



**Clackmannanshire
Council**

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

Enterprise and Environment Committee

Thursday 20 August 2015 at 10.00 am

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

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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.

12 August 2015

A MEETING of the ENTERPRISE AND ENVIRONMENT COMMITTEE will be held within the Council Chamber, Patons Building, Kilncraigs, Alloa, FK10 1EB, on THURSDAY 20 AUGUST 2015 at 10.00 am.

**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 21 May 2015 (Copy herewith)	07
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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 21 MAY 2015 at 10.00 am**

PRESENT

Councillor Donald Balsillie, Convenor (In the Chair)
Councillor Irene Hamilton, Vice Convenor
Councillor Alastair Campbell
Councillor Kenneth Earle
Councillor Craig Holden (S)
Councillor Tina Murphy (S)
Councillor Derek Stewart
Councillor Graham Watt

Mr Malcolm McArdle, Co-opted Member (Representing Clackmannanshire Business)
Mr Mike Mulraney, Co-opted Member (Representing Clackmannanshire Business)

IN ATTENDANCE

Gordon McNeil, Head of Development and Environment
Ian Doctor, Regulatory Services Manager
Mac West, Roads and Transportation Manager
Ian Fraser, Strategic Policy Manager
Graeme Cunningham, Environment Manager
Julie Hamilton, Development Services Manager
Andrew G. Wyse, Team Leader, Legal Services (Clerk to the Committee)
Ann Floyd, Acting Service Manager, School Improvement Stirling and Clackmannanshire

The Convenor advised that a motion had been submitted by Councillor Graham Watt regarding Item 6 Supported Bus Services. On the advice of the Clerk, this "motion" would be taken as an amendment to the paper submitted in respect of this Item..

The Convenor reminded the Committee that there would be an adjournment at 11.45 am to facilitate an award ceremony to present Modern Apprentices supported by the Council with their Modern Apprentice Certificates.

EEC.97 APOLOGIES

Apologies for absence were received from Councillor Les Sharp and Councillor Ellen Forson. Apologies were also received from Graham Struthers and Robert Marshall.

Councillor Tina Murphy attended as substitute for Councillor Sharp and Councillor Holden attended as substitute for Councillor Forson.

EEC.104 DECLARATION OF INTERESTS

Malcolm McArdle declared an interest in Item 7

EEC.105 MINUTES OF MEETING HELD ON 15 JANUARY 2015

The minutes of the meeting of the Enterprise and Environment Committee held on Thursday 15 January 2015 were submitted for approval.

Moved by Councillor Derek Stewart. Seconded by Councillor Tina Murphy.

Decision

The minutes of the meeting of the Enterprise and Environment Committee held on Thursday 15 January 2015 were agreed as a correct record and signed by the Convenor.

EEC.106 DEVELOPMENT AND ENVIROMENTAL ANNUAL PERFORMANCE REPORT 2014-15

A report, submitted by the Head of Development and Environment, presented to the Committee details of the Development and Environment performance based on 2014-15 Business Plan.

The Head of Development and Environment advised that there had been an error and an omission in the report. The number of RIDDOR cases on page 34 (DAE PPL 004), in the value column for 2014/15 should be 11 and not 19. In the value column for 2013/14, the missing figure should be 8.

Motion

That Committee agrees the recommendation set out in the report.

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

Decision

Having commented on and challenged the report, the Committee agreed to note the Development and Environmental Annual Performance report 2014-15.

Mike Mulranney joined the meeting prior to the next item of business.

EEC.107 DEVELOPMENT AND ENVIRONMENT SERVICES: BUSINESS PLAN 2015/16

A report, submitted by the Head of Development and Environment, presented to the Committee the 2015-16 Business Plan for Development and Environment Services.

Motion

That Committee agrees the recommendation set out in the report.

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

Decision

Having commented on and challenged the report and Plan as appropriate and agreed the performance targets for scrutiny purposes over the next 12 months the Committee agreed to endorse the 2015/16 Business Plan

EEC.108 SUPPORTED BUS SERVICES

A report, submitted by the Head of Development and Environment, detailed forthcoming changes to the Council's financed supported bus services in Clackmannanshire and updated the Committee on Forth Valley Royal Hospital Services ('H' Services).

Motion

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

Moved by Councillor Donald Balsillie. Seconded by Councillor Craig Holden.

Amendment

"This Committee strongly objects to Forth Valley Health Board's decision to withdraw the Sunday service for H1 and H2 bus service to Forth Valley Hospital.

This Committee urges the Council to make representation to Forth Valley Health Board to re-instate an adequate H1 and H2 Sunday bus service to Forth Valley Hospital."

Moved by Councillor Graham Watt. Seconded by Councillor Derek Stewart.

Voting

For the amendment - 4

Against the amendment - 4

On a division of 4 votes to 4, the Amendment failed on the casting vote of the Convenor.

Decision

The Committee agreed to note :

1. the intended changes to the Clackmannanshire Council financed supported bus services as detailed in section 4.3 of the report;
2. the commencement of the revised supported bus services from August 2015, supported by a programme of communication and engagement between May-August 2015;
3. that NHS Forth Valley have extended the current 'H' services up to March 2018 as detailed in section 4.8 of the report.

EEC.109 EUROPEAN STRUCTURAL FUNDS 2014-20

A report submitted by the Head of Development and Environment detailed the new European Social Funds (ESF) programmes for 2014-2020 and outlined how the Council intends to bid into and utilise the new funding programme.

Motion

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

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

Decision

The Committee agreed to note the:-

1. European Social Fund (ESF) allocation to Clackmannanshire of £1.34m to the end of 2020 and delegated authority to the Chief Executive to accept formal 'Offers of Grant' from the Scottish Government.
2. detail of the development of the ESF programme and how the Council plans to use these funds to enhance the services it delivers to local residents and businesses.

Councillor Campbell withdrew from the meeting prior to the next item of business.

**EEC.110 DEVELOPING SCOTLAND'S YOUNG WORKFORCE AND SUPPORTING
MODERN APPRENTICESHIPS**

A report, submitted by the Head of Development and Environment and the Head of Education informed the Committee of the Council's commitment to support the Developing Scotland's Young Workforce agenda in Clackmannanshire and modern apprenticeships across Council Services.

Motion

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

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

Decision

The Committee agreed to note:-

1. the development of Education Service's proposals to take forward the implementation of Developing Scotland's Young Workforce in Clackmannanshire and the closer and more integrated working with Economic Development.
2. that the Council has agreed to commit a budget of £75,000 per annum over the next 3 years to increase the number of Modern Apprentices employed across the Council Services.

Ends 12.00 hrs

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Following the conclusion of the Committee business, Councillor Balsillie presented the Modern Apprentices supported by the Council with their Modern Apprenticeship Certificates.

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Report to: Enterprise and Environment Committee

Date of Meeting: 20 August 2015

Subject: Development and Environment Services Performance - First Quarter Report

Report by: Head of Development and Environment

1.0 Purpose

- 1.1. This report updates Committee on performance for Development and Environment Services during the period April-June 2015. Performance reported relates to the Service's Business Plan for 2015/16.
- 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

3.1.1. *Planning*

- The service continues to receive an increasing number of pre application enquiries. The more significant of these, together with a number of planning applications, are reported to the Developer Contributions Team for cross service assessment of infrastructure requirements that arise from the proposed development. This team has been operating for the calendar year, and is proving to be an excellent model of coordinated decision making, providing applicants and prospective applicants with clear advice on the obligations that will be required for their proposals
- Planning Permission has been granted for the following significant developments :
 - Erection of 22 houses with associated infrastructure at Stirling Road, Tullibody - Ref No. 15/00018/FULL

- Conversion of former business premises to hotel and health spa at Inglewood House, Tullibody Road Alloa - Ref No. 15/00037/FULL
 - Erection of 29 houses, with roads, footpaths and play area, at the Former Claremont Primary School, Alloa - Ref No. 15/00062/FULL
 - Change of use to veterinary health clinic at Clackmannan Road, Alloa - Ref No. 15/00078/FULL
 - Erection of house and visitor facilities with associated restoration of Japanese Garden, near Muckhart - Ref No. 15/00052/FULL
- Following the refusal of planning permission by Appointed Officers for a balcony extension to a house at Blairdenon Drive in Sauchie, the Local Review Body considered an appeal by the applicant, seeking a review of the officer's decision. The LRB considered the evidence from all parties, and having visited the site, decided to refuse the application in accordance with the original decision.
 - Work is underway to complete and submit to Scottish Ministers the Council's Annual Report on its Planning Performance Framework. The report will examine the work and performance of the Service against a wide range of parameters, including the familiar measures relating to speed of decision making on different types of applications, but extending to include other criteria such as quality of development, engagement and customer service, efficient and effective decision making, communications, and management structures.
 - The Local Development Plan as modified was approved by Council on 14 May 2015. Those who made representations were written to and advised of the approval and advertisements were placed in the local press and Development Services Bulletin advising of the approval and Council's intention to adopt the Local Development Plan as modified. The Local Development Plan as modified was sent to the Scottish Ministers to commence the 28 day period when they could instruct us not to adopt the Plan. The 28 day period ended on 24 June 2015 and has since been extended twice, the new deadline being 19 August 2015. Two pieces of Supplementary Guidance on 'Woodlands and Forestry' and 'Domestic Developments' have been finalised and reported to Council, uploaded to the Online Local Development Plan module and will be consulted on once the Local Development Plan is adopted.

3.1.2. ***Economic Development Service***

- **Ochils Landscape Partnership** : The initiative comes to a formal end on 31st August 2015. A variety of funding sources has been used to deliver projects including funds delivered through a Section 75 Agreement between the Council and developers of the Burnfoot Hill Windfarm. A report to the Council on 25th June described the progress made on delivering the agreed 22 projects as well as work being done on developing a successor organisation to take forward and further develop the work of the Partnership. It was agreed to put in place transition arrangements using the Section 75 funding to maintain projects as well as to fund a post to oversee maintenance and further develop Business Plan proposals for a successor organisation. It was also agreed that a report would be brought back to a future meeting of the Council with detailed proposals on the future use of Section 75 funds.

- **Skills Development Scotland Programmes** : Our new Employability Fund and Modern Apprenticeship contracts with Skills Development Scotland started on 1 April. These programmes are targeted at young people aged 16 - 19. Recruitment to both programmes has commenced with 14 starts achieved in the first quarter. We received an external verification visit on 15 June from the Scottish Qualifications Authority (SQA) to check that we are complying with the quality assurance criteria for the Childcare SVQ we deliver through our Modern Apprenticeship programme and that we are assessing candidates in line with national standards. The report received from SQA was extremely positive and highlighted that we have "significant strengths" in all 4 areas verified during the visit.
- **Business Survey** : During the quarter the service ran its annual Customer Satisfaction Survey for Business Customers. Against the headings of Delivery, Timeliness, Information, Professionalism, Staff Attitude and Satisfaction with the Service satisfaction rates of between 86-90% were recorded.
- **Clackmannanshire Business** : A successful Whisky launch event took place at Alloa Tower on May 14th with the aim of raising awareness of the area's Whisky Heritage to press and Industry. A feasibility study has also been commissioned to develop a 'Whisky Heritage Cycle Trail' along the national route 76, between the Kennetpans old distillery site to Alloa town centre. The next phase of the project is to establish an annual John Jameson Day on the 5th October as a mechanism to engage the areas hospitality sector. In the medium to longer term, opportunities have been identified to develop hallmark events around the whisky heritage theme.

3.1.3. **Property**

In May 2015, a report to Council advised of the progress being made to secure capital receipts from the sale of vacant/surplus Council property. It confirmed that properties currently in the process of sale, where a capital receipt is expected in 2015/16 already total £932,000. This is a very positive move towards our target of £1.9 million for 2015/16.

3.2. Environment

3.2.1. **Waste**

- Officers have been involved in supporting national initiatives linked to the work streams of the Zero Waste Task force in respect of the development of a Charter for Household Waste Recycling and a Materials Brokerage Service for recyclable waste and residual waste, two of three work streams identified by the Task Force. The terms of reference for the Task Force were to: *agree a series of recommendations to create the conditions to transform the management of public sector waste into an effective feedstock for an economy that has high community participation in recycling; supports the emergence of new industries; maximises cost benefit to local authorities; and de-risks public and private investments.* Updates on the progress of the Taskforce were presented to CoSLA's Leaders on 28th July.

- The residual waste contract has been renewed with Avondale Environmental Ltd, Polmont. This contract, for a period of 2 years with a further 2 possible one year extensions, secures Clackmannanshire's duty with respect to the treatment and disposal of residual waste to 2019 and has been designed to coordinate with the emerging work on a Scottish Materials Brokerage that will aggregate waste volumes from a number of local authorities to seek best value, economic and environmental performance.

3.2.2. **Fleet**

- The Driver and Vehicle Licensing Authority announced the end of the paper counterpart driving licence. Going forward all driving licences will be on photo-card format with licence verification being via an on-line service. This has required a change to the Council's driving licence checking procedure which is necessary to ensure that as a responsible employer and fleet operator only verified and entitled drivers are permitted to drive. Previously Council vehicle drivers were required to annually submit their paper licence to Fleet Services for copying and checking in a paper-based manual system. With the replacement of the paper system Council employees driving Council vehicles will require to sign a mandate allowing the Council, via a third party agency, to verify driving entitlement using the on-line service for a period of up to 3 years. The online service will automatically report driver entitlement, endorsements, identity and address.

3.2.3 **Grounds Maintenance**

- Progress is being made on the budget saving of withdrawal from maintaining non-council land. Liaison with larger land owners, for example housing associations, is ongoing with agreement reached over a number of sites. Naturally the changes are generating further enquiries from house owners unaware that the registered title to their property may extend beyond what they believe is their garden and subsequently their responsibility to maintain ground is more than their current understanding.
- Diligent checking of the Land Register allows these enquiries to be answered and provide definitive evidence of land ownership, burdens and responsibilities. These checks also allow an opportunity to update the Council's GIS system where instances of previous legal agreements by the former district council to maintain land must be upheld.

3.3. Regulatory

3.3.1. Environmental Health

- We have been audited by Food Standards Scotland in relation to food law enforcement work with a successful outcome.
- The Pest Control, Animal Welfare and Environmental Protection Officer posts have been re-designed as part of the budget proposals. This has resulted in what was originally three distinct work areas now becoming

one and being carried out by two officers. The officers are now working hard to ensure that the change has minimal impact on service delivery.

3.3.2. **Energy & Sustainability**

- A bid was successful to the Local Energy Challenge Fund for phase one funding to assist in development of a detailed business proposal and financial modelling in relation to a district heating project for Alloa.
- The lease of the Black Devon wetlands to the RSPB was signed off enabling works to commence in forming the area into a nature reserve.

3.4. Roads & Transportation

3.4.1. **Roads & Footways**

- The road and footway capital improvement programme is approximately 50% complete. Details of the progress with individual scheme is shown in Appendix 1.
- A significant surface dressing programme is well underway. This activity is designed to prolong the life of the surface and retain the safety of the network. Full details are shown in Appendix 1.
- Traffic Management and Active Travel schemes are largely in the design phase just now with work on site programmed towards the end of the financial year. Full details are shown in Appendix 1.
- The framework contract for commissioning roadworks with external contractors is complete and details of the renewal/introduction of other contracts and progress with the review of significant policies and plans is shown in Appendix 1.

3.4.2. **Flooding & Drainage**

- The Service will provide a contribution to the drainage improvement currently underway and being led by Scottish Water to try to resolve flooding issues around The Ness in Dollar. Details on progress with the Flooding and Road Drainage Programme are given in Appendix 1.

3.4.3. **Public Transport**

- An in depth review of Council supported bus services has been carried out and revised routes and timetables which best meet peaks in passenger demand are planned for implementation in August with the Sunday C70 service ceasing in April 2015. These changes are being widely publicised prior to the new services coming into effect on 31st August 2015.

3.5. Financial Performance

- The Development and Environment Revenue budget is currently projecting an underspend of £492,000 against the annual budget of £11.9m. The 2015-16 annual budget of £11.9m includes approximately

£700,000 of budget savings. The largest underspend is in Waste Management. This projection may be significantly revised when new recycling contracts are awarded in October 2015 as market prices project an increase in conflict costs against current contract prices.

Table 1 - Revenue Budget £11,597,000

Service Area	Annual Budget 2015/16	Projected Outturn to 31/03/16	Variance	Comments
Head of Service	107	112	5	Budget saving still to be fully identified & allocated
Sustainability & Implementation	505	442	(64)	Projected underspend in Professional Fees.
Economic Services	314	267	(48)	£41k saving in budget and surplus through Training Unit/ Employability fund.
Clacks Works	426	438	12	Clacks Works central overspend to be considered with economic service budget.
Land Services	78	80	2	Overspend from projected costs for Land Register Searches
Ochil Landscape Partnership	3	(40)	(43)	Projected to finish Aug-15, surplus arising from EDF Windfarm annual payment to be allocated for future spend.
Planning	39	53	14	Projected fee income shortfall
Environmental Health	572	563	(9)	Combination of small underspends across payroll and expenditure lines.
Licensing	(19)	(26)	(7)	Income projected in line with budget, surplus increased by a number of small savings across expenditure lines.
Building Standards	29	95	66	Projected shortfall in fee income
Trading Standards	148	143	(5)	Combination of small underspends .
Roads Client	2,904	2,753	(151)	Projecting an underspend of £151k. Payroll underspend through vacant posts and restructuring. Underspends of £62k in street lighting, due to LEDs and unit price energy costs.
Roads Contract	(419)	(280)	159	An adverse variance of £139k against budget: Income is projected lower than prior year and than budget target. This variance to be considered with Roads Client underspend.
Public Transport	369	367	(2)	Broadly in line with budget.

Fleet Services	1,153	1,139	(15)	Projected underspends in Diesel, a shortfall in external income.
Land Services & Burial Grounds	1,034	1,028	(5)	Broadly aligned to budget.
Streetcare	654	595	(59)	Underspend in employee costs and transport costs.
Waste Management	3,699	3,358	(342)	The main contributors being savings in Third Party Payments (Waste Disposal) and Transport Costs (Short term hires).
Total Development & Environment	11,597	11,085	(492)	

Table 2 - Capital Budget

Project	Annual Budget 15/16	Projected Outturn to 31/03/16	Variance	Comments
Corporate Asset Management Plan				
Safer Routes To Communities	100	100	0	
Street Lighting Improvements	40	40	0	
Tullibody – Install Table at Tron Court	20	20	0	
Parks, Play Areas & Open Spaces	50	50	0	
Roads Asset Management Plan				
Bridge Strengthening	96	96	0	
Flood Prevention	108	108	0	
Roads & Footway Improvements	1,601	1,601	0	
Accident Prevention, CWSS, Traffic Management	145	145	0	
National Cycle Route	175	175	0	
Street Lighting	295	295	0	
B9140 Realignment of Bends	615	615	0	
Land Asset Management Plan				

Cemeteries Strategy	200	0	(200)	Contractor working on land for adoption by council. Land will have to settle for over 6 months before any works can commence.
Footpath, Mill Glen, Tillicoultry	300	300	0	
Wheeled/Litter Bins/Strategic Waste Fund	43	43	0	
Drainage	50	50	0	
Bowmar Area Enhancements	109	109	0	
Fleet Asset Management Plan				
Vehicle Replacement Programme	1,071	1,071	0	
Total Development & Environment	5,018	4,818	(200)	

- The Development and Environment Capital Budget is currently projecting a £200,000 underspend in relation to Council's contribution for Dollar Cemetery as land is not yet ready for infrastructure development.

3.6. Progress in Delivering Planned Budget Savings in 2015/16

Development & Environment Services have progressed 40 approved actions to increase budget efficiencies and generate net gains for the Council of £709,321.

31 savings have been implemented and removed from budget lines saving of £613,921. Where the saving involved the cessation of a service or the removal of a post they can be considered fully achieved. Where the saving relates to reducing the cost of an activity these are being monitored through quarterly outturns.

Charges have been increased in 9 areas in order to generate increased income. Income targets have been set, totalling £95,400. The service is working monitoring income through monthly outturns.

Information on all budget efficiencies can be found at Appendix 2.

4.0 **Making Clackmannanshire Better (MCB) & Corporate Priority Outcomes**

- 4.1. Development & Environment Business Plan sets out to deliver upon the Corporate Priorities of the Council in the Single Outcome Agreement and Council Plan and taking forward Making Clackmannanshire Better. The key Corporate Priorities and key MCB workstreams are set out below.

Corporate Priority Outcomes

- Clackmannanshire has a positive image and attract business and people;
- Communities are more inclusive and cohesive;
- People are better skilled, trained and ready for learning and employment;
- Communities are and feel safer;

- Vulnerable people and families are supported;
- Substance misuse and its effects are reduced;
- Health is improving;
- Our environment is protected and enhanced;
- Our public services are improving.

MCB Workstreams

- Focusing on Prevention & Early Intervention (for Better Outcomes)
- Developing Integrated & Sustainable Service
- Making Best Use of Assets & Resources
- Making Our Organisation Stronger

At the end of the first quarter of 2015/16 the Service is on target to deliver against all Business Plan activities. Appendix 3 to this report sets out the key activities and outcomes delivering MCB and Corporate Priorities. The Service sets out progress achieving the key performance indicator objectives, albeit some of these KPIs are annual targets and cannot be projected at Quarter 1.

5.0 Opportunities, Challenges and Risks

5.1. Development

5.1.1. *Economic Development*

- **Clackmannanshire Works ESF Programme** : The Council made an 'Employability Pipeline' application for phase 1 of the 2014-2020 Programme in March. Formal approval for the Programme from the Scottish Government is still officially to be agreed. However, on the basis of feedback received from Scottish Government officials and to promote service continuity, a 'soft start' to the programme has been made. The Council has also been offered a small further ESF allocation, £220,000 over 6 years, to deliver 'Enhanced Employability Pipeline' activity. Officers are currently scoping out options for this including identifying possible sources of match funding.
- **Scotland's Employer Recruitment Incentive (SERI)** : This new recruitment incentive, which replaces the Youth Employment Scotland (YES) Fund, is funded by the Scottish Government and will be managed and administered by Skills Development Scotland and local authorities. SERI will deliver the Scottish Government's commitment to help unemployed young people who are facing significant challenges by encouraging employers to recruit young people aged 16 - 29 into sustainable employment, including Modern Apprenticeships. The funding is not available to employers in the public sector. Clackmannanshire Council has been allocated up to £124,964 for 28 places for job starts between 1 July 2015 and 31 March 2016. The Economic Development service will manage this funding and deliver places through the Clackmannanshire Works team.
- **Additional Modern Apprenticeships in the Council** : The Council has agreed to commit £75,000 per annum over the next 3 years to increase the number of Modern Apprentices employed across Council services. Contact with services has so far resulted in over 20 new Modern

Apprenticeship opportunities being identified. Recruitment of the new Modern Apprentices will be targeted initially at 16 - 19 year olds as they are the priority group for Modern Apprenticeship funding from Skills Development Scotland and will be opened up to 20 - 24 year olds if required. Clackmannanshire Works staff will assist with the recruitment of their Modern Apprentices, co-ordinate the training arrangements and provide on-going support to services throughout the duration of the apprenticeship training.

