying factors associated with offending. As such, they explore perceived, claimed and actual contributory factors whilst challenging distorted thinking, promoting victim empathy, increasing personal insight, overcoming barriers to change and improving behaviour management skills.

Offence focussed work carried out during 1:1 supervision includes Consequential Thinking, Problem Solving, Pro-Social Modelling, Emotional Management and Developing Assertiveness. In addition to this, we have also been running Decider Skills, both on a 1:1 basis and in a groupwork setting.

The Decider Skills programme is CBT and DBT based and focuses on mental wellbeing and emotional regulation, and is intended to be engaging, memorable and easy to use. The skills are designed to help people identify their own thoughts, feelings and behaviours and thus enable them to be more resilient, resourceful, responsible, robust and respectful. They help people monitor and manage their own mental health, improve emotional intelligence, manage distress, regulate their emotions, improve communication skills, be less impulsive and promote positive brain function, attitudes and beliefs. They are relevant for all.

There are numerous staff now trained in the Decider skills across all CJS teams and the programme has been delivered in group settings in the main CJS service, at the Women's Hub and at the Bella Community Custody Unit. The skills can also be delivered in a 1:1 setting and case managers who are trained in the Decider programme have been able to deliver them through 1:1 supervision.

The service aims to continue with voluntary group delivery where appropriate and to introduce a mandatory workstream of the programme, that can then be included as a programme requirement as part of a Court Order or Licence condition, or as a requirement for Diversions and Structured deferred sentences.

The following was provided by a service user who was subject to a CPO with supervision and programme requirements:

Obviously the first few times at start of my CPO felt like I had just come from a car crash. My head was all over the place. I struggled to open up to K at first and also had to leave my Job, move to Dundee and try start some sort of life here. All in space of around 6 weeks from my court appearance.

The process of going through the events of my life up to my offence was very hard at first. Telling someone your innermost thoughts and feelings was very difficult for a number of reasons. Particularly to my mum as I felt guilty of saying how bad at times my childhood was. And also discussing my sexuality which I had hid for long time from everyone in my life.

I found it more difficult trying to put it in to words when giving the assignments I had to write for K. But K was very good at helping me through these, and I came to think of her like some sort big sister. We had many frank discussions and she helped me build my confidence over the next 3 years.

In the group stages with J & J, I struggled with the written assignments, but the actual group chats were very good and with other 3 guys there it was easier to chat openly about my life and feelings. And share our life stories without judgement, hearing how we ended up here in the group.

My overall experience was good as the work you did was great as it helped me build my life again.

2) Support for underlying needs

Over 2023/24, there continues to be several workers who offer co-located provision from the Justice Offices which strengthens our support pathways with important services including Dundee Drug & Alcohol Recovery Service, Mental Health and Keep Well Nurses and Employment Support from Access to Industry and Remploy and Assist who work in partnership to provide a coordinated community response to domestic abuse both strategically and operationally. Assist supports victims of domestic abuse where a person has been charged or is likely to be charged with a domestic abuse related crime. The Assist service continue to receive approx. 100 referrals per month.

The co-located Dundee Drug and Alcohol Recovery Service offers clearly defined pathways for information sharing, assessment and treatment, whether with or without a Drug Treatment and Testing Order (DTTO), or a drug/alcohol treatment requirement in a CPO. In respect of Drug Treatment and Testing Orders, the Sheriff Court imposed 3 Order compared to 1 the year before. In addition, there were 6 Drug Treatment Requirements within CPOs compared to 11 in 22/23 and 17 Alcohol Treatment Requirements (3 in 22/23).

Some other support to address substance use is provided by agencies including TCA and their alcohol counselling services and We are With You who provide a range of substance use support in the City. Where necessary individuals can be placed with Jericho House for alcohol rehabilitation.

In respect of meeting Health needs, a Keep Well service co-located within Justice Social Work uses anticipatory health care checks and health consultation to engage

with people at risk of inequalities. The nurse engages with people as they attend supervision, unpaid work, prison release appointments and/or when on home leave. This year, this has also included people on Diversion from Prosecution. Over the year 2023-24, there have been:

- 95 Health Checks/Holistic Health Assessments delivered by the nurse, and in the main these were completed over two or more appointments.
- 89 Health consultations with the nurse, either stand alone or before or after health check appointments.
- 79 appointments by the Associate Practitioner after health check.

These were to support service users to engage with positive community based activities, other services or other appointments.

The following was provided by a female service user subject to a CPO with supervision requirement:

I have been going to D for just over a year. In the beginning of my journey, I was up and down with my alcohol but was always honest with D, and her with me. D has always been supportive, and she managed to get me to DDARS (Dundee Drug and Alcohol Recovery Services), which I did twice, and the second time was referred to TCA (Tayside Council on Alcohol). I am now seeing a counsellor once a week. D also encouraged me to attend a ladies group, which I also go to weekly.

D is a great listener. She has always been there for me, even when I phone out with my appointments. In the last four and half months, I have really turned a corner with my alcohol use, with D's support. In that time, I have a slight blip, but I told D immediately and she was so supportive to get me back on track.

I find it so easy to speak to D, and she will do anything to help me. I know that she wants the best for me, and it shows. I have another six and a half months with D and I want to keep up my good work. I know that D would love to continue to see me as I am now, and not as I was.

3) Unpaid work

In 2023/24 the UPW Team made a priority to work around the City within areas most affected by littering and fly-tipping. In all the team cleared litter and fly tipped items at over 140 locations across the City and are continuing to do this into 2024/25. 66% (368) of our CPOs had an UPW requirement, which is a 10% increase on the previous year.

As well as this the following were also undertaken:

- Painting the exterior of buildings at Clatto Country Park.
- Creation of a Covered Potting area at the SAMH Chrysalis Project Garden/ painting the interior of the office/removing rotten timbers then reinstating fencing throughout the garden along with other smaller jobs to help out.
- Assisting residents in the Claverhouse Area Clean Up following Storm Babet.
- Refurbishing benches at several local cemeteries.

- Erecting a summerhouse for Hillcrest Futures
- Construction of raised beds at Rockwell Learning Centre
- Redecoration of Fairbairn Street YPU and installation of blinds along with other fixtures and fittings following closure from its original use.

4) Other activity

The service provides several online courses that can be undertaken under the banner of "other activity". These tend to be Open Learn activity with the open University, with a focus on mental health, exercise and wellbeing, leadership, finances etc. To support their employability, people subject to Orders also have an opportunity to gain qualifications in Peer Mentoring, Personal Effectiveness and Mental Health NPA.

5) Feedback

Quotes from beneficiaries:

"Our Service was very lucky to have UPW next door to our Service, but mainly because of the team's professionalism and massive support. Thank you so much to every single person involved in this service."

