



**Clackmannanshire
Council**

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

Enterprise and Environment Committee

Thursday 15 January 2015 at 10.00 am

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

For further information contact Strategy and Customer Services, Clackmannanshire Council, Kilncraigs, Alloa, FK10 1EB
Phone: 01259 452106/452004 Fax: 01259 452230 E-mail: customerservice@clacks.gov.uk www.clacksweb.org.uk

Date	Time
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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.

7 January 2015

A MEETING of the ENTERPRISE AND ENVIRONMENT COMMITTEE will be held within the Council Chamber, Patons Building, Kilncraigs, Alloa, FK10 1EB, on THURSDAY 15 JANUARY 2015 at 10.00 am.

Signed : G Dallas

**GARRY DALLAS
Executive Director**

B U S I N E S S

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1. Apologies	--
2. Declaration of Interests 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 6 November 2014 (Copy herewith)	07
4. Development and Environment Services Performance - Third Quarter Report - report by the Head of Development and Environment (Copy herewith)	11
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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	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, Patons Building, Kilncraigs, ALLOA, FK10 1EB, on THURSDAY 6 NOVEMBER 2014 at 10.00 am

PRESENT

Councillor Donald Balsillie, Convenor (In the Chair)
Councillor Irene Hamilton, Vice Convenor
Councillor Alastair Campbell
Councillor Kenneth Earle
Councillor Ellen Forson
Councillor Les Sharp
Councillor Graham Watt

Mr Graham Struthers, Co-opted Member (Representing the Federation of Small Businesses)

IN ATTENDANCE

Gordon McNeil, Head of Development and Environment
Ian Doctor, Regulatory Services Manager
Mac West, Roads and Transportation Manager
Rebecca Bell, Sustainability Officer
Graeme Cunningham, Environment Manager
Andrew Wyse, Solicitor, Legal Services (Clerk to the Committee)

Outstanding Contribution Award - The People's Choice Award

Before the start of business, on behalf of the Committee, the Convenor congratulated Graeme Cunningham, Environment Manager, on being presented with an Outstanding Contribution Award from the People's Choice Awards on 29 October 2014. This is a peer nominated award on behalf of an individual or organisation within the waste and resource sector that deserves recognition for their efforts over the past year in striving to deliver a zero waste society for Scotland.

On behalf of the Council, the Committee applauded Graeme's achievements and the achievements of his team.

EEC.89 APOLOGIES

Apologies for absence were received from Councillor Derek Stewart.

EEC.90 DECLARATION OF INTERESTS

None

EEC.91 MINUTES OF MEETING HELD ON 4 SEPTEMBER 2014

The minutes of the meeting of the Enterprise and Environment Committee held on Thursday 4 September 2014 were submitted for approval.

Moved by Councillor Donald Balsillie. Seconded by Councillor Kenneth Earle.

Decision

The minutes of the meeting of the Enterprise and Environment Committee held on Thursday 4 September 2014 were agreed as a correct record and signed by the Convenor.

EEC.92 ENVIRONMENTAL PROJECTS AND PARTNERSHIP WORKING UPDATE

A report which was a follow up to the report on "Environmental Projects and Partnership Working Update" considered by the Committee at its meeting on 5 June 2014, was submitted by the Head of Development and Environment.

The report updated the Committee on further progress with approved environmental projects, initiatives and partnership working, covering in detail the Ochils Landscape Partnership, and projects supported by the Community Environmental Improvement Fund.

Motion

That the Committee notes the progress being made on environmental projects, initiatives and partnership working.

Moved by Councillor Donald Balsillie. Seconded by Councillor Irene Hamilton.

Decision

Having commented on the report and having had opportunity to put questions to officers, the Committee agreed to note the progress being made on environmental projects, initiatives and partnership working.

EEC.93 CLIMATE CHANGE UPDATE

A report which updated the Committee on the progress being made on climate change mitigation and adaptation in the Council was submitted by the Head of Development and Environment.

Clackmannanshire Council has duties under the Climate Change (Scotland) Act to contribute to reducing Scotland's greenhouse gas emissions, adapting to the impacts of climate change and acting sustainably.

Motion

That Committee agrees the recommendation set out in the report.

Moved by Councillor Donald Balsillie. Seconded by Councillor Irene Hamilton.

Decision

The Committee agreed unanimously to approve the Council's annual report on Scotland's Climate Change Declaration (attached to the report as Appendix 1) for submission to the Sustainable Scotland Network whilst noting the progress being made on addressing climate change.

Action

Head of Development and Environment

EEC.94 SINGLE USE CARRIER BAGS CHARGE

A report which advised members on the requirements of the new "The Single Use Carrier Bags Charge (Scotland) Regulations 2014" which came into effect on 20 October 2014 and the arrangements being put in place for their enforcement, was submitted by the Head of Development and Environment.

Motion

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

Moved by Councillor Donald Balsillie. Seconded by Councillor Irene Hamilton.

Decision

Having commented on the report and having had opportunity to put questions to officers, the Committee agreed:

- (a) to note the new powers and responsibilities for Local Authorities as outlined in the report, and
- (b) that those powers are allocated to the Trading Standards Service for enforcement, with a gradual approach to enforcement being taken initially.

EEC.95 SESTRAN REGIONAL TRANSPORT STRATEGY REFRESHED

A report which was submitted by the Head of Development and Environment advised the Committee that the refreshed draft SEStran Regional Transport Strategy is out for consultation.

SEStran produced its current Regional Transport Strategy in 2008 and there is now a need to update and refresh this strategy. The refreshed strategy is an update of the current strategy rather than a new strategy; the vision, objectives and policy framework of the strategy remain unchanged.

The Roads and Transportation Manager advised that should any member require a copy of the SEStran Regional Transport Strategy Refreshed Consultation Draft, this could be provided via email.

Motion

That Committee agrees the recommendation set out in the report subject to the issue of disabled access to Platform 9 at Stirling Railway Station being included as a key proposal.

Moved by Councillor Donald Balsillie. Seconded by Councillor Irene Hamilton.

Decision

The Committee agreed unanimously to note the consultative draft SEStran Regional Transport Strategy and, in particular, the Clackmannanshire related proposals summarised at paragraph 3.5 of the report and to include the issue of disabled access to Platform 9 at Stirling Railway Station.

Action

Roads and Transportation Manager

**EEC.96 DISTRICT HEATING FEASIBILITY STUDY: OWENS-ILLINOIS
GLASSWORKS, ALLOA, AND SURROUNDING AREA OF ALLOA**

A report which advised the Committee that a study is being carried out to look at the feasibility of recovering waste heat from the Owens-Illinois Glassworks in Alloa into a local district heating scheme was submitted by the Head of Development and Environment.

Motion

That Committee notes that a feasibility study into the capture of heat generated by the Owens-Illinois glassworks into a district heating system is being conducted on behalf of the Scottish Government and the Council is actively participating in, and supporting, the study.

Moved by Councillor Donald Balsillie. Seconded by Councillor Irene Hamilton.

Decision

Having commented on the information set out in the report and having had opportunity to put questions, the Committee agreed unanimously to note that a feasibility study into the capture of heat generated by the Owens-Illinois glassworks into a district heating system is being conducted on behalf of the Scottish Government and that the Council is actively participating in, and supporting, the study.

ENDS 1110 hrs

Report to: Enterprise and Environment Committee

Date of Meeting: 15th January 2015

**Subject: Development and Environment Services Performance -
Third 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-December 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 Services

- Planning permission was granted for local housing developments at the former Tullis Factory Site, Tullibody and the former Fairfield Primary School site in Sauchie.
- Detailed planning proposals for the first phase of housing development at Forestmill have been submitted and are currently being considered under the planning process.
- Since the High Hedges Act 2013 came into force on the 1st April 2014, approximately 15 to 20 enquiries have been received, 5 pre-applications have been completed and 1 High Hedges Notice is being processed.
- Planning permission was refused for a housing development at Woodhead Place, Coalsnaughton, in accordance with the Local Development Plan. An Appeal submitted to Scottish Ministers was dismissed by a Reporter.

- The Council's third Planning Performance Framework for 2013-2014 was submitted to Scottish Ministers. It is a comprehensive review of performance indicators on Development Planning, Development Management and Enforcement and presents a breakdown of various other areas of work activity against a range of service delivery parameters, such as Open for Business, Quality of Development, Engagement and Customer Service, and Efficient and Effective Decision Making.
- The Service completed submission to CIPFA on Costing the Planning Service. This involved an extensive time management exercise plus parallel collation of performance information and financial reporting on direct and indirect costs.
- The Local Development Plan 'Schedule 4' responses and Statement of Conformity with the Participation Statement were submitted to the Directorate for Planning and Environmental Appeals (DPEA) for consideration by Reporters on 25th August 2014. The Statement of Conformity with the Participation Statement was approved by the Reporters on 30th September 2014, and the Examination commenced the same day.
- Conservation Area Appraisals are in progress for four conservation areas: Dollar (currently subject to consultation), Clackmannan (draft completed), Tillicoultry and Alloa Glebe (both underway).

3.2 Economic Development Service

- Through its employability service, **Clackmannanshire Works**, Economic Development continues to support local people and businesses through a range of activities/programmes. A separate report to this Committee provides an Economic Development update and gives an overview of the activities being undertaken.

Environment

3.3 Waste

- Changes in the nature and quantity of household waste is evident in the first two quarters of the year. On a like for like period, April to September, 88 tonnes less food waste has been collected, 295 tonnes more residual waste from household wheeled bins and 375 tonnes more residual waste from Forthbank recycling centre. Blue Bin recycling is slightly up by 65 tonnes over the same period.
- This is the first time in 5 years when there has been two consecutive quarters showing an increase in the total quantity of waste arising. The explanation for the increase is not known. A full waste analysis is planned for 2015 which will reveal details of each waste stream and allow further detailed service planning.

- Waste Services is acting as the lead authority for one of four family groups in the SOLACE Local Government Benchmarking Forum (LGBF) supporting improvements in service efficiency and service delivery across a range of performance indicators.

3.4 Fleet

- Total fleet fuel use has dropped by 8,500 litres compared to the same period April to September 2104 versus 2013. An equivalent reduction of 23,000 Fleet miles was recorded over the period.

Regulatory

3.5 Trading Standards

- The service continues to carry out enforcement interventions to detect, deter and disrupt criminal activity. This has included :
 - Signed undertaking received from local trader allegedly engaging in activities which may be detrimental to the collective interests of consumers.
 - Report submitted to the Procurator Fiscal regarding the sale of a dangerously unroadworthy car.
 - Two report to the Procurator Fiscal regarding short measures in public houses.
- The service continues to provide Consumer and Business advice. The largest number of consumer complaints related to defective goods (second hand cars, domestic appliances & mobile phones) and substandard service (car repairs, roofing & fitted kitchens/bathrooms). The largest number of business advice enquires were in relation to problems with customers (e.g. what to do when customers fail to pay & advice on how to deal with customer complaints) and problems with faulty products (e.g. IT equipment & commercial vehicles).
- The new single use carrier bag charges came into force during October. Trading Standards have received a number of enquiries relating to the new requirements, mostly reflecting a misunderstanding of the purpose of the legislation, that traders can charge for any type of bag they want to. Website content has been altered to improve information to public and the trade.
- Service is on track to complete all its planned interventions which include visits in regard to high risk businesses, visits to licensed petroleum premises, petroleum weights and measures checks, weighbridge testing, spirit substitution checks, visits as part of the fair measure project and visits to premises storing and selling fireworks.

3.6 Environmental Health

- Reports to the Procurator Fiscal have been submitted following serious breaches of health and safety law by one employer and food safety law by a food business. These are currently under consideration by the Procurator Fiscal
- The service continues to investigate complaints of noise nuisance from night-time freight use of the Stirling-Alloa-Kincardine railway. The noise from freight trains are reported to be causing sleep deprivation for some people living close to the line. Officers have undertaken noise and vibration monitoring at complainants houses and are now working with neighbouring Councils, who have had similar complaints, to consider the next steps.
- Dog barking complaints was amongst the most common type of complaint for the Animal Welfare Officer, with a longer term trend of increasing numbers of this type of complaint. Such complaints can be time consuming and difficult to resolve.
- A number of complaints have been received in regard to pigeon populations in Alva and Clackmannan. The service is monitoring these closely and is unable to intervene through legislative powers as there are no significant public health and public safety reasons to do so.
- A number of complaints have been received in regard to odour emanating from the area of the Alloa Waste Water Treatment Works. Investigations, including air sampling, have been conducted to try to determine the exact source of the odour as there is a possibility that the source might be an industrial waste discharge located at the works rather than the works themselves.

3.7 Building Control & Licensing

- All licence applications have been dealt with within statutory time frames.
- Regulatory Committee of 25th November, 2014 approved a report to remove the restriction limiting street traders to certain geographical areas. Street Traders in future will be able to trade anywhere within Clackmannanshire.
- A public consultation on proposed changes to Civic Licensing requirements was undertaken in October. These changes include the introduction of temporary and short term licences for street traders and market operators, the removal of minimum engine size for taxis and private hire cars and a new arrangement for consulting all stakeholders involved with the use of taxi and private hire cars.
- The Scottish Government undertook a National Customer Satisfaction Survey during quarter one of this year. The results of the survey were issued in July indicating that our Building Standards Team performed above average when compared with national figures.

- The Building Standards Team have met all targets to date within the National Key Performance Outcomes which are reported quarterly to the Scottish Government.

Roads & Transportation

3.8 Roads & Footways

- The road improvement capital programme is virtually complete with resurfacing schemes on the A91 through Muckhart and Harviestoun Road, Dollar and the A907, Clackmannan Bypass. In Alloa, two sections of Hill Street, Parkway/Sunnyside have been resurfaced. In Dollar, Dewar Street, Station Road and Back Road have all undergone surfacing improvements along with Ochil Road and Brook Street in Alva. Branshill Road in Sauchie has been resurfaced and the resurfacing of Cattlemarket and North Street in Clackmannan has been completed. In the rural setting, the Meeks Park Road near Aberdona and Brucefield Road near Forestmill have had partial resurfacing works carried out while resolving long term drainage issues.
- The footway capital programme has seen the footways in Dean Place/Walton Crescent, Dollar upgraded along with the footway along Pitfairn Road, Fishcross and Ledi Avenue, Tullibody. The latter job also has seen the start of work on the council's ambitious street lighting programme to convert existing street lights to LEDs (light emitting diodes) which, when complete, will significantly reduce the Council's electricity usage and help meet the governments climate change targets. (Note: the street lighting improvements will start in earnest in the fourth quarter.)
- During the resurfacing of the C101 Tullibody Road, Menstrie it was noted that the vehicle restraint fences on the approaches to the Old Railway Bridge were defective. Although this type of work is included in the Road Works Framework Contract, none of the Contractors in the Framework were able to carry out the works immediately. £30,000 has been set aside in the Bridges Capital Programme which we intend to carry forward into 2015/16 to complete the works. In the meantime the barriers have been made safe.
- The results of the National Highways & Transport Public Satisfaction survey released recently show that Clackmannanshire residents' satisfaction with road condition is improving, up 3.4% on last year. Satisfaction with the speed of repairs (+5.4%) and quality of repair (+6.5%) have also improved. Overall Clackmannanshire was ranked second best performing of the 78 UK authorities which took part in the survey and the top ranked Scottish authority. The Council is ranked in the top quartile for 19 of the 26 performance indicators reported. Other notable improvements were in satisfaction on all elements of road safety and on the provision of cycle routes and facilities.