5.1.2. **Property**

- The report to Council in May 2015 on the Annual Property Review 2015/16 detailed the proposed marketing and disposal programme for 2015/16.
- In the current economic climate, securing high values or indeed disposal itself is challenging and the nature of many of the properties (e.g. listed buildings) adds to the challenge. However, a marketing strategy bespoke, to each property is being taken forward to optimise potential outputs.

5.2. Environment

- Challenges remain to maximise the recovery of quality recyclable material from the household waste stream. Nationally, the quality of collected recyclable materials is under close scrutiny with the introduction of a mandatory sampling regime for Material Recovery Facilities (MRFs) coupled with market pressures depressing prices for recovered secondary material in the global market. Scotland has no significant material remanufacturing industry in areas such as paper & cardboard, steel, or plastics reprocessing, therefore many materials are destined for export or reprocessed in other parts of the UK.
- Clackmannanshire's current contract for the recovery of recyclable waste collected from Blue Bins is due for renewal in October 2015. Market intelligence indicates that due to the pressures of ever increasing quality standards and the contraction of the global market for material such as cardboard, paper and plastics (related to the low oil price), there is significant risk the future price for recovered materials will be lower and hence the cost of treatment of recyclable waste will be much greater than previous years. Until tenders are received from prospective reprocessors of Blue Bin recyclable materials the magnitude of risk can only be estimated and factored into budgetary controls as the situation develops.

5.3. Regulatory

- The Air Weapons & Licensing Bill was passed by Parliament in June. It introduces a new fit and proper test for alcohol licence holders as well as a requirement for the licensing Board to submit annual accounts.
- The Community Empowerment Bill was passed by Parliament in June. The bill sets out a number of new duties in relation to allotments. Duties

include a need to maintain lists of those who have requested an allotment and to provide allotments, subject to certain constraints. There is also a duty to develop a food growing strategy.

- The service has been involved with the Scottish Government in its preparations to roll out a national e-building standards system. Although the new system is likely to commence during 2016-2017 the service will need to prepare now for future changes to processes. The Scottish Government are visiting the authority in September to assess our current state of readiness.

5.4. Roads & Transportation

- The Service has been restructured due to voluntary severance and retirement. This has resulted in amendments to roles and services. During this transition the Service has continued to deliver core business.
- An industrial accident within the Roads and Transportation Service has led to an investigation by the Health and Safety Executive (HSE). The Service is working with the HSE to move the matter forward.
- Significant grant funding has been secured from the cycling promotion body Sustrans which will allow the completion of the planned cycling and active travel network in Clackmannanshire. This will open up the county to non-motorised travel modes but future maintenance of the new network will be dependant on securing adequate budget provision.

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
- 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)

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 - Roads & Transportation Services Operational Programmes 2015/16
 Appendix 2 - D & E Savings
 Appendix 3 - D & E Business Plan - Quarter 1

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

Approved by

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

Appendix 1 - Roads & Transportation Services Operational Programmes 2015/16

Roads Improvement Programme 2015/16				

Ref	Action	Status	By when	Lead
RI-01	B908 Fairfield	100%	Jun 2015	SW - CR
RI-02	Jamieson Gardens, Tillicoultry	100%	Jun 2015	SW - NW
RI-03	A977 / B913 Ramshorn	100%	Jun 2015	SW - CR
RI-04	C59 Gartarry to Kennet	100%	Jul 2015	SW - CR
RI-05	Stirling Street, Tillicoultry	100%	Jul 2015	SW - NW
RI-06	A907 Clackmannan Bypass Phase 2	100%	Jul 2015	SW - CR
RI-07	Walton Crescent, Dollar	100%	Jul 2015	SW - NW
RI-08	Castle Street, Alloa	40%	Jul 2015	SW - CR
RI-09	St. Serf's Rd. Tullibody	30%	Aug 2015	SW - SM
RI-10	A91 Harviestoun Rd. Dollar	30%	Aug 2015	SW - NW
RI-11	Abercrombie PI / Burnside Rd / Dumyat Rd, Menstrie	25%	Aug 2015	SW - SM
RI-12	McKinlay / Sutherland / Gordon / Wallace, Alloa	25%	Sep 2015	SW - SM
RI-13	Mar Street / Drysdale street, Alloa	25%	Sep 2015	SW - SM
RI-14	Thomson Place, Coalsnaughton	25%	Oct 2015	SW - NW
RI-15	Glenhead Avenue, Coalsnaughton (DELAYED UNTIL 2016/17)	10%	Oct 2015	SW - NW
RI-16	Claremont, Alloa	100%	Jun 2015	SW - SM
RI-17	Bowhouse Road, Alloa	100%	Jul 2015	SW - SM
RI-18	Fenton Street, Alloa	10%	Sept 2015	SW - SM
RI-19	Mansfield Avenue, Sauchie	0%	Oct 2015	SW - CR
RI-19	Shaftesbury Street, Alloa	20%	Oct 2015	SW - SM
	Surface Dressing Schemes			
RI-20	A908 Whins Road, Alloa	90%	Aug 2015	SW - CR
RI-21	A908 Sauchie to Fishcross	90%	Aug 2015	SW - CR
RI-22	A908 Fishcross to Devonside	90%	Aug 2015	SW - CR
RI-23	B9140 Glenochil	90%	Aug 2015	SW - CR
RI-24	C89 Aberdonna Mains	40%	Aug 2015	SW - CR
RI-25	B913 Devon Road, Dollar	80%	Aug 2015	SW - CR
RI-26	A91 Pool to Yett's o'Muckhart	40%	Aug 2015	SW - CR
RI-27	A823 South of A91	40%	Aug 2015	SW - CR
RI-28	A91 Yett's to Fossoway Bridge	40%	Aug 2015	SW - CR
RI-29	A91 East Stirling Street, Alva	40%	Aug 2015	SW - CR

Footways Improvement Programme 2015/16				

Ref	Action	Status	By when	Lead
FI-01	Craighleith View, Tullibody	10%	Dec 2015	SW - SM
FI-02	Grant St. Alloa	30%	Aug 2015	SW - SM
FI-03	Redwell Place (S), Alloa	50%	Jul 2015	SW - SM
FI-04	Chapelhill, Clackmannan	100%	Jun 2015	SW - CR
FI-05	Moirs Well / Tarmangie Place, Dollar	25%	Mar 2016	SW - NW
FI-06	Park Crescent, Sauchie	25%	Sep 2015	SW - CR
FI-07	Rosebank, Sauchie	25%	Sep 2015	SW - CR
FI-08	Johnstone Crescent, Tillicoultry	100%	Jun 2015	SW - NW
FI-09	High Street, Dollar	10%	Feb 2016	SW - NW
FI-10	Dewar Street, Dollar	80%	Jul 2015	SW - NW
FI-11	Woodside Road, Tullibody	20%	Oct 2015	SW - SM
FI-12	Gartmorn Road, Sauchie	100%	Apr 2015	SW - CR
FI-13	Mansfield Avenue, Sauchie	0%	Oct 2015	SW - CR

Street Lighting Improvement Programme 2015/16				

Ref	Action	Status	By when	Lead
SL-01	Programme to be confirmed in relation to MCB	10%	Nov 2015	SW - EXTERNAL
SL-02	Firs Road / Delphwood Crescent, Tullibody (LED Replacement Delayed from 2014/15)	40%	Sept 2015	SW - EXTERNAL
SL-03	Column replacements required through annual Electrical & Structural Testing Regimes	10%	Feb 2016	SW - EXTERNAL
SL-04				
SL-05				
SL-06				

Traffic Management Programme 2015/16				

Ref	Action	Status	By when	Lead
TM-01	Kellie Place / Claremont Traffic Management / Accessibility Scheme	Design 80%	Mar 2016	AM - CF
TM-02	A907 Redwell 20 mph Electronic Signs	Contract let	Aug 2015	AM - CF
TM-03	Lower Mill Street, Tillicoultry - Speed Reduction Works	Design 40%	Mar 2016	AM - CF
TM-04	20 mph Scheme - Coalsnaughton	Complete	Mar 2016	AM - CF
TM-05	20 mph Scheme - Dollar	80%	Mar 2016	AM - CF
TM-06	VAS - Alloa Road Clackmannan		Mar 2016	AM - CF
TM-07	20 mph Scheme - Alva	Design 20%	Mar 2016	AM - CF
TM-08	Menstrie Castle - One-way Scheme	75%	Aug 2015	AM - CF
TM-09	Muckhart TM Scheme	Design 20%	Mar 2016	AM - CF
TM-10	Schaw Court, Sauchie - Accessibility	50%	Aug 2015	AM - CR
TM-11	A908 / Benview - Road Safety Improvements	50%	Oct 2015	CN - LD

Ref	Action	Status	By when	Lead
TM-12	Bus shelter / Hard Standing - A91 Dollar	Complete	Mar 2016	AM - CF
TM-13	Bus shelter / Hard Standing - A908 Benview		Mar 2016	AM - CF
TM-14	Road Marking Programme	20%	Mar 2016	AM - NL
TM-15	Traffic Signs Renewal Programme	20%	Mar 2016	AM - JM
TM-16	Street Name Plate Renewal Programme	20%	Mar 2016	AM - JM

Flooding & Roads Drainage Programme 2015/16

Ref	Action	Status	By when	Lead
FD-01	Dollar (North) Flood Protection & SWMP Works	80%	Aug 2015	SC - Scot Water
FD-02	Culvert & Drains at B9096 Lornshill (Active Travel Route)		Mar 2016	AM - WW
FD-03	Drainage Ditch Clearance Programme	85%	Mar 2016	WW - Payback
FD-04	B913 Solsgirth Silt Removal	100%	Jun 2015	AM - WW
FD-05	Blocked Gulley Clearance Programme	30%	Mar 2016	AM - WW
FD-06	Annual Gulley Maintenance programme	30%	Mar 2016	AM - WW
FD-07	Gulley Frame Reinstatement Programme	30%	Mar 2016	AM - WW
FD-08	A91 Muckhart - Culvert Renewal	Complete	Mar 2016	AM - WW
FD-09	Muirside Avenue Footways		Mar 2016	AM - WW
FD-10	A908 Whins Road - Gulleys	Complete	Mar 2016	AM - WW
FD-11	Greenside Street - Gulleys at Zebra		Mar 2016	AM - WW
FD-12	Back Road, Alva - Drainage Scheme		Mar 2016	AM - WW
FD-13	A91 Wester Sheardale - Verge Drainage System		Mar 2016	AM - WW
FD-14	A 91 West of Tait's Tomb - Culvert & Ditch	Complete	Mar 2016	AM - WW
FD-15	A907 Helensfield - Blocked Gulleys		Mar 2016	AM - WW
FD-16	Complete Local Flood Risk Management Plan (LFRMP)	40%	Mar 2016	AM - SC
FD-17	Complete Surface Water Management Plans (SWMP)	40%	Mar 2016	AM - SC

Bridges & Structures Programme 2015/16

Ref	Action	Status	By when	Lead
BS-01	C101/10 Approach Safety Fence	Design 20%	Mar 2016	AM - GF
BS-02	PI / GI Priority 1 - 4 Works	20%	Jan 2016	AM - GF
BS-03	PI / GI Inspections 2015/16	20%	Mar 2016	GF - Falkirk Co

Capital Projects Programme 2015/16

Ref	Action	Status	By when	Lead
CP-01	Complete Design & Construction of B9140 Collyland to Fishcross Improvement Scheme	Design 100%	Nov 2015	AM - GF

Ref	Action	Status	By when	Lead
CP-02	Stage 1 - Lornshill to Cambus Active Travel Route - Design & Construction	90%	Oct 2015	AM - GF/CF
CP-03	Stage 2 - Lornshill to Cambus Active Travel Route - Design & Construction	Design 80%	Feb 2016	AM - GF/CF
CP-04	Stage 3 - Lornshill to Cambus Active Travel Route - Design & Construction	Design 80%	Feb 2016	AM - GF/CF
CP-05	Stage 4 - Lornshill to Cambus Active Travel Route - Design & Construction	Design 80%	Feb 2016	AM - GF/CF
CP-06	Stage 5 - Lornshill to Cambus Active Travel Route - Design Only	Design 20%	Feb 2016	AM - GF/CF
CP-07	Stage 2 - Tillicoultry to Dollar Active Travel Route	Design 75%	Feb 2016	AM - GF/CF
CP-08	SCSP - Publicity	Design 40%	Dec 2015	AM - CF
CP-09	SCSP - Sign Boards	Design 40%	Dec 2015	AM - CF
CP-10	Electric Vehicle Charging Points	80%	Jul 2015	AM - LD
CP-11	Tron Court, Placemaking - Speed Tables	Design 25%	Feb 2016	AM - CF

Roads Framework Contracts Programme 2015/16

Ref	Action	Status	By when	Lead
FC-01	Road Markings Framework Contract	50%	Mar 2016	AM - GF
FC-02	Traffic Signals Maintenance Contract	10%	Mar 2016	AM - GF
FC-03	Street Lighting Works Framework Contract	75%	Mar 2016	AM - GF
FC-04	CDM Advisor Framework Contract	100%	Mar 2016	AM - GF
FC-05	Term Commission Contract for Professional Services	100%	Mar 2016	GF - Falkirk Co
FC-06	Street Lighting (Electrician) Framework Contract		Mar 2016	AM - GF
FC-07	Road Maintenance Framework Contract	75%	Sep 2015	AM - GF

Policies & Strategies Programme 2015/16

Ref	Action	Status	By when	Lead
PS-01	Local Transport Strategy	80%	Jul 2015	AM - LD
PS-02	Road Safety Plan	75%	Jul 2015	AM - LD/CF
PS-03	Local Flood Risk Management Plan	40%	Mar 2016	AM - SC
PS-04	Roads Asset Management Plan	40%	Mar 2016	SW
PS-05	Health & Safety Plan	80%	Mar 2016	AM

Development & Environmental Saving Template

MCB	Progress	Reference	Type of Saving Policy / Efficiency	Cost Centre	Description of Saving	Year 1 2015-16 £	Budget Holder/ Operational Lead Officer	Projected Savings 2015-16	Plan to Achieve Savings (update monthly)
	Colour coded Red/Green/Amber	Set by Finance	E	To be entered	Description of saving to be detailed		Budget Holder etc		
3-BUAR	Green	DE001	E	46064630 3030	BUDGET CHALLENGE - FLEET reduced fuel cost. For 15/16 Variable on price AND quantity used by services	25,000	Graeme Cunningham	25,000	24.07.15 Update: Budget reduction made. Likely to achieve greater saving than projected.
3-BUAR	Green	DE004	E	46064630 3030 (4606 4630 3061?)	Extend service interval where possible to do so. Must ensure changes are VOSA & safety inspection compliant	1,000	Graeme Cunningham	-	24.07.15 Update: 15/16 actions implemented.
3-BUAR	Green	DE007	E	46064630 3030	Increase use of Pool Vehicles. Increase the availability of Pool Vehicles to reduce the total Fleet and reduce Grey Fleet miles. Improved asset control and greater awareness of expenditure and accountability	5,000	Graeme Cunningham	-	24.07.15 Update: Budget reduction made.
3-BUAR	Green	DE008	P	47024712 1060/1061/1062/401 5/4030	Approved 14/15 by Council. Cease maintaining non council owned land	100,000	Graeme Cunningham	100,000	24.07.15 Update: Budget reduction made. Some slippage of progress as resource to manage the process was identified later than hoped.
3-BUAR	Green	DE010	E	41114195 1060/62/62 (4702 4712 1063?)	Cemetery Gates either not locked or locking to move to Stipend Payment not overtime. Will require suitable candidate for new job as gatekeeper at each locked cemetery	3,000	Graeme Cunningham	3,000	24.07.15 Update: Actioned. Budget reduction made.
3-BUAR	Green	DE011	E	47024712 9445 (4702 4712 9400?)	Income potential from increase in external works rate. Any increase will impact mostly on other council accounts	4,000	Graeme Cunningham	4,000	24.07.15 Update: Charging changes made. Gavin Brown devising a 'report' for quarterly income from this and previous years to allow comparison and aid assessment of progress.
3-BUAR	Green	DE012	P	41114195 9405 (4111 4195 9400?)	Increase Burial Charges significantly (+25%). Comparison of the cost to purchase a lair compared to neighbouring councils	55,000	Graeme Cunningham	55,000	24.07.15 Update: Charging changes made. Gavin Brown devising a 'report' for quarterly income from this and previous years to allow comparison and aid assessment of progress.

Development & Environmental Saving Template

MCB	Progress	Reference	Type of Saving Policy / Efficiency	Cost Centre	Description of Saving	Year 1 2015-16 £	Budget Holder/ Operational Lead Officer	Projected Savings 2015-16	Plan to Achieve Savings (update monthly)
3-BUAR	Green	DE013	E	47024712 1060/61/62	Invest in Quality Play areas and reduce the number of low quality areas. Number of play areas to be reduced - less maintenance input to quantify/quality details		Graeme Cunningham		24.07.15 Update: Budget reduction made for 15/16. Business case required to progress implementation of changes approved in Open Space Strategy.
4-MOS	Green	DE014	E	47024712 1060/61/62	Integrate Grass cutting and Litter clearance in advance (use Grade 3). Requires work to integrate services and Flexibility of T&Cs	5,000	Graeme Cunningham	-	24.07.15 Update: Budget reduction made 15/16.
4-MOS	Green	DE015	E	47024712 1063/61/62	Overtime reduce to minimum essentials and emergency. Service Manager to authorise any overtime expenditure	10,000	Graeme Cunningham	10,000	24.07.15 Update: Budget reduction made. Close control of expenditure. Service Manager to authorise any overtime expenditure
2-ISS	Green	DE017	E	47024712 1060/61/62	Reduce further the maintenance programme. e.g. instead of weekly cut, do weekly +2 days - or similar	7,500	Graeme Cunningham	7,500	24.07.15 Update: Budget reduction made for 15/16. Monitor with budget outturns.
2-ISS	Green	DE021	E	47034723 1060/61/62	Reduction in Service Standard to minimum EPA CoP level. Without detailed work this is an ESTIMATE (low) - requires flexible workforce T&Cs	12,500	Graeme Cunningham	-	24.07.15 Update Budget reduction made. Implementation to commence after new Team Leader in post in November
2-ISS	Green	DE022	E	40074090 5920	BUDGET CHALLENGE - WASTE -enforcement & service review. Increased support for minimising waste generation and improved recycling	30,000	Graeme Cunningham	-	24.07.15 Update: Budget reduction made.
2-ISS	Green	DE023	P	48024810 5920 (4007 4100 6705?)	3-Weekly waste collection	25,000	Graeme Cunningham	-	08.06.15 Update: This is RESIDUAL waste change to 3-weekly collection - expect introduction late Autumn - details to be in Report to E&E Committee of 20th August
3-BUAR	Green	DE025	P	48024810 9445 (4802 4810 9400?)	Introduce charging for 2nd Garden Bin. Unknown demand, but likely some willing to pay - est. £39.00 p.a. seasonal, £60 full year	2,500	Graeme Cunningham	-	24.07.15 Update: Charging changes made. Gavin Brown devising a 'report' for quarterly income from this and previous years to allow comparison and aid assessment of progress.
3-BUAR	Green	DE026	E	40074095 9400	Increase Commercial Waste charges . Increase significantly the rates for Commercial Waste Collection	10,000	Graeme Cunningham	-	24.07.15 Update: Charging changes made. Gavin Brown devising a 'report' for quarterly income from this and previous years to allow comparison and aid assessment of progress.
3-BUAR	Green	DE027	P	48024810 9400 (4007 4095 9400?)	Increase Bulky Uplift charges significantly. currently 1 charge is applied irrespective of the volume of waste presented for bulky uplift, the costs would be proportionate to level of uplift required	10,000	Graeme Cunningham	-	24.07.15 Update: Charging changes made. Gavin Brown devising a 'report' for quarterly income from this and previous years to allow comparison and aid assessment of progress.
3-BUAR	Green	DE032	E	40054069 5920	Reduce sampling budget	5,000	Ian Doctor	5,000	24.07.15 Update Budget reduction made.
2-ISS	Green	DE033	E	50225301 1060/61/62	Building Standards Surveyor 0.5 FTE reduction. To delete Building Standards Surveyor post, currently vacant	21,700	Ian Doctor	21,700	24.07.15 Update Budget reduction made.

Development & Environmental Saving Template

MCB	Progress	Reference	Type of Saving Policy / Efficiency	Cost Centre	Description of Saving	Year 1 2015-16 £	Budget Holder/ Operational Lead Officer	Projected Savings 2015-16	Plan to Achieve Savings (update monthly)
3-BUAR	Green	DE039	P	40054075 4015	Stop supply of free poop scoops	7,000	Ian Doctor	7,000	24.07.15 Update: Budget reduction made.
2-ISS	Green	DE040	E	40054078 6410	Trading Standards Reduction in number of consumer advisors from 3 to 2. Saving is shared, thus Clacks will only get 33% of savings. The post has a current incumbent and therefore it is not known when savings will be realised. Savings are also complicated by minor staffing re-structures around trainee and an enforcement post, hence potential figure is an estimate and conservative.	3,000	Ian Doctor	3,000	24.07.15 Update: Budget reduction made.
2-ISS	Green	DE042	E	40054074 5920	£23,000 could be achieved through a service re-design through combining the duties and functions of three posts into two. The three posts to be combined are Pest Control Officer, the Animal Welfare & Environmental Protection Officer (EPO). The job profiles of the animal welfare officer and pest control officer have already been combined to improve service resilience, so that combined profile would need to be altered to include the duties of the EPO. Stopping a number of services delivered would then allow the number of posts to be reduced by 1 FTE, this would include all domestic pest control being stopped by the Council and referred to external market. We currently charge for pest control so there would be no/little financial cost to residents	13,000	Ian Doctor	13,000	08.06.15 update: Change will be fully implemented by end of June. One officer will be retiring on 26th June enabling the change to be implemented in full
3-BUAR	Green	DE043	P	60037232 9404	Move to full cost recovery in Licensing 1. Evaluate if current non mandatory licences are fit for purpose and determine if new activities need to be licensed. 2. Establish cost of providing licensing and monitoring services - adjust fees to move to full cost recovery. To achieve full cost recovery an extra £19,620 is required.	5,500	Ian Doctor	5,500	24.07.15 Update: Implemented for 15/16. Gavin Brown devising a 'report' for quarterly income from this and previous years to allow comparison and aid assessment of progress.