"Huge benefit to our organisation. We would never have been able to do the tasks they completed. H & S would be a huge drawback from us being able to complete these tasks, even if we did have the skills. Financially we would not have been able to afford to get workmen in to complete. A lot of the tasks completed helped us with H & S issues within the space. EG shelter provided a space away from the glare of the sun, fencing was previously dangerous."

"We could not have used our ploy-tunnels this season without Unpaid Work's assistance. Their skills and workforce were invaluable in helping us to produce a massive crop of vegetables this year."

6) Benefits and challenges of other CPO requirements

Please mark with a cross the requirements that were imposed by courts in 2023 to 2024.

Compensation requirement

Programme requirement

In Dundee we deliver both MFMC and Caledonian which are the national Scottish Government programmes for addressing sexual and domestic harm. There are significant advantages to delivering these programmes within the national format. They are both structured manualised programmes that are based on effective evidence-based practice of what works to reduce recidivism. They utilise key theories and

approaches to working with individuals, that are most likely to address their offence supportive attitudes and thus reduce the risk of re-offending and harm.

The programmes follow the key RNR principles (risk, need, responsivity) and staff undertake rigorous and thorough training to be able to deliver them. As they are manualised and Scottish Government endorsed, they are also subject to evaluation and review under SAPOR which ensures they are the most up to date, effective, evidence-based method of targeting that type of offending, while supporting the individual to understand and address their attitudes, beliefs and behaviour to enable them to lead a life without causing harm.

The most significant challenge with delivering these programmes is staffing them. The review of MFMC and the roll out of the revised programme of MF2C in April 2025, will mean a significant shift in workload from case managers to the core delivery team (Tay Project), that they are not currently staffed for. For Caledonian there is considerable pre-group 1:1 work that case managers are required to complete and this is a new way of working for those case managers, with materials that previously were not available to them. Incorporating this additional work into existing complex caseloads does not come without its challenges.

However, these programmes do mean that as a service we are able to target and effect change within the most critical high-risk cases, such as those that pose risk of harm from sexual and domestically abusive offending. It means we are guided by evidence based best practice, that our staff are well trained, that the service we offer is of the highest standard, and that intrinsically we are contributing to safer communities and the wider public protection agenda.

- Residence requirement
- Restricted movement requirement
- Conduct requirement

By far, the vast majority of our Conduct Requirements are within the Public Protection Team, where they are used in the management of Registered Sex Offenders and high risk domestic abuse cases. For RSOs, these can be fairly wide ranging from possession/use of internet enabled devices and use of social media, to where they reside, and restricting where they can go e.g. parks etc.

These are viewed as very positive as they assist with the management of the offender, assist in any offence focussed work (when they do not reach the threshold for a programme requirement) and enable the service user to desist from committing further offences. They also enable partnership working between Justice Social Work and the Sex Offender Policing Unit, who are co-located with us.

The only issue that the PPT identified regarding this was if they don't have all the conditions that they require in terms of managing the offender, and the delay that can

be caused by having to return the matter to Court in order to then get additional conditions.

In terms of Domestic abuse cases, these would tend to be regarding not making contact with the victim/their children and/or advising of any new relationships that they enter into. One of the main challenges regarding this is that in the main, this is reliant on self-reporting by service users, and therefore there can either be difficulties or delays in taking any actions for failure to adhere to conditions, especially if dependent on information being received from other agencies etc.

Alcohol treatment requirement

Drug treatment requirement

Although our numbers are low for both Drug Treatment Requirements and Alcohol Treatment Requirements, these are both viewed as assisting workers in meeting the needs of service users. Being co-located with the Dundee Drug and Alcohol Recovery Service offers us a clearly defined pathway for information sharing, assessment and treatment whether with or without a DTTO or a drug/alcohol treatment requirement in a CPO. In addition to DDARS, we also work with other support services, such as Tayside Council on Alcohol and their alcohol counselling service, and We Are With You, who provide a range of substance use support across the city.

In Dundee, we, and our service users, have access to an app on smart phones called Dundee Recovery Road Map, which consists of details of all support services for alcohol and substance use, as well as services supporting gambling use, mental health etc. It shows where groups and services are based, their opening times etc. It also has details of all food banks and community food larders, with their opening times, and what they will provide.

The challenges around both drug and alcohol treatment requirements is where there is a relapse and how this effects the service user, and that often at that point it requires a significant input from the case manager in order to get the service user motivated again. It is often found to be helpful if we can get the service user to become involved in more community based activities in order to enhance pro-social life and provide more structure to their day.

Mental health treatment requirement

7) Organisational improvements and ongoing challenges

Looking back at the organisational challenges that we noted in last year's report, the Service would say that the majority of these are no longer an issues. Our level of Court Reports and CPOs have either matched or exceeded pre-pandemic levels. Our UPW workshop and service is also back to pre-pandemic levels, and we continue to provide a range of inputs with perpetrators of domestic abuse who do not meet the threshold for the Caledonian Programme.

At times, there can remain issues around capacity within the service, usually due to levels of sick leave or vacancies, however being able to flexibly use the Scottish Government recovery funding has enabled the Community Justice Service and its partners to meet needs and mitigate against any risks.

There continues to be a low uptake of Bail Supervision (called Bail Mentoring) and EM bail. We continue to work with the Sheriff Court regarding this issue and liaise with them regarding the possible use of this with some people. We are also about to undertake a self-evaluation regarding this issue, which we hope will give us a plan of action that we can take forward as a Partnership and look to increase the use of both of these as alternatives to Remand.

We have started to develop a partnership dataset, which aligns with our CJOIP and encompasses all parts of the system and includes a focus on both quantitative and qualitative information in order to promote continuous improvement.

8) Collaborative working across justice partnerships

To enhance support, arrangements with Third Sector partners are particularly important and they deliver services at distinct parts of the criminal justice system and to groups with specific needs across the system. This involves a range of services provided by justice partners and as part of mainstream supports coordinated by aligned partnerships.

Tayside Council on Alcohol (TCA) are one of our main third sector organisations who offer a mentoring service to people who are subject to Bail, CPOs, Structured Deferred Sentences etc. Over the 2023/24 period they have offered the following:

- 236 appointments offered. 67% of appointments (159) were attended. Worked alongside Justice Social Work to offer an added layer of support, outreach so that can overcome some of the challenges and complexities that individuals face.
- Assertive outreach was provided to tackle early resistance to engagement with CJS and other services, support appointment attendance.
- Mentoring support to access essential service including GP, Dental, CMHT, and DDARS.

- Relevant signposting to key agencies and services to improve life conditions and prevent further re-offending.

