



**Clackmannanshire  
Council**

[www.clacksweb.org.uk](http://www.clacksweb.org.uk)

**Kilncraigs, Alloa, Scotland, FK10 1EB (Tel.01259-450000)**

## **Enterprise and Environment Committee**

**Thursday 4 September 2014 at 10.00 am**

**Venue: Council Chamber, Patons Building,  
Kilncraigs, Alloa, FK10 1EB**

---

For further information contact Finance and Corporate Services, Clackmannanshire Council, Kilncraigs, Alloa, FK10 1EB  
Phone: 01259 452106 Fax: 01259 452230 E-mail: [customerservice@clacks.gov.uk](mailto:customerservice@clacks.gov.uk) [www.clacksweb.org.uk](http://www.clacksweb.org.uk)

|      |      |
|------|------|
| Date | Time |
|------|------|

## ENTERPRISE AND ENVIRONMENT COMMITTEE

---

To determine policies for the promotion of regeneration and enterprise in Clackmannanshire within the strategic policy framework approved by the Council in relation to the following:

- roads and transportation
- regulatory services
- development planning
- facilities management
- economic development

To develop strategies, plans and projects in those areas and work with officers and partners to implement them.

With the exception of those matters reserved to Council or delegated to a Committee or an officer, the functions, powers and duties of the Council as planning authority including the preparation of a Development Plan

To set standards for service delivery.

To secure best value in the provision of services.

To consider valid petitions submitted which relate to the areas covered by the Committee

To monitor performance in the delivery of services including consideration of:

- quarterly service performance reports
- inspection or other similar reports
- financial performance

To keep under review the impact of the Committee's policies on Clackmannanshire

To hear representations on petitions which have been accepted by the Director of Finance and Corporate Services as valid in accordance with the council policy and criteria. The Committee shall report on every petition in respect of which it has heard representations to Council with its recommendations on how the petition should be disposed of, which may include a recommendation that no action be taken.

**27 August 2014**

**A MEETING of the ENTERPRISE AND ENVIRONMENT COMMITTEE will be held within the Council Chamber, Patons Building, Kilncraigs, Alloa, FK10 1EB, on THURSDAY 4 SEPTEMBER 2014 at 10.00 am.**

**GARRY DALLAS  
Executive Director**

**B U S I N E S S**

|  | <b>Page No</b> |
|--|----------------|
| 1. Apologies   | --             |
| 2. Declaration of Interests<br>Elected Members are reminded of their obligation to declare any financial or non-financial interest which they may have in any item on this agenda in accordance with the Councillors' Code of Conduct. A Declaration of Interest form should be completed and passed to the Committee Officer. | --             |
| 3. Confirm Minutes of Meeting held on 5 June 2014<br>(Copy herewith)   | 05             |
| 4. Development and Environment Services Performance - First Quarter Report - report by Head of Development and Environment (Copy herewith)   | 09             |
| 5. Economic Development Update - report by Head of Development and Environment (Copy herewith)   | 35             |

## ENTERPRISE AND ENVIRONMENT COMMITTEE – MEMBERS

---

### Councillors

### Wards

|            |                   |                          |   |                          |      |
|------------|-------------------|--------------------------|---|--------------------------|------|
| Councillor | Donald Balsillie  | (Convenor)               | 2 | Clackmannanshire North   | SNP  |
| Councillor | Irene Hamilton    | (Vice Convenor)          | 5 | Clackmannanshire East    | SNP  |
| Councillor | Gary Womersley    | (Ex officio; non-voting) | 3 | Clackmannanshire Central | SNP  |
| Councillor | Les Sharp         |                          | 1 | Clackmannanshire West    | SNP  |
| Councillor | Derek Stewart     |                          | 3 | Clackmannanshire Central | LAB  |
| Councillor | Graham Watt       |                          | 3 | Clackmannanshire Central | LAB  |
| Councillor | Kenneth Earle     |                          | 4 | Clackmannanshire South   | LAB  |
| Councillor | Ellen Forson      |                          | 4 | Clackmannanshire South   | SNP  |
| Councillor | Alastair Campbell |                          | 5 | Clackmannanshire East    | CONS |

### Co-opted Members

|                     |   |
|---------------------|---|
| Mr Mike Mulraney    | Representing Clackmannanshire Business          |
| Mr Malcolm McArdle  | Representing Clackmannanshire Business          |
| Mr Robert Marshall  | Representing Clackmannanshire Business          |
| Mr Graham Struthers | Representing the Federation of Small Businesses |



**MINUTES OF MEETING of the ENTERPRISE AND ENVIRONMENT COMMITTEE held within the Council Chamber, Greenfield, ALLOA, FK10 2AD, on THURSDAY 5 JUNE 2014 at 10.00 am.**

**PRESENT**

Councillor Donald Balsillie, Convenor (In the Chair)  
Councillor Alastair Campbell  
Councillor Kenneth Earle  
Councillor Ellen Forson  
Councillor Les Sharp  
Councillor Derek Stewart  
Councillor Graham Watt  
Councillor Gary Womersley (S)

Mr Robert Marshall, Co-opted Representative  
Mr Mike Mulraney, Co-opted Representative

**IN ATTENDANCE**

Garry Dallas, Director of Services to Communities  
Graeme Cunningham, Environment Manager  
Ian Doctor, Regulatory Services Manager  
Eileen Turnbull, Asset Manager  
Mac West, Roads and Transportation Manager  
Andy Wyse, Solicitor, Legal Services (Clerk to the Committee)

**EEC.76            APOLOGIES**

Apologies for absence were received from Councillor Irene Hamilton and Mr Malcolm McArdle (Co-opted Representative).

Councillor Gary Womersley attended as substitute for Councillor Hamilton and was not present in his capacity as a non-voting, ex-officio member. As a substitute member, Councillor Womersley was eligible to take part in any vote.

**EE.77            DECLARATIONS OF INTEREST**

None

**EE.78            AWARD OF CERTIFICATE - CoSLA EXCELLENCE AWARDS 2014**

On behalf of the Council's Development and Environment Service, Mr Michael McNaughton, Contaminated Lands Officer, was presented with a Certificate from the CoSLA Excellence Awards for 2014. This was a Bronze Award for Service Innovation and improvement which was presented to Clackmannanshire Council for their project, 'Contaminated Land - Resource Sharing Group (RSG)'. On behalf of the Committee, the Convenor congratulated officers on achieving the CoSLA Excellence Bronze Award for Service Innovation and Improvement.

**EE.79                    MINUTES OF MEETING: 27 MARCH 2014**

The minutes of the meeting of the Enterprise and Environment Committee held on Thursday 27 March 2014 were submitted for approval.

Moved by Councillor Donald Balsillie. Seconded by Councillor Les Sharp.

**Decision**

The minutes of the meeting of the Enterprise and Environment Committee held on Thursday 27 March 2014 were agreed as a correct record of proceedings and signed by the Convenor.

**EE.80                    FACILITIES MANAGEMENT ANNUAL REPORT 2013-2014**

A report which updated the Committee on performance for Facilities Management during the year 2013/14 was submitted by the Director of Services to Communities. Performance reported related to the service's Business Plan for the same period. In addition, the report highlighted key service activities, achievements, opportunities and challenges.

**Motion**

That the Committee agrees the recommendations set out in the report.

Moved by Councillor Donald Balsillie. Seconded by Councillor Les Sharp.

**Decision**

Having commented on and challenged performance for Facilities Management during the year 2014/14, the Committee agreed to note the information set out in the report.

**EE.81                    DEVELOPMENT AND ENVIRONMENT SERVICES: BUSINESS PLAN  
2014/15**

A report which presented the 2014-15 Business Plan for Development and Environment Services was submitted by the Senior Service Manager. The Business Plan set out the structure and vision of the new Development and Environment Service formed by merging the Environment Service with the former Community and Regulatory Service.

**Motion**

That Committee agrees the recommendations set out in the report.

Moved by Councillor Donald Balsillie. Seconded by Councillor Les Sharp.

**Decision**

Having commented on and challenged the relevant performance targets, the Committee agreed to note the information set out in the Business Plan and agreed the performance measures for scrutiny purposes over the next 12 months.

**Action**

Executive Director

**EE.82                    COMMUNITY AND REGULATORY SERVICES: ANNUAL REPORT  
2013-14**

A report which provided the Committee with an overview of the activities of Community and Regulatory Services over the 12 month period from 1 April 2013 to 31 March 2014 was submitted by the Senior Service Manager.

The Annual Report summarised activities carried out over the year, identified highlights and gave an overview of both financial and operational performance.

**Motion**

That Committee agrees the recommendations set out in the report.

Moved by Councillor Donald Balsillie. Seconded by Councillor Les Sharp.

**Decision**

Having commented on and challenged the Community and Regulatory Services Annual Report for 2013, the Committee agreed to note the information set out in the report.

**EE.83                    ENVIRONMENTAL PROJECTS AND PARTNERSHIP WORKING UPDATE**

A report which updated the Committee on further progress with approved environmental projects, initiatives and partnership working was submitted by the Development Manager. The report was a follow-up to the report on 'Environmental Projects and Partnership Working' considered by the Committee at its meeting on 30 January 2014.

**Motion**

That Committee agrees the recommendations set out in the report.

Moved by Councillor Donald Balsillie. Seconded by Councillor Les Sharp.

**Decision**

The Committee agreed to note the progress being made on environmental projects, initiatives and partnership working.

\*\*\*

On behalf of the Committee, the Convenor wished Niall Urquhart, Team Leader (Sustainability), well in his new post with East Dunbartonshire Council.