Development & Environmental Saving Template

MCB	Progress	Reference	Type of Saving Policy / Efficiency	Cost Centre	Description of Saving	Year 1 2015-16 £	Budget Holder/ Operational Lead Officer	Projected Savings 2015-16	Plan to Achieve Savings (update monthly)
3-BUAR	Green	DE044		50225301 9405	Charge for Street Naming and numbering	400	Ian Doctor	400	24.07.15 Update: Charging changes made. Gavin Brown devising a 'report' for quarterly income from this and previous years to allow comparison and aid assessment of progress.
4-MOS	Green	DE047	E	60306210 1060/61/62	Removal of 1 FTE Economic Development/Reconfiguration of Economic Services / Employability projects. Impact reduced by making staff on term contracts permanent with resulting match funding benefits.	49,295	Julie Hamilton	49,295	24.07.15 Update: Budget reduction made.
4-MOS	Green	DE049	E	50245501 1060/61/62	Removal of 1 FTE (Sustainability Team Leader)Removal of post discussed as option at Budget Challenge of May 2014. Wide team structures under consideration.	57,236	Ian Doctor	57,236	08.06.15 Update: Budget reduction made. Implemented for 15/16.
4-MOS	Green	DE050	E	40034060 5920 (50805082 - payroll codes)	Proposed retiral of Project OfficerPostholder sought voluntary severance which Manager supported. Due to age of postholder, would be straight forward retiral (FM Manager had also supported). Full salary cost saving.Post holder has undertaken public realm projects and significant Council building projects (Kilncraigs / Spiers Centre Site). Project implementation still being pursued through Development Services and Facilities Management.	50,860	Eileen Turnbull	36,000	Temporary post required to undertake projects still operational. Budget not transferred from D&E to cover this post. overspend in Assets for post meantime. 09.07.15 - Budget available is only £46k (sitting in 50805082 Implementation (EC Dev). Eileen estimates c£10k re Temp cover costs (TBC)
3-BUAR	Green	DE052	E	60106002 1950/4190/5901/602 0/6810	Delete remaining Twinning BudgetDue to past budget cuts, the remaining budget is insufficient : Education staff have not been as interested in recent years to accompany pupils and there is insufficient budget to employ alternatives. In any event very limited pupil interest. Saving of remaining budget of £3,500	3,500		3,500	24.07.15 Update: Achieved. Budget reduction made.
4-MOS	Green	DE053	E	50245502 5050	Reduce LBAP,Publication (Implementation),Budget Budget used to prepare Local Biodiversity Action Plan and towards implementation of actions. Saving of £3,290, (current budget is £8,290). Will reduce project implementation and require further prioritisation / work with partners.	3,290	Ian Doctor	3,290	24.07.15 Update: Achieved. Budget reduction made. Implemented for 15/16.

Development & Environmental Saving Template

MCB	Progress	Reference	Type of Saving Policy / Efficiency	Cost Centre	Description of Saving	Year 1 2015-16 £	Budget Holder/ Operational Lead Officer	Projected Savings 2015-16	Plan to Achieve Savings (update monthly)
3-BUAR	Green	DE054	E	50215201 5730	£10,000 per annum is the current budget allocated for provisional legal fees / expenses. Over the last few years the budget has been underspent. Exceptionally year, full budget spent. Proposal is to reduce budget by 50%. Only impact is the event of greater than £5k expenses. If this scenario arises, if small amount will cover within D&E budget or speak to central finance if significant.	5,000	Ian Doctor	5,000	24.07.15 Update: Achieved. Budget reduction made.
3-BUAR	Green	DE055	P	50805089 4190/5820/6020	Stop/ Merge / Reduce or remodel Clackmannanshire Business and Tourism budgets. Clackmannanshire Business expenditure agreed annually by Clackmannanshire Business Board of Directors. Current expenditure principally on rent, marketing, tourism, BID support and networking. Tourism is considered as part of Clackmannanshire Business. Clacks Business budget - £30,140 Tourism budget - £13,930 ie. Total of £44,070	10,000		10,000	24.07.15 Update: Achieved. Budget reduction made.
3-BUAR	Green	DE057	P	50225301 9405	Premium fee for retrospective building warrant applications. Increasing fees for retrospective Building Warrant & Planning certification.	3,000	Ian Doctor	3,000	24.07.15 Update: Implementation yet to be started
2-ISS	Green	DE058	P	50245501 5920	Rationalisation and remodelling of Sustainability Team Work, including the Rangers service. Range of work undertaken relating to flooding, built heritage and natural heritage. The ranger service access and technical support and specialist work.	5,000	Ian Doctor		24.07.15 Update: Budget reduction made for 2015/16
3-BUAR	Green	DE065	P	41074157 6705	Shopmobility. Order of Malta Dial a Journey operate Shopmobility on behalf of the Council. This involves the provision and free use of mobility scooters and electric wheelchairs to visitors to Sterling Mills shopping area. Shopmobility originally operated from Alloa town centre but, for a variety of reasons, was transferred to Sterling Mills. During financial year 2013 - 14 a total of 481 shoppers used the Shopmobility service at Sterling Mills. This equates to £15.24 per shopper over the year.	7,300	Charles Norman	7,300	24.07.15 Update: Dial-a-Journey service ceased. Budget reduction made.

Development & Environmental Saving Template

MCB	Progress	Reference	Type of Saving Policy / Efficiency	Cost Centre	Description of Saving	Year 1 2015-16 £	Budget Holder/ Operational Lead Officer	Projected Savings 2015-16	Plan to Achieve Savings (update monthly)
3-BUAR	Green	DE066	E	41084165 6705	Road Markings. The provision and maintenance of road markings is a function of the Traffic Signs Regulations & General Directions 2002 & 2011. We currently provide the traditional range of road markings including white and yellow lining. This proposal is to discontinue the provision of some road markings and to reduce the use of other road markings. We shall no longer provide access protection markings across individual driveways and shall reconsider the need for centre lines on urban roads. It is becoming practice to remove centre lines from urban and selected rural roads to change the drivers' perception. The absence of these road markings often has a slowing effect on traffic as drivers are less sure of their 'right' to occupy 'their' part of the road. We have also reconsidered the need for give way markings at every junction within a residential 20 mph limit or zone. Only those junctions where the situation is unclear will continue to have give-way markings.	3,000	Charles Norman	3,000	24.07.15 Update: Proposals to reduce road markings and hence the budgetary requirement are proceeding. Complaints and road safety issues will be monitored to ensure that this saving does not have any detrimental effect on safety. Budget reduction made.
3-BUAR	Green	DE072	P	41074159 6705	Clackmannanshire Council provides a number of supported bus services to fill gaps in the commercial bus network. These services are operated under contracts which are due to terminate in March 2018 but could be terminated earlier, Option 1 - Terminate Service C64 saving £52,559. Option 2 - Terminate Service C68 saving £74,472. Option 3 - Terminate C69 saving £123,051. Option 4 - Terminate C70 saving £18,860. Option 5 - Terminate all supported bus services. Option 6 - Terminate C68, reroute C69, reschedule C64 to 2 hourly to fill majority of gaps created by termination of C68. Saving £74,472. Figures based on Option 5	60,000	Charles Norman	60,000	Report to E&E committee on 21 May 2015 detailed savings of at least £100,000. Discussions are continuing regarding the final timetable of services.
2-ISS	Green	DE074	E	41084162 6181	Roads drainage maintenance and gully cleansing are Duties under Roads (Scotland) Act 1984 and are essential components of the Roads Asset Management Plan. Further, watercourse maintenance is a Duty under the Flood Risk Management (Scotland) Act 2009. There is no option to stop carrying out these functions.	10,000	Charles Norman	10,000	24.07.15 Update: Saving is in overall roads drainage budget. Budget reduction made.

Development & Environmental Saving Template

MCB	Progress	Reference	Type of Saving Policy / Efficiency	Cost Centre	Description of Saving	Year 1 2015-16 £	Budget Holder/ Operational Lead Officer	Projected Savings 2015-16	Plan to Achieve Savings (update monthly)
	Green	DE075	P	41074157 6705	Dial-a-Journey. Order of Malta Dial-a-Journey operates a door to door accessible transport service for residents of Clackmannanshire who are registered blind or are unable to use public transport due to a mobility problem which seriously impairs their ability to walk. They also provide the service to Falkirk and Stirling residents. DaJ also operate a booking system for Clackmannanshire residents who are Taxicard holders. In Clackmannanshire there are 241 registered members of DaJ of whom 56 are classed as 'active'. During financial year 2013 -14 DaJ provided 2,847 single trips for members and carried 419 passenger assistants. This equate to around £21.00 per trip.	9,100	Charles Norman	9,100	24.07.15 Update: Funding to Dial-a-Journey in 15/16 has been reduced in accordance with proposed saving. Letter received from Dial-a-Journey indicating service reduction across all 3 Council areas. Budget reduction made.
2-ISS	Green	DE076	E	41044126 5920	Reorganisation of Street Lighting Management & Operations. To combine and commission the duties of the Electrician and Lamp Attendant to either private contractors or amalgamate the service with an adjacent local authority. To replace the Lighting Officer on his retirement as he is required as part of the "intelligent client" with specialist knowledge. The Electrician would require to be transferred under TUPE to the new organisation: the Lamp Attendant could also be transferred under TUPE, or reincorporated back into the DLO as a Skilled Roadman (preferred option), or redefined alternative. AT the current time the service is covered by an external contractor at additional cost to the service as cover for holiday and absence is needed.	8,000	Charles Norman	-	08.06.15 Update: This saving has been combined with the Roads Staff restructure (DE079) as a single review (R&T Future Service Delivery Model). Savings in year one will be difficult to achieve as an external contractor has had to be employed due to long term sickness of key employee.
3-BUAR	Green	DE077	P	41014101 9445	Income generation. There are a number of small areas of service activity that the service has the ability to charge for but doesn't at the current time. Identify all services to private / public customers that have the potential to be charged, also identify all services that are currently charged for and re-assess charging rates. As the number of requests for services is low, it is difficult to estimate actual income accurately.	5,000	Charles Norman	1,000	24.07.15 Update Charging changes made. Gavin Brown devising a 'report' for quarterly income from this and previous years to allow comparison and aid assessment of progress.
4-MOS	Green	DE079	P	41014102 5920	Roads Staff Restructure. restructure would re-align the service to be able to deliver the range of roads functions, more efficiently, more responsively and more effectively. Work is ongoing and would include looking at delivery models such as hours of day and days of week service delivered	50,000	Charles Norman	50,000	24.07.15 Update: (See also DE076 above) Review is now titled R&T Future Service Delivery Model. With uptake of VS offers, saving has been achieved. Budget reduction made.

Development & Environmental Saving Template

MCB	Progress	Reference	Type of Saving Policy / Efficiency	Cost Centre	Description of Saving	Year 1 2015-16 £	Budget Holder/ Operational Lead Officer	Projected Savings 2015-16	Plan to Achieve Savings (update monthly)
3-BUAR	Green	DE080	E	41084163 6705	Traffic Signs. Under the Traffic Signs Regulations & General Directions (2002 & 2011) we have a DUTY to ensure that any road traffic signs that we erect must comply with the directions and the guidance included in the Traffic Signs Manual. The TSR&GD is currently under review and issues under review include the proliferation of traffic signs on our roads. Another issue under review is the need to provide electric overhead illumination to specified groups of traffic signs. Currently we have to provide illumination to Warning Signs (triangular) and Prohibition Signs (mainly circular). It is likely that the updated TSR&GD will remove the need to illuminate Warning Signs but it appears that there will remain the need to illuminate Prohibition Signs during the hours of darkness.	13,500	Charles Norman	13,500	24.07.15 Update: Saving is in overall traffic signs budget. Budget reduction made.

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

DAE Business Plan 2015/16 Q1 Actions

Generated on: 12 August 2015

CORPORATE PRIORITY OUTCOME						
1. Focusing on Prevention and Early Intervention (for Better Outcomes)						
Code	Action	By When	Progress	Expected Outcome	Latest Note	Lead
DAE SBP 123	Support small to medium enterprise traders to ensure they comply with the duties of the Tobacco and Primary Medical Services (Scotland) Act 2010.	31-Mar-2016	<div style="width: 25%;"><div style="background-color: #4F81BD; color: white; padding: 2px;">25%</div></div>		Letters and posters for businesses ready for printing. Training for young people to undertake test purchases organised and planned for July. Integrity checks conducted of some businesses.	Ian Doctor
DAE SBP 126	Regulatory Service supports business through inspection, intervention and engagement programmes.	31-Mar-2016	<div style="width: 25%;"><div style="background-color: #4F81BD; color: white; padding: 2px;">25%</div></div>		We are progressing to target with our programmed work.	Ian Doctor
DAE SBP 133	Develop and implement new European Structural Funds Programmes 2015-18 actions for 2015/16.	31-Mar-2016	<div style="width: 60%;"><div style="background-color: #4F81BD; color: white; padding: 2px;">60%</div></div>		Bid submitted in March 2015. Technical checks complete, formal offer awaited. Delivery started.	Julie Hamilton
DAE SBP 134	Work with Education to deliver Scotland's Young Workforce Agenda	31-Mar-2016	<div style="width: 40%;"><div style="background-color: #4F81BD; color: white; padding: 2px;">40%</div></div>		Shared actions agreed through the LEP Action Plan.	Julie Hamilton
DAE SBP 135	Develop and implement strategy to make effective use of agreed annual budget for Modern Apprentices	31-Mar-2016	<div style="width: 40%;"><div style="background-color: #4F81BD; color: white; padding: 2px;">40%</div></div>		Approach agreed. Good response from services. Opportunities to be advertised soon.	Julie Hamilton
DAE SBP 137	Develop and implement Local Employability Strategy 2014-17 action plan	31-Mar-2016	<div style="width: 50%;"><div style="background-color: #4F81BD; color: white; padding: 2px;">50%</div></div>		Actions agreed. Delivery in progress.	Julie Hamilton
DAE SBP 145	Support local businesses through promotion and marketing of Broadband Voucher Scheme	31-Mar-2016	<div style="width: 25%;"><div style="background-color: #4F81BD; color: white; padding: 2px;">25%</div></div>		Scheme promoted. Press release on 6th August 2015. No applications to date.	Julie Hamilton

CORPORATE PRIORITY OUTCOME

2. Developing Integrated & Sustainable Services

Code	Action	By When	Progress	Expected Outcome	Latest Note	Lead
DAE SBP 102	Implement Open Space Strategy	31-Mar-2016	<div style="width: 15%;"><div style="background-color: #4F81BD; height: 10px;"></div>15%</div>	✓	A number of the actions in the open space strategy have been delivered. During this quarter, new tree planting in Cochrane and Johnstone Parks, Alva was delivered. The play value score at Coalsnaughton Public Park has been increased to excellent and the score at Muckhart Playing field has been increased. The strategy continues to be used to ensure proposed play areas achieve the recommended play value score.	Ian Doctor
DAE SBP 103	Continued strategic investment for street lighting and implementation of LED street lighting programme which will reduce electricity consumption and lighting column maintenance	31-Mar-2016	<div style="width: 20%;"><div style="background-color: #4F81BD; height: 10px;"></div>20%</div>	✓	Budget realigned with MCB as per Corporate Asset Management Plan	Mac West
DAE SBP 105	Develop and improve D&E areas of Clacksweb and CONNECT	31-Mar-2016	<div style="width: 10%;"><div style="background-color: #4F81BD; height: 10px;"></div>10%</div>	✓	Web pages developed to highlight property for sale and lease.	Gordon McNeil; Karen Payton
DAE SBP 118	Deliver D&E Service's Capital Investment Programme 2015/16	31-Mar-2016	<div style="width: 30%;"><div style="background-color: #4F81BD; height: 10px;"></div>30%</div>	✓	Capital Programme is progressing, as detailed in section 3.5 of the performance report.	Gordon McNeil
DAE SBP 119	Update the Local Transport Strategy which sets out Clackmannanshire Council's vision and actions for transport in Clackmannanshire	31-Mar-2016	<div style="width: 80%;"><div style="background-color: #4F81BD; height: 10px;"></div>80%</div>	✓	Draft is 80% complete and ready for consultation in quarter two.	Charlie Norman
DAE SBP 121	Continued strategic programme of interventions to sustain and improve recycling to encourage behavioural change and promote the waste hierarchy of reduce, reuse and recycle.	31-Mar-2016	<div style="width: 35%;"><div style="background-color: #4F81BD; height: 10px;"></div>35%</div>	✓	A new Waste Awareness booklet and residual bin sticker have been produced for distribution to all households, focussing on quality of recycling material as part of the ongoing behavioural change to promote the waste hierarchy.	Graeme Cunningham
DAE SBP 122	Expand food waste collection to commercial premises which produce less than 50kg of food waste per week.	31-Mar-2016	<div style="width: 50%;"><div style="background-color: #4F81BD; height: 10px;"></div>50%</div>	✓	On target to ensure full compliance	Graeme Cunningham
DAE SBP 127	Progress approved Clackmannanshire Local Development Plan to adoption.	31-Mar-2016	<div style="width: 95%;"><div style="background-color: #4F81BD; height: 10px;"></div>95%</div>	✓	Plan approved by Council. Scottish Government has asked for two extensions to final approval.	Julie Hamilton
DAE SBP 136	Develop closer working relationships with Clackmannanshire Business, Alloa Town Centre BID, Clacksfirst and Forth Valley Chamber of Commerce	31-Mar-2016	<div style="width: 25%;"><div style="background-color: #4F81BD; height: 10px;"></div>25%</div>	✓	Role of and relationships between various business agencies being examined to ensure coordinated/streamlined working.	Julie Hamilton

Code	Action	By When	Progress	Expected Outcome	Latest Note	Lead
DAE SBP 142	Develop "Contribute" in Clackmannanshire	31-Mar-2016	<div style="width: 15%;"><div style="background-color: #4f81bd; height: 100%;"></div></div> 15%	✓	Initial discussions with Business community. A focus of key outcomes with business engagement.	Gordon McNeil
DAE SBP 144	Develop the River Basin Management Plan and Local Flood Risk Management Plan	31-Dec-2015	<div style="width: 65%;"><div style="background-color: #4f81bd; height: 100%;"></div></div> 65%	✓	The River Basin Management Plan (RBMP), lead by SEPA, is undertaken on a six year cycle and comprises of two components, the Scottish RBMP and a Forth RBMP. Progress on each is on target, with the Scottish RBMP to be in place by December 2015. The Forth RBMP and Forth District Flood Risk Management Plan will be in place by June 2016	Ian Doctor
DAE SBP 146	Market and support the development of projects using funding opportunities available through the new LEADER Programme	31-Mar-2016	<div style="width: 10%;"><div style="background-color: #4f81bd; height: 100%;"></div></div> 10%	✓	Offer received by LAG. Formal start to programme due January 2016.	Julie Hamilton
DAE SBP 147	Develop and agree Ochils Landscape Partnership legacy arrangements	31-Aug-2015	<div style="width: 80%;"><div style="background-color: #4f81bd; height: 100%;"></div></div> 80%	✓	A report approved by Council in June 2015. Further report to be brought back in the next year.	Julie Hamilton

CORPORATE PRIORITY OUTCOME

3. Making Best Use of Assets & Resources

Code	Action	By When	Progress	Expected Outcome	Latest Note	Lead
DAE SBP 100	Implement 2015-16 Asset Disposal Strategy	31-Mar-2016	<div style="width: 40%;"><div style="background-color: #4f81bd; height: 100%;"></div></div> 40%	✓	Report approved by Council on 14th May 2015. Agreed disposals being pursued with the aim of achieving £1.9m.	Julie Hamilton
DAE SBP 101	Deliver the annual vehicle replacement programme and improve the quality of our vehicle fleet to reduce fuel use and emissions.	31-Dec-2015	<div style="width: 50%;"><div style="background-color: #4f81bd; height: 100%;"></div></div> 50%	✓	Vehicle replacement programme on target with some reduction in Fleet numbers anticipated.	Graeme Cunningham
DAE SBP 120	Continued expansion and development of Clackmannanshire's cycle and pathway network	31-Mar-2016	<div style="width: 20%;"><div style="background-color: #4f81bd; height: 100%;"></div></div> 20%	✓	Design, funding and consultation complete. Works to be undertaken in Autumn 2015.	Charlie Norman
DAE SBP 124	Support Clackmannanshire Third Sector Interface to produce a feasibility study into a community transport scheme for Clackmannanshire	31-Mar-2016	<div style="width: 25%;"><div style="background-color: #4f81bd; height: 100%;"></div></div> 25%	✓	Consultant engaged by the third sector to undertake some modelling.	Mac West
DAE SBP 132	Implement new, supported bus services in Clackmannanshire	31-Mar-2016	<div style="width: 100%;"><div style="background-color: #4f81bd; height: 100%;"></div></div> 100%	✓	Reductions in service agreed by Council.	Mac West

CORPORATE PRIORITY OUTCOME

CORPORATE PRIORITY OUTCOME

4. Organisational Charter

CORPORATE PRIORITY OUTCOME

Communication

Code	Action	By When	Progress	Expected Outcome	Latest Note	Lead
DAE SBP 108	Plan effective communication activities to support the service's priorities and outcomes using the most effective communication channels and technologies.	31-Mar-2016	<div style="width: 30%;"><div style="background-color: #4F81BD; height: 10px; width: 100%;"></div></div> 30%		Key messages on service activity and service change, such as buses and improving recycling, have been taken forward.	Gordon McNeil; Karen Payton
DAE SBP 113	Use customer consultation and feedback to influence how services are configured and delivered	31-Mar-2016	<div style="width: 20%;"><div style="background-color: #4F81BD; height: 10px; width: 100%;"></div></div> 20%		Economic Development has undertaken most recent customer surveys to influence service delivery going forward	Gordon McNeil