TCA also provide a Beyond Mentoring service, which is now available to both men and women aged 18 years + who have been involved with the Community Justice System and/or substance services. This service is designed to support people who are coming towards the end of their work with statutory services but may not yet feel ready to move on. A range of support is provided, including one-to-one support, group support, recovery groups, drop-in service and activity groups. This assists our service users in terms of maintaining structure to their days and enables them to maintain pro-social activities.

9) Additional information

We continue to be involved in the process of setting up a co-located multi-agency team to support young people aged 12 years to 21 years (and 26 years if entitled to Throughcare and After Care), of which Community Justice will be a part. We have identified a city centre property and have secured funding for internal redesign and decoration. There have been a number of learning events for all agencies and partners, which have been well attended and well received. We are also in the process of looking at the viability of setting up a Youth Court to compliment this service.

The Community Justice Partnership has continued to review arrangements, confirm strengths, areas for improvement and key priorities as contained in our CJOIP. Some of the key elements that we identified last year continue to be key elements this year, however as stated elsewhere in this report, we have identified actions to take to enable us to progress these. They include:

- Undertake a self-evaluation exercise using the Care Inspectorate Guidance to inform and plan with regards to what extent we are reaching National Priority Action 3 (support the use of robust alternatives to remand by ensuring high quality bail services are consistently available and delivered effectively) and National Priority 4 (strengthen options for safe and supported management in the community by increasing and widening the use of electronic monitoring technologies). It is planned that this will be undertaken with reps from across the Partnership.
- Work with the Scottish Prison Service at HMP Perth to maximise support to short-term prisoners both in custody and on release, including access to key services.
- Work with DCC Adult Employability Service to establish a pathway for referring CJS service users to them to provide assistance with getting people back to work.
- Work with the Alcohol and Drug Partnership to enhance support to people in the criminal justice system with a substance use problem, including in respect of statutory interventions such as DTTO and voluntary support.
- Continue to develop a partnership dataset which encompasses all parts of the system and includes both qualitative and quantitative data to assist with continuous improvement.

- Work with local communities, perpetrators of crime and victims to better understand and respond to their Lived Experience of the criminal justice system.

REPORT TO: CITY GOVERNANCE COMMITTEE – 20 JANUARY 2025

REPORT ON: HOUSING (HRA) REVENUE BUDGET 2025-28 AND REVIEW OF RENTS AND OTHER HOUSING CHARGES FOR 2025/26

REPORT BY: EXECUTIVE DIRECTOR OF NEIGHBOURHOOD SERVICES

REPORT NO: 12-2025

1 PURPOSE OF REPORT

- 1.1 The purpose of this report is to advise members of the outcome of the rent consultation exercise in order to approve the Housing (HRA) Revenue Budget, rent and other housing charges for financial year 2025/26.

2 RECOMMENDATIONS

- 2.1 It is recommended that the Committee:
- (i) note the outcome of the rent consultation exercise detailed in section 7 and Appendix 4 to this report and that the proposed rent increase below (iv) is in line with the majority view expressed by tenants through this exercise.
 - (ii) approve the Housing (HRA) Revenue Budget for 2025/26 as detailed in Appendix 1 to this report.
 - (iii) note the Provisional Revenue Budgets for 2026/27 and 2027/28 detailed in Appendix 1 to this report.
 - (iv) approve rents be increased by 4.50% equal to an average increase of £3.92 per week with effect from 7 April 2025.
 - (v) approve that all other housing charges are set as outlined in Appendix 2 to this report with effect from 7 April 2025; and
 - (vi) agree that the level of rents held on the Housing (HRA) be similarly applied to miscellaneous houses i.e. the properties which are leased to the Richmond Fellowship, Dundee Health & Social Care Partnership and City Development, subject to categorisation where appropriate.

3 FINANCIAL IMPLICATIONS

- 3.1 Approval of the proposed review of rents and other housing charges detailed in Appendix 2 would generate additional income of £2,546,000 and will result in the Housing (HRA) Revenue Budget being self-balancing for financial year 2025/26.

4 BACKGROUND

- 4.1 Over recent months the Executive Director of Neighbourhood Services and Executive Director of Corporate Services, have reviewed the Provisional Revenue Budget for the Housing (HRA) in financial year 2025/26 and the outcome of this was considered by elected members last October (Article VI of the minute of the meeting of Neighbourhood Regeneration, Housing & Estate Management Committee on 28 October 2024, Report No: 294-2024 refers). The total expenditure requirement for 2025/26 amounts to £64.102m and is further detailed in Appendix 1 to this report.
- 4.2 The Provisional Revenue Budget for 2025/26 has been updated to reflect any required cost pressures and savings that have been identified through the 2024/25 revenue monitoring process to date. In addition, any new cost pressures that are expected to emerge in 2025/26 are included along with any additional investment that is being made to the budget.

- 4.3 The Provisional Revenue Budget for 2025/26 includes an estimated allowance of 2.5% for a pay award for all staff. Allowance has also been made for other specific and general price inflation, where appropriate. The key overall variances include the following:

Staff Costs (Increase of £219,000)

Reflects assumed pay award of 2.5% for 2025/26 as well as provision for the anticipated shortfall in the 2024/25 pay award and adjustments for increments payable.

Property Costs (Increase of £1,894,000)

Mainly reflects the increased inflationary cost in providing the extensive responsive repairs and relets service and open space maintenance. Included in here is anticipated pay increases and inflation pressures applicable to the Construction Industry.

Supplies & Services (Increase of £196,000)

This increase mainly reflects pay inflation applicable to internal recharges for the caretaking/ concierge service, anti-social behaviour team, homelessness team and the quality and performance teams. In addition, this includes allowance for annual software licence fees and planned upgrade to the IT software licence.

Support Services (Increase of £75,000)

Increase mainly reflects the assumed level of inflation, this recharge mainly relates to staffing and therefore also fluctuate in line with assumed pay inflation.

Capital Financing Costs (Increase of £1,026,000)

Loan charges have increased, based on the latest borrowing requirement projected to be undertaken in 2024/25 to fund capital expenditure. The budgeted interest rate is assumed at 4.2%. Additional provision of £0.620m has also been included that will allow for additional capital expenditure of approx. £10.5m which will be invested in works that will be identified through the stock condition survey including further energy efficiency improvements aimed to improve the stock and support tenants in fuel poverty.

These borrowing costs will continue to support the delivery of key housing investment priorities included in this plan such as maintaining Council houses at Scottish Housing Quality Standard and progressing towards meeting the Energy Efficiency Standards in Social Housing.