Ends 1105 hrs





---

**Report to: Enterprise and Environment Committee**

---

**Date of Meeting: 4th September 2014**

---

**Subject: Development and Environment Services Performance - First  
Quarter Report**

---

**Report by: Head of Development and Environment**

---

### **1.0 Purpose**

- 1.1. This report updates Committee on performance for Development and Environment Services during the period April-June 2014. Performance reported relates to the Service's Business Plan for 2014/15.
- 1.2. In addition the report highlights key service activity, achievements, opportunities and challenges facing the Service.

### **2.0 Recommendations**

- 2.1. It is recommended that Committee notes the report, while commenting on and challenging the performance of Development and Environment Services as appropriate.

### **3.0 Service Activity - Key Issues**

#### **3.1. Development**

- 75 Planning and related applications were received during the period, those of note including: Erection of 27 houses at Delph Road, Tullibody; Supermarket development at Clackmannan Road, Alloa; Erection of holiday lodges at Woods Caravan Park, Alva.

A similar number of applications were decided with only 2 applications refused. Decisions include the approval of a new school at Alloa West Business Park, which involves the change of use of the vacant offices at Pavilions.

- The first application was received for a High Hedge Notice following the introduction of the High Hedges (Scotland) Act 2013.

- Detailed pre-application discussions began to finalise the Masterplan framework, infrastructure provision and first phase of development for the new Forestmill village.
- In June, the Council approved the Schedule 4 responses to the representations to the Local Development Plan for submission to the Scottish Government for consideration by appointed Reporter(s). The Council also approved related documents and the Open Space Strategy and Muckhart Conservation Area Appraisal.
- Work commenced on the review of the Council's Sustainability and Climate Change Strategy.
- The Inner Forth Landscape Partnership began its implementation phase on 1st May.
- Officers have successfully negotiated an extension to the current Clackworks ESF and ERDF programmes to December 2014.
- Due to strong performance in the delivery of Skills Development Scotland's Employability Fund programme in 2013/14, Economic Development were awarded an increased contract for 2014/15 of 42 new places (up from 35 places in 2013/14).
- All 22 projects forming the Ochils Landscape Partnership programme have started of which the majority are now complete or approaching completion.

### 3.2. Environment

- Pitch Drainage - Fairfield Pitch has been sand slitted to improve drainage and a lateral drain installed to the south of the pitch to cure a waterlogged area of the park.
- Streetscape - Porous resin surfacing has been installed around tree bases in Tillicoultry High Street and Candleriggs, Alloa to prevent trip hazards and the build up of detritus and litter in tree grills
- Four 10 year old mini buses have been replaced with four new coach built models with all seats and wheelchair restraints interchangeable. A further two 10 year old mini buses have been down-sized to van conversion accessible mini buses; seats and wheel chair restraints again are interchangeable.
- Four replacement transit custom vans have been purchased fitted with a fuel saving start stop function, another six have been ordered within the Fleet capital programme and will also include acceleration control limiting.

### 3.3. Regulatory

- It is expected that the Environmental Health's food law regulation service will be audited by the Food Standards Agency this year so preparations are currently underway for this. The audit will examine all our food law policies and procedures including their practical application in relation to food regulation.
- Environmental Health have secured funding from the Scottish Government for Nitrogen Oxides monitoring equipment to assist in the monitoring of Air Quality enabling more accurate and reliable data on air quality in Clackmannanshire to be obtained.
- Environmental Health continue to support food businesses as part of a three year project to bring food businesses into compliance with the requirements of the Food Standards Agency's cross contamination guidance which aims to protect from E coli infection through preventing cross contamination from possible sources of infection. The project has gone well with most food businesses now having introduced measures to control these risks.
- The majority of complaints received by Trading Standards over the last few months related to second hand cars, upholstered furniture, home improvements, faulty goods and substandard services. These complaints included problems with domestic appliance such as washing machines, central heating boilers and cookers. Examples of complaints received relating to substandard services, include a poorly installed wood burning stove, poorly laid lawn turf & substandard roof repairs. We have provided assistance in each case and continue to monitor the activities of these traders.
- Trading Standards continued to receive complaints regarding scam mailings, bogus calls and 'copycat' websites. Complaints were also received relating to subscription charges whereby the consumer has signed up to a subscription when they believed they were only ordering a 'free' sample. These matters have been the subjects of press releases on copycat websites entitled 'Spot the Difference'
- Complaints continue to be received by Trading Standards from consumers who have contracted with on line businesses, for the purposes of completing tax returns or renewing vehicle tax discs. Consumers have found that these business charge a fee for something that can be done either free of charge or for a nominal fee. Trading Standards have looked at the various websites involved, and they do appear to provide information to consumers informing them that there will be a charge for using each service.
- Trading Standards are participating in a National project looking at European Health Insurance websites to ensure that their terms and conditions and any charges to be applied are clear to consumers using the sites.
- Building Standards have complied with the new requirement for a quarterly key performance outcomes report to be submitted to the Scottish Government. This details their performance over nine outcomes which relate to how quickly warrant applications are processed, the level of checks to improve compliance during construction, the quality of customer experience, and the operational and financial efficiency of the Building Standards Service.

### 3.4. Roads & Transportation

- NHS Forth Valley proposals for the replacement of the current 'H' bus services linking Clackmannanshire with Forth Valley Royal Hospital were presented to Council in June. Council agreed to request NHS Forth Valley to retain the status quo and to continue to work with the Council to find a more workable solution. A response has been received from NHS Forth Valley stating that they are considering their position and will be in touch to hopefully agree a way forward.
- The road and footway improvement capital programme is underway with surfacing projects completed in The Glebe/Norton Street area of Alva, Claremont, Alloa, C101, Menstrie to Tullibody Road and Muirside Roundabout, Cattlemarket and Kirk Wynd in Clackmannan.
- Prior to resurfacing the C101 Menstrie Brae, extensive drainage remedial works were carried out utilising the full closure of the road.
- The A907, Arnsbrae resurfacing and traffic management scheme being built as part of the new Redwell Primary School project is substantially complete.
- The Toucan crossing for the new Redwell Primary School has been installed and is awaiting Scottish Power to complete the electrical connections.
- This year's surface dressing programme is largely complete with surfacing carried out on the B9140 from Dumyat View Roundabout to beyond Muirside Roundabout, the A907 through Cambus and the B9096 between Tullibody and Lornshill.
- Footway resurfacing has been completed in High Street, Cowan Terrace and Devon Road, Dollar, Achray Court and Katrine Court, Alloa and Newtonshaw in Sauchie.
- Work has commenced on the removal of raised beds and the construction of a parking area on Main Street, Sauchie at its junction with Greygoran. This work has been carried out as part of the Small Towns and Village Centres Initiative.
- The surfacing of the Alva to Tillicoultry Cycle Route was completed during April and May and was officially opened by Keith Brown, Minister for Transport & Veterans.
- Traffic management, speed reduction and pedestrian crossing works are substantially complete on the A91 eastbound approach to Tillicoultry. These works connect the Alva to Tillicoultry cycle route into the upgraded cycle path through the park.
- The analysis and design is complete for the Menstrie Burn flow and rainfall gauges and these have now been installed and are gathering data.

- The River Devon flood warning has been refined and a new river flow gauge installed at Tillicoultry therefore the council and all residents signed up to the scheme are now receiving more detailed localised flood warnings from SEPA.
- Significant work has been carried out between Roads & Transportation and the Forestry Commission Scotland to prepare the flood impact statement for the forestry planting proposal for Menstrie Glen.
- The inventory and condition surveys are underway along the full length of the underground sections of the Fairy Burn and Brothy Burn in Alloa. At the same time we are carrying out extensive debris clearance works in these piped drainage systems.
- The programme of flood protection, watercourse maintenance and roads drainage works is well underway and on target to have the majority of the works complete by the end of October.
- This year's programme of road gully inspections and clearing is well underway and the main urban sections will be complete by August.
- Significant progress has been made towards the production of the draft Local Flood Risk Management Plan for the Forth Local Plan District, this work has included the agreement of the characterisation report, objective setting and draft long and short lists of potential actions to address flood risk issues.
- There have been no reports of flooding to properties in Clackmannanshire in the first quarter of the year.
- The Council's local flood risk emergency actions and response guidance has been taken on by our the local emergency services and has been distributed among all of the local authorities on the Forth estuary as good practice.
- The survey work and draft procedures for our coastal (Forth Estuary) flood warning system has been completed. It will be ready for use once SEPA are able to provide the target river levels for Alloa and Cambus.
- Roads & Transportation in partnership with Sports Development Services successfully implemented and promoted the 'Give Me Cycle Space Campaign' across the schools in Clackmannanshire.
- This year's National Highway Customer Satisfaction Survey is underway and residents in Clackmannanshire will already be in receipt of their questionnaires.

### 3.5 Financial Performance

- The Development and Environment Revenue budget is currently projecting an underspend of £374K. The main reasons for the underspend are staff turnover over the whole service (£163K), a reduction in Street Lighting maintenance and Electricity costs due to more efficient lighting (£79K) and additional income in Land Services from recharges to Housing Capital (£102K). Table 1 below shows the detailed variances within the service.
- The Development and Environment Capital Budget is currently projecting an underspend of £370K. The reason for this is Site investigations along the proposed realignment of the B9140 have identified areas of soft ground which might be worsened by exposure to winter weather. As a result works on site have been rescheduled and will now commence in May 2015. Table 2 below shows the detailed variances within the service.