CORPORATE PRIORITY OUTCOME

Financial Stability and Good Health

Code	Action	By When	Progress	Expected Outcome	Latest Note	Lead
DAE SBP 110	Deliver the financial efficiencies agreed by Clackmannanshire Council in February 2015. See Appendix 2.	31-Mar-2016	<div style="width: 70%;"><div style="background-color: #4F81BD; height: 10px; width: 100%;"></div></div> 70%		Many of the 2015 savings delivered. Additional income on target to be achieved. Others planned for delivery throughout the year.	Gordon McNeil
DAE SBP 111	Manage effectively the D&E financial targets	31-Mar-2016	<div style="width: 25%;"><div style="background-color: #4F81BD; height: 10px; width: 100%;"></div></div> 25%		On course to deliver in-year efficiencies, as per action DAE SBP 110 above.	Gordon McNeil
DAE SBP 117	Identify efficiency savings for 2016/17	31-Mar-2016	<div style="width: 25%;"><div style="background-color: #4F81BD; height: 10px; width: 100%;"></div></div> 25%		Currently detailing efficiencies for 2016/17 as part of MCB reviews and service challenge process.	Gordon McNeil

CORPORATE PRIORITY OUTCOME

Governance

Code	Action	By When	Progress	Expected Outcome	Latest Note	Lead
DAE SBP 116	Implement improvement actions from Annual Governance Statement Governance Panel	31-Mar-2016	<div style="width: 25%;"><div style="background-color: #4F81BD; height: 10px; width: 100%;"></div></div> 25%		Working with service partners to implement improvements. Finance partnership arrangement developed as an example.	Gordon McNeil

Code	Action	By When	Progress	Expected Outcome	Latest Note	Lead
DAE SBP 131	Revise the Sustainability and Climate Change Strategy and implement 2015/16 actions	31-Mar-2016	<div style="width: 30%;"><div style="background-color: #4F81BD; height: 10px; width: 30%;"></div></div> 30%		A proposed structure for the revised strategy has been produced, along with some draft text, suggested actions, and a proposed monitoring framework. Discussions with internal stakeholders are ongoing.	Ian Doctor

CORPORATE PRIORITY OUTCOME
Leadership Development

Code	Action	By When	Progress	Expected Outcome	Latest Note	Lead
DAE SBP 109	Lead and support training and development programme for employees	31-Mar-2016	<div style="width: 25%;"><div style="background-color: #4F81BD; height: 10px; width: 25%;"></div></div> 25%		Staff training programmes devised and currently being considered separately.	Gordon McNeil

CORPORATE PRIORITY OUTCOME
Ongoing Review of Service Models

Code	Action	By When	Progress	Expected Outcome	Latest Note	Lead
DAE SBP 112	Deliver the MCB programme of projects. See Appendix 3 Service Reviews and Business Cases.	31-Mar-2016	<div style="width: 50%;"><div style="background-color: #4F81BD; height: 10px; width: 50%;"></div></div> 50%		Business Case proposals will all be completed by 31st August. Others for implementation are planned for delivery in 15/16.	Gordon McNeil
DAE SBP 125	Continue a service-wide pilot and develop the pool car scheme.	31-Mar-2016	<div style="width: 50%;"><div style="background-color: #4F81BD; height: 10px; width: 50%;"></div></div> 50%		Pool cars continue to be well utilised in pilot areas. New area of service introduced in later half of 2015/16 - linked to wider review of fleet and mileage expenses.	Mac West

CORPORATE PRIORITY OUTCOME
Promoting Clackmannanshire

Code	Action	By When	Progress	Expected Outcome	Latest Note	Lead
DAE SBP 141	Contribute to the development of a Clackmannanshire Tourism Strategy aligning local opportunities to national priorities	31-Mar-2016	<div style="width: 40%;"><div style="background-color: #4F81BD; height: 10px; width: 40%;"></div></div> 40%		Clackmannanshire Business developing strategic framework. Action plan to follow.	Julie Hamilton

CORPORATE PRIORITY OUTCOME

Service Excellence

Code	Action	By When	Progress	Expected Outcome	Latest Note	Lead
DAE SBP 106	Improve DAE's performance management arrangements, ensuring performance information is used to drive improvement and is communicated effectively with staff and local residents.	31-Mar-2016	<div style="width: 20%;"><div style="width: 20%;"></div></div> 20%	✓	Performance management through Business Plans and Operational Plans are embedded in service meetings and one-to-ones.	Gordon McNeil
DAE SBP 107	Improve the use of benchmarking information through the Local Government Benchmarking Framework (LGBF)	31-Mar-2016	<div style="width: 25%;"><div style="width: 25%;"></div></div> 25%	✓	Participating in the LGBF family groups to learn and share good practice.	Gordon McNeil

CORPORATE PRIORITY OUTCOME

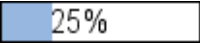

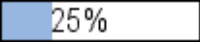



Supporting Staff Through Change

Code	Action	By When	Progress	Expected Outcome	Latest Note	Lead
DAE SBP 104	Maintain regular engagement with the trades unions through the now established meeting forums	31-Mar-2016	<div style="width: 60%;"><div style="width: 60%;"></div></div> 60%	✓	Regular meetings are held with Trade Unions. Meetings discuss general matters as well as specific service arrangements.	Gordon McNeil
DAE SBP 114	Progress results of the employee survey and develop improvement actions based on the findings	31-Mar-2016	<div style="width: 25%;"><div style="width: 25%;"></div></div> 25%	✓	Staff suggestions as part of the budget process have been assessed. Many taken forward for implementation. Explanations provided for those suggestions not being taken forward.	Gordon McNeil
DAE SBP 115	Improve absence performance within D&E	31-Mar-2016	<div style="width: 50%;"><div style="width: 50%;"></div></div> 50%	✓	All employees supported through attendance policy. Regular absence meetings held to challenge and support performance.	Gordon McNeil

CORPORATE PRIORITY OUTCOME

Total Place


Code	Action	By When	Progress	Expected Outcome	Latest Note	Lead
DAE SBP 128	Work with local business, EU funding partners and Scottish Futures Trust to develop feasibility proposals and delivery models for a	31-Mar-2016	<div style="width: 40%;"><div style="width: 40%;"></div></div> 40%	✓	A successful bid to the Local Energy Challenge Fund means that we have been offered a £21,000 grant to develop the financial and legal models for this project,	Ian Doctor

Code	Action	By When	Progress	Expected Outcome	Latest Note	Lead
	district heat network in Alloa through heat waste recovery.				and to develop a partnership agreement with Owens-Illinois. The grant offer was received July 2015, and work is expected to commence shortly. A bid for EU Horizon 2020 funding was unsuccessful, so future work on this project is unlikely to involve EU partners.	
DAE SBP 130	Tillicoultry Glen is re-opened with safe access.	31-Mar-2016	 25%		Tenders have been received for contracts and options are being appraised.	Julie Hamilton
DAE SBP 139	Take forward green network and biodiversity programmes in partnership with third sector organisations.	31-Mar-2016	 25%		Current projects include review of Local Nature Conservation Sites, systematic review of invasive plants in Clackmannanshire, woodland and wetland enhancements under Inner Forth Landscape Initiative, measures to enhance biodiversity on cycleways with Sustrans Greener Greenways and measures to establish legacy of Ochils Landscape Partnership. Progress against the 54 actions in Clackmannanshire Biodiversity Partnership's Local Biodiversity Action Plan is 31 Green, 22 Amber, 1 Red.	Ian Doctor
DAE SBP 143	Prepare a Climate Change Adaptation Strategy for Clackmannanshire	31-Dec-2015	 10%		Work with internal and external partners to establish and develop best practice currently ongoing. Progress logged within Public Bodies Climate Change Duties reporting template pilot that will be reported to Scottish Government. Preparation of strategy running behind and may miss December 2015 target, but will be complete for end of financial year.	Ian Doctor





Development and Environment Service Business Plan Indicators 2015/16

Generated on: 12 August 2015

CORPORATE PRIORITY OUTCOME								
Financial Stability and Good Health								





Code	Description	2012/13	2013/14	2014/15	2015/16	Q1 2015/16		Latest Note	Lead
		Value	Value	Value	Target	Value	Status		
GOV FTE DAE	Establishment - FTE (Development & Environment)			225.07		215.75		Headcount of 228 at the start of the period.	Gordon McNeil

CORPORATE PRIORITY OUTCOME								
Service Excellence								

Code	Description	2012/13	2013/14	2014/15	2015/16	Q1 2015/16		Latest Note	Lead
		Value	Value	Value	Target	Value	Status		
DAE CUS 023	DAE Councillor enquiries responded to within timescale.		90%	88%	93%	86%		A total of 35 Councillor Enquiries were received into the Development and Environment Service during the first quarter of 2015/16. Of these, 30 were responded to within timescale. Performance is reduced when compared to the same quarter last year (98%).	Gordon McNeil
DAE CUS 024	DAE MP / MSP enquiries dealt with within timescale.				93%	95%		21 out of the 22 MP / MSP enquiries were dealt with within timescale during the first quarter of 2015/16. This is an improvement on last year's performance for the same period (88%).	Gordon McNeil
DAE CUS 025	DAE complaints responded to within timescale			72.4%	93.0%	66.7%		4 complaints responded to 1 day late	Gordon McNeil
GOV FOI DAE	% FOI enquiries responded to within timescale: Development & Environment	100%	99%			100%		Performance in responding to FOI enquiries within timescale remains high.	Gordon McNeil

CORPORATE PRIORITY OUTCOME

Supporting Staff Through Change

Code	Description	2012/13	2013/14	2014/15	2015/16	Q1 2015/16		Latest Note	Lead
		Value	Value	Value	Target	Value	Status		
GOV AB1 DAE	Average FTE Days Sickness Absence (Development & Environmental Services)			10.3 days	10.0 days	2.6 days		The total number of days lost in the period is the highest across the previous three quarters, despite the average number of FTEs reducing. Long Term Absence has increased and individuals supported to return to work.	Gordon McNeil
GOV AB2 DAE	Sickness absence level (% - Development & Environment)			2.40%	2.30%	3.97%		567 working days were lost in the first quarter of 2015/16. This is the highest number of total days lost in a quarter since recordings began for the Development and Environment Service in October 2014. Long Term Absence has increased and individuals supported to return to work.	Gordon McNeil
DAE PPL 004	Number of RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences) cases within the Development and Environment service.			19	0	1		1 reportable accident in Roads and Transportation	Gordon McNeil
GOV TRN DAE	Staff turnover (Development & Environment)			4.8		7.0		This measure gives context to staff resourcing, workforce planning and succession planning needs. Setting targets is not suitable at this juncture.	Gordon McNeil

CORPORATE PRIORITY OUTCOME

Workforce & Leadership Development


Code	Description	2012/13	2013/14	2014/15	2015/16	Q1 2015/16		Latest Note	Lead
		Value	Value	Value	Target	Value	Status		
DAE PPL 002	% DAE PRDs undertaken		67%	50%	100%	Annual measure only		PRD performance is lower than targeted. Corrective measures have been put in place to increase the number of employees having PRDs in the year 2015/16.	Gordon McNeil

Development and Environment Service: Local Government Benchmarking Framework (LGBF) & Single Outcome Agreement (SOA) Indicators 2015/16

Generated on: 12 August 2015

CORPORATE PRIORITY OUTCOME

1. Focusing on Prevention & Early Intervention (for Better Outcomes)

Code	Description	2013/14	2014/15	2015/16	Q1 2015/16		Latest Note	Lead
		Value	Value	Target	Value	Status		
EDE BUS 002	Number of unique businesses and other employers supported by Economic Development staff within the current business year.	243	249	240	142		Ahead of target for Q1 2016-2016	Julie Hamilton

CORPORATE PRIORITY OUTCOME

2. Developing Integrated & Sustainable Services

Code	Description	2013	2014	2015	Latest Note	Lead
		Value	Value	Target		
ENV WMA 010	Percentage of household waste recycled or composted	59.9%	60.8%	50%	Annual measure: 2014 value awaiting verification from SEPA	Graeme Cunningham
ENV WMA 011	Total household waste recycled / composted (tonnes)	16,049	16,286		Annual measure only and data only: 2014 value awaiting verification from SEPA	Graeme Cunningham

CORPORATE PRIORITY OUTCOME

3. Making Best Use of Assets & Resources

Code	Description	2012/13	2013/14	2014/15	2015/16	Latest Note	Lead
		Value	Value	Value	Target		

Code	Description	2012/13	2013/14	2014/15	2015/16	Latest Note	Lead
		Value	Value	Value	Target		
RAT RAT 001	Percentage of A class roads that should be considered for maintenance treatment	21.8%	26.4%	30.0%	28.7%	Similar to last year in that main increase is due to additional sections now rated in Amber condition. A change of strategy should be considered, to increase the amount of surface treatments undertaken (on roads which look in reasonable condition to the layman). The validity of this years data has been scrutinised by the Transport Research Laboratory (TRL), resulting in the contractor being requested to carry out further investigation.	Mac West
RAT RAT 002	Percentage of B class roads that should be considered for maintenance treatment	21.8%	24.5%	32.4%	35.2%	See RAT 001 above	Mac West
RAT RAT 003	Percentage of C class roads that should be considered for maintenance treatment	29.1%	34.4%	41.3%	36.6%	Investigations have been undertaken to ascertain the rise from 2013/14. Significant jump in both sections measured as red and amber. Focus in recent years has been on A' and B' Class routes which may offer partial explanation. However see RAT 001 above.	Mac West
RAT RAT 004	Percentage of unclassified roads that should be considered for maintenance treatment	40.2%	39.7%	42.7%	39.4%	Only 10% of the unclassified network is surveyed annually therefore the results may be unpredictable and not offer a true reflection of the condition of the network in general. However the overall trend (since 2008) of the overall network slowly deteriorating is generally accepted as a fair reflection of the condition of unclassified routes within Clackmannanshire.	Mac West
RAT RAT 024	Cost of maintenance per kilometre of road in Clackmannanshire.	£12,454	£8,013		£6,058	Figure is only available once Local Finance Return is complete later in the year.	Mac West

Development and Environment Service Risks 2015-16

ID & Title	DAE SRR 100 Under-resourced staff group	Approach	Treat	Status		Managed By	Gordon McNeil	Target Rating	6	Current Rating	12
Description	Reduced capacity to deal with peaks in workload and demands upon the service.							 Likelihood Impact	 Likelihood Impact		
Potential Effect	Service cannot demonstrate that is effective, efficient and recognised for excellence.										
Related Actions	DAE SBP 109	Lead and support training and development programme for employees	<input type="text" value="25%"/>	Internal Controls	Performance Review & Development Process						
	DAE SBP 114	Progress results of the employee survey and develop improvement actions based on the findings	<input type="text" value="25%"/>		People Strategy						
	DAE SBP 115	Improve absence performance within D&E	<input type="text" value="50%"/>		Maximising Attendance & Employee Wellbeing Policy						
Latest Note	Supporting and developing staff is an area for concern for the service. Reasons for this include: reducing specialist knowledge and support; need for investment in workforce skills and abilities; need for better management of single points of failure; and under-capacity restricting innovation and access to external funding. To counteract this, the Service Management Team will endeavour to invest in our experienced and committed staff through increased scope of PRDs, encouraging staff to expand their developmental activity into other areas of work, reviewing staff terms and conditions and building upon flexible ways of working.										

ID & Title	DAE SRR 101 Unaligned service delivery with corporate objectives	Approach	Treat	Status		Managed By	Gordon McNeil	Target Rating	3	Current Rating	6
Description	Service delivery is not aligned with corporate objectives							 Likelihood Impact	 Likelihood Impact		
Potential Effect	Fail to meet corporate and service objectives; Customer expectations not met; and Fail to meet customer demand.										
Related Actions	DAE SBP 106	Improve DAE's performance management arrangements, ensuring performance information is used to drive improvement and is communicated effectively with staff and local residents.	<input type="text" value="20%"/>	Internal Controls	Budget Strategy						
	DAE SBP 107	Improve the use of benchmarking information through the Local Government Benchmarking Framework (LGBF)	<input type="text" value="25%"/>		Budget Challenge & Financial Monitoring						
	DAE SBP 112	Deliver the MCB programme of projects. See Appendix 3 Service	<input type="text" value="50%"/>		Business Planning Process						

	Reviews and Business Cases.				
				Governance Panel	
				Making Clackmannanshire Better Programme	
Latest Note	<p>The Service Management Team will endeavour to transformation weaknesses in how our service performance is managed. We are aware that: our corporate financial systems lag behind the current business need; the cyclical nature of budgeting does not reflect service operation need; and we have reducing staff numbers whilst we must respond to new and changing corporate and legislative requirements. Efforts ongoing to counteract this risk includes: establishing a clear vision of service provision; reducing expenditure on non-core activity; and automated procurement programmes and systems. Despite this risk, the service continues to achieve high performance in national performance indicators and has a track record of delivering service efficiencies.</p>				

Report to Enterprise & Environment Committee

Date of Meeting: 20 August 2015

Subject: Public Bodies' Climate Change Duties: Clackmannanshire Council Annual Report

Report by: Head of Development & Environment

1.0 Purpose

- 1.1. The purpose of this report is to give an overview of Clackmannanshire Council's compliance with its climate change duties, with measures to improve performance relating to sustainability and climate change.

2.0 Recommendations

It is recommended that Committee:

- 2.1. Approve the report on Clackmannanshire Council's progress in delivering its climate change duties, for submission to the Scottish Government as detailed in Appendix 1.

3.0 Considerations

Public bodies' climate change duties annual report

- 3.1. As members will be aware, Clackmannanshire Council has duties under Section 44 of the Climate Change (Scotland) Act to contribute to reducing Scotland's greenhouse gas emissions; to contribute to helping Scotland adapt to a changing climate; and to act in the way that it considers most sustainable. The Act gave the Scottish Ministers powers to require public bodies to report on their compliance with these duties.
- 3.2. Since 2009, Clackmannanshire Council (along with every other local authority in Scotland) has reported annually and voluntarily on its progress in addressing climate change and sustainable development, through Scotland's Climate Change Declaration. In recent years these reports have been analysed by the Sustainable Scotland Network, and have been published on their website.
- 3.3. Following three consecutive years of missing Scotland's greenhouse gas emissions reduction targets, the Scottish Government has chosen to use its powers to make annual reporting on climate change mandatory for around

150 "major players" in the public sector (this includes all local authorities). A draft statutory instrument has been prepared, and this is expected to be enacted later this year, with reporting expected to be required for financial year 2015/16 onwards.

- 3.4. A draft reporting template has been published, and public bodies have been encouraged to use it to report on 2014/15 activity: this report for Clackmannanshire Council can be found at Appendix 1. Since this is the trial year for reporting, there is no expectation that public bodies will be able to complete every section in the report; where the Council is unable to supply the required information, this is noted and an explanation given.
- 3.5. The reporting template covers the following: governance, management and strategy; corporate emissions, targets and project data; adaptation; and procurement.
- 3.6. *Governance, management and strategy*
Clackmannanshire Council has a number of tools available for assessing and addressing climate change and sustainability impacts; however, the use of these is not consistent across the Council, and embedding them will be the main focus of the revised Sustainability and Climate Change Strategy. Initial measures to improve governance around climate change and sustainability are detailed in paragraphs 3.13-3.25 of this report.
- 3.7. Internal audit have reviewed the public bodies' duties report and are developing a procedure for validating future annual reports. If approved by Committee, the report will be signed by the Head of Development & Environment and submitted to the Scottish Government.

3.8. *Corporate emissions*

The report shows that the main source of greenhouse gas emissions from Clackmannanshire Council's activities is electricity consumption - for street lighting, buildings and sites - comprising 58% of the footprint; the next two most significant sources are gas (28%) and fleet diesel (11%). Between 2013/14 and 2014/15, Clackmannanshire Council's electricity consumption reduced by 18%, but due to an increased use of carbon-intensive fuels for electricity generation in the UK, the carbon emissions for electricity decreased by only 5%. Overall, Clackmannanshire Council's carbon footprint reduced by less than 1%.

- 3.9. Clackmannanshire Council's Carbon Management Plan is currently being revised to ensure that there are sufficient projects in place in the coming years to effect a significant reduction in the organisation's greenhouse gas emissions. The current target of reducing emissions by 3% annually will also be revised, and a new target brought forward in a revised Carbon Management Plan to drive forward reduction measures.

3.10. *Adaptation*

Climate change adaptation is defined by the Scottish Government as "the adjustment in economic, social or natural systems in response to actual or expected climatic change, to limit harmful consequences and exploit beneficial opportunities." Climate change is already happening and we are

already starting to feel some effects. In the short to medium term, climate change in Clackmannanshire means:

Change	Impact
Warmer, wetter winters (although cold snaps will still occur) and hotter, drier summers	Heat stress including potential summer deaths and respiratory conditions; drought/water shortages; wildfires; subsidence
More severe and extreme weather events, including very heavy rainfall and high winds, and electrical storms	Deaths, injuries, property damage; flood risk to land, property, health, transport, insurance and economy; risk of pests and disease; loss of power and telecommunications, including mobile phones
Rising sea levels and increased storm surges.	Deaths, injuries, property damage; flood risk to land, property, health, transport, insurance and economy

3.11. The report shows that the Council has started to assess the risks that climate change pose to its services and its customers, but that there is still significant work to do to embed this throughout the organisation and to ensure that the Council is "climate ready".

3.12. *Procurement*

Procurement is singled out in the Climate Change (Scotland) Act for its potential to contribute to the climate change duties and targets. Although the Council has a sustainable procurement policy, information was not available for 2014/15 on how procurement has contributed to the duties. This will be addressed in 2015/16, in order to be ready for mandatory reporting, and Resources and Governance are working to develop a system to monitor and improve the sustainability impacts of procurement activity.

3.13. Sustainability Test

A "Sustainability Implications" section was introduced in 2006 to help Officers when preparing reports for Council and Committee to meet the Best Value requirements of the Local Government in Scotland Act. This section is intended to set out the likely environmental and social impacts of council and committee decisions, in order to enable informed decision-making, and is based on completion of a "Best Value & Sustainability Checklist".