- 4.4 The Provisional Housing (HRA) Revenue Budget 2025/26 detailed in Appendix 1 makes a number of assumptions relating to other housing charges for financial year 2025/26. These charges include a proposal to increase the sheltered service charge by 6.8%. The cost of the sheltered warden service is fully recovered by the service charge and almost three quarters of the expenditure for the service relates to staff costs which are subject to inflationary increases. The proposed increase reflects the shortfall in the base budget due to the higher than budgeted pay award agreed for 2024/25. Whilst the previously approved budget made a general assumption of 3.5% for pay in 2024/25, the reality of the nationally agreed pay award meant Sheltered Warden salaries actually increased by approximately 5.7%.
- 4.5 In addition, these charges propose an increase for car parking in garage / lock ups and garage sites by 2% to recover the cost of maintaining these properties. Details of all these charges are included in Appendix 2.
- 4.6 The relevant Housing legislation states that when determining standard rents to which the Housing Revenue Account relates, a local authority shall take no account of the personal circumstances of the tenants. The rents can be fixed at a level which creates a surplus on the Housing Revenue Account and this surplus can be transferred to the General Fund. If any surplus accrues it will be retained for Housing Revenue Account purposes. There is no statutory limit on the amount by which council house rents can be increased although, under the Prudential Code, Councils must demonstrate that any borrowing costs included within their Revenue Budget are affordable, prudent, and sustainable. This is evidenced through the preparation of prudential indicators that were included in the report on the Annual Treasury Management Activity 2023/24,

(Article XIII of the minute of the meeting of the City Governance Committee on 02 December 2024, Report No: 289-2024 refers).

- 4.7 The report previously considered by Neighbourhood Regeneration, Housing and Estate Management Committee in October outlined the following rent increase consultation options for 2025/26. Further detail of these options including the specific impact on service delivery are detailed in Appendix 3.

Option	Increase (%)	Average Weekly Increase
1	4.50	£3.92
2	4.75	£4.14
3	5.00	£4.36

- 4.8 Rents in Dundee are fixed in relation to percentages of the Gross Annual Values (GAV). The GAV is intended to reflect the rent which the house might be expected to attract on the open market in ideal circumstances where there is neither a glut nor a shortage of accommodation. In these circumstances, the GAV can be assumed to have taken account of the size, type and age of the house, the area of location and amenity value. This basis has been accepted as reasonably fair and rents calculated and applied in this way maintain the proper differentials and spread the burden of increased costs over the tenants in relation to the independently assessed value of the accommodation and amenity enjoyed by them.

- 4.9 In preparing the above statements, the Executive Director of Neighbourhood Services has taken into account the key strategic, operational, and financial risks facing the Council over the period. The main factors considered were:

- the possibility of new cost pressures or responsibilities emerging during the course of the financial year.
- the inherent uncertainty surrounding matters such interest rates and price inflation.
- the impact of the Prudential Code for Capital Finance.
- the on-going impact of Welfare Reforms.

By way of exemplification, the following table shows the potential financial impact of any variations against the current key budget assumptions:

Budget Area	Current Assumption	Example Variation	Financial Impact
Pay Awards	2.5%	+0.5%	£35k
Price Inflation	Various	+0.5%	£182k
Interest Rate (CLF Average Rate)	4.2%	+0.5%	£41k

- 4.10 It should be noted there have been a number of changes announced since the provisional budget was agreed that will result in cost pressures next year. Firstly, the announcement in the UK Chancellor's Autumn Statement to increase employers National Insurance that will result in an estimated cost of £132,000 for staff directly employed by HRA. This was followed by the publication of the Scottish Government Public Sector Pay Policy in December that sets out a framework that public sector pay will increase by 9% over the next 3 years. The cost of increasing the HRA pay award by a further 0.5% (in line with the level of pay award expected in the Council's General Services Budget for 2026/27 i.e. 3%) would be a further £35,000.

- 4.11 It is recognised the risk of staff cost increases may also impact due to staff indirectly funded by the budget e.g. repairs, maintenance etc. It is emphasised these items were not known when the provisional budget was agreed and cannot therefore be added to the budget after the consultation has ended. Notwithstanding this, the impact of these changes will be monitored closely throughout the year and reported to elected members as part of the established budget monitoring arrangements. Any recurring pressure will be factored into future budgets.

5 CLIMATE CHANGE

- 5.1 Dundee City Council declared a climate emergency in June 2019, followed by the launch of Dundee's Climate Action Plan in support of the transition to a net-zero and climate resilient future. In addition, the Housing Service prepared its Housing Energy Efficiency and Net Zero Strategy 2023 – 2027. The Council are investing additional capital expenditure of approx. £10.5m which will be targeted for work identified through the stock condition survey including further energy efficiency improvements aimed at improving the existing housing stock and supporting tenants in fuel poverty.
- 5.2 Complimentary projects and initiatives in the coming years to assist in tackling this issue are outlined in the approved Housing Energy Efficiency and Net Zero Strategy (Article IV of Neighbourhood Regeneration, Housing and Estate Management Committee, 4 December 2023, report 344-2023 refers).

6 LOCAL AUTHORITY TENANT HARDSHIP FUND & DISCRETIONARY HOUSING PAYMENTS

- 6.1 Discretionary Housing Payments (DHP) are fully devolved to the Scottish Government. The under-occupancy charge and the benefit cap continue to be fully mitigated by funding provided from the Scottish Government which is included within the General Fund Revenue Budget. The Council's Collections, Benefit Delivery and Advice Services Teams will identify, and support tenants affected to ensure maximum take up.
- 6.2 Total DHP program funding from Scottish Government in 2024/25 was £3.6m to support local authority and private rented tenants.
- 6.3 Universal Credit continues to be rolled out, and it is expected full migration of cases from Housing Benefit to Universal Credit will complete by March 2026. Universal Credit continues to have an impact on the level of tenant rent arrears, this is monitored on an ongoing basis and support is provided to tenants where appropriate.
- 6.4 The purpose of Dundee City Council's Hardship Fund is to assist Council tenants experiencing financial hardship. The 2024/25 fund is on track to be fully utilised to support Council Tenants to remain in their properties. Future funding levels of £0.5m for 2025/26 will continue to assist tenants.

7 RENT CONSULTATION

- 7.1 Under the terms of Section 25(4) of the Housing (Scotland) Act 2001, tenants must be consulted on any proposed increase in rents or other service charges, and the likely effect on the tenant and regard must be given to the representations made.
- 7.2 The 2025/26 rent consultation was approved in October (Article VI of the minute of the meeting of Neighbourhood Regeneration, Housing and Estate Management Committee on 28 October 2024, Report No: 294-2024 refers). Further details including the results and various responses from Registered Tenants' Associations are included in Appendix 4 to this report.