**Table 1 - Revenue Budget**

| Service Area                    | Annual Budget 14/15 | Projected Outturn to 31/03/15 | Variance | Comments  |
|---------------------------------|---------------------|-------------------------------|----------|---|
| Head of Service                 | 109                 | 91                            | (18)     | Vacancy in early part of year   |
| Sustainability & Implementation | 593                 | 561                           | (32)     | Staff Turnover  |
| Economic Services               | 325                 | 296                           | (29)     | Staff Turnover  |
| Land Services                   | 79                  | 80                            | 1        | On budget   |
| Ochil Landscape Partnership     | 2                   | 2                             | 0        | On target   |
| Clacks Works                    | 426                 | 426                           | 0        | On target   |
| Planning                        | 55                  | 54                            | (1)      | On budget   |
| Environmental Health            | 603                 | 589                           | (14)     | Savings of £8k in Employee Costs :- 2 members of staff budgetted at G.9 but being paid at G.8. Income is outturned £6K over budget. |
| Licensing                       | (13)                | (8)                           | 5        | Shortfall in Licensing income   |
| Building Standards              | 54                  | 27                            | (27)     | Predicted saving in Agency Staff (£13K) and vacant 0.5 FTE post (£14K)  |

|  |               |               |              |  |
|--|---------------|---------------|--------------|--|
| Trading Standards                          | 152           | 152           | 0            | On budget  |
| Roads Client                               | 2,927         | 2,848         | (79)         | £31k reduction in Street Lighting Maintenance and £57k reduction in electricity costs results from comparing allocated budget with previous years spend and early impacts of conversion to low energy LED lamps. |
| Roads Contract                             | (336)         | (393)         | (57)         | Staff Turnover   |
| Public Transport                           | 446           | 443           | (3)          | Saving in Staff Travelling expenses.   |
| Fleet Services                             | 1,529         | 1,527         | (2)          | On budget  |
| Land Services & Burial Grounds             | 1,213         | 1,089         | (124)        | Income to accrue to Streetscape Capital Programme as charges to capital £102k, reduction in overtime £12k; savings from flexible retirement £10k   |
| Streetcare                                 | 670           | 674           | 4            | Reduction in income from external car park sweeping £12k   |
| Waste Management                           | 3,511         | 3,513         | 2            | On budget  |
| <b>Total Development &amp; Environment</b> | <b>12,345</b> | <b>11,971</b> | <b>(374)</b> |  |

**Table 2 - Capital Budget**

| Project                            | Annual Budget<br>14/15 | Projected Outturn<br>to<br>31/03/15 | Variance | Comments  |
|------------------------------------|------------------------|-------------------------------------|----------|-----------|
| <b>Roads Asset Management Plan</b> |                        |                                     |          |           |
| Bridge Strengthening               | 50                     | 50                                  | 0        | On budget |

|   |       |       |       |   |
|---|-------|-------|-------|---|
| Flood Prevention  | 100   | 100   | 0     | On budget   |
| Roads & Footway Improvements                            | 1,747 | 1,747 | 0     | On budget   |
| Accident Prevention, CWSS, Traffic Management           | 125   | 125   | 0     | On budget   |
| National Cycle Route                                    | 200   | 200   | 0     | On budget   |
| Street Lighting   | 830   | 830   | 0     | On budget   |
| B9140 Realignment of Bends                              | 600   | 230   | (370) | Site investigations along the proposed realignment have identified areas of soft ground which might be worsened by exposure to winter weather. As a result works on site have been rescheduled and will now commence in May 2015. |
| Tullibody - Install Table at Tron Court                 | 20    | 20    | 0     | On budget   |
| <b>Land Asset Management Plan</b>                       |       |       |       |   |
| Black Devon Landfill Gas Collection & Treatment Project | 10    | 10    | 0     | On budget   |
| Cemeteries Strategy                                     | 200   | 200   | 0     | On budget   |
| Parks, Play Areas & Open Spaces                         | 50    | 50    | 0     | On budget   |
| Landscape Partnership                                   | 7     | 7     | 0     | On budget   |
| Wheeled/Litter Bins/Strategic Waste Fund                | 30    | 30    | 0     | On budget   |
| Streetscape Programme                                   | 217   | 217   | 0     | On budget   |



|  |              |              |              |           |
|--|--------------|--------------|--------------|-----------|
| Drainage                                   | 81           | 81           | 0            | On budget |
| Bowmar Area Enhancements                   | 50           | 50           | 0            | On budget |
| <b>Fleet Asset Management Plan</b>         |              |              |              |           |
| Vehicle Replacement Programme              | 1,350        | 1,350        | 0            | On budget |
| <b>Total Development &amp; Environment</b> | <b>5,667</b> | <b>5,297</b> | <b>(370)</b> |           |

### 3.6 Progress in Delivering Planned Budget Savings in 2014/15

- The 2014/15 budget incorporated savings agreed for Development and Environment through a combination of budget challenge savings, management actions and specific Council decisions amount to £164.5K. After three months of the year we are able to report that 61% of these savings have been secured totalling £100K. However the service is aware that it requires to monitor and pursue the full year's savings. Table 3 below summarises the position.

**Table 3 - Savings**

| Planned Budget Savings 2014-15                 | Saving 2014-15 | Progress     | Comment   |
|--|----------------|--------------|---|
| Description of Saving                          | £ '000         | £ '000       |   |
| Policy & Service Level Savings                 |                |              |   |
| Review of Winter Maintenance standards (Roads) | 30             | 0            | Briefing paper to be presented to members. Saving will be achieved based on an average Winter |
| Reduction in Chief Officer costs               | 90             | 90           | Reduction in number of posts confirmed. Saving will be achieved.                              |
| Review of Winter Maintenance standards (Paths) | 19.5           | 0            | Briefing paper to be presented to members. Saving will be achieved based on an average Winter |
| <b>TOTAL</b>                                   | <b>139.5</b>   | <b>139.5</b> |   |
| <b>Efficiency Savings</b>                      |                |              |   |
| Increased Planning Fee Income                  | 15             | 0            | Income to be monitored throughout the year and saving reported when achieved.                 |
| Traffic Signage                                | 10             | 10           | Saving achieved. Planned programme of works amended accordingly.                              |
| <b>TOTAL</b>                                   | <b>25</b>      | <b>10</b>    |   |
| <b>Total Policy &amp; Efficiency</b>           | <b>164.5</b>   | <b>100</b>   |   |

### 3.7 Absence Statistics

- From a total of 15,211 days available within Development and Environment Services in Q1 a total of 620 were lost through staff sickness absence equating to 4.08%. This compares favourably with the Council average for the same period which stands at 5.08%.

## 4.0 Corporate Priority Outcomes

### 4.1 The area has a positive image and attracts people and businesses

- The road and footway surfacing projects which have been completed have improved the look of the area substantially, contributing to a positive image and enhancing the passage of goods and people throughout Clackmannanshire.
- Clackmannanshire Business approved further funding towards the Imagine Alloa project which promotes business, leisure, tourism and living in Clackmannanshire. A high profile bus advertising campaign and radio advertising are key features.
- Trading Standards have received a steady stream of business callers requesting advice on a range of topics including – defending a small claim, advertising scams, unsatisfactory goods/services, the breaking up of multi-pack products such as soft drinks and, crisps. Traders are also contacting Consumer Advice regarding various on line directory & advertising scams, which directly target local businesses.

### 4.2 People are better skilled, trained and ready for learning and development

- Clackmannanshire Council is lead partner of the Forth Coastal Project. This project has continued to develop local skills and knowledge of a range of candidates through the provision of employment opportunities hosted by industry sector host organisations. Between the months of April and June '14 four year one project trainees employed through the project have developed their own skills, knowledge and experience as well as raising community awareness of local issues relating to the River Forth. The project officially transitioned into its second and final year on the 16th June '14.
- *Youth Employment Scotland Fund* - Due to the success of this initiative, the Council has increased its contract from the original 20 to 115. 71 of these places have been filled to the end of June with a further 44 to fill by the end of December 2014 when funding for this recruitment incentive will cease.

### 4.3 Our communities are safer

Trading Standards continue to offer the True Call Service, which is funded by Trading Standards Scotland to local consumers to help them reduce and manage nuisance cold callers.

### 4.4 Health is improving and health inequalities are reducing

- The completion of the cycle route has provided an accessible route between Alva, Alva Academy and Tillicoultry which can easily be used by pedestrians, cyclists, people with disabilities and equestrians. This will facilitate more short and medium journeys, for business and leisure, to be made by active travel modes thus helping to improve health.

#### 4.5 The environment is protected and enhanced for all

- By integrating our planning and works programmes for flooding, watercourse maintenance, road drainage, bridges and culverts, we are able to significantly reduce the risk of flooding to properties in Clackmannanshire.
- Development Services launched its Developer Contribution Group: a cross-service team that will provide co-ordinated application and pre-application advice and decisions to developers on the requirements for on site or off site physical, economic or social infrastructure to support their development proposals.
- Commemorative flower beds were created and sown with poppy seeds in conjunction with primary schools and nurseries to commemorate the Great War.
- The introduction of latest vehicle engine designs and stop/start functions to limit engine idling time will reduce the overall quantity of fuel consumed by the Council's vehicles.

#### 4.6 The Council is effective, efficient and recognised for excellence

- Staff in Development Services have started the first stage of a Scottish Government and Heads of Planning sponsored exercise on "Costing the Planning Service in Scotland". It has three components - time recording, performance data collection and financial information, and will provide a clear and robust understanding of the comparative costs in all Councils throughout the country.
- Performance statistics for 2013/14 have been received. The Council was top performing Council in the average time to determine householder applications. We determined 92% of all local applications in less than 2 months against a Scottish average of 72.7%, and were second top performing authority overall.
- Collaborative procurement involving Scotland Excel and emerging work around a future national waste brokerage service demonstrates value for money and service efficiency by harnessing expert services for Clackmannanshire only as and when needed.