3.14. Scottish Government guidance¹ on the public bodies' climate change duties recommends the use of a "sustainability test" in decision-making, and a sustainability and climate change checklist is given as an example of such a test.

3.15. The Best Value & Sustainability Checklist will be replaced by a Sustainability Test. The Sustainability Test has been designed to be easier to use: it is shorter, uses plainer language and asks more targeted questions, it is divided

¹ *Public Bodies' Climate Change Duties: Putting Them Into Practice*, available at <http://www.gov.scot/Publications/2011/02/04093254/0>

into three sections, to reflect the three parts of the climate change duties: reducing greenhouse gas emissions; acting sustainably; and adapting to a changing climate. Guidance and training will be developed to support officers to use the Sustainability Test.

3.16. Other Governance Matters and Initiatives

Officers have identified other areas of sustainability and climate change governance which need to be strengthened; the intention is to develop these further and report back to a future meeting of the Committee with a proposed approach. These areas are set out below.

- Introduce "Sustainable Ways of Working Guidance", which is intended to make clear to staff and managers how they can contribute to the Council's sustainability and climate change objectives in their day-to-day work.
- Use of the Scottish Government's Climate Change Assessment Tool (CCAT) to assess compliance with the public bodies' climate change duties.
- Developing a corporate approach to assessing and managing climate and weather-related risks to services.
- Embed the use of strategic environmental assessment as part of strategy and policy development.
- How sustainability is audited through Council's self-assessment processes.
- Revise the Sustainability and Climate Change Strategy and Carbon Management Plan.

4.0 **Sustainability Implications**

- 4.1. The recommendations in this plan will enable the Council to better meet its sustainability and climate change duties. They are also likely to result in fewer adverse impacts on the environment, a reduction in greenhouse gas emissions, and better preparedness for the likely impacts of a changing climate.

5.0 **Resource Implications**

5.1. *Financial Details*

- 5.2. There are no direct financial implications as a result of the recommendations set out in the report.

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

5.4. *Staffing*

6.0 Exempt Reports

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

7.0 Declarations

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

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

- | | |
|--|-------------------------------------|
| The area has a positive image and attracts people and businesses | <input type="checkbox"/> |
| Our communities are more cohesive and inclusive | <input type="checkbox"/> |
| People are better skilled, trained and ready for learning and employment | <input 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 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)

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 1 : 2014/15 Public bodies' Climate Change Duties Report

11.0 Background Papers

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

Yes (please list the documents below) No

Author(s)

NAME	DESIGNATION	TEL NO / EXTENSION
Ian Doctor	Regulatory Service Manager	Extension : 2577

Approved by

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

Appendix 1 2014/15 Public bodies' climate change duties report

1 Organisational Profile

1a Name of organisation

Provide the name of the organisation that is the subject of this report ("the organisation").

Clackmannanshire Council

1b Type of the organisation

Select from the options below

Local Authority

1c Number of FTE staff in the organisation

2134

1d Alternative metrics used by the organisation

Specify any other metrics that the organisation uses to assess its performance in relation to climate change and sustainability (add rows as required).

Metric	Units	Value	Comments
Floor area	m2	125269.00	
Population size served	population	51280.00	
	#N/A		
Other (specify in comments)			

1e Overall budget of the organisation

Specify approximate £/annum for the report year.

£129,992,500.00

1f Report year

Specify the report year e.g. 2015/2016.

2014/15 (Financial year)

2 Governance, Management and Strategy

Governance and management

2a How is climate change governed in the organisation?

Provide a summary of the roles played by the organisation's governance bodies and members. Include reference to adaptation, transport, business travel, waste, information and communication technology (ICT), procurement and behaviour change if these sit outside main climate change governance.

The Development and Environment Service (which includes the remit for sustainability, corporate approaches to climate change mitigation and adaptation, roads and transportation, street lighting and fleet) reports to the Enterprise and Environment Committee. This includes twice yearly performance reports, twice-yearly progress update reports, and the agreement of business plans for the service. Likewise the Resources and Governance Service (which includes responsibilities for buildings and ICT) reports to, and has its business plan agreed by, the Resources and Audit Committee. In some circumstances, these committees have to refer their decisions to the full Council: for example, the approval of main policies and strategies. The Clackmannanshire Council is made up of 18 Councillors: 8 Scottish National Party, 8 Labour, 1 Independent, 1 Conservative.

2b How is climate change managed and delivered by the organisation?

Provide a summary of how decision-making is managed and how responsibility is allocated to the organisation's senior staff, departmental heads etc. Include reference to adaptation, transport, business travel, waste, ICT, procurement and behaviour change if these sit outside its main climate change delivery structures.

Clackmannanshire Council is structured as six services: Development & Environment; Resources & Governance; Housing & Community Safety; Strategy & Customer Services; Education (shared with Stirling Council); and Social Work (shared with Stirling Council). Under each Head of Service are a number of Service Managers; the following remits are relevant to climate change. Under the Head of Development & Environment: the Regulatory Service Manager is responsible for, *inter alia*, the Sustainability Team, which leads on climate change mitigation and adaptation, and sustainability action: this includes both strategy and implementation; the Roads and Transportation Service Manager's remit includes staff travel and street lighting; the Environment Service Manager is responsible for fleet and for waste management. Under the Head of Resources and Governance: the Asset Manager is responsible for energy and water consumption in buildings, capital projects, and cleaning and caretaking; the ICT Service Manager is responsible for the organisation's ICT systems and assets; and the Governance Service Manager is responsible for procurement.

Strategy

- 2c **Does the organisation have specific climate change mitigation and adaptation objectives in its corporate plan or similar document?**
Provide a brief summary of objectives if they exist.

Wording of objective	Name of document
We effectively tackle the causes and effects of climate change	Taking Clackmannanshire Forward: Corporate Priorities 2012-2017

- 2d **How is climate change action embedded across the organisation?**
Provide a brief summary of how climate change action for mitigation and adaptation is embedded within the organisation's services / departments, etc.

All Council and Committee reports have a "sustainability implications" section, which should be completed based on a best value & sustainability checklist: this is intended to ensure that decision makers take climate change and sustainability impacts into account. Guidance on business planning within the Council expects services to highlight any actions which will have a significant impact on the Council's responsibilities in relation to sustainability. Clackmannanshire Council was one of the organisations chosen to pilot the Sustainable Scotland Network's e-learning module on the public bodies' climate change duties: this module has been made available to all staff.

- 2e **Does the organisation have a climate change plan or strategy?**

If yes, provide the name and/or link to any such document.

Clackmannanshire Sustainability and Climate Change Strategy: <http://www.clacksweb.org.uk/document/2858.pdf>

- 2f **Does the organisation have any plans, strategies or policies covering the following areas that include climate change?**
Provide the name of any such document and the timeframe covered.

Topic area	Name of document	Time period covered	Comments
Adaptation			Clackmannanshire Council is developing a climate change adaptation strategy
Business travel	Strategic Travel Plan	2012-2017	Main aim is to reduce the impact of travel associated with the Council
Energy efficiency	Carbon Management Plan	2011-2016	This is being reviewed and revised in 2015/16
Fleet transport	Fleet Asset Management Plan	2013-2018	Includes the objective of "a fleet which is efficiently run, maximises value for money, is environmentally and energy efficient and contributes directly to delivering year on year reductions in greenhouse gas emissions

ICT	ICT Strategy	2012-2017	One of the aims is "to use ICT to enable modern, smarter ways of working which enhance the ability of the Council to serve the needs of its citizens while reducing our impact on the environment". Includes a commitment to "improve our sustainability", including through reducing power requirements, and thus energy consumption, and re-use of equipment.
Renewable energy			
Sustainable/renewable heat			
Waste management	Zero Waste Strategy	2012-2022	Addresses waste in Clackmannanshire as a whole, rather than in the Council's own operations. Addresses 7 main issues, one of which is Climate Change
Water and sewerage			
Other	Clackmannanshire Biodiversity Action Plan	2012-2017	Addresses the impacts of climate change on biodiversity, and the role of ecosystems in adapting to climate change

2g What are the organisation's top 5 priorities for climate change governance, management and strategy for the year ahead?

Provide a brief summary of the organisation's areas and activities of focus for the year ahead.

(1) Finalise the revised Sustainability and Climate Change Strategy (2) Prepare a climate change adaptation strategy (3) Produce a revised Carbon Management Plan (4) Review governance arrangements around sustainability and climate change (5) Carry out a Climate Change Assessment Tool workshop

2h Has the organisation used the Climate Change Assessment Tool (a) to self-assess its capability / performance?

If yes, please provide details of the key findings and resultant action taken.

(a) This refers to the tool developed by Resource Efficient Scotland for the purposes of self-assessing an organisation's capability / performance in relation to climate change.

No. However, Clackmannanshire Council intends to use the Climate Change Assessment Tool in 2015/16.

Further information

2i Supporting information and best practice

Provide any other relevant supporting information and any examples of best practice by the organisation in relation to governance, management and strategy.

Clackmannanshire Council is currently reviewing and revising its Sustainability and Climate Change Strategy.

3 Corporate Emissions, Targets and Project Data

Emissions

3a Corporate emissions from start of baseline year to end of report year

Complete the table below using the greenhouse gas emissions total for the organisation calculated on the same basis as for its annual carbon footprint / management reporting or, where applicable, its sustainability reporting. Include greenhouse gas emissions from the organisation's estate and operations (a) (measured and reported in accordance with Scopes 1 & 2 and, to the extent applicable, selected Scope 3 of the Greenhouse Gas Protocol (b)). If data is not available for any year from the start of the baseline year to the end of the report year, provide an explanation in the comments column.

(a) No information is required on the effect of the organisation on emissions which are not from its estate and operations.

(b) This is the Greenhouse Gas Protocol developed by the World Resources Institute and the World Business Council on Sustainable Development which sets the global standard for how to measure, manage and report greenhouse gas emissions.

Reference year	Year	Year type	Scope 1	Scope 2	Scope 3	Total	Units	Comments
								Clackmannanshire Council has had a Carbon Management Plan since 2006; however, earlier carbon footprints have not been included here, as their scope included emissions that were beyond the organisation's control (such as Council housing and municipal waste). The carbon footprint was re-calculated with a tighter scope for 2013/14, and this is anticipated to remain the scope for future years.
Baseline carbon footprint	2013/14	Financial (April to March)	3,623	5,902	242	9,767	tCO ₂ e	
Year 1 carbon footprint	2014/15	Financial (April to March)	3,846	5,581	276	9,703	tCO ₂ e	
Year 2 carbon footprint	2015/16	Financial (April to March)				-	tCO ₂ e	
Year 3 carbon footprint	2016/17	Financial (April to March)				-	tCO ₂ e	
Year 4 carbon footprint	2017/18	Financial (April to March)				-	tCO ₂ e	
Year 5 carbon footprint	2018/19	Financial (April to March)				-	tCO ₂ e	
Year 6 carbon footprint	2019/20	Financial (April to March)				-	tCO ₂ e	
Year 7 carbon footprint		0 Financial (April to March)				-	tCO ₂ e	
Year 8 carbon footprint		0 Financial (April to March)				-	tCO ₂ e	
Year 9 carbon footprint		0 Financial (April to March)				-	tCO ₂ e	
Year 10 carbon footprint		0 Financial (April to March)				-	tCO ₂ e	
Year 11 carbon footprint		0 Financial (April to March)				-	tCO ₂ e	
Year 12 carbon footprint		0 Financial (April to March)				-	tCO ₂ e	
Year 13 carbon footprint		0 Financial (April to March)				-	tCO ₂ e	
Year 14 carbon footprint		0 Financial (April to March)				-	tCO ₂ e	
Year 15 carbon footprint		0 Financial (April to March)				-	tCO ₂ e	

3b Breakdown of emissions sources

Complete the table below with the breakdown of emission sources from the organisation's most recent carbon footprint (greenhouse gas inventory); this should correspond to the last entry in the table above. Use the comments box to explain what is included within a category e.g. public transport includes taxis and trains but not buses and air travel as this data is not available. If it is not possible to use a simple emissions factor (a), leave this field blank and provide the total in the emissions column.

(a) Emissions factors are published annually by the UK Government Department for Environment, Food and Rural Affairs (Defra)

Emission source	Scope	Consumption data	Units	Emission factor	Units	Emissions (tCO ₂ e)	Comments	
Natural Gas	Scope 1	14,565,205	kWh	0.18497	kg CO ₂ e/kWh	2,694.1	NB the emissions factor given in the Lists tab was for l rather than kWh; I have overwritten it to give the emissions factor for kWh as published by Resource Efficient Scotland in their Carbon Footprint and Project Register tool.	
LPG	Scope 1	307,111	kWh	0.21451	kg CO ₂ e/kWh	65.9		
Fuel Oil	Scope 1	115,600	kWh	0.26950	kg CO ₂ e/kWh	31.2		
Biomass	Scope 1	729,000	kWh	0.01184	kg CO ₂ e/kWh	8.6		
Diesel	Scope 1	401,988	litres	2.60240	kg CO ₂ e/litre	1,046.1		
Grid Electricity	Scope 2	10,384,213	kWh	0.53748	kg CO ₂ e/kWh	5,581.3		
Water - Supply	Scope 3	85,529	m ³	0.34410	kg CO ₂ e/m ³	29.4		
Water - Treatment	Scope 3	81,253	m ³	0.70850	kg CO ₂ e/m ³	57.6		Water treatment is estimated to be 95% of billed water supply
Car - petrol (passenger km)	Scope 3	641,569	passenger km	0.19388	kg CO ₂ e/km	124.4		Clackmannanshire Council keeps records of total distance travelled, but not type of vehicle: split is assumed to be 35% diesel, 65% petrol
Car - diesel (passenger km)	Scope 3	345,460	passenger km	0.18546	kg CO ₂ e/passenge	64.1		Clackmannanshire Council keeps records of total distance travelled, but not type of vehicle: split is assumed to be 35% diesel, 65% petrol
			#N/A	#N/A	#N/A	#N/A		
			#N/A	#N/A	#N/A	#N/A		
			#N/A	#N/A	#N/A	#N/A		
			#N/A	#N/A	#N/A	#N/A		
			#N/A	#N/A	#N/A	#N/A		
			#N/A	#N/A	#N/A	#N/A		
			#N/A	#N/A	#N/A	#N/A		
			#N/A	#N/A	#N/A	#N/A		

3c Generation, consumption and export of renewable energy

Provide a summary of the organisation's annual renewable generation (if any), and whether it is used or exported by the organisation.

Generation of renewables	Total generated (kWh)	Total consumed by the organisation (kWh)	Total exported (kWh)	Comments
Renewable electricity	241,257	241,257	-	

Renewable heat	729,000	729,000	-	This is from biomass
Other				

Targets

3d Organisational targets

Organisations are likely to have a number of targets relevant to climate change. List all of the organisation's targets of relevance to its climate change duties. Where applicable, overall carbon targets and any separate energy efficiency, waste, water, ICT, transport, travel and heat targets should be included.

Name of target	Type of target	Target	Units	Boundary/scope of target	Baseline year	Baseline figure	Units of baseline	Target completion year	Comments
Carbon Management Plan target	percentage		3 annual % reduction	All emissions	2006/07	49,613	tCO2e	2015/16	This target is based on a carbon footprint that includes the emissions sources in the 2013/14 footprint, plus social housing, municipal waste and staff travel to work. These last three are no longer measured, so progress against this target is no longer reported. A revised Carbon Management Plan is being developed, which will include new targets.

Projects and changes

3e Estimated total annual carbon savings from all projects implemented by the organisation in the report year

If no projects were implemented against an emissions source, enter "0".

If the organisation does not have any information for an emissions source, enter "Unknown".

If the organisation does not include the emissions source in its carbon footprint, enter "N/A".

Emissions source	Total estimated annual carbon savings (tCO ₂ e)	Comments
Electricity	160	
Natural gas	139	
Other heating fuels	-	
Waste	N/A	
Water and sewerage	-	
Travel	6	
Fleet transport	-	
Other (specify in comments)	-	
Total	305	

3f Detail the top 10 carbon reduction projects implemented by the organisation in the report year

Provide details of the top 10 projects (based on estimated emissions savings) implemented in the report year.

Project name	Funding source	First full year of CO ₂ e savings	Capital cost (£)	Operational cost (£/annum)	Project lifetime (years)	Primary fuel/emission source saved	Estimated carbon savings per year (tCO ₂ e/annum)	Estimated costs savings (£/annum)	Savings figures are estimated or actual	Comments
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Travel	10	Behaviour change, and increased availability of pool vehicles
Fleet Transport	-	
Other (specify in comments)		
Total	343	

3i Estimated decrease or increase in emissions from other sources in the year ahead

If the organisation's corporate emissions are likely to increase or decrease for any other reason in the year ahead, provide an estimate of the amount and direction.

Emissions source	Total estimated annual emissions (tCO ₂ e)	Increase or decrease in emissions	Comments
Estate changes	Unknown		We hope to include these considerations in our forthcoming Carbon Management Plan, but we would welcome guidance on how to estimate these increases or decreases in emissions.
Service provision	Unknown		See comment on estate changes above
Staff numbers	Unknown		See comment on estate changes above
Other (specify in comments)			
Total		-	

3j Total carbon reduction project savings since baseline year

If the organisation has data available, estimate the total emissions savings made from projects since the organisation's baseline year.

Total savings	Total estimated emissions savings (tCO ₂ e)	Comments
Total project savings since baseline year	Unknown	Data not available.

Further information

3k Supporting information and best practice

Provide any other relevant supporting information and any examples of best practice by the organisation in relation to corporate emissions, targets and projects.

Clackmannanshire Council is currently reviewing and revising its Carbon Management Plan; this is expected to be completed in summer 2015, and will contain realistic targets and a comprehensive list of projects to drive emissions reduction across the organisation's estate.

4 Adaptation

Assessing and managing risk

4a Has the organisation assessed current and future climate-related risks?

If yes, provide a reference or link to any such risk assessment(s).

The Council completed a Local Climate Impact Profile in 2009 and we are reviewing this in the light of the Council's Incident Report; generic impacts identified by neighbouring local authorities and other East/Central Scotland sources; and business plans. Climate change has featured in the corporate risk log, although the December 2014 Corporate Risk Log recommends removal of climate change from the Log, to be replaced by "Failure to Prepare for Severe Weather Events" where the approach proposed is "Tolerate" rather than "Treat". In addition, we have specific measures for certain aspects, most notably flood risk management planning. We still need to assess current and future risk in a more structured and comprehensive manner and we are seeking to build climate/severe weather considerations into risk management and project planning. We anticipate undertaking risk assessment on a pilot basis in the first instance.

4b What arrangements does the organisation have in place to manage climate-related risks?

Provide details of any climate change adaptation risk management procedures, strategies, action plans and any adaptation policies and actions included across policy areas.

We have risk management procedures in place, and are developing a risk-based approach to adaptation. We have a commitment to produce a Climate Change Adaptation Strategy by the end of 2015. Adaptation is also embedded in our proposed Local Development Plan and associated supplementary guidance.

Taking action

4c What action has the organisation taken to adapt to climate change?

Include details of work to increase awareness of the need to adapt to climate change and build the capacity of staff and stakeholders to assess risk and implement action.

Climate change adaptation is included in the Sustainability and Climate Change Strategy. We have delivered presentations to staff groups and community planning partners on climate change adaptation. Our proposed approach to adaptation is awaiting Corporate Management Team consideration. Clackmannanshire Council participates in the Adaptation Learning Exchange. Progress against the 5 Steps has been mapped. Elements of adaptation are built into the Local Development Plan; elements of adaptation have been undertaken as part of broader good practice including flood risk management.

4d Where applicable, what progress has the organisation made in delivering the policies and proposals referenced N1, N2, N3, B1, B2, B3, S1, S2 and S3 in the Scottish Climate Change Adaptation Programme(a) ("the Programme")?

If the organisation is listed in the Programme as an organisation responsible for the delivery of one or more policies and proposals under the objectives N1, N2, N3, B1, B2, B3, S1, S2 and S3, provide details of the progress made by the organisation in delivering each policy or proposal in the report year. If it is not responsible for delivering any policy or proposal under a particular objective enter "N/A" in the 'Delivery progress' column for that objective.

(a) The Programme aims to address impacts identified for Scotland in the UK-wide climate change risk assessment which are not otherwise addressed by the UK-wide National Adaptation Programme through policy in relation to reserved matters.

Objective	Objective reference	Theme	Policy / Proposal reference	Delivery progress made	Comments
Understand the effects of climate change and their impacts on the natural environment.	N1	Natural Environment	N1-8	Clackmannanshire Council is engaged in the development of the Local Flood Risk Management strategy and plan through membership of the Local District Flood plan group and associated advisory group.	
Understand the effects of climate change and their impacts on the natural environment.	N1	Natural Environment	N1-10	Clackmannanshire Council is engaged in the development of the Local Flood Risk Management strategy and plan through membership of the Local District Flood plan group and associated advisory group.	
Support a healthy and diverse natural environment with capacity to adapt.	N2	Natural Environment	N2-2	The Local Development Plan and Supplementary Guidance documents have policy and guidance to enhance habitat and green networks. Clackmannanshire Council is engaged in the Forth Area River Basin Management Plan Advisory Group.	