8 CONCLUSION

- 8.1 The proposed rent increase will ensure sufficient financial resources are in place to meet the key housing priorities included in the Council Plan 2022-2027 (Article II of the minute of the meeting of the Policy & Resources Committee on 5 December 2022, Report 280-2022 refers). In addition, this increase will contribute towards the delivery of the overall significant capital investment programme that is planned over the next 5-year period.

9 POLICY IMPLICATIONS

- 9.1 This report has been subject to an Integrated Impact Assessment to identify impacts on Equality & Diversity, Fairness & Poverty, Environment and Corporate Risk. An impact, positive or negative, on one or more of these issues was identified and is noted within Appendix 5. An appropriate senior manager has checked and agreed with this assessment. A copy of the Integrated Impact Assessment showing the impacts and accompanying benefits of / mitigating factors for them is included as an Appendix to this report.

10 CONSULTATIONS

- 10.1 The Council Leadership Team were consulted in the preparation of this report and agree with its content.

11 BACKGROUND PAPERS

- 11.1 None.

TONY BOYLE
EXECUTIVE DIRECTOR OF NEIGHBOURHOOD SERVICES

31 December 2024

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Appendix 1**HOUSING REVENUE ACCOUNT****PROVISIONAL REVENUE BUDGET 2025-2028**

	Final Revenue Budget 2024/2025 £000	Provisional Revenue Budget 2025/2026 £000	Provisional Revenue Budget 2026/2027 £000	Provisional Revenue Budget 2027/2028 £000
<u>EXPENDITURE</u>				
STAFF COSTS				
Salaries and Wages (including NI and Supn):	6,766	6,985	7,125	7,267
Supplementary Superannuation Charges	<u>200</u>	<u>200</u>	<u>204</u>	<u>208</u>
TOTAL STAFF COSTS	<u>6,966</u>	<u>7,185</u>	<u>7,329</u>	<u>7,475</u>
PROPERTY COSTS				
Rents	8	8	8	8
Non-Domestic Rates	160	159	162	166
Property Insurance	560	588	588	588
Repairs and Maintenance	13,681	15,634	15,946	16,264
Health and Safety Contracts	150	150	150	150
Energy Costs	817	862	879	895
Fixtures and Fittings	15	15	15	15
Cleaning Costs	24	24	24	24
Lost Rents and Bad Debts	2,489	2,307	2,353	2,400
Open Space and Garden Maintenance	<u>2,557</u>	<u>2,608</u>	<u>2,660</u>	<u>2,713</u>
TOTAL PROPERTY COSTS	<u>20,461</u>	<u>22,355</u>	<u>22,785</u>	<u>23,223</u>
SUPPLIES & SERVICES				
Liabilities Insurance	558	586	586	586
Clothing, Uniforms and Laundry	4	4	4	4
Printing, Stationery and General Office Expenses	99	98	98	98
Professional Fees	95	100	100	100
Postages	40	42	42	42
Telephones	49	54	54	54
IT Software Maintenance	185	185	185	185
Hardship Fund	500	500	500	500
Internal Recharges	2,704	2,762	2,817	2,874
Services	504	554	565	565
Other Supplies and Services	<u>585</u>	<u>634</u>	<u>634</u>	<u>633</u>
TOTAL SUPPLIES & SERVICES	<u>5,323</u>	<u>5,519</u>	<u>5,585</u>	<u>5,641</u>
TRANSPORT COSTS				
Repairs and Maintenance and Other Running Costs	6	6	6	6
Transport Insurance	2	2	2	2
Car Allowances	<u>36</u>	<u>36</u>	<u>36</u>	<u>36</u>
TOTAL TRANSPORT COSTS	<u>44</u>	<u>44</u>	<u>44</u>	<u>44</u>
THIRD PARTY PAYMENTS				
Voluntary Organisations	<u>34</u>	<u>34</u>	<u>34</u>	<u>34</u>
TOTAL THIRD PARTY PAYMENTS	<u>34</u>	<u>34</u>	<u>34</u>	<u>34</u>
SUPPORT SERVICES				
Recharge from Central Support Departments	<u>3,768</u>	<u>3,843</u>	<u>3,920</u>	<u>3,999</u>
TOTAL SUPPORT SERVICES	<u>3,768</u>	<u>3,843</u>	<u>3,920</u>	<u>3,999</u>

HOUSING REVENUE ACCOUNT**PROVISIONAL REVENUE BUDGET 2025-2028**

	Final Revenue Budget 2024/2025 £000	Provisional Revenue Budget 2025/2026 £000	Provisional Revenue Budget 2026/2027 £000	Provisional Revenue Budget 2027/2028 £000
CAPITAL FINANCING COSTS	<u>19,658</u>	<u>20,684</u>	<u>22,513</u>	<u>24,339</u>
PLANNED MAINTENANCE	<u>4,438</u>	<u>4,438</u>	<u>4,438</u>	<u>4,438</u>
<u>TOTAL GROSS EXPENDITURE</u>	<u>60,692</u>	<u>64,102</u>	<u>66,648</u>	<u>69,193</u>
<u>INCOME</u>				
Internal Recharge to Other Housing (Non-HRA)	24	24	24	24
Rents, Other Fees & Charges	57,265	57,913	57,913	57,913
Sheltered Housing Service Charge	2,967	3,172	3,172	3,172
Other Income	436	447	447	447
Contribution from Renewal & Repair Fund	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<u>TOTAL INCOME</u>	<u>60,692</u>	<u>61,556</u>	<u>61,556</u>	<u>61,556</u>
<u>TOTAL NET EXPENDITURE</u>	<u>-</u>	<u>2,546</u>	<u>5,092</u>	<u>7,637</u>

Appendix 2

REVENUE BUDGET 2025/2026

REVIEW OF CHARGES

Services for which charges are / could be levied	Present Charge £	Proposed Charge £
Sheltered Housing Accommodation		
Service charge	32.38	34.58
<u>Heating charges</u>		
Brighton Place	9.87	9.87
Baluniefield	12.51	12.51
Car Parking ⁽²⁾		
Garages / lock ups	10.60	10.81
Garage sites	3.05	3.11
Other Housing Charges		
<u>Multi-storey laundrette</u>		
Auto wash (per use)	1.90	1.90
Tumble dryer (per use)	1.10	1.10
Cabinet dryer (per use)	1.10	1.10
<u>Communal Stair Cleaning</u>	2.19	2.23
<u>Other Housing (Non-HRA Budget)</u>		
Travelling People Site - Rent Charge	74.50	77.85
Temporary Accommodation Properties⁽³⁾		
Lily Walker Centre	187.90	208.77
Supported Complex – Honeygreen Road	217.90	242.11
<u>Network Flats⁽³⁾</u>		
1 Apartment	82.45	108.04
2 Apartment	207.05	271.93
3 Apartment	308.20	403.74
4 Apartment	417.85	547.68
5 Apartment	526.00	689.06
<u>Low Management Accommodation Furnished Apartment⁽³⁾</u>		
1 Apartment	25.40	50.00
2 Apartment	25.40	50.00
3 Apartment	25.40	50.00
4 Apartment	25.40	50.00

Notes

(1) Unless stated otherwise, all above charges are on a 52-week basis.