3.9 Flooding & Drainage

- The culvert replacement, drainage improvements and surfacing of the Tillicoultry to Dollar cycleway has been completed as far as Walton Crescent, Dollar. The works include accessible ramps at Tait's Tomb lay-by and at Walton Crescent. Completion of the extended route to tie-in with the Civic Centre in Dollar can be considered in 2015/16 by using a proportion of the Cycling Walking Safer Streets (CWSS) grant to draw down match funding from Sustrans. The cycleway project was supported by Sustrans who initially provided £100,000 grant then a further £45,000. This has been further increased to £170,000 on viewing our progress with the project and to enable fully accessible ramps to be completed at two locations.
- The inventory and condition surveys along the full length of the underground sections of the Fairy Burn and Brothy Burn in Alloa have now been completed. All works arising from the initial inspections have also been carried out.
- The programme of flood protection, watercourse maintenance and roads drainage works is 80% complete. Most of the remaining work will be routine maintenance, gully cleansing and emergency work.
- There have been no reports of flooding to properties in Clackmannanshire in the first three quarters of 2014/15.

3.10 Transportation

- A three phase Parking Survey in Alloa Town Centre has been completed. The first survey was carried out in July and took in the town centre car parks. A subsequent survey was carried out in October in the town centre streets. A second car park survey was carried out in October/November to gauge the impact of the end of the holiday period and the implementation by Tesco of 3 hour parking in their town centre store car park. The results of the survey will be used to develop a revised parking management strategy for the town centre.
- The Local Transport Strategy 2015-19 (LTS); Public Questionnaire Survey was sent out to all households in Clackmannanshire. We have now received and analysed all 1,587 responses to this postal survey. This has given us the initial information to put together the draft LTS and will be supplemented by a series of road shows early in the new year, reported to E&E Committee later in year.
- The traffic signals have been installed and commissioned at Main Street/Greygoran, Sauchie. This work was done as part of the Small Towns and Village Centres Initiative.
- Agreement was reached with NHS Forth Valley that the Council would procure the replacement 'H' bus services, between Clackmannanshire and Forth Valley Royal Hospital, on their behalf. The new contracts have been advertised and services will commence at the end of March 2015. The new contracts will run until March 2018 and are fully funded by NHS Forth Valley.

3.11 Financial Performance

- The Development and Environment Revenue budget is currently projecting £410,000 underspend. This includes in year cash savings.
- The Development and Environment Capital Budget is currently projecting £660,000 underspend.

Table 1 - Revenue Budget

Service Area	Annual Budget 14/15	Projected Outturn to 31/03/15	Variance	Comments
Head of Service	105	78	(28)	Vacancy in early part of year
Sustainability & Implementation	586	512	(74)	Staff turnover
Economic Services	308	295	(13)	On budget
Land Services	77	77	0	On target
Ochil Landscape Partnership	2	2	0	On target
Clacks Works	418	424	6	On budget
Planning	46	55	9	On budget
Environmental Health	591	580	(11)	Savings of £8k in Employee Costs
Licensing	14	(13)	1	On budget
Building Standards	53	83	30	Savings in agency/vacancy (£32k), Staff Travel (£3k), Supplies & Services (£3k) offset by warrants income shortfall of £68k forecast based on continuing low numbers of warrant applications
Trading Standards	151	151	0	On target
Roads Client	2,927	2,780	(147)	£69k reduction in Street Lighting Maintenance and £58k 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	371	367	(4)	On budget
Public Transport	445	445	0	On target.

Fleet Services	1,525	1,525	0	On budget
Land Services & Burial Grounds	1,205	1,150	(55)	Potential underspend from BAU slippage while supporting Streetscape Programme
Streetcare	670	674	4	On budget
Waste Management	3,503	3,375	(128)	Managing peak demands by vacancies/agency (£203k), saving on plant hire (£15k), reduction in commercial income £25k, increase in volume contractor payments £47k, sundry net balance £18k
Total Development & Environment	12,232	11,823	(410)	

Table 2 - Capital Budget

Project	Annual Budget 14/15	Projected Outturn to 31/03/15	Variance	Comments
Roads Asset Management Plan				
Bridge Strengthening	50	20	(30)	Term contractor unable to complete the work this financial year.
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)	Utility alteration and improvement and time of year to commence work led to delay. Works are ongoing with bend widening, smoothing and resurfacing.
Tullibody - Install Table at Tron Court	20	20	0	On budget

Land Asset Management Plan				
Black Devon Landfill Gas Collection & Treatment Project	10	10	0	On budget
Cemeteries Strategy	200	0	(200)	Carry forward as : Works scheduled to commence in May 2015.
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	21	(60)	Due to nature of works, drainage needs to settle before second stage can be commenced. Works to be completed in 2015-16.
Bowmar Area Enhancements	50	50	0	On budget
Fleet Asset Management Plan				
Vehicle Replacement Programme	1,350	1,350	0	On budget
Total Development & Environment	5,667	5,007	(660)	

3.12 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 nine months of the year we are able to report that 61% of these savings have been secured totalling £100K. Winter Maintenance arrangements to deliver savings are in place. 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	
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			Comment
Policy & Service Level Savings			
Review of Winter Maintenance standards (Roads)	30	0	Briefing paper was issued 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 was issued to members. Saving will be achieved based on an average Winter
TOTAL	139.5	90	
Efficiency Savings			
Increased Planning Fee Income	15	0	Planning fee income is below projections at the end of the third quarter progress will be monitored during quarter 4
Traffic Signage	10	10	Saving achieved. Planned programme of works amended accordingly.
TOTAL	25	10	
Total Policy & Efficiency	164.5	100	

4.0 Corporate Priority Outcomes

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

- Councillors and staff attended the parliamentary launch of the Inner Forth Landscape Initiative in August. Staff have also been working with partners to ensure that appropriate landowner agreements and financial arrangements are in place for work to start on the first major projects, namely Coastal Woodlands and Black Devon Wetland.
- A new competition "Our Clackmannanshire in Bloom" was launched in June 2014, culminating in a Council reception for prize winners in Alloa Town Hall in October 2014. This competition was designed to encourage greater community engagement, with new categories covering schools, communities, local businesses, tourism and the hospital, and received over 50 entries.
- The most recent LEAMS survey of street cleanliness for the period August to November reported there were no streets found to be at an unacceptable grade D or E standard. Only one incident of dog fouling was found across a sample of 71 streets. Smoking related litter continues to blight the improvements being made, in 63% of streets surveyed smoking related litter was found.

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

- The Clackmannanshire Forth Coastal Project has employed a further 7 trainees in Quarters 2&3, with one further position anticipated in December 2014. These trainees continue to attain training certificates and qualifications appropriate to their position within each host organisation

4.3 Our communities are safer

- Trading Standards have supplied TrueCall devices to seven individuals affected by nuisance calls. The TrueCall devices help those affected by nuisance calls to easily block such calls. So far the seven devices have handled 1518 incoming calls successfully blocking 99.4% of those that are nuisance calls.

4.4 Health is improving and health inequalities are reducing

- Dollar cycle route competition.

4.5 The environment is protected and enhanced for all

- Forestry Commission Scotland proposals for woodland at Jerah. Following input from Sustainability and Roads staff, the proposals were significantly altered to take due account of flood risk management, archaeology, biodiversity, access and water quality.
- The licensed waste management sites at Black Devon and Forthbank were subject to regulatory inspections by SEPA. No breaches of licence conditions were recorded and the sites have been given interim environmental management control assessments of Excellent and High Performance.

4.6 The Council is effective, efficient and recognised for excellence

- Work is continuing on the revision of the Sustainability and Climate Change Strategy, with a renewed emphasis on embedding responsibility for sustainability across the Council. As part of this, work has begun on a refreshed Carbon Management Plan for the Council, which will aim to reduce energy and fuel consumption, and thus reduce both costs and greenhouse gas emissions.

5.0 Opportunities, Challenges and Risks

5.1 Development

- The Council has been notified of the European Social Fund allocation in the new European programme (2014 - 2017) that it can bid into which is £1.34m for 6 years (made up of £1.12m for Employability Pipelines and £0.22m for Poverty and Social Inclusion). This figure is a reduction of 45% compared to the level of annual funding available in the current European programme. The funding model in the new European programme will be based on a scale of unit costs, still to be agreed by Scottish Government, which is significantly different to the current funding model.

- Our contracts for the Employability Fund and Modern Apprenticeship programmes finish at the end of March 2015 and we are in the process of bidding for places in 2015/16.
- The current Business Gateway contract has been extended from March to September 2015. All local authorities are in the process of developing a local authority bid to the new European Structural Funds Business Competitiveness Programme to build upon those services currently being delivered to support business growth through Business Gateway. The development of the new programme will have implications for the future commissioning of Business Gateway services and we are awaiting guidance and clarity on this issue.
- The development of the new Employability Strategy for Clackmannanshire presents the service with both opportunities and challenges in relation to how we should best target our resources to maximise the impact of our employability services.
- As reported to the Committee at its November meeting the service has been working with Resource Efficient Scotland to explore the possibility of capturing waste heat from the O-I glassworks plant for use in a district heating system. The study referred to in November Committee report has now been published, identifying that such a system is technically and financially viable. The service is still continuing to work with Resource Efficient Scotland who are now proceeding to put together a bid for European Research and Innovation funding. As this funding is for research and innovation purposes it will not require any financial commitment from the Council. Should a district heating system eventually be installed it will provide O-I with economic and environmental benefits and help with the sustainability of their business. Similar benefits would also flow to those stakeholders who connect to the heating system. A separate briefing paper will be circulated to members giving fuller information on this proposal.
- The Scottish Government announced on 25 November that they have begun the legislative process to introduce mandatory reporting on the public bodies' duties under the Climate Change (Scotland) Act 2009. Clackmannanshire Council already reports on its performance in relation to these duties as part of its annual reporting on Scotland's Climate Change Declaration; however, it is possible that the new reporting requirements will go beyond the requirements of the Declaration reporting. Consultation on the new reporting template is due to take place in 2015, with voluntary reporting using the new template likely to be encouraged for 2014/15, and mandatory reporting beginning for 2015/16.

5.2 Environment

- Evidence of the increasing quantity of waste presents environmental and financial challenges. In terms of environmental performance, previous

waste analysis shows that despite Clackmannanshire being a high performing council, 50% of food waste is not being collected by our food waste recycling service.

- The unforeseen increase in tonnes of residual waste in the period April to September will increase the cost of waste disposal. The impact is being closely monitored and reported in financial outturns.

5.3 Regulatory

- An awareness raising campaign is planned in quarter four on the full tobacco display ban which comes into force in 6th April 2015.
- The newly formed national Trading Standards team, Trading Standards Scotland (TSS) have requested that Councils authorise their staff on a consistent manner. A report on this issue was presented to the October Council meeting approving alterations to the scheme of delegation to appoint Stirling Council to discharge this Council's relevant trading standards and consumer protection functions. As a result of this Stirling Council will now require authorise TSS staff on behalf of this Council.
- The service has been successful in obtaining funding from the Scottish Government to purchase Air quality monitoring equipment. The equipment will be used to monitor traffic pollution and should be in place for March 2015.
- The Scottish Government's Drinking Water Quality Regulator launched a strategy to tackle poor water quality in Scotland's private water supplies in August. Although private water supplies in Clackmannanshire have presented no significant problems, the service will be working with the Drinking Water Quality Regulator and other agencies to ensure that everyone using a private water supply is aware of the standards they can expect and that these standards are achieved.
- On 13 December, new regulations came into force requiring food businesses to provide allergy information on food sold unpackaged, in for example catering outlets, deli counters, bakeries and sandwich bars. The service is currently working with business to assist them in getting ready for the new requirements.
- A detailed review of existing licensing fees has been completed with evaluation/comparison against other Licensing Authorities. This will enable a proposed new fee structure to be ready for next financial year.
- The Air Weapons & Licensing (Scotland) Bill continues to progress through parliament. The Licensing aspect of this Bill will have an impact on current licensing procedures and enforcement if introduced but it is still too early to quantify the impact and resources that might be required.
- A Members Bill has been approved to re-introduce a form of charging order to assist local authorities to recover costs relating to defective and dangerous buildings. This will assist authorities in recovering costs associated with Building Standards enforcement including those related to Dangerous Buildings. The new legislation will be in place in January 2015.

- The Scudamore review into Scotland having a stand-alone food body has led to the formation of Food Standards Scotland (FSS). FSS will take over the functions of the UK Food Standards Agency in Scotland. Its primary concerns will be to protect the public from risks to health connected with the consumption of food, improve the extent to which diet contributes to good health and to protect the other interests of consumers in relation to food. FSS will come into being in January 2015 but will not take up its functions until 1 April 2015. A new Bill, the Food Bill, currently progressing through the Scottish Parliament, will enact the new body. The longer term plans and aspirations of FSS are not likely to be known until the organisation is operational but it is anticipated that the regulatory functions of local authorities in relation to food will remain largely unchanged.

5.4 Roads & Transportation

- Design and preparation works for the B9140 Re-alignment of Bends is progressing. Utility costs for the improvement are significant. Those have now been integrated with resurfacing, bend widening and horizontal and vertical re-alignment due to commence in the Spring.
- Roads & Transportation has agreed to collaborate with Scottish Water to carry out Flood Prevention works in Upper Dollar (Princes Crescent). The works will be carried out by Scottish Water and Clackmannanshire Council will be invoiced in early 2015/16. The Council's contribution will be approximately £30,000 which will come from the Flood Prevention Capital Programme for 2015/16.
- Roads & Transportation and Scottish Water have agreed to collaborate on a Council wide Integrated Catchment Study (Drainage & Flooding). The study will identify and quantify all of the drainage systems, will model its capacity and identify weak spots and impacts of failure of the drainage system. The cost of the Study has been estimated at around £400,000 of which Clackmannanshire will contribute about £60,000. The Integrated Catchment Study is part of the first tranche of such studies in Scotland and will provide significant assistance in determining our Flooding and Drainage priorities for the foreseeable future. It will also cover a major part of our obligations for the first 6-year plan under the Flood Risk Management (Scotland) Act 2009. The Integrated Catchment Study is programmed to be carried out during 2016/17.

5.5 Service Wide

- The Regulatory, Development and Roads & Transportation Services retain CSE accreditation in November, 2014 with the services achieving a compliance plus recognition in a number of areas for services delivered to customers. Environment Service will progress towards accreditation over the next 12-18 months.