Support a healthy and diverse natural environment with capacity to adapt.	N2	Natural Environment	N2-11	The Local Development Plan and Supplementary Guidance documents have policy and guidance to enhance habitat and green networks.	
Support a healthy and diverse natural environment with capacity to adapt.	N2	Natural Environment	N2-17	Clackmannanshire Council is engaged in the Forth Area River Basin Management Plan Advisory Group.	
Support a healthy and diverse natural environment with capacity to adapt.	N2	Natural Environment	N2-18	Clackmannanshire Council is engaged in the development of the Local Flood Risk Management strategy and plan through membership of the Local District Flood plan group and associated advisory group.	
Support a healthy and diverse natural environment with capacity to adapt.	N2	Natural Environment	N2-20	Clackmannanshire Council is engaged in the development of the Local Flood Risk Management strategy and plan through membership of the Local District Flood plan group and associated advisory group. Clackmannanshire Council is engaged in the Forth Area River Basin Management Plan Advisory Group.	
Sustain and enhance the benefits, goods and services that the natural environment provides.	N3	Natural Environment		N/A	
Understand the effects of climate change and their impacts on buildings and infrastructure networks.	B1	Buildings and infrastructure networks	B1-13	Clackmannanshire Council is engaged in the development of the Local Flood Risk Management strategy and plan through membership of the Local District Flood plan group and associated advisory group.	
Understand the effects of climate change and their impacts on buildings and infrastructure networks.	B1	Buildings and infrastructure networks	B1-14	Clackmannanshire Council is engaged in the Forth Area River Basin Management Plan Advisory Group.	
Provide the knowledge, skills and tools to manage climate change impacts on buildings and infrastructure.	B2	Buildings and infrastructure networks		N/A	

Increase the resilience of buildings and infrastructure networks to sustain and enhance the benefits and services provided.	B3	Buildings and infrastructure networks	B3-2	Related activity in the Council includes the Local Development Plan and Supplementary Guidance on Water (B3-2, B3-3), the Open Space Strategy (B3-3), ongoing work on energy efficiency and fuel poverty (B3-6, 7, 8, 9), and river basin management planning (B3-13).
Increase the resilience of buildings and infrastructure networks to sustain and enhance the benefits and services provided.	B3	Buildings and infrastructure networks	B3-3	Related activity in the Council includes the Local Development Plan and Supplementary Guidance on Water (B3-2, B3-3), the Open Space Strategy (B3-3), ongoing work on energy efficiency and fuel poverty (B3-6, 7, 8, 9), and river basin management planning (B3-13).
Increase the resilience of buildings and infrastructure networks to sustain and enhance the benefits and services provided.	B3	Buildings and infrastructure networks	B3-6	Clackmannanshire Council has been pro-active in bidding for HEEPS funding and has delivered very successful programmes since the implementation of this scheme. We have a dedicated Affordable Warmth and Energy Efficiency Service leading on the Council's Affordable Warmth and Energy Efficiency Action Plan.
Increase the resilience of buildings and infrastructure networks to sustain and enhance the benefits and services provided.	B3	Buildings and infrastructure networks	B3-7	Clackmannanshire's housing stock is maintained to a high level. We presently have an enhanced "Local Clackmannanshire Standard" which exceeds the SHQS. Our Action Plan has targets for all forms of tenure, in addition to the 100% EESSH target for all Council housing stock.
Increase the resilience of buildings and infrastructure networks to sustain and enhance the benefits and services provided.	B3	Buildings and infrastructure networks	B3-8	At 91% compliant with the SHQS, Clackmannanshire Council is the best performing council in Scotland within this field. Our targets and specific supporting actions are contained within the Council's Fuel Poverty Action Plan which was agreed by Council and Community stakeholders.

Increase the resilience of buildings and infrastructure networks to sustain and enhance the benefits and services provided.	B3	Buildings and infrastructure networks	B3-13	Clackmannanshire Council is engaged in the Forth Area River Basin Management Plan Advisory Group.	
Understand the effects of climate change and their impacts on people, homes and communities.	S1	Society		N/A	
Increase the awareness of the impacts of climate change to enable people to adapt to future extreme weather events.	S2	Society		N/A	
Support our health services and emergency responders to enable them to respond effectively to the increased pressures associated with a changing climate.	S3	Society		N/A	

Review, monitoring and evaluation

4e What arrangements does the organisation have in place to review current and future climate risks?

Provide details of arrangements to review current and future climate risks, for example, what timescales are in place to review the climate change risk assessments referred to in Question 4(a) and adaptation strategies, plans and policies in Question 4(b).

We are committed to produce an adaptation strategy by the end of 2015 and as part of this it will be necessary to consider inclusion of review periods for assessing climate risks: the strategy will be an ideal place to present all this information in one place and provide a sense as to appropriate review periods for the various actions listed in 4 (b) above.

4f What arrangements does the organisation have in place to monitor and evaluate the impact of the adaptation actions?

Please provide details of monitoring and evaluation criteria and adaptation indicators used to assess the effectiveness of actions detailed under Question 4(c) and Question 4(d).

At present we do not have these criteria and indicators. We are seeking to address these through ongoing work with partners, including those in the Adaptation Learning Exchange, to develop and share good practice.

Future priorities for adaptation

4g What are the organisation's top 5 climate change adaptation priorities for the year ahead?

Provide a summary of the areas and activities of focus for the year ahead.

We have three priorities agreed with the Adaptation Learning Exchange: Establish robust and fit for purpose governance and leadership; Finalise a climate adaptation framework that reflects the requirements of the 5 Steps; Review of business/operational plans to take account of climate risks and impacts for a pilot group of services/teams. The further two priorities are to develop a "bank" of climate change impacts (generic or specific) to assist risk assessment and priority setting (including community), and to develop indicators. We do not anticipate meeting all the requirements of the 5 Steps including, for example, having monitoring and evaluation procedures in place by this time, but we consider that the priorities outlined should enable us to make concrete progress against the 5 Steps and milestones: Milestone 1 - Paper to Corporate Management Team (Keep seeking formal CMT mandate. Meanwhile proceed where possible on basis of CC Act and Council endorsement of SCCS); Milestone 2 - Impact Assessment for Selected Services (it is suggested that impact assessments should be prepared on a pilot basis for selected Services or sub group within Services, using a combination of existing information from business plans

Further information

4h Supporting information and best practice

Provide any other relevant supporting information and any examples of best practice by the organisation in relation to adaptation.

There are a number of policies and proposals in the Adaptation Programme where local authorities are actively engaged but are not listed as delivery agents in the Programme. In particular, Clackmannanshire Council considers that it contributes to N1-9 (supporting citizen science and voluntary environmental monitoring) by working with the Clackmannanshire Biodiversity Partnership and partners in the Inner Forth Landscape Initiative in support of environmental recording and volunteer engagement; N2-4 (manage designated sites for land based biodiversity) by conducting an ongoing review of Local Nature Conservation Sites with a view to ensuring appropriate management; N2-7 (reduce the pressure on ecosystems from invasive non-native species (INNS)) by working with Stirling University, the Clackmannanshire Biodiversity Partnership and Inner Forth Landscape Initiative partners to develop better understanding of the spread of invasive non-native species in the county to inform future management N2-9 (implement the Scottish Biodiversity Strategy) by supporting an active Biodiversity Partnership to deliver the Clackmannanshire Local Biodiversity Action Plan (CBAP) in support of the Scottish strategy, with stronger emphasis

Flexible Framework Assessment Tool

5a When did the organisation last complete the Flexible Framework Assessment Tool (a)?

Include the month (e.g. April 2015).

(a) This refers to the tool developed by the UK Sustainable Procurement Task Force for the purposes of charting an organisations its progress towards achieving sustainable procurement.

5b What scores were achieved by the organisation when it last used this tool?

Name of target	Level achieved (completed)	Target level	Date to be achieved	Comments
People				
Policy				
Process				
Suppliers				
Results				

Climate change and sustainable procurement

5c Incorporating climate change / sustainability into new build projects

Provide a brief description of how climate change / sustainability issues were taken into account in the design and procurement of any new build projects by the organisation in the report year.

5d Achievements in incorporating climate change / sustainability into procurement

Provide a brief description of any achievements by the organisation in incorporating climate change / sustainability considerations into procurement in the report year.

5e Challenges to incorporating climate change / sustainability into procurement

Provide a brief description of any challenges identified by the organisation

5f How procurement policies contribute to compliance with climate change duties

Provide information relating to how the procurement policies of the organisation have contributed to its compliance with climate changes d

Clackmannanshire Council has a Sustainable Procurement Policy, available at <http://clackswweb/document/4676.pdf#page=12>. This policy includes statements relating to reducing greenhouse gas emissions, adapting to climate change and acting sustainably.

5g How procurement activity has contributed to compliance with climate change duties

Provide information relating to how procurement activity by the organisation has contributed to its compliance with climate changes duties.

Further information

5h Supporting information and best practice

Provide any other relevant supporting information and any examples of best practice by the organisation in relation to procurement.

Clackmannanshire Council has not used the Flexible Framework Assessment Tool in 2014/15, so no answers have been given for 5a and 5b.

6 Validation and Declaration

6a Internal validation process

Briefly describe the organisation's internal validation process, if any, of the data or information contained within this report.

Data Validation Processes are still being developed. Process outlined here is overview of proposed validation process which is still to be finalised and will be in place when formal reporting starts.

There are two streams to validation of the report- validation of data and validation of other information. Data will be validated by creating a verifiable audit trail from source information that will appropriately evidence the figures stated in the report. For example figures entered in section 3 on emissions will be traceable back to usage information provided by energy suppliers at the billing stage. The sustainability officer, as project lead for co-ordinating the data, will document the process used for information gathering and will sample check information back to source to validate accuracy. Records of samples checked will be maintained and the package will provide a verifiable evidence trail. For other information included in the report, for example under section 2, Governance and Management, a more subjective approach will be taken. Information will be verifiable to the specific documents and will be subject to a reasonableness check to validate. Once document has been completed with evidence trail underpinning then a review of the package will be undertaken by Internal Audit to

6b Peer validation process

Briefly describe the organisation's peer validation process, if any, of the data or information contained within this report.

None

6c External validation process

Briefly describe the organisation's external validation process, if any, of the data or information contained within this report.

None

6d Declaration

I confirm that the information in this report is accurate and provides a fair representation of the organisation's performance in relation to climate change.

Name:	
Role in the organisation:	
Date:	

Report to Enterprise & Environment Committee

Date of Meeting: 20 August 2015

Subject: Food Law Enforcement Policy

Report by: Head of Development & Environment

1.0 Purpose

- 1.1. The purpose of this report is to seek approval of the revised Food Law Enforcement Policy, to note the outcome of the Core Audit of the Council's Food Law Enforcement service as carried out by Food Standards Scotland in April 2015 and to note the Food Control Service Plan.

2.0 Recommendations

It is recommended that the Committee:

- 2.1. Approves the revised Food Law Enforcement Policy,
- 2.2. Notes the positive outcome of the core audit of the food law enforcement service and,
- 2.3. Notes the Food Control Service Plan.

3.0 Considerations

Food Law Enforcement Policy

- 3.1. Under the Framework Agreement on Food Law Enforcement the Council is required to have a Food Law Enforcement Policy (Appendix1). The Council's current Food Law Enforcement Policy was introduced in 2006. The policy sets out the Council's position on food law regulation and directs officers to ensure fair, consistent and proportional enforcement action is taken. The policy acknowledges that the protection of public health is the primary function of food law regulation.
- 3.2. The policy has been reviewed by Food Standards Scotland's Audit Team and determined to fully meet the requirements of the Framework Agreement on Food Law Enforcement.
- 3.3. The Food Law Enforcement Policy has been amended as follows:

- 3.4. A new Section 3 on "Conflicts of Interest" outlining the actions that must or must not be taken to protect the integrity of the Council's food law enforcement service. This includes actions by individual officers and also actions by the Council.
- 3.5. Actions to be taken when regulating food establishments run by the Council itself. These are in Section 5 "Enforcement" paragraphs 5.26 to 5.30 inclusive. This is to ensure that actions taken in relation to the Council's own food establishments are transparent, consistent and equally robust to those actions taken against other food businesses.
- 3.6. Amendments consequential to the establishment of Food Standards Scotland as the competent authority for food in Scotland. This primarily relates to name changes from Food Standards Agency to Food Standards Scotland.

Food Standards Scotland Audit

- 3.7. The Council's food law regulation service is subject to periodic audits by Food Standards Scotland and its predecessor, the Food Standards Agency. It ensures the Council is fulfilling its obligations in relation to protecting public health through the inspection of food businesses with correct follow up actions.
- 3.8. Food Standards Scotland's audit took place over three days and was an in-depth examination of how the Council applies regulation, implements centrally issued Codes of Practice and guidance, deals with food businesses and keeps appropriate records. This demonstrates how the Council achieves transparent, consistent and proportionate regulation. The audit was the first to be carried out by Food Standards Scotland which was established on 1 April 2015 and assumed responsibility from the Food Standards Agency as the public sector body for food safety, standards, nutrition and labelling.
- 3.9. Food regulation is carried out by local authorities in accordance with the policies and guidance issued by Food Standards Scotland. The audit process is the means by which the Council's performance is monitored and assessed against national and European policies and standards. The audit not only examines documented inspection reports, policies and procedures but also includes interviews with officers to assess how well those policies and procedures are followed. "Reality Checks" are carried out in which officers are taken back to food businesses they have inspected. Officers demonstrate what they did and provide evidence of the correct application of policy and procedure at the time of inspection. Any non-conformities with those policies and standards are highlighted during the audit. The Council is then required to implement an action plan agreed with Food Standards Scotland to rectify the non-conformities.
- 3.10. The Council received positive feedback from the audit by Food Standards Scotland with no non-conformities. Areas of good practice were highlighted.

Food Control Service Plan

- 3.11. Every year the Council is required to produce a Food Control Service Plan (Appendix 2) which is approved by the Head of Development and Environment. This plan is amended each year, as appropriate, to set out how

the service will meet the requirements of the Framework Agreement on Food Law Enforcement. At the end of each year any deviation from the plan is reported back to the Head of Service. It is good practice that elected members have sight of this plan, it is intended future plans will be shared through the members portal.

4.0 Sustainability Implications

4.1. There are no sustainability implications arising from this report.

5.0 Resource Implications

5.1. *Financial Details*

There are no financial implications arising directly from this report.

5.2. *Staffing*

There are no financial implications arising directly from 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 | <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 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 type="checkbox"/> |
| The Council is effective, efficient and recognised for excellence | <input checked="" type="checkbox"/> |

(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?
N/A

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 Appendix 1 Food Law Enforcement Policy
10.2 Appendix 2 Food Control Service Plan

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
Andrew Crawford	Team Leader Environmental Health	2581

Approved by

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



Clackmannanshire Council
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Clackmannanshire Council

Food Law Enforcement Policy

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1. Introduction

- 1.1. This policy covers Clackmannanshire Council's enforcement activity in relation to Food Law. Feeding-stuffs enforcement and primary production enforcement is carried out under a service level agreement with Stirling Council's Trading Standards service. Under this agreement, the provision of these services will be subject to Stirling Council's Enforcement Policy. Clackmannanshire Council discharges its responsibilities as a Food Authority through the Development and Environment Service, Kilncraigs, Alloa.
- 1.2. Only officers duly authorised by the Council may enforce food law in Clackmannanshire. Those officers will be subject to enforcement limitations, dependant upon qualification and experience, imposed by the Authorisation of Officers Procedure.
- 1.3. Copies of the Enforcement Policy are available on request from the Development and Environment Service, Clackmannanshire Council. Copies are free of charge. Copies are also available from www.clackweb.org.uk
- 1.4. The Enforcement Policy plays an important part in the Development and Environment Services Service Plan and helps to deliver Clackmannanshire's Food Law Enforcement Service taking due regard of the Scottish Regulators Strategic Code of Practice.
- 1.5. This documented policy ensures the comprehensive and consistent enforcement of Food Safety and Food Standards within Clackmannanshire in line with the Food Law Code of Practice (Scotland).
- 1.6. In preparing and updating this policy due regard has been taken of the advice issued by Central Government, Scottish Food Enforcement Liaison Committee (SFELC), and Food Standards Scotland (FSS).
- 1.7. All decisions on enforcement action shall only be made after consideration of this Enforcement Policy. Any deviation from the policy will be exceptional, be capable of justification and have been fully considered by the Team Leader, unless to delay a decision may result in significant risk to the public. The circumstances relating to any departure will be comprehensively documented.
- 1.8. Clackmannanshire Council will strive to ensure all food and drink relating to any food business activity within Clackmannanshire is without risk to health and does not mislead the consumer either about its composition or by its presentation.
- 1.9. Clackmannanshire Council recognises education as a means of securing improvement in Food Safety Standards and will work with Businesses to help them comply with the law by:-
 - offering on the spot advice during visits and inspections;

- answering queries by the end of the following working day;
- maintaining a library of training material which is available on request free of charge;
- distributing stocks of information leaflets free of charge;
- making Industry Guides available for reference in local libraries

2. Official Controls

- 2.1. An 'official control' is any form of control that the Council carries out to verify a business's compliance with food law.
- 2.2. The aim of an official control is to prevent, eliminate or reduce to acceptable levels any risks to health presented by food businesses whilst aiming to:
 - guarantee fair practices in food trade
 - protect consumer interests, including food labelling and other forms of consumer information.

3. Conflict of Interests

- 3.1. It is essential that all staff carrying out official controls in food law are free from conflicts of interest.
- 3.2. There are many situations in which the interests of an officer or the authority may conflict with the carrying out of official controls. Examples are where an authorised officer provides their own training service for food hygiene; where they give advice to food businesses which is independent and distinct from the advice that is given in the course of carrying out official controls (whether in conflict with that advice or not); or acting as a consultant to food businesses.
- 3.3. Conflict may be reduced or negated through being remote from the Council and/or its neighbours. If an authorised officer is involved with any activity that has any connection whatsoever with their duties of carrying out official controls in Clackmannanshire, they must first obtain the written permission of the Council. In the first instance the Team Leader must be informed. A decision will then be made, at an appropriately senior level, as to whether that activity might give rise to a conflict of interests. If it is so decided then permission will not be given and the officer must refrain from that activity.
- 3.4. The Council has withdrawn from providing food hygiene training within Clackmannanshire. Should this training be provided again in the future, it will be necessary to ensure the service is not exclusively promoted by the council in competition with other providers or in any other way which may conflict with the interests of food law delivery.

- 3.5. Although the council provides a pest control service, it does not serve private businesses. No service is to be offered to local businesses without the approval of the Team Leader and this only when it can be shown there is no conflict with the interests of food law delivery.
- 3.6. The Council will provide no other service to food businesses which could involve a conflict of interests with food law delivery. Any such service provided outwith the Environmental Health Service will be reported to the Head of Development & Environment Services for action.

4. Inspections

- 4.1. The format of inspections is covered by the Food Safety Inspection Procedure. This procedure will be adhered to at all times.
- 4.2. Letters will be sent to the proprietor, where possible, within 15 working days except in cases where it has to be translated by the Translation Service. Standard paragraphs for Food Hygiene Inspections are used where applicable.
- 4.3. Inspection frequency is determined by the inspection rating of the premises as per Food Law Code of Practice (Scotland).
- 4.4. Revisits for both food hygiene and food standards WILL be carried out when a food business is failing to comply with significant statutory requirements. When an officer gives a score of 15 or more in either of the “level of current compliance” elements of the inspection rating schemes, this will act as a trigger for a revisit to be scheduled. The presumption is that a revisit will be scheduled.
- 4.5. Regarding Food Standards inspections if a score of 40 “general failure to comply with legal requirements” is given for “level of current compliance” that will also trigger a re-visit inspection for Standards.
- 4.6. In some circumstances the track record of the Food Business Operator may indicate that the significant contravention(s) will be remedied without a further visit being required. In these circumstances the officer needs to be confident that the matter will be remedied and that food safety will not be compromised by leaving the premises until the next scheduled inspection. Under these circumstances, only with prior agreement from the Team Leader , a re-visit may be allowed to pass.
- 4.7. The timing of a revisit will be determined by the nature of risk to public health and the action required to secure compliance. In any case, it will take place no longer than 3 months after the initial inspection. The appropriate enforcement action MUST be taken when food businesses have failed to remedy the

significant contravention(s), which initiated the secondary inspection.

- 4.8. Notwithstanding any of the above, officers may re-visit any premises *at any time* if they believe this is in the interests of food safety. This policy is not intended to prevent an officer from carrying out a revisit if it is felt necessary, in the officers opinion, to protect health.
- 4.9. When a score greater than 15 is given for either of the compliance elements in Food Hygiene or 40 for Standards compliance element the officer **MUST** consider whether additional enforcement action is required. Inspections other than programmed or revisit inspections may be carried out:-
 - On request from a proprietor looking for advice;
 - to reply to a property enquiry for the premises;
 - to investigate a complaint about the premises;
 - to investigate a complaint about food sold from the premises;
 - to inform the proprietor and investigate any unsatisfactory samples Submitted to Glasgow Scientific Services for analysis or examination;
 - new premises or change of proprietor will instigate an inspection.
- 4.10. Officers are provided with mobile phones, white overcoats, hair nets, a hat and a pair of safety shoes. Protective clothing shall be worn during inspection, wherever appropriate, or to conform with the Business own policy. Where a Business supplies additional protective clothing this shall be worn.
- 4.11. Officers are provided with probe thermometers and probe wipes.
- 4.12. Officers are responsible for ensuring they are appropriately equipped and are to inform the Team Leader of any deficiencies that need replacement.
- 4.13. Before inspecting premises, Officers shall introduce themselves by showing their photo identification card and explain the purpose of the visit.

5. Enforcement

- 5.1. Environmental Health Officers, Environmental Health Technical Officer and The Team Leader (Food and Licensing) are authorised to carry out enforcement under The Food Safety Act 1990, The Food Hygiene (Scotland) Regulations 2006 and all other Regulations made there under subject to being suitably qualified, experienced and competent. Suitable qualification, experience and competency is as detailed in the Food Hygiene

(Scotland) Regulations 2006, The Food Safety (Sampling & Qualification Regulations 2013 and the Food Law Code of Practice (Scotland), Official Feed And Food Control Regulations 2009 and The European Communities Act 1972. A record of officers suitably qualified is at Annexe 1 of the Authorisation of Officers Procedure.

- 5.2. Each Officer receives in-house training and attendance at formal courses or vocational visits. Officers will receive a minimum of 10 hours per year CPD for food related subjects. The Team Leader (Food and Licensing) will review progress in relation to adequate CPD for food law enforcement purposes.
- 5.3. All officers have access to suitable, sufficient, and up to date information to enable them to carry out competent inspections including all legislation, codes of practice, industry guides, SFELC, Food Standards Scotland guidance and Internet.
- 5.4. Training needs are assessed during annual Performance, Review & Development interviews with the Team Leader.
- 5.5. Officers shall ensure that all communication, including advice, on enforcement issues is clear, structured and capable of being understood by the recipient.
- 5.6. Where it appears to an Officer that communication in English may be a barrier to compliance he/she will utilise the Language Line call centre via their issued mobile phone. Arrangements for a translator to attend any site visit may be made with prior consultation and agreement from the Team Leader .
- 5.7. Officers will provide, where available, information leaflets in the proprietors own language.
- 5.8. Clackmannanshire Council will adopt a graduated approach to enforcement using education and advice to secure compliance. Where advice is confirmed in writing a clear distinction must be made between statutory requirements and recommendations. However, the approach taken to enforcement will always be consistent with current guidance and the protection of public health remains the paramount consideration.
- 5.9. Robust action will be taken against any food business operators who deliberately or recklessly flout the law or where there is a serious risk to the safety of consumers. This will include reporting to the Procurator Fiscal where appropriate.
- 5.10. The Council is guided by the Home Authority Principle. Where the principle cannot be adhered to, concerns would be discussed with SFELC and Food Standards Scotland.
- 5.11. The Council shall provide advice for businesses on legal compliance where it acts as home and/or originating authority. Clackmannanshire Council shall liaise with the Home Authority of a Company on issues of advice or enforcement directly

related to centrally agreed policies or procedures of a food business.