(2) Legislation requires that income derived from these facilities be sufficient to meet the necessary expenditure incurred in providing them.

(3) The above figures reflect service charges only and exclude rental charges.

Appendix 3**REVENUE BUDGET 2025/2026****RENT CONSULTATION OPTIONS**

The following table provides details of each option available for tenants to indicate their preference on. For each option includes the details of the impact on service delivery of selecting this option.

<p>Option 1 – Rent Increase 4.5% (or average weekly increase of £3.92)</p> <p>This option would allow for the additional adjustments outlined in paragraphs 5.1 to 5.2 of this report and provides sufficient resources to allow for the current level of service to be maintained and to continue to deliver on key service priorities.</p> <p>This level of service includes the provision of the existing housing repairs service, external cyclical maintenance together with funding to deliver key housing priorities including:</p> <ul style="list-style-type: none"> • tenancy sustainment • reducing the level of households in fuel poverty • ongoing investment in existing stock and creation of affordable housing through the open market acquisition strategy • continued investment in environmental improvements programme
<p>Option 2 – Rent Increase 4.75% (or average weekly increase of £4.14)</p> <p>This option would also provide resources for the level of service outlined in Option 1 above.</p> <p>In addition, the higher increase would provide additional income of £141,600 in financial year 2025/26 that would allow to be invested in additional borrowing. This borrowing would provide extra capital expenditure of approximately £2.575m which would be targeted specifically to progress towards meeting the Energy Efficiency Standard in Social Housing on all council houses. An example of what this investment can typically provide would be resources to provide external wall insulation for 125 houses.</p> <p>As well as the continuation external wall and other insulation programmes these additional resources could be spent on a range of other energy efficiency initiatives including solar panels, new decarbonised heating systems and piloting emerging technologies for our houses to meet the new requirements of Energy Efficiency Standards in Social Housing.</p> <p>It would also allow for the establishment of an expanded programme to replace double glazed windows on an area basis.</p> <p>It should be emphasised that the above expenditure would be over and above that included in the latest Housing HRA Capital Plan 2024-29. The agreement of option 2 would simply increase these resources and give an opportunity for these improvements to be delivered within a shorter timeframe.</p>
<p>Option 3 – Rent Increase 5.00% (or average weekly increase of £4.36)</p> <p>This option would also provide resources for the level of service outlined in Option 1 above.</p> <p>In addition, the higher increase would provide additional income of £283,200 in financial year 2025/26 that would allow be invested in additional borrowing. This borrowing would provide extra capital expenditure of approximately £5.150m which would be targeted specifically to progress towards meeting the Energy Efficiency Standard in Social Housing on all council houses. An example of what this investment can typically provide would be resources to provide external wall insulation for 257 houses.</p> <p>As well as the continuation external wall and other insulation programmes these additional resources could be spent on a range of other energy efficiency initiatives including solar panels, new decarbonised heating systems and piloting emerging technologies for our houses to meet the new requirements of Energy Efficiency Standards in Social Housing.</p> <p>It would also allow for the establishment of an expanded programme to replace double glazed windows on an area basis, as well as introducing programmes for the modernisation of kitchens and bathrooms.</p> <p>It should be emphasised that the above expenditure would be over and above that included in the latest Housing HRA Capital Plan 2024-29. The agreement of option 3 would simply increase these resources and give an opportunity for these improvements to be delivered within a shorter timeframe.</p>

Appendix 4**CONSULTATION PROCESS**

As part of the wider tenant engagement strategy, officers held a seminar during the summer to provide tenants with information about what their rent pays for and to raise awareness of how rent levels are set. The event provided an opportunity for tenants to learn what the Council's housing priorities are but importantly also gave tenants the opportunity to let the Council know what is important to them. The information from this event helps inform the rent consultation.

The Council is committed to consult with tenants on the budget proposals, rent levels and other housing charges through whatever means possible, these included:

- Use of telephone surveying, either directly or when tenants contact the council.
- Information displayed on dedicated Dundee City Council website page.
- Targeted use of relevant social media platforms.
- Information was displayed in community centres and in communal areas of other buildings e.g. multi storey developments (MSD) and Sheltered Complexes.
- leaflets were given to tenants at housing interviews.
- Publication of updated guidance (HRA Methodology) for tenants to understand what their rent pays for.
- Through continued collaboration with Dundee Federation of Tenants Association (DFTA) and registered tenants' organisations (RTOs).
- The service delivered information sessions to older people in our sheltered housing complexes to provide information on the Sheltered Service Charge and explain what this is made up of.

The consultation ran from 06 November 2024 to 22 December 2024. The rent consultation information outlined the three options for the rent increase and provided details of the level of service offered for each of the choices. The total number of tenants who participated in the process this year was 2073. This equates to a return of 16.5% of the current housing stock. Although a slight reduction in participation from last years level of 18.6%, this still reflects effective teamwork in participation across Neighbourhood Services, other council service areas in addition to the DFTA and RTOs.

The DFTA Executive Group contacted all RTOs encouraging their participation in this exercise. RTOs were invited to formally submit their preference on the proposed options. Support continues to be provided by the DFTA to ensure participation and communication in all housing matters. The DFTA response indicated their support of the recommended option in paragraph 2.1 (iv).

The full results of the consultation can be summarised as follows:

Option	Increase (%)	Average Weekly Increase	Number of Tenants	% of Tenants
1	4.50	£3.92	1305	62.9%
2	4.75	£4.14	408	19.7%
3	5.00	£4.36	360	17.4%
Totals			2073	16.5%

Responses for Dundee City Council Annual Rent Consultation

"The DFTA are pleased that the options given for this rent increase keep affordability in mind, particularly with the continued increasing costs in providing services to tenants.

We would encourage tenants and elected members to consider that there is only 44p difference in average weekly rent between option 1 and 3 but this would allow £283,000 extra income into the housing rental pot, providing over £5 million in capital expenditure. This would mean much needed additional investment in the housing stock, including the reinstatement of the window replacement program, and the modernisation of kitchen and bathrooms- all of which we support."

Dundee Federation of Tenants Association (DFTA) Executive Committee, January 2025.