### **5.0 Opportunities, Challenges and Risks**

#### 5.1. Development

- Clackmannanshire Works : The current ESF and ERDF programmes will end in December 2014. The Council is being offered the opportunity to apply for ESF funding as part of a new employability programme to support the delivery of the Strategic Skills Pipeline. Officers are involved both locally and nationally in the development of this programme.

## 5.2. Environment

- Officers are working collaboratively with neighbouring councils and the Scottish Government procurement service to explore opportunities that may arise from a national waste brokerage service.
- In conjunction with Scotland Excel a major Recyclable and Residual Waste procurement framework has been tendered and now enters its mobilisation stage. The framework contracts will provide competitive prices for waste disposal and recycling outlets.

## 5.3. Regulatory

- New food information regulations are being introduced this year and Environmental Health are working hard to ensure that food businesses are prepared for their introduction.
- The Forth Valley Joint Health Protection Plan is due to be reviewed this year and Environmental health will commence work shortly with the Health Board and Stirling/Falkirk Council's to take this forward.
- The Petroleum (Consolidation) Regulations 2014, newly passed will repeal and revoke all previous petroleum Acts and associated Regulations going back to 1928. This changes the principles upon which petroleum licensing operates. Amongst other actions these changes will require Trading Standards to redesign the documents we currently use for petroleum and to make alterations to our recording system. It is also planned to write an advisory letter to our licensees informing them of the changes.
- The Air Weapons and Licensing (Scotland) Bill was introduced in May. It proposes a range of changes to alcohol licensing and also to Civic Licensing including the introduction of a new role of Civic Licensing Standards Officer. The Licensing service will need to prepare for changes in anticipation of a 2015 implementation.

## 5.4. Roads & Transportation

- Work is underway to issue the street lighting improvements to continue our replacement of traditional lighting with LED (light emitting diodes) lighting. The projected spend in the second half of the current financial year is around £750,000, with the main outcomes being reduced electricity costs, reduced carbon emissions and reduced maintenance costs, all of which will provide long term benefits for years to come.
- As a result of the successful completion of the Alva to Tillicoultry Cycle Route, Sustrans has indicated that they are willing to supplement this year's grant, currently £100,000, for upgrading works to the Tillicoultry to Dollar Cycle Route, with a further grant allocation of £45,000 in 2014/15. We have the resource to spend the extra money this year and we expect to accept the offer once it is formally made. These improvements will minimise maintenance requirements in the shorter term.

- Our Traffic Management & Road Safety Officer, Carlyn Fraser, was invited to present Clackmannanshire Council's approach to integrated active travel, traffic calming and residential 20 mph streets to the Cross Party Group on Cycling at Holyrood on August 7th.
- Surface Water Management Planning requires surface water risks to be reviewed. Guidance on how to do this review consistently exists. From the current guide it is clear that engaging in this process will be highly resource intensive irrespective of the size of the local authority or the complexity of the surface water problems arising. The availability of sufficient consultancy expertise is recognised as a likely national constraint.

## 5.5 Service Wide

- A number of potential cross service improvement actions have been identified in one or more of the Annual Governance Statement; Service Business Plan and CIM Self-Assessment Improvement Recommendations including ensuring that staff are aware of their obligations regarding information management, reacting to feedback from customer satisfaction surveys, review service input to Clacks 1000 and reducing energy consumption across the Service. These have been incorporated into a Service Improvement Plan which will be monitored by the Service Management Team.
- The results of the Staff Survey have been the subject of discussion at Management Team meetings. Staff will be given the opportunity of suggesting improvements. These team suggestions will be collated at Service Level and the Service Management Team will agree how these are to be prioritised.

## 6.0 Sustainability Implications

6.1. Any sustainability implications are covered in the body of the report.

## 7.0 Resource Implications

### 7.1. *Financial Details*

7.2. The full financial implications of the recommendations are set out in the report. This includes a reference to full life cycle costs where appropriate. Yes

7.3. Finance have been consulted and have agreed the financial implications as set out in the report. Yes

### 7.4. *Staffing*

7.5. There are no specific staffing implications arising from the contents of this report.

## 8.0 Exempt Reports

8.1. Is this report exempt? Yes  (please detail the reasons for exemption below) No

## 9.0 Declarations

The recommendations contained within this report support or implement our Corporate Priorities and Council Policies.

(1) **Our Priorities** (Please double click on the check box )

|  |                                     |
|--|-------------------------------------|
| The area has a positive image and attracts people and businesses         | <input checked="" type="checkbox"/> |
| Our communities are more cohesive and inclusive                          | <input type="checkbox"/>            |
| People are better skilled, trained and ready for learning and employment | <input checked="" type="checkbox"/> |
| Our communities are safer  | <input checked="" type="checkbox"/> |
| Vulnerable people and families are supported                             | <input type="checkbox"/>            |
| Substance misuse and its effects are reduced                             | <input type="checkbox"/>            |
| Health is improving and health inequalities are reducing                 | <input checked="" type="checkbox"/> |
| The environment is protected and enhanced for all                        | <input checked="" type="checkbox"/> |
| The Council is effective, efficient and recognised for excellence        | <input checked="" type="checkbox"/> |

(2) **Council Policies** (Please detail)

## 10.0 Equalities Impact

10.1 Have you undertaken the required equalities impact assessment to ensure that no groups are adversely affected by the recommendations?  
Yes  No

## 11.0 Legality

11.1 It has been confirmed that in adopting the recommendations contained in this report, the Council is acting within its legal powers. Yes

## 12.0 Appendices

12.1 Appendix 1 - Development and Environment Service Business Plan 2014-15 - Covalent Abstract.

## 13.0 Background Papers

13.1 Have you used other documents to compile your report? (All documents must be kept available by the author for public inspection for four years from the date of meeting at which the report is considered)  
Yes  (please list the documents below) No

**Author(s)**

| <b>NAME</b> | <b>DESIGNATION</b>     | <b>TEL NO / EXTENSION</b> |
|-------------|------------------------|---------------------------|
| Mac West    | Senior Service Manager | 452624                    |

**Approved by**

| <b>NAME</b>   | <b>DESIGNATION</b>                | <b>SIGNATURE</b>  |
|---------------|-----------------------------------|---|
| Gordon McNeil | Head of Development & Environment |  |
| Garry Dallas  | Executive Director                |   |



Quarter 1 Progress Report

KEY TO SYMBOLS

| PIs                                     |  |   |  |  |                                   |
|---|--|---|--|--|-----------------------------------|
| Status                                  |  | Short Term Trends                                     |  | Long Term Trends   |                                   |
| Compares actual performance with target |  | Compares actual performance with most recent previous |  | Compares actual performance with previous over the longer term |                                   |
|   | Alert  |   | Performance has improved   |  | Performance has improved          |
|   | Warning  |   | Performance has remained the same  |  | Performance has remained the same |
|   | OK (performance is within tolerance limits for the target) |   | Performance has declined   |  | Performance has declined          |
|   | Unknown  |   | No comparison available - May be new indicator or data not yet available |  | No comparison available           |

| ACTIONS          |  |
|------------------|--|
| Expected Outcome |  |
|                  | Meet target/complete within target dates |
|                  | Will complete, but outwith target        |
|                  | Fail to complete or cancelled            |

| RISKS  |        |                     |
|--|--------|---------------------|
| Current Rating<br>= Likelihood x Impact (1 - 5)  | Status |                     |
|  |        | Rating 16 and above |
|  |        | Rating 10 to 15     |
|  |        | Rating 9 and below  |
| <p>The likelihood of a risk occurring, and the impact if it does occur are each scored on a scale of 1 to 5, with 1 being the least likely or the least significant impact. Detailed guidance on scoring is provided in the Risk Management Policy and guidance.</p> |        |                     |

## DETAILED REPORT

### CORPORATE PRIORITY OUTCOME

1)The area has a positive image and attracts people and businesses







| Code        | Description   | 2011/12 | 2012/13 | 2013/14 | 2014/15 | Q1 2014/15 |        | Latest Note  | Lead           |
|-------------|---|---------|---------|---------|---------|------------|--------|--|----------------|
|             |   | Value   | Value   | Value   | Target  | Value      | Status |  |                |
| DEV DMA 004 | Local planning applications avg. time (weeks)   |         | 8.0     | 7.2     | 7.0     | 6.4        |        | Performance is above target.   | Julie Hamilton |
| EDE BUS 002 | Number of unique businesses and other employers supported by Economic Development staff within the current business year. |         |         | 243     | 240     | 119        |        | This target was exceeded last year due to a boost provided by Employer Recruitment Incentives. These will both expire during the current business year and this will lead to a reduction in the level of service available. The target has been reviewed and amended accordingly. (Data subject to verification) | Julie Hamilton |
| RGY BST 006 | % building warrant applications responded to within 20 days   |         | 94.9%   | 98.6%   | 85.0%   | 98.7%      |        | Performance is above target and as expected for Q1   | Ian Doctor     |