- 5.12. The Council shall have regard to any information provided from home and/or originating authorities and will notify them of the outcome of any investigation.
- 5.13. There are the following hierarchal enforcement options open to officers:
 - No action at all
 - Verbal advice/warning
 - Written advice/warning
 - Formal Notice (where appropriate)
 - Seizure or detention (where appropriate)
 - Report to Procurator Fiscal
- 5.14. In deciding whether or not to take formal action, consideration will be given to the Home Authority principle. Where appropriate the Home and Originating Authority will be consulted and kept informed.
- 5.15. In deciding which form of enforcement action is most appropriate, the likely timescale to conclude the action will be weighed up against the risk to public health. The most expedient and effective action will be taken to protect health.
- 5.16. In deciding whether or not a business presents a risk to food safety regard shall be had to:-
 - the nature of the food
 - the manner in which it is handled
 - the manner in which it is packed
 - any process to which it is subjected
 - the conditions under which it is stored or displayed
- 5.17. Significant risk – in deciding whether or not any risks associated with a business are significant, consideration will be given to the adequacy of the controls at the critical points in the process and the possible consequences for food safety if the controls are inadequate. Significant risk in this context means that an incident is more likely to occur than not.
- 5.18. Contraventions may be dealt with informally subject to the following provisos:-
 - where the consequences of non-compliance will not present a significant risk to health
 - where (from the business's previous record) it can reasonably be expected that compliance will be forthcoming
 - where, due to the nature of the business (e.g. – voluntary organisations) informal action may be more effective
- 5.19. In all cases, information requests and agreements will be confirmed in writing.

- 5.20. Where the health risk condition (as defined in food safety law) is fulfilled, the primary action of all officers will be to eliminate that risk. This may be by use of one, all or any combination of the following:
- Issue of Emergency Prohibition Notice (or voluntary closure procedures if this is more appropriate having regard to guidance on voluntary closure)
 - Seizure or Detention of food (or voluntary surrender procedures if this is found to be more effective)
 - Report to the Procurator Fiscal
- 5.21. The procedures dealing with each action are to be followed.
- 5.22. Full guidance on the “health risk condition” and examples of use of Emergency Prohibition Notices is provided by the Food Law Code of Practice (Scotland).
- 5.23. In cases of contraventions which do not warrant immediate formal action such as Notices or report to the Procurator Fiscal, normally the following actions will take place:
- Verbal or Written notification of the contravention including remedial works required.
 - Follow-up action to ensure the necessary work is completed (either by re-visit or at the next programmed inspection depending on the seriousness and trigger values for re-visit being met).
- 5.24. When enforcing within Clackmannanshire Council run establishments, a letter concerning any contraventions will be sent to the appropriate manager for that service. Any continued failure by that service to satisfactorily remedy the contravention will be escalated in accordance with this Policy to include the appropriate enforcement action.
- 5.25. Any serious breach of food law will be notified by letter addressed to the Chief Executive, drafted by the officer responsible for the enforcement action but signed by the Service Manager or above.
- 5.26. Serious breaches will include, for example:
- the service of any enforcement notice (including Hygiene Improvement Notice, Remedial Action Notice, etc),
 - a report to the Procurator Fiscal,
 - service of any fixed penalty notice,
 - any food standards contravention deemed likely to place any potential consumer at risk of harm or distress (e.g. contamination, substitution, food fraud, etc.)
 - any other matter related to food law enforcement which in the opinion of the Team Leader requires to be notified to the Chief Executive.
- 5.27. Any decision by a manager not to send a letter to the Chief Executive, contrary to the recommendations of the officer

responsible for the enforcement action, will be fully documented in the file system. This will include full details of the contravention, officer recommendation and reason for not notifying the Chief Executive.

- 5.28. All Council run establishments will be dealt with exactly as any other food business would be dealt with. All actions and decisions made concerning enforcement at Council run establishments will be transparent.

6. Hygiene Improvement Notice

- 6.1. When serving Hygiene Improvement Notices regard shall be had to Food Law Code of Practice (Scotland) and Practice Guidance. Improvement Notices, as a minimum measure, will be served under the following circumstances:-
- where the consequences of non-compliance present significant risk (See "Enforcement Options" above)
 - where co-operation in rectifying routine contraventions is not forthcoming
 - where the severity of the contravention is such that it would not be appropriate to leave the matter unresolved until the next programmed inspection or until the conclusion of a prosecution
- 6.2. While Improvement Notices may be served on the evidence of the authorised officer alone, upon expiry of the notice (where prosecution is likely) the authorised officer will be accompanied by a witness. Except where circumstances have changed such as to cast doubt on the quality of the evidence, all persons failing to comply with Improvement Notices will be subject of a report to the Procurator Fiscal. Improvement Notices will not be signed by authorised officers on behalf of another officer unless the authorised officer has witnessed the contravention.

7. Hygiene Emergency Prohibition Notice

- 7.1. All Hygiene Emergency Prohibition Notices shall be served in accordance with the Food Hygiene (Scotland) Regulations 2006. When serving Hygiene Emergency Prohibition Notices, regard shall be had for Food Law Code of Practice (Scotland) and the Practice Guidance.
- 7.2. If an authorised officer, in the course of his/her duties, encounters a situation where there is evidence that the health risk condition is fulfilled (as defined in the Food Hygiene (Scotland) Regulations 2006) that officer will immediately serve a Hygiene Emergency Prohibition Notice. The Food Law Code of Practice (Scotland) gives examples of situations where this might be appropriate action to take but it is up to the authorised

officer to decide, based on evidence, if the condition is fulfilled. The Team Leader (Food and Licensing) must be advised immediately (or in his absence the Environmental & Consumer Services Manager) of any notice served or intention to serve such notice.

- 7.3. The “health risk condition” (for the purpose of an Hygiene Emergency Prohibition Notice) is fulfilled if any of the following involves an imminent risk of injury to health (including any impairment, whether permanent or temporary):
- the use of any process or treatment;
 - the construction of any premises used for the purposes of the business, or the use for those purposes of any equipment; and
 - the state or condition of any premises or equipment used for the purposes of the business.
- 7.4. Hygiene Emergency Prohibition Notices will not be signed by authorised officers on behalf of another officer unless the authorised officer has also witnessed the contravention and is satisfied that the health risk condition is fulfilled along with imminent risk to health.
- 7.5. Voluntary procedures may be used only when there is sufficient evidence to proceed with emergency prohibition procedures. The Procedures For Issue Of Improvement And Hygiene Emergency Prohibition Notices must be followed.

8. Prosecution

- 8.1. The ultimate decision as to whether or not to prosecute rests with the Procurator Fiscal, and the Council’s authorised officers shall liaise with the Procurator Fiscal regarding those cases presented for prosecution.
- 8.2. In deciding whether or not there are sufficient grounds to recommend that prosecution be sought by the Procurator Fiscal, due consideration will be given to all relevant centrally issued criteria and guidelines.
- 8.3. A recommendation to prosecute will, in general, be considered for those persons who blatantly disregard the law, fail to achieve a basic compliance with the minimum legal requirements, or who put the public or other groups at a serious risk to health.
- 8.4. Circumstances which are likely to warrant a recommendation to prosecute include:
- cases where the alleged offence involves a blatant breach of the law such that health is or has been put at risk
 - cases where there has been a blatant breach of the law in respect of product description, packaging or associated issue
 - cases where the offence involves a failure to comply in full or part with the requirements of an authorised officer

- cases where the offence involves a failure to comply with the requirements of a statutory notice
- cases where there is a history of similar offences related to risk to health or safety, or breach of food standards requirements
- cases where an officer has been obstructed in undertaking his/her duties

9. Quality Management

- 9.1. The Team will maintain a computer database (Civica) of all known businesses in the area for which there is responsibility for food safety enforcement.
- 9.2. Officers will keep this database up to date for their work with regard to new premises or the accuracy of details for existing premises using the Civica Procedure Manual.
- 9.3. The Team Leader will carry out internal monitoring of officers work in food law enforcement in accordance with a prepared procedure. The procedure will detail the monitoring records required to be kept to demonstrate officers are applying this Policy and all procedures relevant to food law enforcement.
- 9.4. Any failures to follow this Policy or a procedure will result in action being taken to remedy the failure. This may include re-training or disciplinary proceedings dependant upon the severity of the failure.

Appendix 1 – References

The Food Hygiene (Scotland) Regulations 2006
The Food Safety Act 1990
Regulation EC/178/2002
Regulation EC/852/2004
Regulation EC/853/2004
Regulation EC/854/2004
Regulation EC/882/2004
Food Safety (Qualifications & Sampling) (Scotland) Regulations 2013
Framework Agreement on Local Authority Food Law Enforcement – Food Standards Scotland
Food Law Code of Practice (Scotland)
Practice Guidance (Scotland)
The European Commission Guidance Document on Regulation EC/852/2004 (Hygiene of Foodstuffs)
Scottish Regulators Code of Practice



Clackmannanshire Council
www.clacksweb.org.uk

Development & Environment Services

Regulatory Services

Official Food Control Service Plan

2015 - 2016

Approved by Head of Development & Environment Services

Signed

(Gordon McNeil)

Date

Aims & Objectives

- 1.1. Clackmannanshire Council's food law enforcement service is provided by the Environmental Health Section. The Section aims to:
 - provide a food law enforcement service that meets the requirements of the Framework Agreement on Local Authority Food Law Enforcement
 - ensure that all staff who are engaged in food law enforcement duties meet the minimum requirements in terms of qualification, training, continuing professional development and competence
 - ensure that sufficient financial resources are provided to ensure officers have the necessary equipment to carry out their food law enforcement duties
 - ensure that food businesses within Clackmannanshire produce food that conforms with legal requirements in relation to production and safety
 - ensure that food law enforcement is carried out in accordance with the Council's Food Law Enforcement Policy. This will ensure fair and consistent enforcement throughout Clackmannanshire
- 1.2. This Service Plan sets out the Council's delivery of food law regulation in support of Development & Environment Services' Business Plan. That Business Plan sets out the main priorities to be pursued and outcomes to be achieved taking account of the Corporate Plan, Making Clackmannanshire Better and the Single Outcome Agreement. The Official Food Control Service Plan contributes to the following Corporate Priorities:
 - the area has a positive image and attracts people and businesses
 - our communities are safer
 - health is improving and health inequalities are reducing
 - the Council is effective, efficient and recognised for excellence

2. Background

- 2.1. Clackmannanshire Council is the smallest mainland Scottish Council. The county covers an area of 61 square miles and has a population of 51,190¹. It's bounded by the Ochil Hills in the North and the River Forth in the South. Neighbouring authorities are Fife, Perth & Kinross, Stirling and, south of the River Forth, Falkirk. Clackmannanshire is a mix of rural and urban areas with Alloa as the main town. The district is primarily residential in nature with no large industrial sites.
- 2.2. The 2011 census contains details of Clackmannanshire's population statistics and can be found at - <http://www.clacksweb.org.uk/document/4480.pdf>
- 2.3. Clackmannanshire Council has six service areas, each managed by a Head of Service, consisting of:
 - Development & Environment
 - Housing & Community Safety

¹ National Records of Scotland 2015

- Social Services
- Education
- Resource & Governance
- Strategy & Customer Services

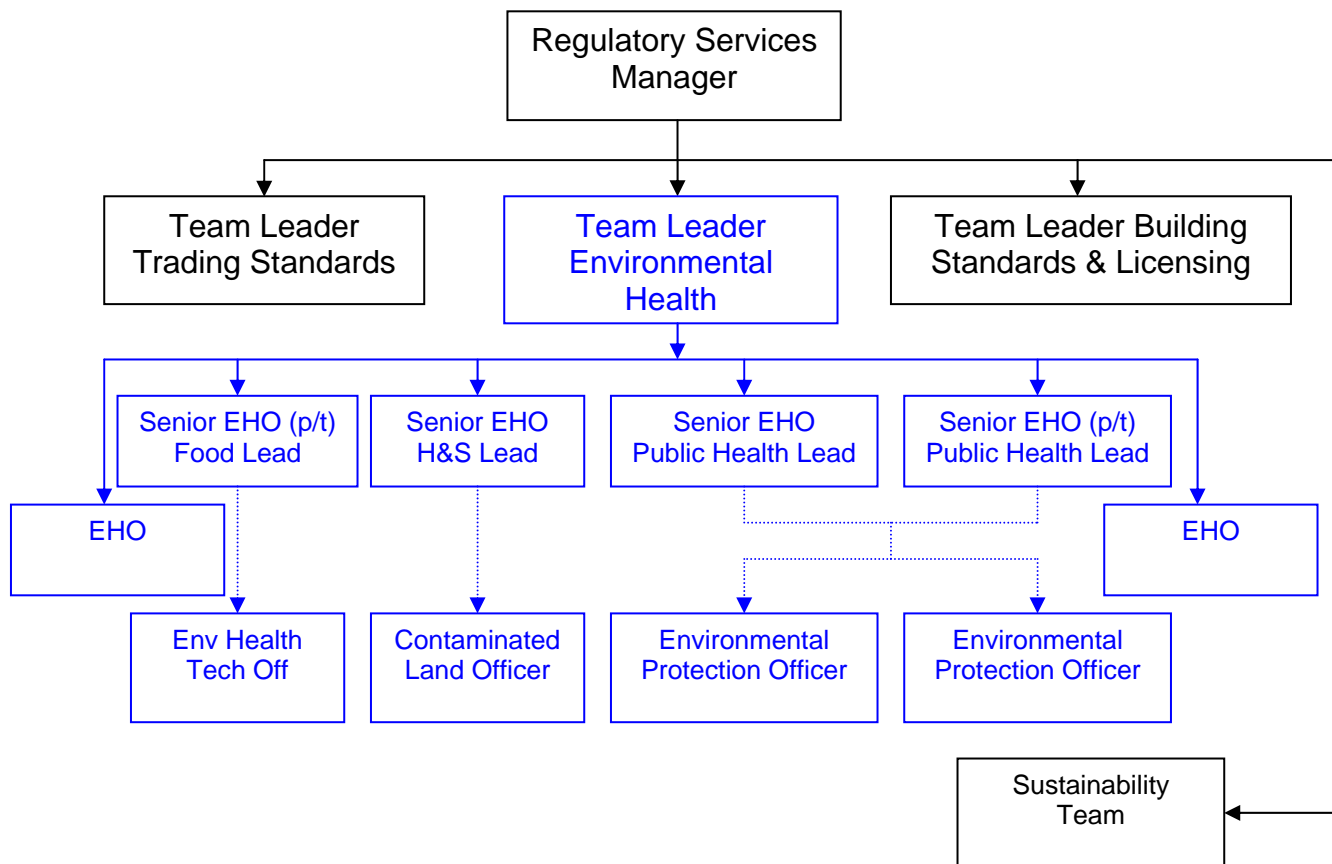
2.4. Development & Environment Services covers the following predominantly statutory front-line services that support community health & safety, well being and economic prosperity:

- Regulatory Services (Environmental Health, Building Standards, Trading Standards & Licensing, Sustainability)
- Roads Services (Roads Infrastructure Management, Road Safety, Street Lighting, Flood Management, Transport Planning and Public Transport)
- Land Services (Parks, Cemeteries and Open Spaces)
- Environmental Protection (Climate Change Mitigation and Adaption, Outdoor Access and Biodiversity)
- Environment Services (Waste Management, Refuse Collection, Street Cleaning, Grounds Maintenance, Vehicle Maintenance and Fleet Management)
- Development Services (Development Management, Development Planning, Economic Development and Property)

2.5. The Council's Environmental Health Officers and Environmental Health Technical Officer are responsible for the entire range of Environmental Health work, including delivery of the food law enforcement service. Environmental Health is managed by a Team Leader. The Team Leader is the Council's Lead Officer responsible for delivery of Official Food Controls both food standards and hygiene. A Senior Environmental Health Officer, with specialist food knowledge, has lead responsibility for routine food law enforcement service activities. Official Feed Controls are delivered by Stirling Council's Trading Standards service under a Service Level Agreement.

2.6. We have to ensure that our services are prioritised on meeting targets and fulfilling statutory obligations to protect peoples health, safety and welfare.

2.7. The Structure of Environmental Health within Regulatory Services is as below (Blue denotes Environmental Health staff):



Dotted lines denote supervisory duties, solid line denotes management duties.

2.8. Environmental Health provides the following headline food services:

- Programmed inspections of food businesses in respect of Food Safety and Food Standards
- Enforcement of legal requirements in respect of food law enforcement, e.g. Hygiene Improvement Notices, Hygiene Emergency Prohibition Notices, Remedial Action Notices, Reports to the Procurator Fiscal, etc.
- Investigation of cases of food poisoning
- Investigation of food complaints and complaints about food premises
- Approval of premises in terms of EU Hygiene Regulations
- Sampling of foods for analysis by Glasgow Council Scientific Services
- Consultation to the Licensing Board and other Council Services
- Consultation advice on Civic Government (Scotland) Act 1982
- Advice on all food safety and food standards matters to the general public and others
- Responding to “Food Alerts” issued by Food Standards Scotland

2.9. Clackmannanshire has 563 Registered Food Premises. There are currently two premises approved for handling products of animal origin other than by retail sale in Clackmannanshire. There is also a large multi-national manufacturer of yeast food products which is supplied with water by its own private water supplies. There are a large number of take-away fast food premises of various ethnic types, small breweries and public houses serving food.

2.10. The service is located at Kilncraigs, Greenside Street, Alloa, FK10 1EB. The offices are open from 9:00am to 5:00pm for access by the public and officers work flexible hours between 8:00am and 6:00pm. Out of hours services are provided when necessary by arrangement with officers although there is no formal system of out of hours cover.

2.11. The Council has produced a Food Law Enforcement Policy which is agreed by the full Council Committee and written procedures cover all major aspects of the food law enforcement service. Officers are instructed in these procedures and they are available electronically to all officers. Internal monitoring is in place to ensure officers are adhering to the Council's policies and procedures.

2.12. Performance for the service, in terms of food law delivery, is measured by:

- Completion of the annual food hygiene inspection programme. For higher risk premises, that is category A, B & C food hygiene and category A & B for food standards, being within the following targets.
 - 100% for Cat A & B food hygiene and Cat A food standards;
 - 95% for Category C food hygiene; 90% for Cat B food standards)
- Officer's achieving the required 10 hours Continuing Professional Development
- Response times to service requests
- Internal monitoring of officers delivering the food law enforcement service by the Team Leader, including accompanied inspections.

3. Service Delivery

3.1. Clackmannanshire Council follows the inspection risk system contained within Annex 5 of the Food Law Code of Practice Scotland.

3.2. The following hygiene inspections are planned for the year 2015 - 2016:

Cat A Food Hygiene:	6 (X2)
Cat B Food Hygiene:	47
Cat C Food Hygiene:	77
Cat D:	45
Cat E (AES):	15
Unrated:	8

There are also 101 lower risk Cat D inspections outstanding from the last three years. These were deliberately delayed by following the Scottish Food Enforcement Liaison Committee programme for implementing Cross Contamination Guidance. This action was endorsed by Food Standards Agency (predecessor to Food Standards Scotland) and provided the time to ensure compliance with the Cross Contamination Guidance by higher risk food businesses. It is planned to catch up with these lower risk premises inspections during the course of this year.

3.3. The following standards inspections are planned for the year 2015 - 2016:

Cat A Food Standards:	3
Cat B Food Standards:	98
Cat C Food Standards (AES):	107
Unrated:	14

3.4. All programmed interventions are by way of Inspection. An Alternative Enforcement Strategy is employed for all Category E Food Hygiene and Category C Food Standards. All inspections are carried out in accordance with the provisions of the Food Law Code of Practice Scotland, Practice Guidance Scotland and other centrally issued guidance. The frequency of inspection is as laid down in Annex 5 of the Food Law Code of Practice Scotland.

3.5. Investigation of food complaints is in accordance with the Council's written procedure and all complaints are investigated. There are, traditionally, few food complaints received and so no significant trends can be determined from historic records.

3.6. The Council supports the Home Authority Principle and Primary Authority Scheme. It does not act as Home or Primary Authority for any business.

3.7. The Senior Environmental Health Officer for Food Safety attends the East of Scotland Food Liaison Group as part of the Council's commitment to ensuring full participation in the national delivery of food law enforcement. The Council provides full commitment to supporting working groups and specialist forums.

3.8. Clackmannanshire Council provides advice for businesses either on request or in the course of normal service operation. The Council is committed to providing

quality and comprehensive advice to local food businesses and this is reflected in the Enforcement Policy and written procedures.

- 3.9. A budget of £19,600 is set aside for all sampling needs and a food sampling programme based on local food business activity is in place. The sampling programme includes a 10% "imported food" element in accordance with Food Standards Scotland's requirements. Sampling is carried out by the Environmental Health Technical Officer and Environmental Health Officer's in accordance with written procedures. The Council has appointed Glasgow City Council Scientific Services as Public Analyst and all food samples for examination are submitted to them.
- 3.10. The Council, in partnership with Forth Valley Health Board, investigates all reported cases of outbreaks and food related infections. This is in accordance with procedures agreed with Forth Valley Health Board.
- 3.11. All food safety incidents reported to the Council by local food businesses will be dealt with in accordance with the Council's procedures. These procedures follow the requirements of the Food Law Code of Practice Scotland. The Council's procedures extend to reports of food safety incidents through the alert system operated by Food Standards Scotland. All alerts "for action" are acted upon if relevant to businesses in Clackmannanshire. A record of all alerts is kept electronically.

4. Resources

4.1. Staffing levels dedicated to food law enforcement are as follows:

Team Leader Environmental Health:	0.1	F.T.E.
Senior/Environmental Health Officers:	2.8	F.T.E.
Environmental Health Technical Officer:	0.6	F.T.E.
Business Support:	0.3	F.T.E.