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Integrated Impact Assessment

Committee Report Number: 12-2025

Document Title: Housing (HRA) Revenue Budget 2025-28 and Review of Rents and other charges for 2025/26

Document Type: Service

Description:

The Executive Director of Neighbourhood Services and Executive Director of Corporate Services have reviewed the Provisional Revenue Budget for the Housing (HRA) in financial year 2025/26 and the outcome of this was considered by elected members last October (Article IV of the minute of the meeting of Neighbourhood Regeneration, Housing & Estate Management Committee on 28 October 2024, Report No: 294-2024 refers). The provisional budget for 2025/26 has been updated to reflect any required cost pressures and savings identified through the revenue monitoring process to date and the outcome of the consultation noted within.

Intended Outcome:

To advise members of the outcome of the rent consultation exercise in order for them to approve the Housing (HRA) Revenue Budget, rent and other housing charges for financial year 2025/26

Period Covered: 01/04/2025 to 31/03/2025

Monitoring:

Cost pressures, savings and investment are identified, discussed, and monitored through our financial management processes

Lead Author:

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5 City Square, Dundee

Director Responsible:

Tony Boyle, Executive Director, Neighbourhood Services
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5 City Square, Dundee

Equality, Diversity and Human Rights

Impacts & Implications

Age: Not Known

Response for all categories in this section - Responses to the rent consultation reached in excess of 2,000 people which equates to over 16% of tenants from different demographics. All tenants were invited to participate and have their views heard. We also carried out information sessions with older people in our sheltered housing complexes to provide information on the Sheltered Service Charge and what this is made up of. These sessions were attended by a total of 25 people in our Sheltered Service.

Disability: Not Known

Response for all categories in this section - Responses to the rent consultation reached in excess of 2,000 people which equates to over 16% of tenants from different demographics. All tenants were invited to participate and have their views heard. We also carried out information sessions with older people in our sheltered housing complexes to provide information on the Sheltered Service Charge and what this is made up of. These sessions were attended by a total of 25 people in our Sheltered Service.

Gender Reassignment: Not Known

Response for all categories in this section - Responses to the rent consultation reached in excess of 2,000 people which equates to over 16% of tenants from different demographics. All tenants were invited to participate and have their views heard. We also carried out information sessions with older people in our sheltered housing complexes to provide information on the Sheltered Service Charge and what this is made up of. These sessions were attended by a total of 25 people in our Sheltered Service.

Marriage & Civil Partnership: Not Known

Response for all categories in this section - Responses to the rent consultation reached in excess of 2,000 people which equates to over 16% of tenants from different demographics. All tenants were invited to participate and have their views heard. We also carried out information sessions with older people in our sheltered housing complexes to provide information on the Sheltered Service Charge and what this is made up of. These sessions were attended by a total of 25 people in our Sheltered Service.

Pregenancy & Maternity: Not Known

Response for all categories in this section - Responses to the rent consultation reached in excess of 2,000 people which equates to over 16% of tenants from different demographics. All tenants were invited to participate and have their views heard. We also carried out information sessions with older people in our sheltered housing complexes to provide information on the Sheltered Service Charge and what this is made up of. These sessions were attended by a total of 25 people in our Sheltered Service.

Race / Ethnicity: No Impact

Religion or Belief: No Impact

Sex: No Impact

Sexual Orientation: No Impact

Are any Human Rights not covered by the Equalities questions above impacted by this report?

No

Fairness & Poverty

Geographic Impacts & Implications

Strathmartine:	Not Known
Lochee:	Not Known
Coldside:	Not Known
Maryfield:	Not Known
North East:	Not Known

East End:

Not Known

The Ferry:

West End:

Not Known

Household Group Impacts and Implications

Looked After Children & Care Leavers: Not Known

An increase to rents will impact on all council tenants. Increasing rents at a time where there is a cost of living crisis is likely to impact on all people across all areas of the city although the extent is unknown. We have a hardship fund and a Discretionary Housing Payment Fund for people who may be struggling, and we will ensure they receive support from our team and colleagues in the Council Advice Services Team.

Carers: Not Known

An increase to rents will impact on all council tenants. Increasing rents at a time where there is a cost of living crisis is likely to impact on all people across all areas of the city although the extent is unknown. We have a hardship fund and a Discretionary Housing Payment Fund for people who may be struggling, and we will ensure they receive support from our team and colleagues in the Council Advice Services Team.

Lone Parent Families: Not Known

An increase to rents will impact on all council tenants. Increasing rents at a time where there is a cost of living crisis is likely to impact on all people across all areas of the city although the extent is unknown. We have a hardship fund and a Discretionary Housing Payment Fund for people who may be struggling, and we will ensure they receive support from our team and colleagues in the Council Advice Services Team.

Single Female Households with Children: Not Known

An increase to rents will impact on all council tenants. Increasing rents at a time where there is a cost of living crisis is likely to impact on all people across all areas of the city although the extent is unknown. We have a hardship fund and a Discretionary Housing Payment Fund for people who may be struggling, and we will ensure they receive support from our team and colleagues in the Council Advice Services Team.

Greater number of children and/or young children: Not Known

An increase to rents will impact on all council tenants. Increasing rents at a time where there is a cost of living crisis is likely to impact on all people across all areas of the city although the extent is unknown. We have a hardship fund and a Discretionary Housing Payment Fund for people who may be struggling, and we will ensure they receive support from our team and colleagues in the Council Advice Services Team.

Pensioners - single / couple: Not Known

An increase to rents will impact on all council tenants. Increasing rents at a time where there is a cost of living crisis is likely to impact on all people across all areas of the city although the extent is unknown. We have a hardship fund and a Discretionary Housing Payment Fund for people who may be struggling, and we will ensure they receive support from our team and colleagues in the Council Advice Services Team.

We are aware that our sheltered housing tenants will have an increase to their service charge in addition to the rent increase. To minimise the impact of this we have carried out a targeted exercise with our sheltered housing tenants in partnership with our colleagues in Council Advice Services to explore any income maximisation opportunities there may be on qualification of pension credits. Every Sheltered tenant was contacted as part of the consultation exercise and was asked if they currently received pension credits and if they would like our support to help with an application for pension credits.

Unskilled workers or unemployed: Not Known

An increase to rents will impact on all council tenants. Increasing rents at a time where there is a cost of living crisis is likely to impact on all people across all areas of the city although the extent is unknown. We have a hardship fund and a Discretionary Housing Payment Fund for people who may be struggling, and we will ensure they receive support from our team and colleagues in the Council Advice Services Team.

Serious & enduring mental health problems: Not Known

An increase to rents will impact on all council tenants. Increasing rents at a time where there is a cost of living crisis is likely to impact on all people across all areas of the city although the extent is unknown. We have a hardship fund and a Discretionary Housing Payment Fund for people who may be struggling, and we will ensure they receive support from our team and colleagues in the Council Advice Services Team.