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. 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)

NAME	DESIGNATION	TEL NO / EXTENSION
Mac West	Service Manager - Roads & Transportation	Extension : 2624

Approved by

NAME	DESIGNATION	SIGNATURE
Gordon McNeil	Head of Development & Environment	Signed: G McNeil
Garry Dallas	Executive Director	Signed: G Dallas

Quarter 3 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 = 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	Q2 2014/ 15	Q3 2014/15		Latest Note	Lead
		Value	Value	Value	Target	Value	Value	Value	Status		
DEV DMA 004	Local planning applications avg. time (weeks)		8.0	7.2	7.0	6.4	6.4	6.1		Performance continues to be above target, and consistent with the preceding quarter, Q1	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	159			Good progress in first half year.	Julie Hamilton
RGY BST 006	% building warrant applications responded to within 20 days		94.9%	98.6%	85.0%	98.7%	100.0 %	100.0 %		Final Quarter three performance figure will be completed 20 days after the end of December 2014. The performance for quarter three therefore excludes December. The performance is above target and as expected.	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	Q2 2014/ 15	Q3 2014/15		Latest Note	Lead
		Value	Value	Value	Target	Value	Value	Value	Status		
RGY EHE 013	Percentage of service requests to Environmental Health responded to within timescale.				94%	96%	97%	97%		Quarter three performance figure will be completed 20 days after the end of December 2014. Quarter three performance excluding December is above target and as expected	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="width: 40%;"><div style="background-color: #4F81BD; height: 10px;"></div></div> 40%		Consultation responses being analysed.	Mac West
DAE SBP 008	Local Development Plan	31-Mar-2015	<div style="width: 50%;"><div style="background-color: #4F81BD; height: 10px;"></div></div> 50%		The Council approved the Local Development Plan Schedule 4's for submission to the Scottish Government. The Examination is underway.	Julie Hamilton
DAE SBP 009	Develop options and projects for Streetscape capital programme	31-Mar-2015	<div style="width: 60%;"><div style="background-color: #4F81BD; height: 10px;"></div></div> 60%		Prioritisation of other works and Capital investment Group agreement to coordinate with other capital programmes, e.g. Small Towns Villages: requires reprofiling of the previously anticipated Streetscape programme; although greater impact through coordinated capital work in the community should be an outcome.	Graeme Cunningham
DAE SBP 010	Reduce energy consumption by Development and Environment Service.	31-Mar-2015	<div style="width: 50%;"><div style="background-color: #4F81BD; height: 10px;"></div></div> 50%		The Service is leading on producing a revised Carbon Management Plan for the Council, as part of the review of the Sustainability and Climate Change Strategy. Guidance is being produced for staff on reducing energy and fuel consumption. Installation of low-energy LED street lights has commenced.	Ian Doctor; Gordon McNeil
DAE SBP 015	Review the Sustainability and Climate Change Strategy and Action Plan.	31-Mar-2015	<div style="width: 30%;"><div style="background-color: #4F81BD; height: 10px;"></div></div> 30%		A draft revised strategy and action plan is being produced, in discussion with relevant colleagues. Production of a new Carbon Management Plan and guidance for staff on sustainable ways of working is being progressed as part of the Sustainability and Climate Change Strategy revision.	Ian Doctor

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	Q2 2014/15	Q3 2014/15		Latest Note	Lead
		Value	Value	Value	Target	Value	Value	Value	Status		
DAE CUS 023	DAE Councillor enquiries responded to within timescale.		89%	90%	92%	98%	92%	92%		Performance remains high and above target.	Gordon McNeil
DAE CUS 024	DAE MP / MSP enquiries dealt with within timescale.		89%	90%	92%	88%	90%	92%		Performance improving consistently each quarter with all outcomes within target.	Gordon McNeil

Code	Description	2011/ 12	2012/ 13	2013/ 14	2014/ 15	Q1 2014/ 15	Q2 2014/ 15	Q3 2014/15		Latest Note	Lead
		Value	Value	Value	Target	Value	Value	Value	Status		
DAE CUS 026	DAE FOI enquiries responded to within timescale.	100%	100%	99%	100%	100%	98%	100%		Responding to FOIs within target timescale remains a high priority within the service and performance reflects this.	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 5.08%. Data for 2013/14 is still unavailable.	Gordon McNeil
RAT RAT 007	Percentage of street light repairs completed within 7 days	92.5%	93.1%	94.5%	95.0%	95.1%	91.7%			Q3 performance data is not available until later in the month following the end of the quarter. No concerns at this stage (early January).	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>10%</div>		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>0%</div>		Awaiting corporate direction via MCB target operating models. Likely to initiate work during Q4.	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>0%</div>		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>0%</div>		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: 100%;"><div style="background-color: #4F81BD; height: 10px;"></div>100%</div>		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: 100%;"><div style="background-color: #4F81BD; height: 10px;"></div>100%</div>		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: 40%;"><div style="background-color: #4F81BD; height: 10px;"></div>40%</div>		Service Management team supported by Team Leaders have discussed outcomes of the staff survey	Gordon McNeil

Code	Action	By When	Progress	Expected Outcome	Latest Note	Lead
					and a working group involving staff and management has been put together to take it forward. All suggestions will be considered and prioritised by the service management team. Key improvement actions will form part of the Service Improvement Plan 2015/16.	
DAE SBP 012	Review approaches to monitoring and recording health and safety across Development and Environment Service for efficiency and effectiveness.	31-Mar-2015	<div style="width: 50%;"><div style="background-color: #4f81bd; height: 10px;"></div></div> 50%	✓	Health and Safety activity initiated across all service areas and form core item of team and management meetings.	Gordon McNeil
DAE SBP 013	Review efficiency and effectiveness of team meetings across DAE	31-Mar-2015	<div style="width: 70%;"><div style="background-color: #4f81bd; height: 10px;"></div></div> 70%	✓	Team meeting arrangement being reviewed to ensure effective meeting and communication arrangements.	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	<div style="width: 10%;"><div style="background-color: #4f81bd; height: 10px;"></div></div> 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	DAE SRR 007 Loss of external funding for the delivery of employability, skills development and job creation services.	Approach	Treat	Status		Managed By	Julie Hamilton	Target Rating	6	Current Rating	9
Description	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.										
Potential Effect	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.										
Related Actions				Internal Controls							
Latest Note	The current European Structural programme ends in December 2014. Clackmannanshire has been notified of its potential ESF allocation for the new European programme (2014 - 2020). However, we are still waiting to find out when we can apply as the new programme is under development. We are anticipating a delay between the current and new programmes which would create a funding gap of around 3 months (Jan - Mar 2015). Officers are working to identify what employability services we will be able to offer during the gap period from available resources.										

ID & Title	DAE SRR 001	Unaligned service delivery with corporate objectives	Approach	Treat	Status		Managed By	Gordon McNeil	Target Rating	3	Current Rating	9
Description	Service delivery is not aligned with corporate objectives											
Potential Effect	Fail to meet corporate and service objectives; Customer expectations not met; Fail to meet customer demand.											
Related Actions	DAE SBP 001	Monitor and act upon feedback gained from customer surveys	<input type="text" value="10%"/>	Internal Controls	Budget Strategy							
	DAE SBP 009	Develop options and projects for Streetscape capital programme	<input type="text" value="60%"/>		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 005	Form new Development and Environment Service with a new Head of Service	<input type="text" value="100%"/>									
DAE SBP 007	Review service input to Clacks 1000	<input type="text" value="100%"/>										
Latest Note												

ID & Title	DAE SRR 005	Poor health and safety at work	Approach	Treat	Status		Managed By	Gordon McNeil	Target Rating	4	Current Rating	8
Description	Do not adhere fully to all relevant Health and Safety legislation, regulation and policy.											
Potential Effect	Prosecution; financial penalties; loss or danger to life; poor reputation											
Related Actions	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="50%"/>	Internal Controls	Performance Review & Development Process							
					Health & Safety Management System							
					Maximising Attendance & Employee Wellbeing Policy							
Latest Note	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.											

ID & Title	DAE SRR 006 Under-resourced staff group	Approach	Treat	Status		Managed By	Gordon McNeil	Target Rating	6	Current Rating	6
Description	Reduced capacity to deal with peaks in workload and demands upon the service.										
Potential Effect	Service cannot demonstrate that it is effective, efficient and recognised for excellence.										
Related Actions	DAE SBP 011	Devise and implement an improvement plan based on the 2013 staff survey outcomes.	<input type="text" value="40%"/>	Internal Controls	Performance Review & Development Process						
	DAE SBP 013	Review efficiency and effectiveness of team meetings across DAE	<input type="text" value="70%"/>		People Strategy						
	DAE SBP 002	Prepare a service-wide workforce plan.	<input type="text" value="0%"/>		Maximising Attendance & Employee Wellbeing Policy						
Latest Note	Service Managers monitor work demands upon staff as priority and programmes of work are adjusted accordingly.										

ID & Title	DAE SRR 004 Budget savings not met	Approach	Treat	Status		Managed By	Gordon McNeil	Target Rating	4	Current Rating	4
Description	Do not meet budget savings required and agreed by the Council										
Potential Effect	Do not delivery corporate objectives; revised provision of services and service delivery; increased annual aggregated cuts.										
Related Actions	DAE SBP 001	Monitor and act upon feedback gained from customer surveys	<input type="text" value="10%"/>	Internal Controls	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						
Latest Note	Efficiency savings identified and have been met.										

ID & Title	COU CRR 022 Public Health Emergency	Approach	Tolerate	Status		Managed By		Target Rating	12	Current Rating	16
Description	Significant numbers of Council staff and customers become ill due to the occurrence of a public health emergency, such as a flu pandemic.										
Potential Effect	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.										

Related Actions	DAE SBP 016	Impacts of each new and changed legislative requirement to be fully assessed.	0%	Internal Controls	Business Continuity Plans		
					Pandemic Flu Plan		
					Major Incident Operational Procedures		
Latest Note	Current score updated to 16 on 28-Nov-12, target updated to 16.						

ID & Title	COU CRR 027 Failure to Adapt to Changing Climate	Approach	Tolerate	Status		Managed By		Target Rating	9	Current Rating	9
Description	The Council fails to develop and use sustainable practices and/or does not effectively adapt to an increasingly volatile and turbulent climate.							Likelihood Impact	Likelihood Impact		
Potential Effect	Impacts listed under the closely-linked risk COU CRR 031, showing the immediate issues the Council must manage. It is recommended that longer-term Climate Change be removed from the corporate risk log after this report as a report specific to this area is now regularly provided for the Enterprise & Environment Committee.										
Related Actions				Internal Controls	Sustainability & Climate Change Strategy						
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.										

ID & Title	DAE SRR 002 Legislative requirements	Approach		Status		Managed By	Gordon McNeil	Target Rating	3	Current Rating	6
Description	Failure to respond to new or changes in legislation							Likelihood Impact	Likelihood Impact		
Potential Effect	Lack of understanding of the impact of new legislation and changes to existing legislation; Council priorities and objectives are not met.										
Related Actions	DAE SBP 016	Impacts of each new and changed legislative requirement to be fully assessed.	0%	Internal Controls							
	DAE SBP 006	Review the Local Transport Strategy	40%								
Latest Note	.										

Report to Enterprise and Environment Committee

Date of Meeting: 15 January 2015

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.

2.0 Recommendations

It is recommended that Committee notes the report, while commenting and challenging the activities and performance as appropriate.

3.0 Considerations

- 3.1 The Council's Economic Development team, through its employability service **Clackmannanshire Works**, continues to support local people and businesses through a range of programmes/activities:

European Structural Funds Clackmannanshire Works Programme

- 3.2 The European funded element of the Clackmannanshire Works programme will end on 31 December 2014.
- 3.3 The Council has recently been notified that the potential European Social Fund allocation in the new European programme (2014 - 2020) is £1.34m over 6 years, made up of £1.12m for Employability Pipelines and £0.22m for Poverty and Social Inclusion. The service is working with Scottish Government to develop a programme to be delivered under the new European Social Fund. Details will be provided at a future Enterprise and Environment Committee.
- 3.4 During the gap period between the two programmes the Economic Development service has made contingencies to continue to support local residents and businesses within the resources it has available.

3.5 Progress against targets for the overall Clackmannanshire Works European programme up to 31 October 2014 is shown below.

CLACKS WORKS TARGETS AND PROGRESS 2011-14			
Indicator	Target	Progress to Date	Comments
Number Supported European Social Fund only	1375	1233	Currently projecting a potential shortfall of around 75 participants.
Number Supported Total for entire Structural Funds Programme	-	1797	The European Regional Development Fund programme does not have a target but the total figure shows the significant numbers of additional participants when both programmes are reported.
Into employment European Social Fund only	400	393	Target likely to be met or exceeded slightly.
Into Employment European Regional Development Fund Only	325	425	Target exceeded. Includes 139 participants into self-employment
Into employment Total for entire Structural Funds Programme		562	To add the targets and achievements for both Structural Funds programmes would be misleading as a number of participants could be counted twice. The total figure shows that 562 of the 1797 residents supported through both programmes entered employment or self-employment.
Achieved a Full or Partial Qualification and/or Entered Education or Training - European Social Fund only	629	306	New indicators following redefinition discussion with Scottish Government. Target unlikely to be achieved due to higher numbers entering employment. In addition, a further 147 clients ,who also went into work, achieved a qualification and are not included in the Progress to Date figure of 306 as we can only claim the higher job outcome.
Number of Enterprises Supported - European Regional Development Fund only	215	216	Target exceeded for ERDF. In addition during the same period Economic Development has supported a further 136 enterprises of all sizes.

3.6 It is anticipated that most targets will be met or exceeded, some by a considerable margin, by the end of December 2014. There is likely to be a shortfall of around 75 in the total number of participants supported through the European Social Fund, although 95% of this target has been achieved. Although disappointing, this is still a significant achievement and a reflection of the fact that there have been a higher number of participants needing more intensive and time consuming support than anticipated. The table does not include outcomes for the CTSI project as these are currently being reconciled.

Youth Employment Scotland Fund (YES)

- 3.7 This is Scottish Government and ESF funding which enables all local authorities to offer an employer recruitment incentive to create new jobs for young people. In August, the age criterion for YES was extended from 16 - 24 year olds to 16 - 29 year olds.

As at the end of November, we have supported 103 young people into YES funded jobs out of a target of 115. The percentage of young people sustaining employment on leaving/completing their YES jobs supported jobs is 56%. Those young people who are no longer employed on leaving/completing are able to access Clackmannanshire Works employability support to help them get back into work.

Initially, the focus of YES was to create jobs in the private sector. More recently, however, local authorities were able to use the funding to subsidise new Modern Apprentice opportunities and create fully funded work experience opportunities for vulnerable young people. To date, YES funding has subsidised 5 Modern Apprenticeship opportunities in the Council and provided fully funded work experience opportunities for 18 vulnerable young people across the Council in Land Services, Environment Services, Youth Services, Adult Day Care Services, Facilities Management, Economic Development and Education.

The YES funding is due to finish at the end of December 2014 when the ESF funding ceases, however Scottish Government is proposing to extend the programme to 31 March 2015 for local authorities who could co-finance further placements.

Clackmannanshire Apprenticeship Initiative

- 3.8 The service continues to track the Modern Apprenticeship (MA) achievement rates of this Council funded/Skills Development Scotland funded initiative which has supported the creation of 35 additional MA places in the private sector. As at end of November, 65% of leavers/completers have achieved their MA award with a further 18% achieving part of their SVQ. Eighteen MAs are still working towards their MA awards with 11 due to complete this year and a further 7 due to complete in subsequent years.

Skills Development Scotland (SDS) Funded Programmes

- 3.9 The service has a contract with Skills Development Scotland to deliver 21 **Modern Apprenticeship (MA) places** for 16 - 19 year olds in 2014/15. Up to the end of November, we have recruited 14 MAs and we are on course to deliver the remaining 7 places by the end of March 2015. This is in addition to supporting 21 MAs who started in previous years. Twenty out of the 35 MAs we currently support are employed by the Council and 15 by other employers locally.

Under our other SDS contracted programme, the **Employability Fund**, we have 42 vocational training opportunities for young people and unemployed adults and have filled 29 places to the end of November.

Each year, Economic Development has to bid to Skills Development

Scotland for funding to deliver Modern Apprenticeship and Employability Fund places and we are currently in the process of preparing our bids for 2015/16. Contract awards will be announced sometime in March 2015.

Clackmannanshire Forth Coastal Project

- 3.10 This initiative is aimed at delivering environmental improvements and training and employment opportunities and is fully funded (£230,000) through the Big Lottery with additional match funding of £140,700 from external partners. Having helped host organisations to recruit suitable candidates to the opportunities created through the project, the service is now providing monitoring support to the 12 individuals still in placement to ensure they receive the training agreed as part of their Individual Action Plans.