### CORPORATE PRIORITY OUTCOME

8) The environment is protected and enhanced for all





| Code        | Description   | 2011/12 | 2012/13 | 2013/14 | 2014/15 | Q1 2014/15 |        | Latest Note   | Lead                        |
|-------------|---|---------|---------|---------|---------|------------|--------|---|-----------------------------|
|             |   | Value   | Value   | Value   | Target  | Value      | Status |   |                             |
| RGY EHE 013 | Percentage of service requests to Environmental Health responded to within timescale. |         |         |         | 94%     | 96%        |        | Response times to requests for service are above target although the reduction in working hours may impact on this in the future. | Andrew Crawford; Ian Doctor |


| Code        | Action                              | By When     | Progress  | Expected Outcome | Latest Note   | Lead           |
|-------------|-------------------------------------|-------------|---|------------------|---|----------------|
| DAE SBP 006 | Review the Local Transport Strategy | 31-Mar-2015 | <div style="border: 1px solid black; width: 100px; height: 20px; background-color: #add8e6; display: flex; align-items: center; justify-content: center;">10%</div> |                  | Review commenced.   | Mac West       |
| DAE SBP 008 | Local Development Plan              | 31-Mar-2015 | <div style="border: 1px solid black; width: 100px; height: 20px; background-color: #add8e6; display: flex; align-items: center; justify-content: center;">30%</div> |                  | The Council approved the Local Development Plan Schedule 4's for submission to the Scottish Government. | Julie Hamilton |









| Code        | Action   | By When     | Progress   | Expected Outcome  | Latest Note  | Lead                             |
|-------------|--|-------------|--|---|--|----------------------------------|
| DAE SBP 009 | Develop options and projects for Streetscape capital programme         | 31-Mar-2015 |  11% |  | Preparation for seasonal tree work is underway. Opportunities to coordinate Streetscape with other capital projects is ongoing.  | Graeme Cunningham                |
| DAE SBP 010 | Reduce energy consumption by Development and Environment Service.      | 31-Mar-2015 |  10% |  | Service represented at a Carbon Management Plan Workshop in April, with outcomes being considered for implementation. Reducing energy consumption is an agenda item at the Sustainability and Climate Change Strategy Working Group meeting in August to identify possible energy-reducing activity for the service / Council. Preparations are underway for the installation of low energy LED street lights as part of an ongoing programme.           | Julie Hamilton;<br>Gordon McNeil |
| DAE SBP 015 | Review the Sustainability and Climate Change Strategy and Action Plan. | 31-Mar-2015 |  10% |  | The review has commenced, and actions and objectives which have been completed or which are no longer considered appropriate have been identified. A draft framework and long list of suggested actions for the revised Sustainability and Climate Change Strategy has been prepared: these will be discussed at the SCCS Implementation Group meeting in August 2014, prior to one-to-one discussions with relevant colleagues from across the Council. | Julie Hamilton                   |

#### CORPORATE PRIORITY OUTCOME

9) The Council is effective, efficient and recognised for excellence

| Code        | Description   | 2011/12 | 2012/13 | 2013/14 | 2014/15 | Q1 2014/15 |   | Latest Note  | Lead          |
|-------------|---|---------|---------|---------|---------|------------|---|--|---------------|
|             |   | Value   | Value   | Value   | Target  | Value      | Status  |  |               |
| DAE CUS 023 | DAE Councillor enquiries responded to within timescale. |         | 89%     | 90%     | 92%     | 98%        |  | Out of a total of 50 Councillor Enquiries one missed the target response time.   | Gordon McNeil |
| DAE CUS 024 | DAE MP / MSP enquiries dealt with within timescale.     |         | 89%     | 90%     | 92%     | 88%        |  | Two out of seventeen MP/MSP enquiries missed the required response time which is below the target set.   | Gordon McNeil |
| DAE CUS 026 | DAE FOI enquiries responded to within timescale.        | 100%    | 100%    | 100%    | 100%    | 100%       |  | All responses to FOI requests were actioned within the required timescales.  | Gordon McNeil |
| DAE PPL 001 | % DAE sickness absence                                  |         | 4.91%   |         |         | 4.08%      |  | The percentage sickness absence rate for Q1 for Development and Environment Service is less than the target of the Council average for the same time period, which stands at | Gordon McNeil |

| Code        | Description  | 2011/12 | 2012/13 | 2013/14 | 2014/15 | Q1 2014/15 |   | Latest Note  | Lead     |
|-------------|--|---------|---------|---------|---------|------------|---|--|----------|
|             |  | Value   | Value   | Value   | Target  | Value      | Status  |  |          |
|             |  |         |         |         |         |            |   | 5.08%. Data for 2013/14 is still unavailable.  |          |
| RAT RAT 007 | Percentage of street light repairs completed within 7 days | 92.5%   | 93.1%   | 94.5%   | 95.0%   | 95.1%      |  | Number of defects reported in Q1 comparable with previous years while performance shows improvement respectively | Mac West |

| Code        | Action  | By When     | Progress  | Expected Outcome  | Latest Note   | Lead          |
|-------------|---|-------------|---|---|---|---------------|
| DAE SBP 001 | Monitor and act upon feedback gained from customer surveys  | 31-Mar-2015 | <div style="width: 10%;"><div style="background-color: #4f81bd; height: 10px;"></div></div> 10% |    | Customer feedback methods and analysis is being considered by the extended Service Management Team in Q2.   | Gordon McNeil |
| DAE SBP 002 | Prepare a service-wide workforce plan.  | 31-Mar-2015 | <div style="width: 0%;"><div style="background-color: #4f81bd; height: 10px;"></div></div> 0%   |    | Awaiting corporate direction via MCB target operating models. Likely to initiate work during Q3.  | Gordon McNeil |
| DAE SBP 003 | Define and prepare a plan to monitor the effectiveness of all partnerships and collaborative working relationships. | 31-Mar-2015 | <div style="width: 0%;"><div style="background-color: #4f81bd; height: 10px;"></div></div> 0%   |    | To be initiated after CSE annual assessment Oct '14.  | Gordon McNeil |
| DAE SBP 004 | Review service delivery processes for improved efficiencies and effectiveness                                       | 31-Mar-2015 | <div style="width: 0%;"><div style="background-color: #4f81bd; height: 10px;"></div></div> 0%   |    | To be taken forward from August 2014 as part of the action to form a new Development and Environment Service.   | Gordon McNeil |
| DAE SBP 005 | Form new Development and Environment Service with a new Head of Service   | 31-Mar-2015 | <div style="width: 20%;"><div style="background-color: #4f81bd; height: 10px;"></div></div> 20% |    | New Head of Development and Environment Service appointed and in place.   | Gordon McNeil |
| DAE SBP 007 | Review service input to Clacks 1000   | 31-Mar-2015 | <div style="width: 75%;"><div style="background-color: #4f81bd; height: 10px;"></div></div> 75% |   | Service representatives included in the Citizens Panel Working Group in May 2014 to review questions included in the Clacks 1000 survey previously. Survey was sent out to 1,250 panel members in early June 2014 with outcomes expected in September 2014.   | Gordon McNeil |
| DAE SBP 011 | Devise and implement an improvement plan based on the 2013 staff survey outcomes.                                   | 31-Mar-2015 | <div style="width: 10%;"><div style="background-color: #4f81bd; height: 10px;"></div></div> 10% |  | Service Management team supporting Team Leaders to discuss outcomes of the staff survey with all staff upon the publication of the special edition Grapevine in August. Staff are encouraged to comment on the outcomes and offer suggestions for improvement. All suggestions will be considered and prioritised by the service management team. Key improvement actions will form part of the Service Improvement Plan 2014/15. | Gordon McNeil |
| DAE SBP 012 | Review approaches to monitoring and recording health and safety across  | 31-Mar-2015 | <div style="width: 0%;"><div style="background-color: #4f81bd; height: 10px;"></div></div> 0%   |  | Improvement activity will be identified through team discussions on the staff survey outcomes from August   | Gordon McNeil |

| Code        | Action  | By When     | Progress                         | Expected Outcome | Latest Note   | Lead          |
|-------------|---|-------------|----------------------------------|------------------|---|---------------|
|             | Development and Environment Service for efficiency and effectiveness.   |             |                                  |                  | onwards (see DAE SBP 011).  |               |
| DAE SBP 013 | Review efficiency and effectiveness of team meetings across DAE   | 31-Mar-2015 | <input type="text" value="0%"/>  | ✓                | Improvement activity will be identified through team discussions on the staff survey outcomes from August onwards (see DAE SBP 011).  | Gordon McNeil |
| DAE SBP 014 | Devise and implement an action plan to improve service governance and to address actions identified from the annual governance challenge process. | 31-Mar-2015 | <input type="text" value="10%"/> | ✓                | New "Service Improvement Plan" drafted. Content is being developed from the variety of staff and customer feedback methods embedded across the service, as well as outcomes of self-assessment and benchmarking activity. | Gordon McNeil |

| ID & Title       | COU CRR 027 Failure to Adapt to Changing Climate  | Approach   | Treat                            | Status            |   | Managed By | Garry Dallas | Target Rating | 12 | Current Rating | 12 |
|------------------|---|--|----------------------------------|-------------------|---|------------|--------------|---------------|----|----------------|----|
| Description      | The Council fails to use and develop sustainable practices and/or does not plan effectively for climate change causing extreme weather events, leading to flooding, heat waves, droughts, fires or severe winter weather, of which the Council must manage the consequences.  |  |                                  |                   |   |            |              |               |    |                |    |
| Potential Effect | Significant service disruption, including to telecoms and roads infrastructure, and damage to property. Staff unable to get to work and increased workload in Emergency Planning, Housing, Roads and Customer Services, with financial, reputational and legal implications, as well as negative impact on local residents and businesses.  |  |                                  |                   |   |            |              |               |    |                |    |
| Related Actions  | CAR SCCS 01.2   | Include climate change impacts in service risk register guidance.      | <input type="text" value="5%"/>  | Internal Controls | Forth Valley Local Resilience Partnership |            |              |               |    |                |    |
|                  | DAE SBP 010   | Reduce energy consumption by Development and Environment Service.      | <input type="text" value="10%"/> |                   | Sustainability & Climate Change Strategy  |            |              |               |    |                |    |
|                  | DAE SBP 008   | Local Development Plan   | <input type="text" value="30%"/> |                   | Flood Management Plan                     |            |              |               |    |                |    |
|                  | DAE SBP 015   | Review the Sustainability and Climate Change Strategy and Action Plan. | <input type="text" value="10%"/> |                   |   |            |              |               |    |                |    |
| Latest Note      | While work has started on climate change adaptation strategy, emerging threat of coastal flooding means risk rating remains consistent, although Council has contingency plans in place to minimise the impact of coastal flooding in properties. Council is member of various Forth Valley advisory groups and contributes to SEPA's national flood hazard mapping, informing local strategies. Council has flood warning scheme, prioritised watercourse clearance regime, flood page on Clacksweb and provides guidance to developers on considering flood risk. |  |                                  |                   |   |            |              |               |    |                |    |