Homeless: Not Known

An increase to rents will impact on all council tenants. Increasing rents at a time where there is a cost of living crisis is likely to impact on all people across all areas of the city although the extent is unknown. We have a hardship fund and a Discretionary Housing Payment Fund for people who may be struggling, and we will ensure they receive support from our team and colleagues in the Council Advice Services Team.

Drug and/or alcohol problems: Not Known

An increase to rents will impact on all council tenants. Increasing rents at a time where there is a cost of living crisis is likely to impact on all people across all areas of the city although the extent is unknown. We have a hardship fund and a Discretionary Housing Payment Fund for people who may be struggling, and we will ensure they receive support from our team and colleagues in the Council Advice Services Team.

Household Group Impacts and Implications

Offenders & Ex-offenders: Not Known

An increase to rents will impact on all council tenants. Increasing rents at a time where there is a cost of living crisis is likely to impact on all people across all areas of the city although the extent is unknown. We have a hardship fund and a Discretionary Housing Payment Fund for people who may be struggling, and we will ensure they receive support from our team and colleagues in the Council Advice Services Team.

Socio Economic Disadvantage Impacts & Implications

Employment Status: Not Known

An increase to rents will impact on all council tenants. Increasing rents at a time where there is a cost of living crisis is likely to impact on all people across all areas of the city although the extent is unknown. We have a hardship fund and a Discretionary Housing Payment Fund for people who may be struggling, and we will ensure they receive support from our team and colleagues in the Council Advice Services Team.

Education & Skills: No Impact

Income: Not Known

An increase to rents will impact on all council tenants. Increasing rents at a time where there is a cost of living crisis is likely to impact on all people across all areas of the city although the extent is unknown. We have a hardship fund and a Discretionary Housing Payment Fund for people who may be struggling, and we will ensure they receive support from our team and colleagues in the Council Advice Services Team.

Caring Responsibilities (including Childcare): Not Known

An increase to rents will impact on all council tenants. Increasing rents at a time where there is a cost of living crisis is likely to impact on all people across all areas of the city although the extent is unknown. We have a hardship fund and a Discretionary Housing Payment Fund for people who may be struggling, and we will ensure they receive support from our team and colleagues in the Council Advice Services Team.

Affordability and accessibility of services: No Impact

Fuel Poverty: Not Known

An increase to rents will impact on all council tenants. Increasing rents at a time where there is a cost of living crisis is likely to impact on all people across all areas of the city although the extent is unknown. We have a hardship fund and a Discretionary Housing Payment Fund for people who may be struggling, and we will ensure they receive support from our team and colleagues in the Council Advice Services Team.

Cost of Living / Poverty Premium: Negative

An increase to rents will impact on all council tenants. Increasing rents at a time where there is a cost of living crisis is likely to impact on all people across all areas of the city although the extent is unknown. We have a hardship fund and a Discretionary Housing Payment Fund for people who may be struggling, and we will ensure they receive support from our team and colleagues in the Council Advice Services Team.

Connectivity / Internet Access: No Impact

Income / Benefit Advice / Income MaximisationPositive

More people have been provided with the opportunity to have their income maximised and supported to apply for benefits they may be eligible for but not currently in receipt of.

Employment Opportunities: No Impact

Education: No Impact

Health: Not Known

An increase to rents will impact on all council tenants. Increasing rents at a time where there is a cost of living crisis is likely to impact on all people across all areas of the city although the extent is unknown. We have a hardship fund and a Discretionary Housing Payment Fund for people who may be struggling, and we will ensure they receive support from our team and colleagues in the Council Advice Services Team.

Life Expectancy: No Impact

Mental Health: Not Known

An increase to rents will impact on all council tenants. Increasing rents at a time where there is a cost of living crisis is likely to impact on all people across all areas of the city although the extent is unknown. We have a hardship fund and a Discretionary Housing Payment Fund for people who may be struggling, and we will ensure they receive support from our team and colleagues in the Council Advice Services Team.

Overweight / Obesity: No Impact

Child Health: Not Known

An increase to rents will impact on all council tenants. Increasing rents at a time where there is a cost of living crisis is likely to impact on all people across all areas of the city although the extent is unknown. We have a hardship fund and a Discretionary Housing Payment Fund for people who may be struggling, and we will ensure they receive support from our team and colleagues in the Council Advice Services Team.

Neighbourhood Satisfaction: Not Known

An increase to rents will impact on all council tenants. Increasing rents at a time where there is a cost of living crisis is likely to impact on all people across all areas of the city although the extent is unknown. We have a hardship fund and a Discretionary Housing Payment Fund for people who may be struggling, and we will ensure they receive support from our team and colleagues in the Council Advice Services Team.

Transport: No Impact

Environment

Climate Change Impacts

Mitigating Greenhouse Gases: No Impact

Adapting to the effects of climate change: Positive

Increasing the rent allows the continuation of investment in our housing stock to bring properties to the required energy efficient standard supporting the Scottish Government climate change ambitions.

Resource Use Impacts

Energy efficiency & consumption: Positive

Increasing the rent allows the continuation of investment in our housing stock to bring properties to the required energy efficient standard supporting the Scottish Government climate change ambitions.

Prevention, reduction, re-use, recovery or recycling of waste: No Impact

Sustainable Procurement: No Impact

Transport Impacts

Accessible transport provision: No Impact

Sustainable modes of transport: No Impact

Natural Environment Impacts

Air, land & water quality: No Impact

Biodiversity: No Impact

Open & green spaces: No Impact

Built Environment Impacts

Built Heritage: No Impact

Housing: Positive

Increasing rents to balance the budget allows the capital programme to be delivered which includes an increase in the number of social homes in the city, improving standards and repairs in terms of SHQS requirements in our properties.

Is the proposal subject to a Strategic Environmental Assessment (SEA)?

No further action is required as it does not qualify as a Plan, Programme or Strategy as defined by the Environment Assessment (Scotland) Act 2005.

Corporate Risk

Corporate Risk Impacts

Political Reputational Risk: No Impact

Economic/Financial Sustainability / Security & Equipment: No Impact

Social Impact / Safety of Staff & Clients: No Impact

Technological / Business or Service Interruption: No Impact

Environmental: No Impact

Legal / Statutory Obligations: Positive

We have a legal duty to provide a balanced budget with funding and income covering anticipated expenditure.

Organisational / Staffing & Competence: No Impact

Corporate Risk Implications & Mitigation:

The risk implications associated with the subject matter of this report are "business as normal" risks and any increase to the level of risk to the Council is minimal. This is due either to the risk being inherently low or as a result of the risk being transferred in full or in part to another party on a fair and equitable basis. The subject matter is routine and has happened many times before without significant impact.