There is scope within the project budget to create some additional employment and training opportunities and officers are currently in the process of identifying these opportunities.

Community Benefits

- 3.11 The Council uses community benefit clauses to secure apprenticeships and local employment and training opportunities as part of its contracting processes. Through Clackmannanshire Works, the Economic Development service supports Council contractors to fulfill their community benefit commitments whilst providing the service with opportunities for our clients.

Since reporting to the last Enterprise & Environment Committee in September, we have supported 2 contractors to recruit local people. Firstly the LTM Group Ltd, who are undertaking masonry repair works in the Hillfoots Historic Kirkyards and Alva Ice House as part of the Ochils Landscape Partnership initiative, have provided 6 month training opportunities in building conservation for 7 young people which may lead to apprenticeship opportunities. Secondly PH Jones, the contractor for the Council's Central Heating Replacement Framework, took on a Gas Installation and Maintenance Apprentice who was one of our Employability Fund trainees.

From the latest data available, the following table summarises the number of participants, across the various programmes delivered by Clackmannanshire Works, who have entered employment / self-employment, Modern Apprenticeships or Training / Work Experience places.

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 - Oct 2014	Clackmannanshire Works - European Structural Funds	562		447
June 2013 - Nov 2014	Youth Employment Scotland Employer Recruitment Incentive	103		
Jan. 2013 - Nov 2014	Clackmannanshire Apprenticeship Initiative		35	
April 2014 - Nov 2014	Modern Apprentice Programme		35	
April 2014 - Nov 2014	Employability Fund Programme			29
June 2013 - Nov 2014	Clackmannanshire Forth coastal Project	12		
Jan. 12 - Nov 2014	Community Benefits from Council Contracts	27	13	67

3.12 The Economic Development service has also provided support through a number of *other programmes*:

3.13 **Supplier Development Programme (SDP)**

This is a local authority partnership programme established to help small and medium sized enterprises (SMEs) tender for public sector contracts by providing a programme of training and information events. Under the banner of SDP, Economic Development and Procurement Officers in all 3 Forth Valley local authorities organised for the first time a Forth Valley 'Meet The Buyer' event on 6 November, 2014. The event took place in Alloa Town Hall and attracted 90 attendees from businesses across the Forth Valley and beyond.

Over the past year, the SDP has undergone a transformation process which, among other things, has seen the Programme move from Glasgow City Council to its new host council, South Lanarkshire. New Councils and partners have joined the Programme and a new national team has been formed to lead the company forward. The SDP will be introducing a digital events programme to complement its face-to-face events programme which is currently under review.

3.14 **Economic Outcomes Programme**

The Council has recently signed up to the Economic Outcomes Programme: Phase 2 which was originally established in 2012 with funding from the Scottish Government and the Improvement Service to provide a range of practical support, assistance and challenge to Councils and CPPs in achieving the objective of maximising the economic impact of the public sector. The second phase of the Economic Outcomes Programme will look beyond Council services to work with the wider public sector, through the CPPs, in understanding economic footprints and increasing impact.

3.15 **Business, Jobs and Skills Partnership Team (BJSPT)**

The BJSPT of Clackmannanshire Alliance is now working on reviewing its action plan to take account of the priorities set out in the recently completed Local Employability Strategy. A particular focus on strengthening the links between local employees and the Council's Education service is under discussion, so that school leavers have relevant skills. A Business Survey was undertaken, through 'Imagine Alloa' to inform all partners of the needs of local business. Around 100 businesses (25% of those surveyed) responded. The outcomes are somewhat skewed as few larger scale employers and a high percentage of retail businesses responded. However, the findings show that :

- Finance (cash flow and access to funding) is a particular concern.
- Recruitment of skilled staff and lack of marketing skills are the second highest areas of concern.
- Parking concerns in Alloa are noted.
- One third of businesses envisage their property requirements changing within 3 years and 73% intend to remain in Clackmannanshire. For those that would consider moving, the main reasons are road / traffic access, Broadband, Local Authority regulation, lack of skilled workforce /

employment.

- The advantages of being located in Clackmannanshire focus on the Central Scotland location and comparatively low cost rent.
- Suggested improvements to attract businesses to Clackmannanshire are wide and varied, but staff skills training funding / incentives to attract investment, broadband, traffic / parking, rates and government regulations all feature.
- 60% of respondents do not consider that school leavers skills match employers needs, and concern is expressed around the lack of basic communication / interpersonal skills.
- 93% of the businesses that have relocated or expanded in to Clackmannanshire in the last 5 years are happy with the decision.

3.16 Clackmannanshire Business

Tourism is a focus for Clackmannanshire Business this year. The ongoing 'Imagine Alloa' marketing campaign for Clackmannanshire specifically includes a 'Better for Tourism' approach. A Tourism Strategy and Action Plan has been completed and Discover Clackmannanshire is working on delivery of two key events next year - a high profile whisky event in May celebrating the influence of Clackmannanshire on the global whisky industry and a food and drink event in September to tie in with the national 2015 Food and Drink theme.

3.17 Ochil Landscape Partnership

The OLP project has been extended, with the agreement of the Heritage Lottery Fund, to 31st March, 2015. This enables remaining projects to be completed. There is no financial implication to the Council for any additional staffing costs as these will be covered by existing funding for the project. The OLP is reviewing its future delivery model to deliver its operations including charitable organisation status. A Business Plan is being prepared to provide options for future project delivery and this will be completed in February 2015. The Council is the managing authority for the current project. Any future role for the Council from 1st April, 2015 will need to be considered and a report to the Enterprise and Environment Committee will be prepared to advise the future of the OLP and any Council involvement.

4.0 Resource Implications

4.1 *Financial Implications*

4.2 There are no financial implications with this report.

4.3 *Staffing Implications*

4.4 There are no staffing implications with this report.

5.0 Reports

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

6.0 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
- Our communities are more cohesive and inclusive
- People are better skilled, trained and ready for learning and employment
- Our communities are safer
- Vulnerable people and families are supported
- Substance misuse and its effects are reduced
- Health is improving and health inequalities are reducing
- The environment is protected and enhanced for all
- The Council is effective, efficient and recognised for excellence

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

7.0 Equalities Impact

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

Yes No

8.0 Legality

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

9.0 Appendices

9.1 Please list any appendices attached to this report. If there are no appendices, please state "none".

None

10.0 Background Papers

10.1 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
Gordon McNeil	Head of Development & Environment	Extension : 2533

Approved by

NAME	DESIGNATION	SIGNATURE
Gordon McNeil	Head of Development & Environment	Signed: G McNeil
Garry Dallas	Executive Director	Signed: G Dallas

Report to: Enterprise & Environment Committee

Date of Meeting: 15 January 2015

**Subject: Clackmannanshire Local Employability Partnership
Employability Strategy Final Report**

Report by: Head of Development & Environment

1.0 Purpose

- 1.1. The purpose of this report is to provide an overview of the Clackmannanshire Local Employability Partnership (LEP) Employability Strategy Report. The report highlights that for employment to continue progressing and deliver positive outcomes, a change in strategic direction is required or performance will start to decline.
- 1.2. The report also details the current labour market statistics for Clackmannanshire in Appendix B, to provide context detailing current employment within the Local Authority area.

2.0 Recommendations

It is recommended that Committee:

- 2.1. Note the production of the Clackmannanshire LEP Employability Strategy 2014 Report;
- 2.2. Note the Council as a key local employment partner will take forward a series of actions set out in the employability strategy to support and contribute towards the delivery of positive employment outcomes and that the future direction of Clackmannanshire Works will be realigned to reflect these priorities.
- 2.3. Agree the 2 key priority programmes for the Council to deliver under the employment strategy, subject to Council approval would be :
 - (i) the expansion of a modern apprenticeship programme within the Council, employing 16-24 year olds throughout Council services.
 - (ii) to build on the positive destination programme for our school leavers, to increase the number of school leavers moving and sustaining positive employment, study and career destinations.

- (iii) note a further report detailing the proposed activity outcomes and objectives to deliver the 2 key programmes set out in 2.3 above will be brought back to a future E& E Committee.

3.0 Considerations

Background

- 3.1. The Clackmannanshire LEP recently commissioned Rocket Science (with Blake Stevenson) to produce a new Employability Strategy for Clackmannanshire for the period 2014 - 2017, building on the achievements of the last strategy which was produced in 2010.
- 3.2. During the course of developing the strategy a wide range of stakeholders were spoken with whose views have influenced the shape of the strategy. In addition, the workshops were facilitated with members of the Business Jobs & Skills Partnership, the Opportunities for All Partnership and the LEP to share with them early findings and explore options for going forward.

Main Findings

- 3.3 From analysis of the economic, employment and unemployment trends, exploration of the wider Scottish and UK policy context for the strategy, and review of the performance of employability services and programmes since 2008, a number of significant issues and trends were identified.

The main findings are :

- Clackmannanshire has made exceptional progress in terms of regeneration and improving transport links. However, the recession has had a particularly significant impact on the economy and jobs in Clackmannanshire and has opened up a gap with the Forth Valley and Scottish levels of unemployment. ***Without greater investment in employability or a significant change in what is being done (or both), there is little to indicate that these trends can be reversed.***
- There is a ***shortage of local jobs*** for those seeking work in Clackmannanshire and this gap is growing.
- The scale and depth of the problem ***requires a sustained strategic response of scale across Council departments and partners*** in order to make the kind of impact that is needed.
- This needs to be accompanied by ***even closer working relationships between the employability service and employers*** with a sustained focus on understanding the current and emerging skill and recruitment needs of businesses and ensuring the match between these requirements and the skills, attitudes and behaviours of candidates is assured.
- The small scale of the population means that it is possible to make a significant impact on the problem with a ***focused effort on priority groups***. For example, if a small increase of school leavers last year had

achieved positive outcomes, Clackmannanshire would move from bottom quartile to the top quartile in the list of Local Authorities in terms of positive outcomes achieved by school leavers.

- There is consensus among partners that a priority remains on action to help **young people** find fulfilling and sustainable work. The publication of the Wood Commission Final Report, "Developing Scotland's Young Workforce", provides a clear focus for taking forward an approach on school/work transition and there are areas which the LEP could take a lead on.
- The difference between the current numbers of Modern Apprentices and the number that would be justified by Clackmannanshire's share of youth unemployment is locally significant and **there should be a sustained effort to increase the number of young people in Clackmannanshire moving to Modern Apprenticeships.**
- Clackmannanshire Works is a significant and well-appreciated part of the employability landscape of support. It is important that it feels confident it is **devoting time and effort to those clients to whom it can make the most difference** in order to maximise its impact.
- The performance of the **Work Programme** is not significantly worse than in many other areas of Scotland but 81% of the people entering the programme complete the programme two years later no closer to work - and many will be further away with perished skills and damaged confidence.
- Since most businesses in Clackmannanshire are **micro-businesses** (ie employ fewer than 10 people) there is a need to ensure appropriate support is in place to help them grow through recruitment.

Proposed Workstreams

3.4 Based on the above findings, 4 workstreams have been developed :

1. **Driving the strategic focus** - the aim of this workstream is to build on the partners' recognition of the scale of the issue and the depth of the problem and reinforce the importance of cross Council and cross agency working. This will have a particular focus on young people and those who are long-term unemployed or at risk of long-term unemployment. The main task will be to fully realise the potential employability role of all front line staff who engage with clients who are unemployed.
2. **Working at a wider scale** - there is a significant local jobs gap and many young people and others seeking work will need to widen their job search area and even move away (temporarily or permanently) if they are to gain fulfilling work.
3. **Placing employability firmly in the context of business growth** - the employability service in Clackmannanshire will best help its clients by developing an even stronger focus on the needs of employers and

wherever possible ensuring that businesses get the recruits they need, when they need them.

- 4. *Enhancing and managing performance*** - how to get improved performance out of existing service provision and resources - and how to actively manage this performance. One of the issues here is how to focus resources on those clients for whom support can make the most difference and ensuring that there is collaborative effort across services around those clients furthest from work.

Priority Groups

3.5 From the analysis of scale and need, the consultants identify five priority client groups which they suggest we should focus and align support around:

- Young People to minimise the number becoming unemployed.
- Those less than 12 months unemployed who are vulnerable to long-term unemployment.
- Those for whom work is a realistic medium or long-term objective but require a complex array of support to get there.
- Those on Work Programme who need additional support, or emerging from the Work Programme still unemployed.
- Tenants of the Council who are most affected by changes to Welfare Reform.

3.6 A draft action plan, to be developed further into a forward plan is shown in Appendix A of this report.

Implications for the Council

3.7 The employability strategy report has potentially wide ramifications for the Council. The Council will seek to support as many key activity areas set out in the Employability Strategy Action Plan as it can, to deliver positive employability outcomes. In particular, the Council will focus resource on the delivery of 2 key programmes : the increased delivery of a modern apprenticeship programme within the Council, for 16-24 years olds in a range of apprenticeships and a positive and sustained destination programme to take forward positive destinations for school leavers taking account of the recently published Wood Commission Report.

4.0 Financial Details

4.1 Subject to Committee supporting the Employability Strategy, in particular the Council focussing on developing two key programmes of modern apprenticeships and positive destinations for school leavers, the financial implications will be set out in a future paper to Council & Enterprise and Environment Committee Yes

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

5.0 Staffing

5.1 *There are no staffing implications with this 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
- Our communities are more cohesive and inclusive
- People are better skilled, trained and ready for learning and employment
- Our communities are safer
- Vulnerable people and families are supported
- Substance misuse and its effects are reduced
- Health is improving and health inequalities are reducing
- The environment is protected and enhanced for all
- The Council is effective, efficient and recognised for excellence

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

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 Please list any appendices attached to this report. If there are no appendices, please state "none".

Appendix A : Draft Employability Action Plan

Appendix B : Labour Market Update

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
Jane Adamson	Policy Officer	Extension : 2196

Approved by

NAME	DESIGNATION	SIGNATURE
Gordon McNeil	Head of Development & Environment	Signed: G McNeil
Garry Dallas	Executive Director	Signed: G Dallas

Appendix A

Workstream 1: Driving the strategic approach

The aim of this workstream is to build on the partners' recognition of the scale of the issue and the depth of the problem and reinforce the importance of cross Council and cross agency working. This will have a particular focus on young people and those who are long term unemployed or at risk of LTU. The main component will be fully to realise the potential employability role of all front line staff who engage with clients who are unemployed.