|                         |   |                 |       |                          |  |                   |                |                      |   |                       |   |
|-------------------------|---|-----------------|-------|--------------------------|--|-------------------|----------------|----------------------|---|-----------------------|---|
| <b>ID &amp; Title</b>   | DAE SRR 007 Loss of external funding for the delivery of employability, skills development and job creation services.   | <b>Approach</b> | Treat | <b>Status</b>            |  | <b>Managed By</b> | Julie Hamilton | <b>Target Rating</b> | 6 | <b>Current Rating</b> | 9 |
| <b>Description</b>      | Clackmannanshire for some time has had higher than average unemployment linked to a very low job density. The global economic recession and welfare reforms have intensified and increased this situation. The number of people claiming JSA in February 2008 was 822, in February 2013 it was 1809. In January of 2014 this has come down to 1505 but is still high. Youth unemployment in particular remains high at 10.5% (Scotland 5.5.%). Economic Development draw on a range of funding sources to fund measures to help address this (European Structural Funds, Skills Development Scotland Contracts etc) and their loss would have a significant detrimental impact on the Council's ability to support residents. |                 |       |                          |  |                   |                |                      |   |                       |   |
| <b>Potential Effect</b> | The high level of unemployment leads to an increased demand for a range of services. For Economic Development the effect in particular is on the demand for support with job seeking, training, confidence and skills building. There is however a knock on effect to services such as Money Advice, Housing Support, Integrated Mental Health etc. If the Council supports local people into jobs and training this reduces the impact on the Council, its partners and the local economy.   |                 |       |                          |  |                   |                |                      |   |                       |   |
| <b>Related Actions</b>  |   |                 |       | <b>Internal Controls</b> |  |                   |                |                      |   |                       |   |
| <b>Latest Note</b>      | The most significant risk in this area relates to the end of the current European Structural Funds programme which was scheduled for June 30th 2014. Economic Development Officers have successfully negotiated an extension of this programme to December 2014 and will apply, when invited, to be included in the next round of European Funding being made available to support employability.   |                 |       |                          |  |                   |                |                      |   |                       |   |


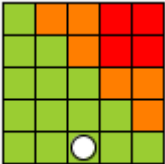
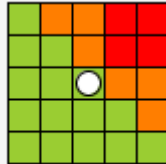
|                         |   |                                  |                          |   |  |                   |               |                      |   |                       |   |
|-------------------------|---|----------------------------------|--------------------------|---|--|-------------------|---------------|----------------------|---|-----------------------|---|
| <b>ID &amp; Title</b>   | DAE SRR 001 Unaligned service delivery with corporate objectives  | <b>Approach</b>                  | Treat                    | <b>Status</b>                                 |  | <b>Managed By</b> | Gordon McNeil | <b>Target Rating</b> | 3 | <b>Current Rating</b> | 9 |
| <b>Description</b>      | Service delivery is not aligned with corporate objectives   |                                  |                          |   |  |                   |               |                      |   |                       |   |
| <b>Potential Effect</b> | Fail to meet corporate and service objectives; Customer expectations not met; Fail to meet customer demand.                     |                                  |                          |   |  |                   |               |                      |   |                       |   |
| <b>Related Actions</b>  | DAE SBP 001 Monitor and act upon feedback gained from customer surveys  | <input type="text" value="10%"/> | <b>Internal Controls</b> | Budget Strategy                               |  |                   |               |                      |   |                       |   |
|                         | DAE SBP 005 Form new Development and Environment Service with a new Head of Service   | <input type="text" value="20%"/> |                          | Budget Challenge & Financial Monitoring       |  |                   |               |                      |   |                       |   |
|                         | DAE SBP 003 Define and prepare a plan to monitor the effectiveness of all partnerships and collaborative working relationships. | <input type="text" value="0%"/>  |                          | Community & Regulatory Services Business Plan |  |                   |               |                      |   |                       |   |
|                         | DAE SBP 004 Review service delivery processes for improved efficiencies and effectiveness                                       | <input type="text" value="0%"/>  |                          | Making Clackmannanshire Better Programme      |  |                   |               |                      |   |                       |   |
|                         | DAE SBP 007 Review service input to Clacks 1000   | <input type="text" value="75%"/> |                          |   |  |                   |               |                      |   |                       |   |
|                         | DAE SBP 009 Develop options and projects for Streetscape capital programme  | <input type="text" value="11%"/> |                          |   |  |                   |               |                      |   |                       |   |

|                         |  |  |                                  |                          |   |                   |               |                      |   |                       |   |
|-------------------------|--|--|----------------------------------|--------------------------|---|-------------------|---------------|----------------------|---|-----------------------|---|
| <b>Latest Note</b>      |  |  |                                  |                          |   |                   |               |                      |   |                       |   |
| <b>ID &amp; Title</b>   | DAE SRR 005 Poor health and safety at work   | <b>Approach</b>  | Treat                            | <b>Status</b>            |   | <b>Managed By</b> | Gordon McNeil | <b>Target Rating</b> | 4 | <b>Current Rating</b> | 8 |
| <b>Description</b>      | Do not adhere fully to all relevant Health and Safety legislation, regulation and policy.  |  |                                  |                          |   |                   |               |                      |   |                       |   |
| <b>Potential Effect</b> | Prosecution; financial penalties; loss or danger to life; poor reputation  |  |                                  |                          |   |                   |               |                      |   |                       |   |
| <b>Related Actions</b>  | DAE SBP 012  | Review approaches to monitoring and recording health and safety across Development and Environment Service for efficiency and effectiveness. | <input type="text" value="0%"/>  | <b>Internal Controls</b> | Performance Review & Development Process          |                   |               |                      |   |                       |   |
|                         |  |  |                                  |                          | Health & Safety Management System                 |                   |               |                      |   |                       |   |
|                         |  |  |                                  |                          | Maximising Attendance & Employee Wellbeing Policy |                   |               |                      |   |                       |   |
| <b>Latest Note</b>      | Close relations with corporate Health and Safety Adviser. Updates in legislation are communicated to staff timeously. Risk assessments are updated regularly and are available to staff. |  |                                  |                          |   |                   |               |                      |   |                       |   |
| <b>ID &amp; Title</b>   | DAE SRR 006 Under-resourced staff group  | <b>Approach</b>  | Treat                            | <b>Status</b>            |   | <b>Managed By</b> | Gordon McNeil | <b>Target Rating</b> | 6 | <b>Current Rating</b> | 6 |
| <b>Description</b>      | Reduced capacity to deal with peaks in workload and demands upon the service.  |  |                                  |                          |   |                   |               |                      |   |                       |   |
| <b>Potential Effect</b> | Service cannot demonstrate that is is effective, efficient and recognised for excellence.  |  |                                  |                          |   |                   |               |                      |   |                       |   |
| <b>Related Actions</b>  | DAE SBP 011  | Devise and implement an improvement plan based on the 2013 staff survey outcomes.  | <input type="text" value="10%"/> | <b>Internal Controls</b> | Performance Review & Development Process          |                   |               |                      |   |                       |   |
|                         | DAE SBP 013  | Review efficiency and effectiveness of team meetings across DAE  | <input type="text" value="0%"/>  |                          | People Strategy                                   |                   |               |                      |   |                       |   |
|                         | DAE SBP 002  | Prepare a service-wide workforce plan.   | <input type="text" value="0%"/>  |                          | Maximising Attendance & Employee Wellbeing Policy |                   |               |                      |   |                       |   |
| <b>Latest Note</b>      | Service Managers monitor work demands upon staff as priority and programmes of work are adjusted accordingly.  |  |                                  |                          |   |                   |               |                      |   |                       |   |

|                         |   |   |                                  |                          |   |                   |               |                      |   |                       |   |
|-------------------------|---|---|----------------------------------|--------------------------|---|-------------------|---------------|----------------------|---|-----------------------|---|
| <b>ID &amp; Title</b>   | DAE SRR 004 Budget savings not met  | <b>Approach</b>   | Treat                            | <b>Status</b>            |   | <b>Managed By</b> | Gordon McNeil | <b>Target Rating</b> | 4 | <b>Current Rating</b> | 4 |
| <b>Description</b>      | Do not meet budget savings required and agreed by the Council   |   |                                  |                          |   |                   |               |                      |   |                       |   |
| <b>Potential Effect</b> | Do not delivery corporate objectives; revised provision of services and service delivery; increased annual aggregated cuts. |   |                                  |                          |   |                   |               |                      |   |                       |   |
| <b>Related Actions</b>  | DAE SBP 001   | Monitor and act upon feedback gained from customer surveys  | <input type="text" value="10%"/> | <b>Internal Controls</b> | Financial Management Strategy           |                   |               |                      |   |                       |   |
|                         | DAE SBP 003   | Define and prepare a plan to monitor the effectiveness of all partnerships and collaborative working relationships. | <input type="text" value="0%"/>  |                          | Budget Strategy                         |                   |               |                      |   |                       |   |
|                         | DAE SBP 004   | Review service delivery processes for improved efficiencies and effectiveness                                       | <input type="text" value="0%"/>  |                          | Budget Challenge & Financial Monitoring |                   |               |                      |   |                       |   |
|                         |   |   |                                  |                          | Invest to Save Principles & Processes   |                   |               |                      |   |                       |   |
| <b>Latest Note</b>      | Efficiency savings identified and have been met.  |   |                                  |                          |   |                   |               |                      |   |                       |   |