Rationale for theme	Actions	Priority client groups
<ul style="list-style-type: none"> Scale and significance of unemployment in Clackmannanshire Worsening position of the area relative to other areas and Scotland as a whole Significance of unemployment as a key influence on mental and physical ill-health and a driver of demands on a range of services 	<ul style="list-style-type: none"> Creating programme of joint staff development and networking for all those front line staff who engage with clients who are unemployed. Production of support materials including service guide to help accurate and timely referrals. 	Those facing multiple issues in making progress to work
	<ul style="list-style-type: none"> Carry out an employability audit to ensure that all organisations and services are achieving their potential to make an impact on unemployment. 	Enhancing support for all those seeking work
	<ul style="list-style-type: none"> Joining up support to help young people pursue successful school work transitions. 	Young people on school-work transition
Links to SoA Short Term Outcomes <ul style="list-style-type: none"> Improve attainment and aspirations for young people leaving our schools More residents say that public services in Clackmannanshire work well together 		

Action	Timescale	Suggested Lead	Output
1.1 Carry out cost benefit analysis of helping those furthest from work make progress into work. To be used in guiding Council invest-to-save approaches.	By March 2015	CC Finance and Corporate Services	<ul style="list-style-type: none"> Analysis of total service costs of supporting families with complex needs and comparison with cost of high quality employability support
1.2 Ensure all relevant front line staff are clear about the role they can play in the employability agenda and understand how to fulfil this role	By June 2015	CC Economic Development with SDS and DWP	<ul style="list-style-type: none"> Initial multi-service workshops to cover all front line staff working with priority clients. Review of assessment procedures to ensure that assessments contain all necessary information for identification of employability support needs

1.3 Produce guide to services to help front line staff refer quickly and accurately. This should build on SkillsMap.	By June 2015	FVC	<ul style="list-style-type: none"> • Clear identification of services by client need and stage. Online resource allowing regular updating.
1.4 Carry out audit of Council services to compare current action against best practice in maximising impact on employability	By June 2015	CC Economic Development	<ul style="list-style-type: none"> • Comparison of all services with good practice (eg Houghton Report) and identification of action to tackle largest gaps.
1.5 Develop multi-agency working pattern around priority clients furthest from work, starting with scoping options	By June 2015	CC Integrated Mental Health Services with NHS and CTSI	<ul style="list-style-type: none"> • Agreed 'account management' and • referral model to promote effective • progression to work
1.6 Expand Alliance Membership	By March 2015	CC Performance and Partnership Support	<ul style="list-style-type: none"> • Inducting DWP and SDS as Alliance members at appropriate level of seniority

Developing Scotland's Young Workforce

Recommendation	Role for LEP	Suggested Lead
22: Procurement and supply chain policies in both the public and private sectors should be applied to encourage more employers to support the development of Scotland's young workforce.	<i>Role:</i> Review current procurement and supply chains to identify opportunities to enhance opportunities and training for young people	LEP
23: Public sector employers should be encouraged by the Scottish Government and local authorities to be exemplars in a national Invest In Youth Policy and this should be explicitly reflected in their published corporate plans.	<i>Role:</i> Reviewing current corporate plans to identify further opportunities to provide jobs, work experience and training to help young people gain sustainable work.	LEP

Workstream 2: Working at a wider scale. There is a significant local jobs gap and many young people and others seeking work will need to widen their job search area and even move away (temporarily or permanently) if they are to gain fulfilling work.

Rationale for theme	Actions	Priority client groups
<ul style="list-style-type: none"> Limited number of jobs in Clackmannanshire and range of work available within a reasonable job search area 	<ul style="list-style-type: none"> Helping young people broaden their horizons and gain the skills and resilience needed to work elsewhere or to travel out of the area for work. 	Young people at school and College
	<ul style="list-style-type: none"> Providing labour market intelligence for a much wider geographical area than Clackmannanshire. 	Pupils, teachers, parents, training providers
	<ul style="list-style-type: none"> Helping clients overcome perceived and actual barriers involved in travelling to work outside the area or moving elsewhere. 	All those seeking work – particularly those resistant to travelling
Links to SoA Short Term Outcomes <ul style="list-style-type: none"> Support local people to take up jobs both locally and in neighbouring areas. 		

Action	Timescale	Suggested Lead	Output
2.1 Create information on current and emerging jobs and where they are for pupils, teachers and parents, as well as others seeking work	By April 2015	SDS	<ul style="list-style-type: none"> Regular information appealing to pupils, teachers and parents and used for careers advice and guidance and curriculum content
2.2 Building into curriculum opportunities to explore issues about working and living away from home area	By April 2015	CC Education/ NHSFV	<ul style="list-style-type: none"> Agreed modules and place in Curriculum for Excellence
2.3 Working with groups of pupils in 3 local secondary schools to identify perceptions around barriers to commuting outside area and living away and identify skills and information needs for living away from home	By April 2015	CC Education	<ul style="list-style-type: none"> Insights to inform parents and teachers and design of appropriate support for young people seeking work
2.4 Working with Stirling Council to support employability advice and support service in Stirling for Clackmannanshire residents	By Apr 2015	CW	<ul style="list-style-type: none"> Helping residents become familiar with travel to work

2.5 Produce, promote and distribute travel to work guide for young people and others seeking work	By June 2015	CC Economic Development	<ul style="list-style-type: none"> • Clear and accessible information on travel times and costs within the main travel to work areas for residents
2.6 Carry out pilot for accompanied journeys to work	By Apr 2015	CC Economic Development/Third Sector providers	<ul style="list-style-type: none"> • Developing system of 'first time company' for those making visit to Stirling service

Workstream 3: Placing employability in the context of business growth. The ‘employability service’ in Clackmannanshire will best help its clients by developing an even stronger focus on the needs of employers and wherever possible ensuring that businesses get the recruits they need, when they need them.

Rationale for theme	Actions	Priority client groups
<ul style="list-style-type: none"> Shortage of local jobs means that it is important to maximise local job growth (particularly among micro- businesses) Businesses need to be confident that recruits are available and will meet their needs The partners need to be confident that any client being recommended to an employer will be an effective ambassador for others seeking work. 	<ul style="list-style-type: none"> Ensuring that all those working with businesses are identifying recruitment and skills needs and opportunities. Using these insights to identify key trends in skill requirements and selection procedures. 	Training and support providers
	<ul style="list-style-type: none"> Creating a ‘Final Step’ service which will help work ready clients prepare for selection procedures and the first weeks in work. 	Clients who are ‘work ready’ and need to be ‘job ready’
	<ul style="list-style-type: none"> Co-designing bespoke training approaches with larger employers or groups of employers. 	Businesses seeking recruits Work ready clients
Links to SoA Short Term Outcomes <ul style="list-style-type: none"> Attract new jobs and business to Clackmannanshire Support the growth of the existing business base in Clackmannanshire - particularly in developing growth sectors. Improve pipeline between local employers and schools and FV College. 		

Action	Timescale	Suggested Lead	Output
3.1 Organise and implement initial workshop with all those working with businesses	By May 2015	BJSP	<ul style="list-style-type: none"> Summary of current and emerging trends and issues around skills and recruitment
3.2 Organise and implement annual follow up workshops to identify emerging issues and trends	Dec 2015	BJSP	<ul style="list-style-type: none"> Updated summary of current and emerging trends and issues around skills and recruitment
3.3 Produce synthesis of existing information on current labour market requirements	By Mar 2015 (to include RSA information as well as SDS)	FVC	<ul style="list-style-type: none"> Clear and accessible guide to job opportunities, and current and emerging trends

3.4 Design and fund service providing candidates with 'final step' in terms of specific job readiness, experience of recruitment processes and how to survive first weeks in work	By Sept 2015	CC Economic Development with SDS and DWP	<ul style="list-style-type: none"> Candidates who can be confidently presented to employers able to both get a job and do a job, and acting as ambassadors for other unemployed candidates
3.5 Co-design (by service/training provider and employer/s) development and training routes to meet specific needs of employers requiring similar needs (eg retail, construction) and multi-tasking in micro-businesses	By Dec 2014	BJSP	<ul style="list-style-type: none"> Candidates who meet specific needs of employers and can contribute from their first day
3.6 Make further steps towards a single point of contact for businesses by refining the 'no wrong door' approach.	By Dec 2014	DWP	<ul style="list-style-type: none"> Building on work to date by Employer Engagement sub-group to ensure that there is an obvious point of contact for employers seeking candidates
3.7 Strengthen micro-business support <i>Indicator:</i> Helping 50 micro-businesses a year to add one job	By April 2015	BJSP/C eteris	<ul style="list-style-type: none"> Integrated package of support targeting 1,900 micro-businesses: <ul style="list-style-type: none"> Business Gateway advice on growth Specialist HR support on job role, contract, systems Contribution to wages for up to 6 months where this will make a difference All presented candidates through 'final step' service
3.8 Enhance the number of Modern Apprenticeships <i>Indicator:</i> Increasing the number of young people in Clackmannanshire gaining a Modern Apprenticeship by 50 - 75 pa.	By April 2015	BJSP	<ul style="list-style-type: none"> Working with employers to identify additional MA opportunities with the objective of matching investment to scale of youth unemployment. This may involve working with employers in Stirling.
3.9 Making best use of national approaches in terms of paid work placements	By April 2015	DWP with FVC	<ul style="list-style-type: none"> Promotion of graduate work placement opportunities (eg SFC/Talent Scotland etc)

Developing Scotland's Young Workforce

Recommendation	Role for LEP	Suggested Lead
8: Development of Modern Apprenticeship access processes and progression pathways should be prioritised.	<i>Role:</i> Ensuring that there are clear pathways from school to MAs and a high awareness among pupils and parents of the MA option.	LEP through Employer Engagement Sub-group
10: If employers can be encouraged to offer significantly more good quality apprenticeships, the Scottish Government should consider a carefully managed expansion of the annual number of Modern Apprenticeship starts.	<i>Role:</i> Promoting the value of offering good quality apprenticeships and attracting additional MA funding.	LEP through Employer Engagement Sub-group
11: Employability must be a key focus within Education Scotland's work	<i>Role:</i> Supporting the work of Education Scotland locally in terms of	LEP through Employer

to support and quality assure the delivery of education. To support this, Education Scotland must work more closely with business organisations and their members to ensure that their work is underpinned by an understanding of industry's needs and expectations.	engaging with the local business community and understanding their needs. The recommended work on creating accurate and up to date insights into employer requirements and recruitment processes will feed into this.	Engagement Sub-group
14: The Scottish Government should support the creation of regional industry-led Invest in Youth groups across Scotland to provide leadership and a single point of contact and support to facilitate engagement between employers and education.	Contributing to the creation of appropriate regional and sub-regional (Clackmannanshire) employer groupings.	LEP through Employer Engagement Sub-group
15: Businesses across Scotland should be encouraged and supported to enter into 3-5 year partnerships with secondary schools. Every secondary school in Scotland and its feeder primaries should be supported by at least one business in a long- term partnership.	<i>Role:</i> Contributing to the creation of appropriate employer-school relationships in Clackmannanshire.	LEP through Employer Engagement Sub-group
17: Employers and national industry sector groups should form partnerships with regional colleges to ensure course content is industry relevant and full advantage is taken of work based learning and employment opportunities.	<i>Role:</i> Contributing to the creation of strong working relationships between local employers and Forth Valley College.	LEP through Employer Engagement Sub-group.
18: In the development of future industry Skills Investment Plans and Regional Skills Assessments, and in the updating of existing plans, there should be a specific focus on youth employment and the development of vocational pathways starting in the senior phase.	<i>Role:</i> The recommended work on creating accurate and up to date insights into employer requirements and recruitment processes will be an important contribution to this.	LEP
20: A small business Modern Apprenticeship recruitment incentive package should be developed to equip and support smaller and micro businesses to recruit and train more young people.	<i>Role:</i> Further enhancing the current HR support for micro-businesses and promote quality MAs as part of this	LEP
24: Growth businesses and Inward Investment companies in receipt of public funding should be encouraged and supported to employ young people.	<i>Role:</i> Ensuring that the opportunities for young people created by growth businesses and inward investment are fully realised.	LEP
25: Financial recruitment incentives should be re-examined and carefully targeted to achieve the most benefit in providing sustainable employment for young people.	<i>Role:</i> The strategy has identified a broader range of priority groups. The LEP's focus will be on ensuring that local employers are able to gain recruits with the skills they need (eg through co-designed training prior to recruitment) with recruitment incentives a discretionary part of a wider package of support to help micro-businesses recruit.	LEP

Workstream 4: Enhancing and managing performance – ie how to get improved performance out of existing service provision and resources – and how to actively manage this performance. The three main focuses for this workstream are: Identifying and working with priority clients – and in particular those for whom support can make the biggest difference; putting in place effective progress support; and actively managing the performance of the employability service as a whole in terms of focus, service design and outcome.

Rationale for theme	Actions	Priority client groups
<ul style="list-style-type: none"> The LEP needs to be able to describe performance in order to manage it Local services need to feel confident they are focusing their service on those for whom it makes the most difference. 	Creating simple structure for describing and monitoring performance over time which will allow identification of areas for improvement. Prioritisation of clients who most need support to gain work.	Those at risk of long term unemployment. Clients with multiple support needs.
Links to SoA Short Term Outcomes <ul style="list-style-type: none"> Improve attainment and aspirations for young people leaving our schools Development of the third sector as a key route to employment. 		

Action	Timescale	Suggested Lead	Output
Action to support priority client groups:			
4.1 Pupils at risk of entering MCMC group Indicator: Ensuring all those leaving school move onto training, work experience or a job	Annually at S3/4	CC Education	Pupils receive bespoke and sustained support through school/training/work transition
4.2 Short term unemployed people at greatest risk of becoming long term Indicator: Ensuring support is focused on those at risk of long term unemployment – contributing to reduction of 50% in those reaching long term unemployment	Pilot by Dec 2014, drawing on DWP research	DWP and CC Economic Development	Intensive support at early stage
4.3 Those who are 6 months unemployed who are at risk of entering Work Programme Indicator: Reducing the numbers reaching long term unemployment (12 months – or 9 months for those under 24) by 50%	Pilot by Dec 2014, drawing on DWP research and	DWP and CC Economic Development	Intensive support

4.4 Those on Work Programme who are unlikely to get the help they need <i>Indicator: Reducing WP failure rate to 75%</i>	Drawing on Working Links/Ingeus	DWP	Intensive support
4.5 Those emerging from 2 years on Work Programme without a job <i>Indicator: Helping 5 per month to move onto a job or training</i>		DWP and CC Economic Development	Intensive support
4.6 Those in CC housing who will be most affected by Welfare Reform <i>Indicator: Working with 50 households and helping 25 people into work</i>	By Dec 2014	CC Housing	Joined up support from range of services to help household members move towards and into work
4.7 Develop systems map by including known client flows and outcomes and identifying areas for improvement	By Mar 2014	LEP to agree	Tool for understanding performance, identifying areas for action and testing response
4.8 Provide intensive support for those emerging from Work Programme	By March 2015	DWP/JCP	HtW a high quality programme providing support that works. Supplemented by other tried and tested support
4.9 Produce of 'quick read' version of strategy and wide dissemination, with invitation for those who feel they can contribute to its tasks and objectives to get in touch	By end Nov 2014	CC Economic Development	Widely disseminated quick read version of strategy Full awareness of those that can make a contribution
4.10 Carry out regular review of strategy to refine and develop in the light of experience and performance, including structured feedback from stakeholders	Annually	CC Economic Development and LEP	Ensures that strategy is always relevant and takes account of current and emerging issues and demands
4.11a Work with CTSI to clarify role and ensuring that potential role of local Third Sector fully realised	By end Dec 2014	CC Performance and Partnership Support/CTSI	Range of funded programmes targeting priority clients which draw on third sector skills and experience, especially for those at Stages 1 and 2
4.11b Mapping of third sector provision by client group, function and area, including current service scale and performance	By April 2015	CTSI	Comprehensive description of third sector employability provision
4.12 Explore opportunities provided by Career Academies for Clackmannanshire schools	By Apr 2015	CC Education	Tried and tested way of supporting school – employer relationships

Developing Scotland's Young Workforce

Recommendation	Role for LEP	Suggested Lead
<p>2: A focus on preparing all young people for employment should form a core element of the implementation of Curriculum for Excellence with appropriate resource dedicated to achieve this. In particular local authorities, Skills Development Scotland and employer representative organisations should work together to develop a more comprehensive standard for careers guidance which would reflect the involvement of employers and their role and input.</p>	<p><i>Role:</i> LEP to ensure an accurate, up to date and highly accessible and appealing source of intelligence and insight about labour market opportunities.</p>	<p>LEP</p>
<p>13: Support for young people at risk of disengaging from education and for those who have already done so should focus on early intervention and wide ranging, sustained support. This should relate to labour market demand and should be focused on helping young people engage on the labour market relevant pathways that we have highlighted.</p>	<p><i>Role:</i> Ensuring that there are progressive and supported school-work transitions in place that start at an appropriate age and involve training and experiences related to available labour market opportunities. The recommended work on creating accurate and up to date insights into employer requirements and recruitment processes will feed into this.</p>	<p>LEP through Employer Engagement Sub-group</p>

APPENDIX B - Labour Market Update

1.0 Background

- 1.1 This Appendix report provides an overview of the local labour market and current Job Seeker's Allowance (JSA) claimant figures and the latest performance statistics for Clackmannanshire.
- 1.2 Clackmannanshire showed a significant increase in unemployment as a result of the economic downturn. In particular in 2011-2012 this level of unemployment increased relative to the Scottish and UK employment position.