|                         |   |   |                                 |                          |                                       |                   |                  |                      |   |                       |    |
|-------------------------|---|---|---------------------------------|--------------------------|---------------------------------------|-------------------|------------------|----------------------|---|-----------------------|----|
| <b>ID &amp; Title</b>   | COU CRR 022 Public Health Emergency   | <b>Approach</b>   | Tolerate                        | <b>Status</b>            |                                       | <b>Managed By</b> | Elaine McPherson | <b>Target Rating</b> | 9 | <b>Current Rating</b> | 12 |
| <b>Description</b>      | Significant numbers of Council staff and customers become ill due to the occurrence of a public health emergency, such as a flu pandemic.   |   |                                 |                          |                                       |                   |                  |                      |   |                       |    |
| <b>Potential Effect</b> | Depending on the nature of the health emergency, potentially short- and long-term health implications for members of the public and staff absence if either ill themselves or caring for family and/or friends. Substantial disruption to back-office support functions and front-line service provision, including to customer groups already considered vulnerable. |   |                                 |                          |                                       |                   |                  |                      |   |                       |    |
| <b>Related Actions</b>  | DAE SBP 016   | Impacts of each new and changed legislative requirement to be fully assessed. | <input type="text" value="0%"/> | <b>Internal Controls</b> | Business Continuity Plans             |                   |                  |                      |   |                       |    |
|                         |   |   |                                 |                          | Pandemic Flu Plan                     |                   |                  |                      |   |                       |    |
|                         |   |   |                                 |                          | Major Incident Operational Procedures |                   |                  |                      |   |                       |    |
| <b>Latest Note</b>      | Current score updated to 16 on 28-Nov-12, target updated to 16.   |   |                                 |                          |                                       |                   |                  |                      |   |                       |    |



|                         |  |   |                                  |                          |   |                   |               |   |   |                       |   |
|-------------------------|--|---|----------------------------------|--------------------------|---|-------------------|---------------|---|---|-----------------------|---|
| <b>ID &amp; Title</b>   | DAE SRR 002 Legislative requirements   | <b>Approach</b>   |                                  | <b>Status</b>            |  | <b>Managed By</b> | Gordon McNeil | <b>Target Rating</b>  | 3   | <b>Current Rating</b> | 9 |
| <b>Description</b>      | Failure to respond to new or changes in legislation  |   |                                  |                          |   |                   |               |  |  |                       |   |
| <b>Potential Effect</b> | Lack of understanding of the impact of new legislation and changes to existing legislation; Council priorities and objectives are not met. |   |                                  |                          |   |                   |               |   |   |                       |   |
| <b>Related Actions</b>  | DAE SBP 016  | Impacts of each new and changed legislative requirement to be fully assessed. | <input type="text" value="0%"/>  | <b>Internal Controls</b> |   |                   |               |   |   |                       |   |
|                         | DAE SBP 006  | Review the Local Transport Strategy   | <input type="text" value="10%"/> |                          |   |                   |               |   |   |                       |   |
| <b>Latest Note</b>      |  |   |                                  |                          |   |                   |               |   |   |                       |   |



---

**Report to Enterprise and Environment Committee**

---

**Date of Meeting: 4th September 2014**

---

**Subject: Economic Development Update**

---

**Report by: Head of Development and Environment**

---

**1.0 Purpose**

- 1.1. This report updates members on the range of activities undertaken by the Council's Economic Development team both directly and in partnership with other Council Services, external agencies and the local business community to bring investment and jobs to the area and to link these to unemployed residents. The report includes an interim review of the Clackmannanshire Apprenticeship Initiative and highlights an issue in relation to the future funding of employer recruitment incentives

**2.0 Recommendations**

- 2.1 It is recommended that the Committee note progress on the work being undertaken.

**3.0 Considerations**

- 3.1 The Council's Economic Development team continues its delivery in a number of areas:

**Clackmannanshire Works**

- 3.2 The current European funded programme was due to end on June 30th 2014. Details of a successor programme have not been finalised. Extensions to December 31st 2014 of the current ESF and ERDF strands have been negotiated and agreed with the Scottish Government with the new programme now anticipated to come into operation from early 2015
- 3.3 Progress against revised targets for the overall European programme is shown below.

| <b>CLACKS WORKS TARGETS AND PROGRESS 2011-14</b>                                    |               |                         |   |
|---|---------------|-------------------------|---|
| <b>Indicator</b>  | <b>Target</b> | <b>Progress to Date</b> | <b>Comments</b>   |
| Number Supported - ESF  | 1375          | 1204                    | On target   |
| Into employment - ESF   | 400           | 375                     | Target likely to be exceeded  |
| Achieved a Full or Partial Qualification and/or Entered Education or Training - ESF | 629           | 316                     | New indicators following redefinition discussion with Scottish Government. Target unlikely to be achieved due to higher numbers entering employment |
| Number of Enterprises Supported - ERDF  | 215           | 343                     | Target exceeded   |
| Into Employment - ERDF  | 325           | 385                     | Target exceeded. Includes 127 participants into self-employment   |

Notes. Progress to July 31st 2014

- 3.4 Although due to start in April 2011, the current programme did not get underway until August 2011 and despite a slow start it is anticipated that targets will still be generally exceeded, some by a considerable margin, by the end of December 2014. The table shows revised targets from the March 2014 report to Committee following negotiations with the Scottish Government to extend the current ESF and ERDF programmes to 31st December 2014 and revisions to CTSI targets. The table does not include outcomes for CTSI as these are currently being reconciled.
- 3.5 Some participants (245) entering employment have received support from both ESF and ERDF. The net total number of clients entering employment is, therefore, 515.
- 3.6 Prior to 2011 (when the current model was established) in the then Development Services the Clackmannanshire Works team was made up of 33 posts. Four other posts in the Council establishment were absorbed into the revised model. The new model works with 21.6 FTE with 6.6 posts on term contracts and one post a secondment from Business Support but funded through Clackmannanshire Works. All of those on term contracts have worked for the Council for at least four years, some for considerably longer than this, and have, therefore, the same employment rights as permanent staff. In recognition of this, and to support continuity of service as well as skills retention, these staff have now been given permanent contracts with salaries continuing to be supported through European funding. A successor European Programme is being developed with an anticipated start date in early 2015. The salaries associated with the staff now placed on permanent contracts can be used as match funding to potentially attract additional income through

European support. Unlike previous European Programmes, where bid processes were in place, the Scottish Government is considering an approach based on allocations reflecting need.

### **Youth Employment Scotland Fund**

- 3.7 The Council was successful in its original bid to the Scottish Government for 20 places to be filled between June and December 2013. Due to the success of this initiative the Council made a successful bid to increase its contract to 115 places with 74 of these places having been filled to the end of July. Funding for this recruitment incentive will cease at the end of December 2014.

### **Clackmannanshire Apprenticeship Initiative**

- 3.8 This Council/Skills Development Scotland funded initiative is now fully committed with 35 places allocated. The Council agreed to provide support of £120,000 over three years. An interim evaluation has been undertaken and this has highlighted the following:

- The initial aspiration was to create 40 new apprenticeship places over an 8 month period from January to August 2013. However, this was always conditional on securing some additional funding to help plug an identified funding gap. Several funding avenues were explored, in particular our current European programme and the Youth Employment Scotland Fund, but these were not pursued for a number of different reasons, one of which was the extremely onerous compliance requirements which would be placed upon the employer.
- Between January 2013 and March 2014, the available budget of £120,000 was committed, enabling 35 young people to be recruited by local firms. Based on the latest data for the level and rate of known NEET by LA area, which was 370 young people aged 16 - 19, the 35 apprentices created through the Clackmannanshire Apprenticeship Initiative is almost 10% of the size of the NEET group in 2011.
- Out of the 35 apprentices recruited, 30 are between 16-19 years of age (the priority group) and 5 are between 20 - 24 years of age. A wide range of employment opportunities have been supported including employment in the motor vehicle, childcare, hairdressing, food manufacturing, carpentry and administrative sectors. For many businesses this is the first time they have taken on a Modern Apprentice
- As at July 2014 there have been 9 leavers, of which 3 have completed their Modern Apprenticeships and sustained employment. Six young people have left early due to a number of reasons, not all necessarily negative. Two left to take up other jobs, 1 went to college, 2 resigned and 1 was dismissed for poor attendance. One of the early leavers achieved a Level 2 SVQ and another achieved 5 units towards their Level 2 SVQ.
- A further 13 young people are due to complete their Modern Apprenticeships by March 2015. The remaining 13 will complete

beyond this date. Although the final grant payments will cease at the end of March 2015, we will continue to monitor and record achievements of those young people who will be continuing their apprenticeships beyond the period of the grant funding.

- 3.9 The Clackmannanshire Apprenticeship Initiative has been well received by local companies and has helped 35 young people, particularly school leavers, into additional Modern Apprenticeships. The initiative has enabled many of the recruiting companies to invest in their future workforce by taking on an apprentice for the first time and has had a significant impact on youth unemployment locally.
- 3.10 Since committing all of the Clackmannanshire Apprentice Initiative funding, we have managed to use the Youth Employment Scotland (YES) funding to help some employers recruit apprentices as these types of jobs are eligible for this support, providing the young person remains employed under a contract of employment beyond 6 months which is relevant to the time required to complete their apprenticeship. YES support also provides an employer recruitment incentive but for a shorter period of time.
- 3.11 With YES funding ceasing at the end of December 2014, we will no longer be able to offer employers a recruitment incentive to help them create additional job opportunities including apprenticeships for young people. This means that the Council will be less able to make a significant contribution to youth unemployment locally, which continues to be one of our SOA priorities. The latest youth unemployment figures recorded in May 2014 for 18 -24 year olds in receipt of Jobseekers Allowance shows that Clackmannanshire has the highest rate in Scotland at 8.9% (Scottish average is 4.8%). This is due to be discussed by the Business, Jobs and Skills Partnership team at its meeting on 22nd August. One option may be to use European funding to develop a new initiative but the scope for doing this will be dependent on the level of allocation made to Clackmannanshire and our ability to identify sufficient match funding.