2.0 Labour Market Statistics

- 2.1 Clackmannanshire's overall JSA figure for October 2014 is 1,125 claimants. This represents a decrease of 26.9% (from 1,538) compared to the same time last year. In line with the Scottish rate the proportion of the population claiming JSA has fallen faster (by 1.2 percentage points) than in Great Britain as a whole. Clackmannanshire's JSA rate is still higher than Scottish average of 2.4% and 2.1% for Great Britain. (Appendix, Tables A-D, p.10.) Across Clackmannanshire rates vary widely by ward from Dollar & Muckhart at 0.6% to Alloa Mar at 9.7% (Appendix, Fig 6, p.9).
- 2.2 The proportion of working age population in employment has increased to 66.3% an increase of 1.9 percentage points over the last year. This increase is higher than in the Scottish and Great Britain figure of 1.3 percentage points. The Scottish average stands at 72.0% and Great Britain at 72.1%. Clackmannanshire still has a gap to close to obtain the Scottish average. (Appendix, Fig. 1)
- 2.3 After peaking at 15.3% in August 2012 unemployment in the 18 to 24 age group has seen a substantial decrease and now stands at 7.5% in Clackmannanshire at October 2014. For Scotland it is 3.8% and Great Britain 3.5%. The rate of unemployment for 18-24 year olds in Clackmannanshire has reduced by a slightly higher proportion than in Scotland as a whole over the last year.
- 2.4 The number of self employed in Clackmannanshire has remained constant over the last year at 2400, this represents a self employment rate of 6.8%, this compares to a Scottish average self employment rate of 7.9% (Appendix, Fig. 3)
- 2.5 Clackmannanshire has been the poorest performing authority for the rate of young people aged 16-19 not in employment, education and training (NEET). Over the last year the number of NEET has dropped by 2% from 13.9% to 11.9%. The gap between the Clackmannanshire rate and the Scottish average has reduced slightly. Reliable comparative data for the rest of the UK is not available. (Appendix, Fig. 11)

3.0 Key Facts - Labour Demand

- 3.1 Clackmannanshire's business base is dominated by micro-businesses (0-9 employees). 1,045 of the 1,315 businesses (VAT traders and PAYE

employers) are micro-businesses. The LEP strategy estimates that if businesses not registered for VAT are added the number of micro-businesses could be as high as 1,935.

The LEP strategy also suggests future vacancies are likely to require the skills of distinctive local industries (bottling, brewing etc) or as replacement for the natural loss of skills in all occupational areas through, for example, retirement.

Clackmannanshire has a low job density. It has roughly 4.1 jobs for every 10 residents of working age compared to 5.8 in Falkirk, 7.1 in Stirling and 6.9 in Scotland. Residents looking for work need to have as broad a view of their job search area as their circumstances allow. The LEP strategy points to the significant transport improvements over the last 10 years. It shows, using data from the 2011 Census, that large proportions of employed residents already work outwith the County; 52.4% of women and 60.0% of men.

The recent publication of the Regional Skills Assessment has provided a analysis of the labour market across Forth Valley. It shows that a majority of employers in Forth Valley, 61%, are happy with the standard of recruits from the Scottish education system, compared to 65% for Scotland. Where there was criticism it was mainly around core employability skills and attitudes to work. The highest incidences of skill gaps in Forth Valley are amongst those employed in caring, leisure, sales and customer service occupations.

Clackmannanshire Labour Market Information, November 2014

Labour Supply

1. Employment

The proportion of working age population in employment has increased to 66.3% an increase of 1.9 percentage points over the last year. This increase is higher than in the Scottish and Great Britain figure of 1.3 percentage points. The Scottish average stands at 72.0% and Great Britain at 72.1%. Clackmannanshire still has a gap to close to obtain the Scottish average. (Appendix, Fig. 1). The data suggests a large increase in employment rates during 2010 but it is hard to reconcile this against other data such as that regarding unemployment.

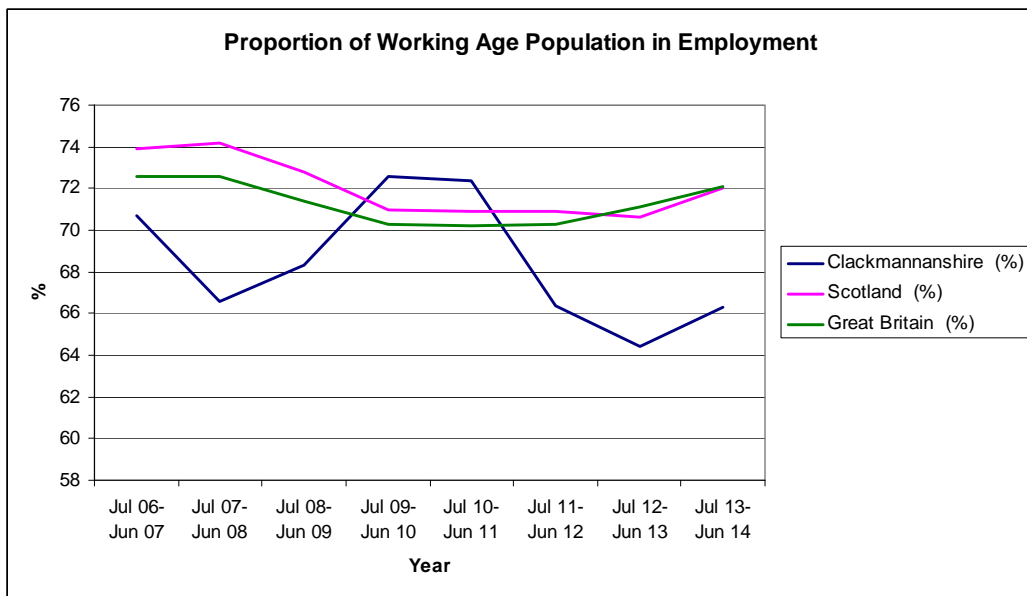


Fig 1: Employment rates for Clackmannanshire, Scotland and Great Britain

Of those in employment the number of self-employed has grown in recent years. The rate of self-employment has however been lower than Scotland and Great Britain and also been more changeable over time.

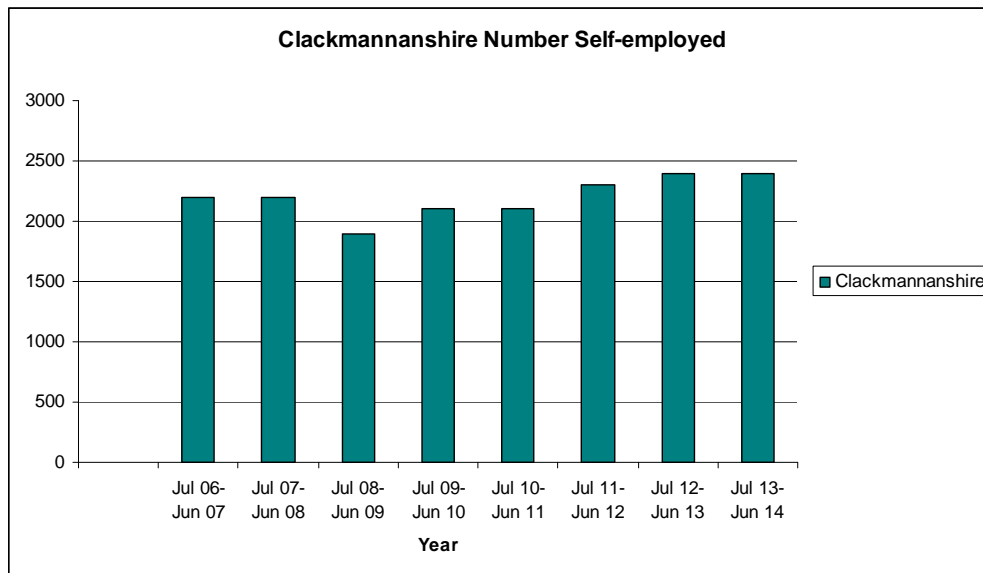


Fig 2: Number self-employed in Clackmannanshire.

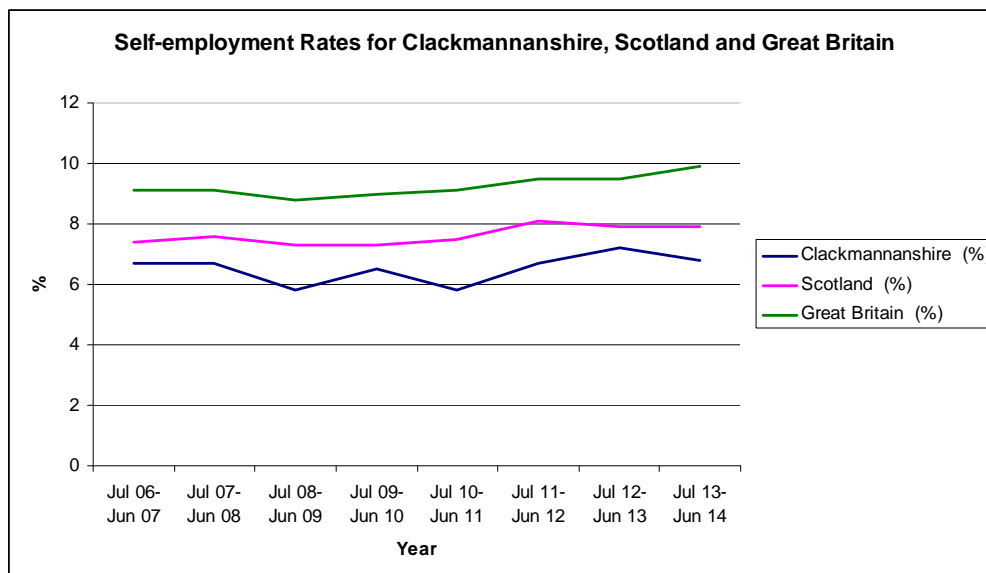


Fig 3: Self-employment rates for Clackmannanshire, Scotland and Great Britain.

2. Unemployment

Clackmannanshire showed a significant increase in Model Based Unemployment figures as a result of the economic downturn. This began to decline last year but is still significantly higher than its lowest figure in 2007.

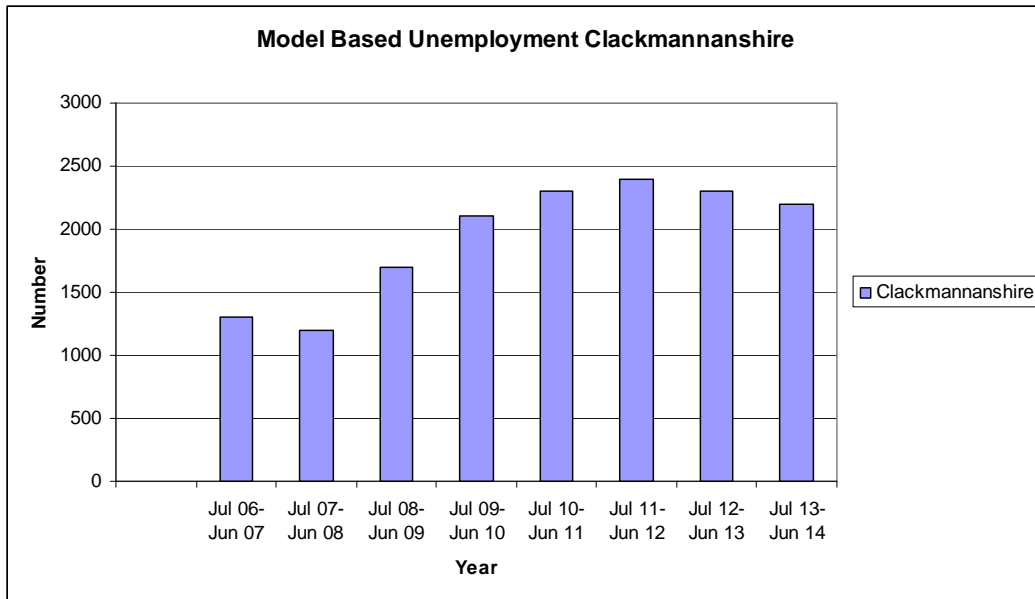


Fig 4: Model based unemployment¹ in Clackmannanshire

In comparison with Scotland and Great Britain Clackmannanshire has performed relatively worse. In particular the performance gap widened around 2011 and, despite drops in numbers, this gap is not narrowing (fig 5).

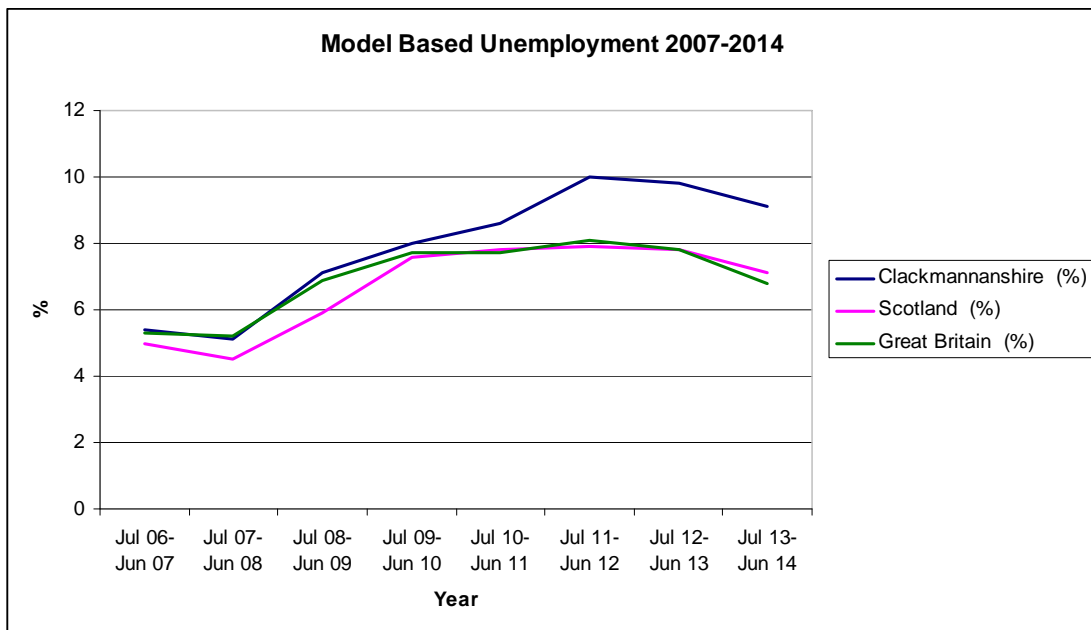


Fig 5: Model based unemployment rates for Clackmannanshire, Scotland and Great Britain

JSA Claimant Rates Across Clackmannanshire

Clackmannanshire's overall JSA figure for October 2014 is 1,125 claimants. This represents a decrease of 26.9% (from 1,538) compared to the same time last year. In line with the Scottish rate the proportion of the population claiming JSA has fallen slightly faster (by 1.2 percentage points) than in Great Britain as a whole. Clackmannanshire's JSA rate is still higher than Scottish average of 2.4% and 2.1% for Great Britain.

Across Clackmannanshire however rates vary widely by ward showing greatest concentrations in Alloa and Tullibody (Fig 6).

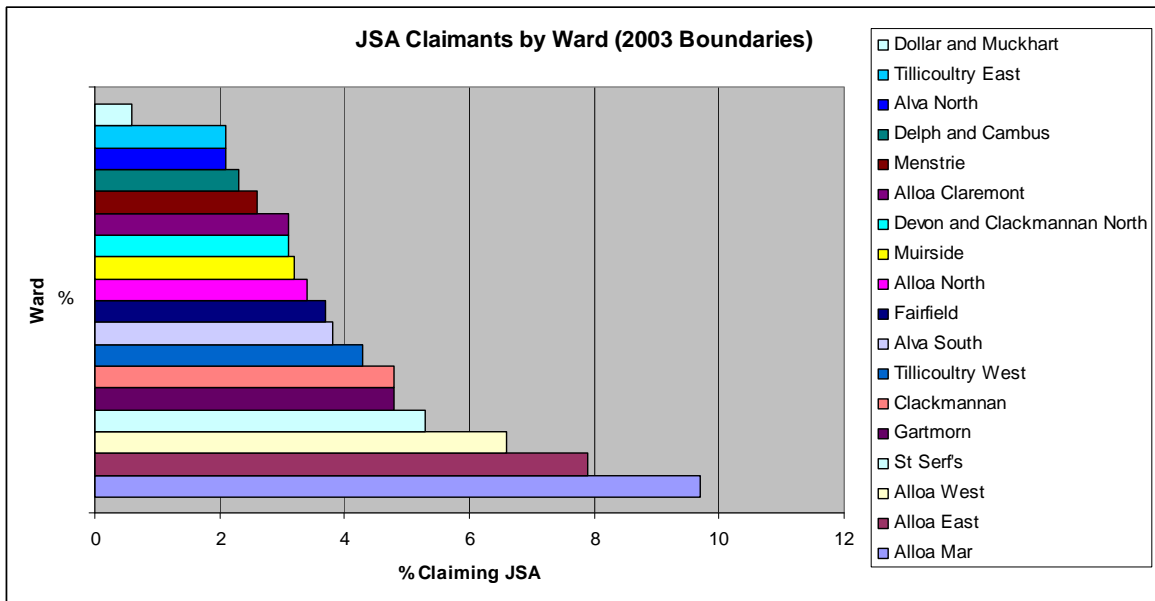


Fig 6: JSA Claimants by Ward, August 2014 (latest data available).

JSA Claimant Rates by Age and Duration

Data on the age and duration of those on Job Seekers Allowance shows significant improvement for most age groups. Overall the number of JSA claimants has reduced by over a quarter in the past year (26.9%). For young people aged 18-24 this is even higher at 33.0%. Although a causal link cannot be made this would suggest the investment in young people through national programmes such as the YES Fund and local programmes such as the Clackmannanshire Apprenticeship Initiative has had a positive impact. Rates remain however generally higher than the Scottish and Great Britain averages and this is still, in particular, true for young people. See tables A-D below for data. Data for October 2013 is shown in brackets for comparison.

ALL CLAIMANTS	Clackmannanshire (number)	Clackmannanshire (%)	Scotland (%)	Great Britain (%)
Total	1,125 (1,538)	3.4 (4.6)	2.4 (3.2)	2.1 (3.0)
Up to 6 months	630 (800)	1.9 (2.4)	1.4 (1.7)	1.2 (1.6)
Over 6 and up to 12 months	140 (225)	0.4 (0.7)	0.3 (0.5)	0.3 (0.5)
Over 12 months	355 (505)	1.1 (1.5)	0.7 (1.0)	0.6 (0.9)

Table A: Total JSA Claimants as at October 2014 (and October 2013).

AGED 18 -24	Clackmannanshire (number)	Clackmannanshire (%)	Scotland (%)	Great Britain (%)
Total	305 (455)	7.5 (11.2)	3.8 (5.6)	3.5 (5.5)
Up to 6 months	200 (265)	4.9 (6.5)	2.8 (3.7)	2.5 (3.6)
Over 6 and up to 12 months	40 (55)	1.0 (1.3)	0.5 (0.8)	0.4 (0.8)
Over 12 months	65 (135)	1.6 (3.3)	0.5 (1.1)	0.5 (1.1)

Table B: JSA Claimants aged 18 to 24 as at October 2014 (and October 2013)..

AGED 25-49	Clackmannanshire (number)	Clackmannanshire (%)	Scotland (%)	Great Britain (%)
Total	630 (855)	3.7 (5.0)	2.6 (3.5)	2.2 (3.2)
Up to 6 months	325 (430)	1.9 (2.5)	1.4 (1.7)	1.2 (1.6)
Over 6 and up to 12 months	85 (140)	0.5 (0.8)	0.4 (0.6)	0.3 (0.6)
Over 12 months	220 (280)	1.3 (1.7)	0.8 (1.2)	0.7 (1.1)

Table C: JSA Claimants by aged 25-49 as at October 2014 (and October 2013)..

AGED 50-64	Clackmannanshire (number)	Clackmannanshire (%)	Scotland (%)	Great Britain (%)
Total	180 (215)	1.7 (2.0)	1.6 (1.9)	1.5 (1.9)
Up to 6 months	95 (95)	0.9 (0.9)	0.8 (0.9)	0.6 (0.8)
Over 6 and up to 12 months	15 (30)	0.1 (0.3)	0.2 (0.3)	0.2 (0.3)
Over 12 months	70 (90)	0.7 (0.8)	0.6 (0.8)	0.6 (0.8)

Table D: JSA Claimants by aged 50-64 as at October 2014 (and October 2013)..

Over recent years young people locally have been particularly affected by the recession when compared with Scottish & Great Britain averages. Whilst these figures have recovered to a degree they have not recovered as well as elsewhere (Fig 8).

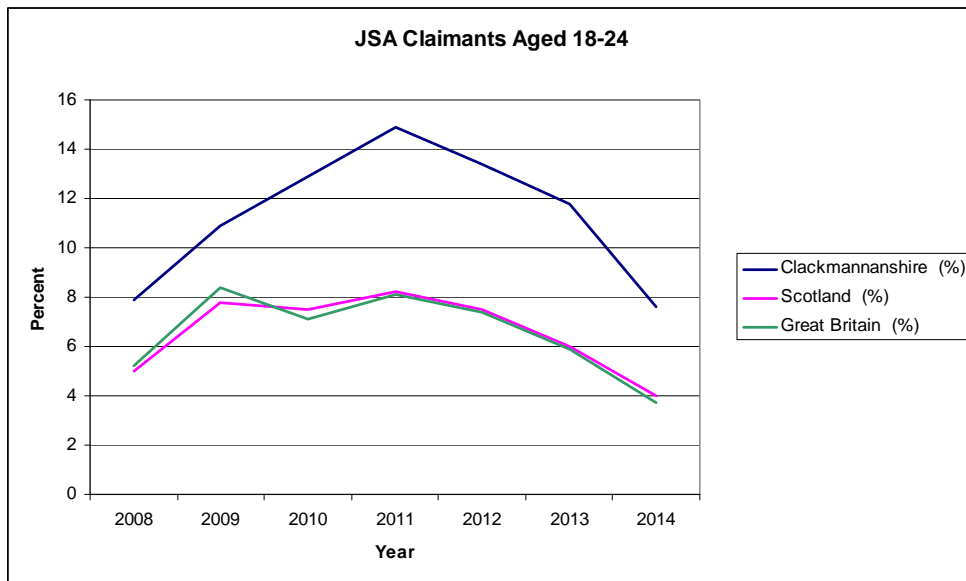


Fig 8: JSA Claimants aged 18-24 over time.

3. Key Out of Work Benefits

The data for key out of work benefits offers a wider picture of the extent of worklessness as it includes JSA claimants as well as those on ESA and lone parent benefits and others on income related benefits. On this measure over two thirds of wards have levels higher than the Scottish average.

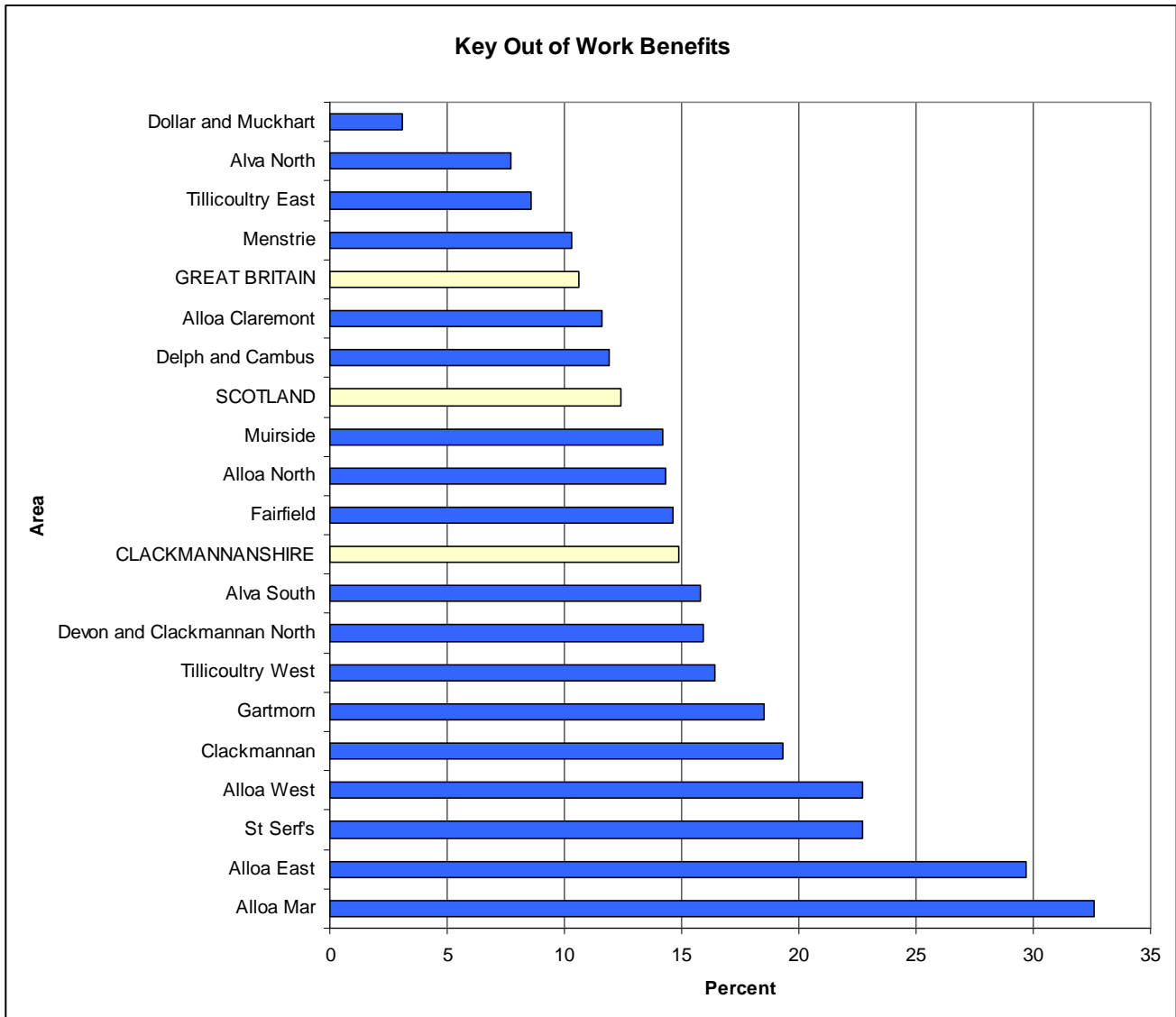


Fig 9: Key out of work Benefits as at February 2014 ((latest data available).

Over time Clackmannanshire has out of work benefit rates higher than both Scotland and Great Britain and the pattern remains fairly consistent (Fig 10).

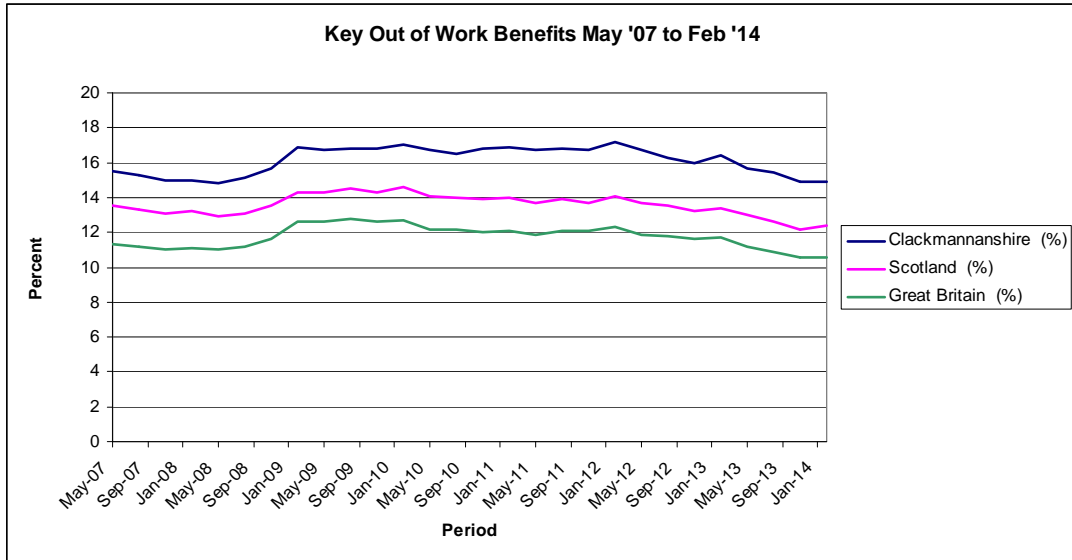


Fig 10: Key Out of Work Benefits over time.

4. More Choices More Chances

The data for the rate of known NEET (young people aged 16-19 not in employment, education or training) is estimated on an annual basis by Scottish Government using data from SDS and DWP. Clackmannanshire has performed consistently poorly on this measure. As highlighted in the new LEP strategy (p.38) for the last 4 years it has been the worst performing authority in Scotland. The percentage has come down slightly over the last 2 years and the gap between the Clackmannanshire and Scottish rates has narrowed slightly.