### **Skills Development Scotland (SDS) Funded Programmes**

- 3.12 The Council made a successful bid to deliver 21 Modern Apprenticeships (MAs) in 2014-15 and 1 Modern Apprentice has been recruited to date with 5 Modern Apprentices due to start in August.. This is in addition to supporting 42 existing MAs who have started in previous years. All MAs are employed by the Council (24) or local businesses.
- 3.13 The Council has been awarded an increased contract of 32 new places through the Employability Fund for 2014/15 with 17 of these being filled by the end of July. Again, take-up has been across a wide range of sectors.

## **Clackmannanshire Forth Coastal Project**

- 3.14 Fully funded (£230,000) through the Big Lottery, and with additional match funding of £140,700 from external partners this initiative is aimed at delivering environmental improvements and training and employment opportunities. The Economic Development Service has been actively engaged in recruitment for the employment opportunities available. Thirteen people have been recruited to date with a further 4 jobs due to be taken up in 2014/15. Two of these positions are for trainee ranger posts within the Council and both were taken up by clients of Clackmannanshire Works.

## **Community Benefits**

- 3.15 The Council uses community benefits clauses to secure apprenticeship, local employment and training opportunities as part of its contracting processes. We are currently supporting 5 contractors across 6 Council contracts. They are Marshalls (Speirs Centre and Hallpark), Robertsons (Redwell School), Mitie (bathroom replacement contract) and LTM Group Ltd (Masonry Repair works - Hillfoots Historic Kirkyards and Alva Ice House). The last contract has recently been let as part of the Ochils Landscape Partnership initiative and offers opportunities to develop specialised skills in stonework replacement and repair.
- 3.16 The Council also continues to be actively engaged in delivering events as part of its contribution to the Supplier Development Programme initiative. This is aimed at assisting local businesses to improve their performance in winning public sector contracts. A workshop is programmed for September 9th and we are leading on a Forth Valley wide 'Meet the Buyer' event due to take place in Alloa on 6th November

From the community benefit clauses to date, the following has been achieved:

- 60 work experience placement
- 12 Apprentice starts
- 27 jobs

3.17 The following table summarises the number of participants, cross the various Council interventions entering employment, self employment, Modern Apprenticeship or a Training / Work Experience place.

**TABLE SUMMARISING RANGE OF EMPLOYMENT AND TRAINING OPPORTUNITIES CREATED BY VARIOUS COUNCIL INTERVENTIONS**

| Time Frame             | Programme  | Number entering Employment or Self Employment | Number entering or continuing a Modern Apprenticeship | Number entering a Training or Work Experience Place |
|------------------------|--|---|---|---|
| July 2011 - July 2014  | Clackmannanshire Works - European Structural Funds       | 515   |   | 445   |
| June 2013 - July 2014  | Youth Employment Scotland Employer Recruitment Incentive | 74  |   |   |
| Jan. 2013 - July 2014  | Clackmannanshire Apprenticeship Initiative               |   | 35  |   |
| April 2014 - July 2014 | Modern Apprentice Programme                              |   | 33  |   |
| April 2014 - July 2014 | Employability Fund Programme                             |   |   | 17  |
| June 2013 - July 2014  | Clackmannanshire Forth coastal Project                   | 13  |   |   |
| Jan. 12 - July 2014    | Community Benefits from Council Contracts                | 27  | 12  | 60  |

**Notes**

1. Some Clackmannanshire Works clients assisted into work through the Youth Employment Scotland Employer Recruitment Incentive
2. Some Clackmannanshire Works clients entered employment or work experience on Council contracts with community benefits
3. Some Modern Apprentices supported by the Youth Employment Scotland Employer Recruitment Incentive or the Clackmannanshire Apprenticeship Initiative and some entered employment on Council contracts with community benefits
4. Some Employability Fund clients entered work placements on Council contracts with community benefits.



## **Clackmannanshire Business**

3.18 Clackmannanshire Business have continued to support the Imagine Alloa marketing campaign which promotes investment and job creation in Clackmannanshire. The campaign has been extended beyond the focus on Business, to include Tourism and Living in Clackmannanshire. Recent activity, in terms of promotion includes :

- A Central FM radio advertising campaign with four commercials broadcast from April for a year. This involves advance broadcasting of events.
- A full rear Bus campaign from May to September 2015.
- Support for the inaugural Clackmannanshire Business Awards.

## **Ochils Landscape Partnership**

3.19 All 22 projects forming the Ochils Landscape Partnership programme have started of which the majority are now complete or approaching completion. Ochils Festival 2014 was a great success with an estimate of over 2500 participants across 47 free events. The OLP was visited by HRH Prince Edward, Duke of Kent on 8th July where he met the core team, funders and local dignitaries at the Cochrane Hall followed by a short tour of the Alva Glen project, Dollar Museum and the works carried out at Dollar Mill Green. The online engagement materials - The Virtual Visitor and Education Centre - remain extremely popular with smart phone apps also now available. An additional 206 volunteers have been added to the database taking the total past the 600 mark. Project costs, so far, have been within budget and the scheme is almost fully funded. Plans to establish a charitable legacy organisation are underway with SENSCOT-Legal appointed to assist with forming a Scottish Charitable Incorporated Organisation (SCIO). The intention is that this organisation, once formed will maintain the current projects for a minimum of 10 years, facilitate new community led projects and operate across the whole of Clackmannanshire.

## **Economic Investment Fund**

3.20 The Council agreed in 2012 to pursue several economic stimulus initiatives including the creation of an Economic Investment Fund. In so doing it was intended that the proceeds of investment property sales at Dumyat and Pavilions Business Parks would be essentially "recycled" to stimulate further business development opportunities. To date the emphasis has been on securing the land sales at both business parks. In the case of Dumyat Business Park a receipt of £160,000 has so far been achieved with another potential development sale pending. At Alloa a sale is also being concluded such that an initial Fund of some £350,000 is currently envisaged.

3.21 There are a number of options as to how to secure further business development opportunities ranging from, for example, upgrading of vacant Council owned shops to servicing undeveloped Council-owned business sites for sale to small/medium sized businesses wishing to pursue self-build business premises. A market appraisal is to be undertaken in consultation with the local business community to clarify the specific needs of local businesses in order that the Economic Investment Fund can be directed at agreed priorities. It is proposed that a report will be prepared for the E & E Committee of 6 November 2014 setting out the findings of this appraisal in order that some of the Economic Investment Fund can be directed at agreed Council business property priorities.

#### 4.0 Sustainability Implications

4.1 The Council's Economic Development activities will have a positive impact through:

- Improving the quality of life for the area's residents
- Achieving sustainable economic development
- Targeting skills and training and reducing unemployment
- Reducing social exclusion

#### 5.0 Resource Implications

5.1 *Financial Details*

5.2 The report is for information only and no new resource implications arise from this update

5.3 Finance have been consulted and have agreed the financial implications as set out in the report. Yes

5.4 *Staffing*

5.5 There are no staffing implications arising from the report.

#### 6.0 Exempt Reports

6.1 Is this report exempt? Yes  (please detail the reasons for exemption below) No

#### 7.0 Declarations

The recommendations contained within this report support or implement our Corporate Priorities and Council Policies.

(1) **Our Priorities** (Please double click on the check box )

- |  |                                     |
|--|-------------------------------------|
| The area has a positive image and attracts people and businesses         | <input checked="" type="checkbox"/> |
| Our communities are more cohesive and inclusive                          | <input type="checkbox"/>            |
| People are better skilled, trained and ready for learning and employment | <input checked="" type="checkbox"/> |
| Our communities are safer  | <input type="checkbox"/>            |
| Vulnerable people and families are supported                             | <input type="checkbox"/>            |
| Substance misuse and its effects are reduced                             | <input type="checkbox"/>            |
| Health is improving and health inequalities are reducing                 | <input type="checkbox"/>            |
| The environment is protected and enhanced for all                        | <input type="checkbox"/>            |
| The Council is effective, efficient and recognised for excellence        | <input checked="" type="checkbox"/> |

(2) **Council Policies**

- Clackmannanshire Single Outcome Agreement 2013-2023
- Building Clackmannanshire. Economic Development Framework 2008-18
- Clackmannanshire Employability Strategy and Framework for Action

**8.0 Equalities Impact**

8.1 Have you undertaken the required equalities impact assessment to ensure that no groups are adversely affected by the recommendations? Yes  No

**9.0 Legality**

9.1 It has been confirmed that in adopting the recommendations contained in this report, the Council is acting within its legal powers. Yes

**10.0 Appendices**

10.1 None

**11.0 Background Papers**

11.1 Have you used other documents to compile your report? (All documents must be kept available by the author for public inspection for four years from the date of meeting at which the report is considered)

Yes  (please list the documents below) No

**Author(s)**

| NAME       | DESIGNATION | TEL NO / EXTENSION |
|------------|-------------|--------------------|
| Ian Fraser | Team Leader | X2293              |

**Approved by**

| NAME          | DESIGNATION                       | SIGNATURE  |
|---------------|-----------------------------------|--|
| Gordon McNeil | Head of Development & Environment |  |
| Garry Dallas  | Executive Director                |  |