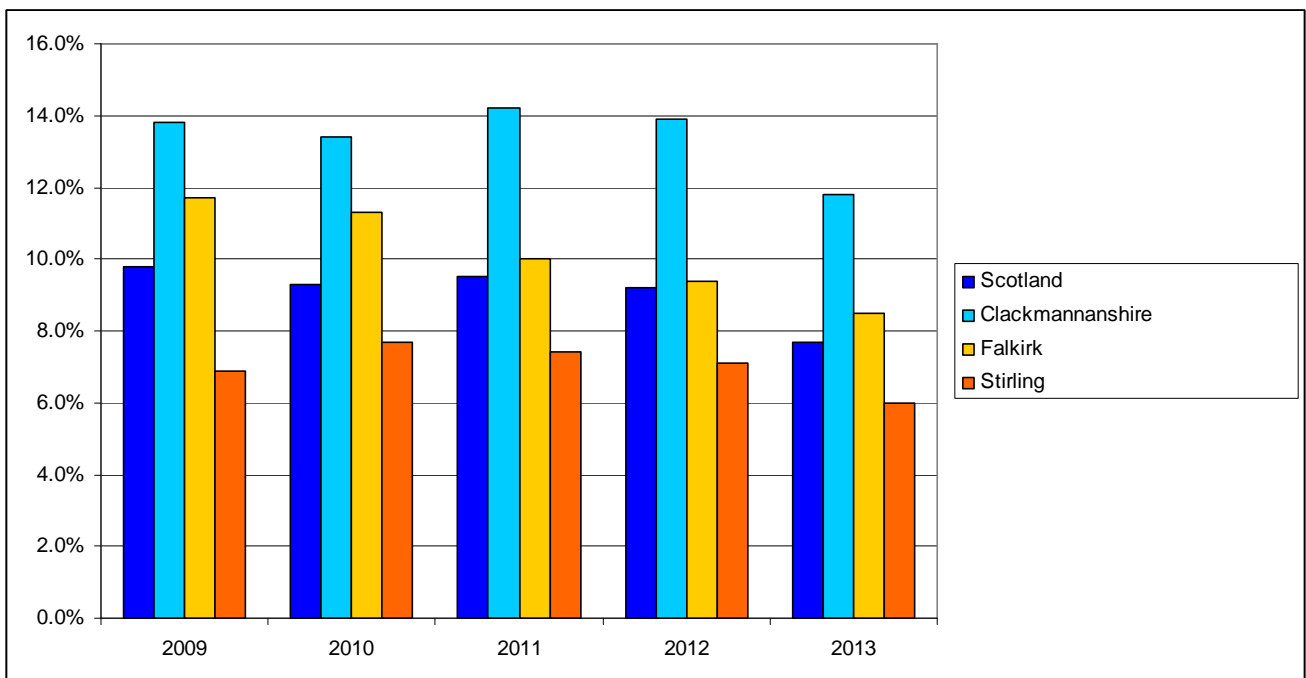


Fig 11: Rate of NEET.

Labour Demand

1. Business Count

Clackmannanshire has 1,315 local business units (sites for VAT traders and PAYE employers). The vast majority of these (1,045) are micro-businesses with 9 or less employees. Of the remainder 220 are small businesses (10 to 49 employees), 40 medium (50 to 249 employees) and 10 large (250 or more employees). The LEP strategy estimates that if businesses not registered for VAT are added the number of micro-businesses could be as high as 1,935.

2. Employee Jobs by Industry

The LEP strategy finds that Clackmannanshire has a very distinctive economy. It has the majority of the Scottish bottle industry and a large proportion of the British capacity with 600 people employed at Owens-Illinois. Other significant industries include those in and around the trade in alcoholic drinks, including especially packaging as well as clothing, upholstery retailing and construction. Of the 14,300 total employee jobs in Clackmannanshire over a third are in public administration, education and health. Knowledge of the current labour market is significant as many future vacancies will require the skills of distinctive local industries or as replacement for the natural loss of skills through retirement etc.

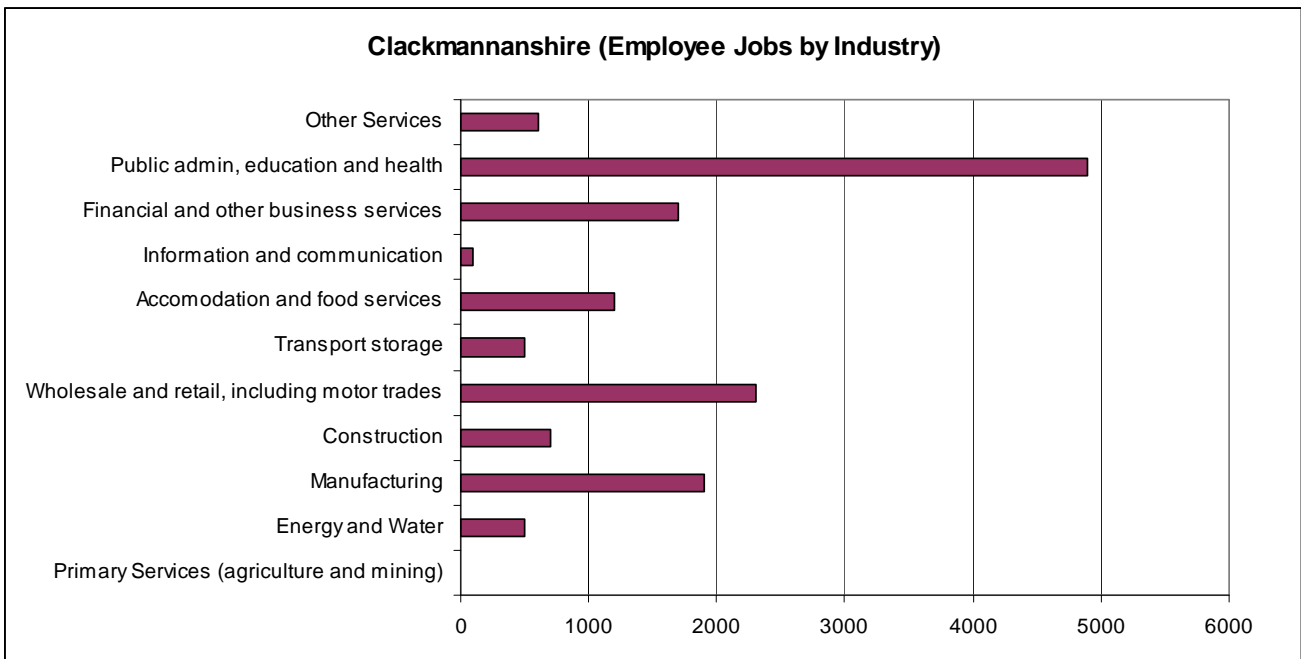


Fig 12: Jobs by Industry, 2013

3. Job Density

Clackmannanshire has a low job density. It has roughly 4.1 jobs for every 10 residents of working age compared to 5.8 in Falkirk, 7.1 in Stirling and 6.9 in Scotland. Residents looking for work need to have as broad a view of their job search area as their circumstances allow. The LEP strategy points to the significant transport improvements over the last 10 years. It shows, using data from the 2011 Census, that large proportions of employed residents already work outwith the County; 52.4% of women and 60.0% of men.

Local Authority	Jobs per 10,000 Working Age	Local Authority	Jobs per 10,000 Working Age
<i>Clackmannanshire</i>	4104	Stirling	7166
Falkirk	5857	<i>Scotland</i>	6985

Fig 13: Jobs Density in Scottish Local Authorities and Scotland

4. Forth Valley Skills Demands

The Regional Skills Assessment (RSA) for Forth Valley states that employers generally consider young people to be well prepared for the world of work; 61% for Forth Valley compared to 65% for Scotland. Of those employers that considered recruits from Scottish education to be poorly or very poorly prepared for work, the main reasons cited were:

- lack of working world / life experience or maturity
- poor attitude / personality or lack of motivation
- lack of required skills or competencies.

The highest incidences of skill gaps in Forth Valley are amongst those employed in caring, leisure, sales and customer service occupations.

The RSA summarises the employment and skills outlook for Forth Valley as:

- employment in Forth Valley is expected to remain stable until 2016 and then increase steadily to 2022 at a pace in line with Scotland as a whole
- the structure of employment in Forth Valley is not expected to change significantly over the coming decade, with male full-time workers continuing to account for the largest share of the workforce
- the greatest employment increases in Forth Valley over the coming decade are expected to come from health and social work, construction, support and professional services
- the long term decline in employment within traditional industries, such as manufacturing, mining and agriculture, is set to continue. There are also expected to be job losses in public administration, defence and education
- replacement demand will result in over 50,000 job openings in the region over the coming decade. These openings will occur across all types of jobs, including those that are expected to decline in net terms
- the majority of job openings in Forth Valley over the coming decade will require individuals with higher level skills and qualifications. There will be limited opportunities available to those with no qualifications at all.

Report to Enterprise & Environment

Date of Meeting: 15th January, 2015

Subject: Business Gateway

Report by: Head of Development & Environment

1.0 Purpose

This report make members aware of the work undertaken in the delivery of the Business Gateway contract in Clackmannanshire and the role of the service in supporting start-up and growth businesses.

2.0 Recommendations

- 2.1. It is recommended that committee note the ongoing delivery and performance of the Business Gateway service in the Clackmannanshire Council area.

3.0 Background

- 3.1. Business Gateway provides free advice and support to anyone starting a new business as well as businesses that have the ambition and potential to grow. It is a nationally branded service delivered at a local authority level.
- 3.2. The Business Gateway contract in the Forth Valley is delivered through Falkirk Council (Lead Partner) and the consortium of Ceteris and STEP delivering in Clackmannanshire and Stirling Council areas respectively.
- 3.3. The current contract was effective from 1st October 2012 for an initial period of three years and then, with the agreement of the lead partner in conservation with Clackmannanshire and Stirling Councils, for a further two years. The contract was designed to provide a core degree of consistency Scotland-wide but allowing local authorities new flexibility to tailor advisory services, expert help and events around local demand.
- 3.4. The Business Gateway Annual Review document, published in June 2014, provides a national overview of the purpose and scope of the service and highlights the importance of the local service delivery. The report states that despite the challenge of prevailing economic conditions, the figures for businesses contacting Business Gateway suggest there is a continued appetite in Scotland to start a new business and grow existing companies.

3.5 Business Gateway provides advice for every stage of the business cycle:

Start -Up's - Clients expected to trade up to £70K turnover and/or not expecting to employ staff within 12-18 months of starting to trade. Higher Value Start-Up's are expected to trade at/or above £70K turnover (but no more than £200K) and /or employ staff within 12/18 months of starting to trade.

Growth Advisory Service - Clients receive one-2-one support to help them achieve or raise their growth aspiration. Businesses should be projecting growth in excess of £200K over a 3 year period. When business turnover exceeds £400K over a three year period, they will then be on the **Growth Pipeline**, and can potentially transfer to **Account Management** within Scottish Enterprise.

Local Services - provides support to businesses that may not meet the above criteria. Additional specialist support can be provided to companies on a case by case basis.

3.6 The Business Gateway services in Clackmannanshire are an integral part of the wider business support services available through the Clackmannanshire Works service delivered by the Economic Development staff in the Council. The Business Gateway Advisors and Clackmannanshire Works team work closely together to provide a complementary advisory service, with one member of the Clackmannanshire Works Business Development and Liaison team seconded to Business Gateway, two days per week. This arrangement ensures that all potential start-up businesses in Clackmannanshire can access Business Gateway resources and/or receive bespoke start-up advice from Clackmannanshire Works as appropriate to their needs.

4.0 Business Gateway Clackmannanshire Performance

4.1 Business Gateway performance is collated and reported nationally at a lead local authority level only. The majority of lead authorities in Scotland represent more than one council area. Falkirk Council is the Lead Local Authority for the Forth Valley area comprising Falkirk, Stirling and Clackmannanshire Councils. For the purposes of this report, however, reference is only made to Clackmannanshire's share of the Business Gateway outputs.

4.2 Table 1 summarises the performance of the Business Gateway Clackmannanshire against key performance indicators for the year ending March 2014.

Table 1: Performance 2013/14

Segmentation	Target (Clacks)	Actual (Clacks)	Forth Valley	Comment
Volume Starts	109	111	738	Target exceeded
Potential Higher Volume Starts	22	13	60	Volume starts have been revised down for 2014/15 due to unrealistic target set nationally for 2013/14
Higher Volume Starts	22	7	37	Explanation in 4.3 below
Growth Advisory Start-Up's	3	4	13	Target exceeded
Growth Advisory Business base	10	7	59	Explanation in 4.3 below
Growth Pipeline Start-Up	3	4	14	Target exceeded
Growth Pipeline Business Base	10	6	35	Explanation in 4.4 below
Account Managed Start-Up	0	0	1	No target
Account Managed Business Base	2	1	8	Explanation in 4.4 below
Local Service - Advisory	110	134	575	Target exceeded
Local Service - Expert Help	41	55	359	Target exceeded
Local Service - Bespoke Workshop	3	3	9	Target met
Local Service After-care	274	302	671	Target exceeded
Workshop - Start-Up	N/A	20	134	No target set
Workshop Attendees Start-Up	N/A	159	1256	No target set
Workshop - Business Base	N/A	8	59	No target set
Workshop Attendees - Business Base	N/A	84	264	No target set

4.3 **Start-Up's**

Demand for business start-up support remains high in Clackmannanshire, however, it should be recognised that a number of these businesses may never employ staff or take on premises, but will provide an income similar to that of a paid job.

4.4 **Growth Businesses**

There have been a limited number of businesses moving onto the Growth Pipeline, this is indicative of the small number of Scottish Enterprise account managed companies in Clackmannanshire (approximately 24 companies) and the nature and size of the local business base.

A review of Higher Value targets has been undertaken across the Forth Valley for 2014/15 to reflect the potential growth from the existing business base more accurately.

4.5 Business Gateway Plus

In July 2013, a successful bid for European Regional Development Funding (ERDF) enabled Business Gateway Forth Valley to provide additional activities to new and existing business offering advice and support to develop businesses and create employment.

The Business Gateway Plus Project provides detailed advice on HR issues for SME's and broadens the availability of specialist support to a wider group of businesses with growth potential.

In 2013/14, 22 businesses in Clackmannanshire received HR support, including advice and consultancy of staff contracts, policy & procedures, employment law issues, and staff coaching and development.

In 2013/14, 25 businesses in Clackmannanshire received Specialist support including marketing expert support, SEO / web optimisation, procurement and RSA applications.

4.6 The Business Gateway service is now promoting services at a local level rather than on a national basis. This more locally focused and tailored service encourages clients to fully engage with the Business Gateway and access the wider services available to them.

4.7 Regular updates on the Business Gateway activity will be brought to the Enterprise & Environment Committee and this will be used to inform the on-going delivery of the Programme as the current contract nears completion in September 2015.

5.0 Considerations

5.1 Economic Development Officers have been working with SLAED and the Business Gateway Management Group to develop a local authority bid to the new European Structural Fund Programme 2014 - 2020 for Business Competitiveness. The project aims to build upon those services currently being delivered by Business Gateway to enhance and integrate the pattern of business support on offer with a particular focus on integration of:

- Council led Business Support
- Mainstream Business Gateway
- Scottish Enterprise services for innovation and internationalisation

The development of the new programme will have implications for the future commissioning of Business Gateway services and we are still awaiting guidance and clarity on the approach to be taken.

6.0 Resource Implications

6.1 *Financial Details*

6.2 There are no financial implications with this report.

6.3 Staffing

6.4 There are no staffing implications with this report.

7.0 Exempt Reports

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

8.0 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 type="checkbox"/> |

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

9.0 Equalities Impact

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

Yes No **X**

10.0 Legality

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

11.0 Appendices

11.1 Please list any appendices attached to this report. If there are no appendices, please state "none".

None

12.0 Background Papers

12.1 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
Jane Adamson	Policy Officer (Economic Development)	Extension : 2196

Approved by

NAME	DESIGNATION	SIGNATURE
Gordon McNeil	Head of Development & Environment	Signed: G McNeil
Garry Dallas	Executive Director	Signed: G Dallas