- 4.2. All of the above posts are currently filled and any staffing issues that impact on food law enforcement will be monitored and reported in the end of year report.
- 4.3. The levels of competency and authorisation of these staff is as outlined in the Inspection Procedure and Enforcement Policy. The Business Support staff member is not authorised in any capacity for food law enforcement work.
- 4.4. The following financial resources are available to the service for **all** Environmental Health Work, including food law enforcement and it is not possible to break this figure down any further.

Staff	£463,290.00
Transport	£4,100.00
Equipment Maintenance	£8,500.00
Equipment Purchase	£1,750.00
Staff Clothing	£770.00
Materials	£4,760.00
Training (Centrally Held)	£6,650

4.5. Clackmannanshire Council is committed to staff development and during the Performance, Review and Development process training needs are identified and where possible these needs are fulfilled. Internal training is also carried out which includes all aspects of Environmental Health.

5. Quality Assessment

5.1. The Council is committed to providing quality services and has obtained the Customer Service Excellence (CSE) Award as part of a wider service award.

5.2. The Council has in place a system of internal monitoring. This covers:

- review of files to check that inspection procedures etc. have been carried out;
- checks on formal and informal notices and documents;
- accompanied inspections and visits to check quality and practices;
- verification of correspondence;
- cross checking of all changes to risk assessment of higher risk food premises.

5.3. The performance of this Authority against the Service Plan will be monitored by:

- comparison of annual inspections against the inspection programme
- annual review of food sampling;
- annual review of procedural guidance
- annual training assessment.

6. Review

6.1. The Service Delivery Plan will be reviewed on an annual basis by the Team Leader Environmental Health to assess its relevance to current operations and targets and will be amended where there are significant changes. The Official Food Control Service Plan will be submitted annually to the Head of Service for approval.

6.2. An end of year report will be submitted to the Head of Service identifying where the service has varied from the Service Plan, the reasons for this and the actions taken as a consequence.

6.3. Any areas of improvement of service delivery identified will be set out within the review with proposals for their implementation.

Service Plan prepared by the Environmental Health Team Leader

Signed

(Andrew Crawford)

Date

Report to: Enterprise & Environment Committee

Date of Meeting: 20 August 2015

Subject: Waste Collection Service and National Initiatives

Report by: Head of Development & Environment

1.0 Purpose

- 1.1. The purpose of this report is to inform members of the emerging national initiatives in waste management; progress with a Charter for Household Recycling in Scotland; the Scottish Materials Brokerage and forthcoming changes to the residual waste collection service from fortnightly to three weekly collection of green bins.

2.0 Recommendations

It is recommended that Committee :

- 2.1. notes the protocols for changing to three weekly residual waste collection that will position Clackmannanshire's waste service to be more efficient and ready to adopt the Charter for Household Waste Recycling in Scotland.
- 2.2. considers the national initiatives and recommend future adoption of the Charter for Household Recycling in Scotland and commitment to participation with the National Material Brokerage to Council.

3.0 Considerations

- 3.1. Scotland's Zero Waste Plan was published by government in 2010. The Plan amongst other things contained challenging national recycling targets:
- 2013: 50% of household recycled;
- 2020: 60% of household waste recycled;
- 2025: 70% of all waste recycled.
- 3.2. In the year 2014/15 Clackmannanshire Council increased its household waste recycling rate to 60.7%, achieving the 2020 national recycling target, with the Council a high performer nationally. It is important to note that these targets are not currently set for individual local authorities, but for Scotland generally and are more demanding than the UK (i.e. Member State) target (set by the revised EU Waste Framework Directive of 50% recycling by 2020).

- 3.3. In 2012 the Scottish Government passed into law the Waste (Scotland) Regulations 2012 which transposed parts of the aforementioned Directive with respect to recycling certain household and commercial wastes and which introduced a ban on the landfill of municipal biodegradable waste by 1st January 2021.
- 3.4. **Charter for Household Waste Recycling in Scotland**
- 3.5. It is with this background the Scottish Government and CoSLA formed a Zero Waste Taskforce with the objective of finding ways to improve recycling rates across Scotland; and the Scottish Government through “Procurement Scotland” initiated work on a Materials Brokerage Service to aggregate recyclates to a level which might attract reprocessors to Scotland and to deal more efficiently with residual waste.
- 3.6. Scotland's Zero Waste Task Force (ZWTF) is jointly led by John Swinney MSP, Cabinet Secretary for Finance, Employment and Sustainable Growth, Richard Lochhead, Cabinet Secretary for Rural Affairs, Food and the Environment and Councillor Stephen Hagan, CoSLA Spokesperson for Development, Economy and Sustainability.
- 3.7. The ZWTF agreed a series of recommendations to create the conditions to transform the management of public sector waste into an effective feedstock for an economy that has high community participation in recycling; supports the emergence of new industries; maximises cost benefit to local authorities; and de-risks public and private investments. In so doing it has through a series of workshops involving consultation with local authorities developed a Charter for Household Recycling in Scotland to promote and communicate with our citizens the standards of service they should expect and support.
- 3.8. The Charter also communicates the responsibilities upon citizens in managing their waste to ensure both quality and compliance with their local authority's waste and recycling collections.
- 3.9. The Charter will be presented to CoSLA Leaders on the 28th August and will be underpinned by a Good Practice Guide Code of Practice which is in development at the present time.
- 3.10. The Charter for Household Waste Recycling in Scotland will be a voluntary sign up for local authorities wishing to demonstrate their commitment to Scotland's sustainability and progress towards a Circular Economy.
- 3.11. The proposed Charter is in its current form presented as Appendix 1 to this report and the full press release from the Taskforce can be read at: <http://www.zerowastescotland.org.uk/content/new-dawn-recycling-edges-closer>
- 3.12. **Scottish Materials Brokerage**
- 3.13. The National Materials Brokerage Service was initiated by the Scottish Government through its utilities procurement arm: Procurement Scotland. The basic functions of the Brokerage Service will be
- I. Sale, treatment and disposal of public sector waste and recyclate;

- II. Provide critical mass of material to address market inward investment;
 - III. Act as collaboration vehicle to source treatment facilities
- 3.14. The current timetable for the National Materials Brokerage Service is ambitious with plans to have various contracts in place and available to Councils by mid-2016. The operating model will be by Agency Agreement in a similar nature to the national energy procurement contract in which a broad range of public sector bodies collaborate and benefit from.
- 3.15. Councils will not be compelled to use any of the Services offered but there will be a need to sign a principal agreement whereby the Council does commit its waste tonnage to the National Materials Brokerage.
- 3.16. However, if on receipt of a winning tender, the Council is of the view that it does not offer Best Value for whatever reason, the Council will not be compelled to take part.
- 3.17. **Three weekly residual waste collection**
- 3.18. At the special meeting of Clackmannanshire Council on 15th February 2015 the Council approved a change to the refuse collection service from fortnightly residual waste collection to three weekly residual waste collection to seek financial savings and sustainability gains through improvements to the efficiency of the waste collection service.
- 3.19. The service change involves adjusting the frequency of collection of residual, green bin, waste from fortnightly collection to three weekly collection. No changes to the collection of recyclable waste are proposed at this time.
- 3.20. The success of Clackmannanshire's recycling initiatives and the ongoing support of Clackmannanshire's citizens has resulted in significant changes to both the composition and the quantity of residual (green bin) waste which is collected and is currently sent to landfill.
- 3.21. The Council's most recent food waste collection initiative has resulted in more than 3,350 tonnes of food waste diverted from the landfill residual waste stream to recycling and conversion into biogas, electricity and a fertiliser product since its introduction in March 2013.
- 3.22. As a result of our successful recycling initiatives the quantity of green bin waste sent to landfill has reduced from 12,150 tonnes per annum in 2008 to 7,900 tonnes in calendar year 2014. The reduction of 4,250 tonnes per annum over the period equates to a one-third reduction in the fortnightly quantity of household waste in an individual household's green bin.
- 3.23. At the point of collection household green bins now have approximately one-third spare capacity because our comprehensive recycling services now provide more capacity for a household's waste than ever before. The majority of waste capacity provided to a household is in its recycling containers. It is therefore logical to adapt service delivery to maximise efficiency of collection.
- 3.24. Provided householders use the comprehensive recycling services supplied by the Council, a point which is covered in the Charter for Household Waste Recycling, then most households will already recognise they currently have

over-capacity in their green bin under the existing fortnightly collection cycle. This over capacity, as a result of successful recycling, now presents the service with inefficiencies as less than full bins are being collected more often than is required.

- 3.25. Households participating effectively with recycling services represent a residual waste disposal cost of approximately £28.17 per property per annum. Whereas a household that does not participate effectively costs £41.77 in waste disposal cost, a difference of £13.60. If all households participated as well as the most effective recycling households, annual savings in residual waste disposal will be achieved, communication and assistance to support households is set out in paragraph 3.33 and Appendices 2 & 3.
- 3.26. Evidence gathered from local authorities which have moved to three weekly collection of residual waste, or have reduced bin sizes and retained fortnightly collection, supports changing householder behaviour towards greater participation with recycling services and the consequential improvement in service efficiency and recycling rate. Typical changes are; Falkirk Council 80 litres per week green bin capacity (three weekly using 240 litre bins) moving to 60 litres per week in 2016 on a four-weekly residual waste service; Fife Council 70 litres per week on a fortnightly service using 140 litre bins.
- 3.27. Clackmannanshire Council has 240 litre green bins which will provide 80 litres per week per household on a three weekly collection cycle.
- 3.28. Communication with householders over major service change is paramount as is recognition of personal situations where householders require additional residual waste capacity to match their needs. Analysis of census data on household size shows that 5% of Clackmannanshire households comprise 5 or more persons and 11% have 4 or more persons.
- 3.29. In keeping with the proposed Charter for Household Waste Recycling Clackmannanshire's waste services are designed to adapt to the personal needs of households. Where a household comprises four or more persons larger bin capacity will be available provided the household is participating with the recycling services offered.
- 3.30. Greater capacity of residual waste would not be provided if a household does not recycle because this would erode the savings as potentially available in paragraph 3.21 and effectively impose an extra burden on the diligent members of our community to pay twice, once for their service and again for those non-recycling households that disregard their recycling responsibilities.
- 3.31. Any household with persons who have a regular need for greater residual waste capacity, such as with certain medical conditions, will have greater capacity of residual waste provided to meet their needs.
- 3.32. The Council has a duty under S45(c)(6) of the Environmental Protection Act 1990 to promote recycling, viz; An authority must, from 1st January 2014, take such steps as the authority considers reasonable to :
 - (a) *promote separate collection (including the making of arrangements for the provision of a food waste receptacle); and*

(b) promote recycling in any other manner.

- 3.33. A series of householder communication messages will be delivered to inform households of the changes to their waste collection service. An example of the first part of this communication package is shown in Appendix 2 - as a residual bin sticker to be applied to all green bins and in Appendix 3 - an 8 page booklet with information for householders about blue bin recycling quality, Appendix 5 outlines the procedure to be adopted if a bin contains the wrong materials.
- 3.34. The service change to three weekly residual waste collection is planned for the second half of 2015-16: Information about the service change including new day-of-collection calendars, for all bin collection services, will be issued to all households closer to that time together with supporting advice and new householder access cards for Forthbank Household Waste Recycling Centre.

4.0 Sustainability Implications

- 4.1. The Charter for Household Recycling in Scotland is fully supportive of the Council's sustainability duties and aspirations.
- 4.2. The Charter clearly sets out support for a circular economy to ensure that waste is treated as a resource to support sustainable employment and investment in our communities.

5.0 Resource Implications

5.1. Financial Details

- 5.2. At the special meeting of Clackmannanshire Council on 15th February 2015 the Council approved a change to the refuse collection service from fortnightly residual waste collection to three weekly residual waste collection to seek financial savings and sustainability gains through improvements to the efficiency of the waste collection service. The full financial implications of the recommendations are set out in the report. This includes a reference to full life cycle costs where appropriate. Yes

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

5.4. Staffing

- 5.5. Improved efficiency of waste collection will, evolve the collection service, discussion and planning are ongoing with employees and Trade Unions to implement service change.

6.0 Exempt Reports

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

7.0 Declarations

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

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

The area has a positive image and attracts people and businesses	<input type="checkbox"/>
Our communities are more cohesive and inclusive	<input type="checkbox"/>
People are better skilled, trained and ready for learning and employment	<input 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 checked="" type="checkbox"/>
The Council is effective, efficient and recognised for excellence	<input checked="" type="checkbox"/>

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

Clackmannanshire Council Zero Waste Strategy
Clackmannanshire Council Sustainability Strategy

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.

Appendix 1: The draft Charter for Household Recycling in Scotland
Appendix 2 Residual Waste (green bin) advice sticker
Appendix 3 Recycling information booklet extract from 8 page
Appendix 4 Typical collection cycle -3 weekly residual waste
Appendix 5 Waste Service Standards - dealing with contaminated bins etc.

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
Graeme Cunningham	Environment Manager	2548

Approved by

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

APPENDIX 1

Charter for Household Recycling in Scotland

This charter is a declaration of our organisation's intent to provide services that deliver local and national benefits, encouraging high-levels of citizen participation in waste prevention, recycling and reuse.

We, as leaders in local government and the main providers of services to households, acknowledge that significant progress has been made in achieving greater value from recycling and reusing household waste over the past 10 years. We also acknowledge that further progress is required to achieve better national and local outcomes.

We welcome the opportunity to make a commitment to our future waste, recycling and reuse services that will build on the progress achieved to date to ensure that waste is considered a resource and our services support sustainable employment and investment within the Scottish economy.

We recognise the opportunities of a more circular economy and better resource management to support sustainable employment and investment in the economy for the benefit of Scotland and its local communities.

We commit:

- To improve our household waste and recycling services to maximise the capture of, and improve the quality of, resources from the waste stream, recognising the variations in household types and geography to endeavour that our services meet the needs of all our citizens.
- To encourage our citizens to participate in our recycling and reuse services to ensure that they are fully utilised.
- To operate our services so that our staff are safe, competent and treated fairly with the skills required to deliver effective and efficient resource management on behalf of our communities.
- To develop, agree, implement and review a Code of Practice and tell all of our citizens and community partners about both this charter and the code of practice.

Signatories

..... Council Leader
..... Chief Executive

Scottish Ministers welcome this declaration and will work in partnership with the signatories and their representatives to support the delivery of these commitments.

.....
Cabinet Secretary for Rural Affairs, Food and Environment

To achieve this, we will do the following:

Designing our services

1. We will design our household collection services to **take account of the Code of Practice (CoP)** for the variety of housing types and geography in our community. In doing so, over time, **we will establish common collection systems, as appropriate**, for paper, card, glass, plastics, metals, food and other commonly recycled materials deemed feasible (e.g. textiles, small WEEE, nappies) across Scotland.
2. We will ensure that **all citizens have access to services** for recycling to include paper, card, glass, plastics, metals and food. Thus, we will ensure that all citizens, whether at the kerbside or within their local community, are provided with adequate volumes of containers in line with the Code of Practice (CoP).
3. We will ensure that our household collections give **consistent definition of materials** (paper, card, glass, plastics, metals and food) that can be competently recycled in line with the Code of Practice (CoP). Thus, we will eradicate discrepancies on what can and cannot be recycled in different localities across Scotland.
4. We will **reduce the capacity provided for non-recyclable waste** to give the appropriate motivation to our citizens to recycle. Thus, we will ensure that all citizens, whether at the kerbside or within their local community, are limited to non-recyclable (i.e. black bag/general waste/residual waste) waste volumes in line with the established Code of Practice (CoP).

Deliver consistent policies

5. We will ensure that our local policies **reduce the opportunity for citizens to have non-recyclable waste collected** outwith the containers provided (i.e. Excess waste/Side waste) in line with the Code of Practice (CoP).
6. We will ensure that our local policies **provide citizens with sufficient capacity for their waste**, recognising that some households will produce more waste than others, in line with the Code of Practice (CoP).
7. We will ensure that our local policies **instruct our collection crews to not collect containers for non-recyclable waste that clearly contain recyclable materials** (including paper, card, glass, plastics, metals and food) in line with the Code of Practice (CoP).
8. Where citizens have not followed our collection instructions and policies, we will ensure our **policies for communicating and taking corrective action are delivered consistently** in line with the Code of Practice (CoP).
9. We will ensure that policies for **bulky or excess waste encourage citizens to recycle and reuse, where this is practicable to do so**.

Operating our services

10. We will **collect household waste when we have said we will** and ensure materials are managed appropriately upon collection.
11. We will manage materials so that the **highest possible quality is attained and we seek to accumulate value** by working with partners to encourage inward investment for our economy.
12. We will **record complaints and alleged missed collections** and ensure that we respond to these in line with the Code of Practice (CoP).

13. We will ***listen to special requests or challenges*** that citizens are having in relation to household waste collections and ensure that we respond to these in line with the Code of Practice (CoP).
14. We will deliver services so that they ***take account of current policies with regards to environmental crime, litter and flytipping*** in line with the Code of Practice (CoP).
15. We will deliver services so that our ***staff and citizens are not endangered or at risk from harm*** in line with the Code of Practice (CoP).

Communicating our services

16. We will ***clearly explain to all citizens*** what services we provide by providing information on a regular basis. This will take recognition of different housing types, collection routes and service availability and be as specific to each property as necessary, in line with the Code of Practice (CoP).
17. We will ***deliver service information directly*** to citizens periodically in line with established Code of Practice (CoP).
18. Where we need to ***change our services for any reason, we will communicate with citizens directly.***
19. We will ***provide clear instructions on what can and cannot be recycled***, giving clear explanations where materials cannot be competently recycled.
20. We will communicate with citizens when they have not understood our services to ***improve awareness and reduce contamination of recyclable materials.***
21. We will ***record accurate information*** on the amount of waste collected and the destinations, as far as practicable, of these materials in order to give confidence to citizens that it is being properly managed.

Citizens

To aid with the delivery of this charter and the Code of Practice, we expect our citizens to participate in the recycling, re-use and non-recyclable waste services that we deliver, using them in accordance with the policies communicated to them, and hence assisting in improving both the quality and the quantity of materials provided for recycling.

Partners

In committing to this charter we request that our partners in national and local government, the resource management industry, retailers, manufacturers, packagers, the third sector and others provide leadership and support in helping us deliver this commitment.

This charter is a clear statement of local government's intent to encourage high-levels of citizen participation in waste prevention, recycling and reuse. All of our partners will have a part to play in utilising the influence they have on our citizens to compliment this intent.

Furthermore, our partners are requested to assist the development of the Code of Practice by providing expertise, information and evidence wherever possible.

APPENDIX 2

GREEN BIN STICKER IMAGE

Getting it WRONG

This bin may not be emptied if it contains materials that should be recycled.



Please use your recycling containers and food waste caddy.

 Clackmannanshire Council

☎ 0500 545 540
✉ wasteservices@clacks.org.uk
🌐 www.clacksweb.org.uk



Getting it RIGHT

Paper, cardboard, metal and plastic containers should all be recycled in your blue bin.

Paper, cardboard, plastic and metal containers used

Prepared for collection

Collected and sorted

Good quality paper, cardboard, metal and plastic containers reprocessed

Manufactured into high-quality products

Some plastic pots, tubs and trays are turned into a fuel which can be used to generate heat, power and hot water for businesses, homes, hospitals and schools.

PLEASE

- ✓ Rinse and squash plastic bottles - put lids back on
- ✓ Remove plastic film from any plastic packaging
- ✓ Rinse food residues off metal and plastic containers
- ✓ Flatten cardboard

WHY?

- Rinsing keeps your recycling container clean and squashing gives you more space
- Plastic film can cause operational problems and delays during the recycling process
- Food residues contaminate other materials in your blue bin
- Gives you more space

Getting it WRONG

If you put materials that should be recycled in your green bin it may not be emptied.

- NO** Food waste
- NO** Paper or cardboard
- NO** Tins, cans or aerosols
- NO** Plastic bottles, pots, tubs or trays
- NO** Glass
- NO** Small electrical items or batteries
- NO** Clothing, other textiles or shoes



Getting it WRONG

Clackmannanshire Council has the following policy for green bins that contain materials that should be recycled:

- 1** If you put materials that can be recycled in your green bin it may not be emptied.
- 2** We will tag your bin to let you know it contains materials that can be recycled.
- 3** To have your bin emptied you must remove these materials and recycle them, then call ☎ 0500 545 540 or visit 🌐 www.clacksweb.org.uk



Putting materials that can be recycled in your green bin is a waste of time, effort and money



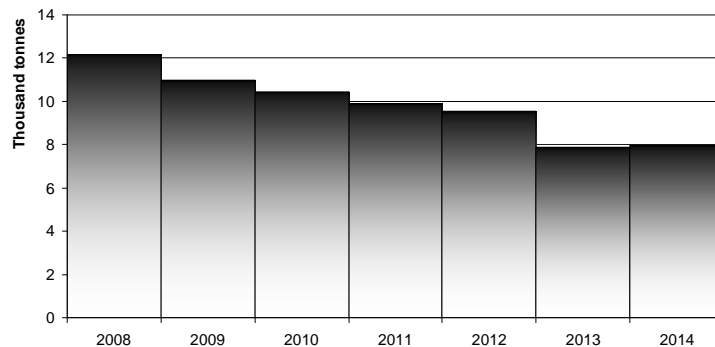
APPENDIX 4

Contextual Service Change Information

1. The success of Clackmannanshire's recycling initiatives has resulted in significant changes to the composition and quantity of Green Bin residual waste which is sent to landfill.
2. The most recent initiative, the introduction of food waste collections, has seen over 3,350 tonnes of food waste diverted from Green Bin residual waste to recycling including producing green electricity and a fertiliser product.
3. As a result of our successful recycling initiatives the quantity of green bin waste sent to landfill has reduced from 12,150 tonnes in 2008 to a projected 7,900 tonnes in 2014. The reduction of 4,250 tonnes per annum over 6 years equates to a reduction in collected residual waste of one-third.
4. At the point of collection household Green Bins now have approximately one-third spare capacity because our comprehensive recycling services provide capacity for a significant volume of a household's waste.
5. Provided recycling services are used effectively by householders, most will recognise they have over-capacity in their Green Bin over a two-weekly collection cycle.
6. Operating on a two-weekly collection cycle green bins are not full and consequently refuse vehicles and collection crews are not being used efficiently. We are expending employee hours and vehicle time to travel around a refuse route to pick up less waste. At its most basic level we are collecting air 30% of the time.
7. The reduction in residual waste collection is represented below.

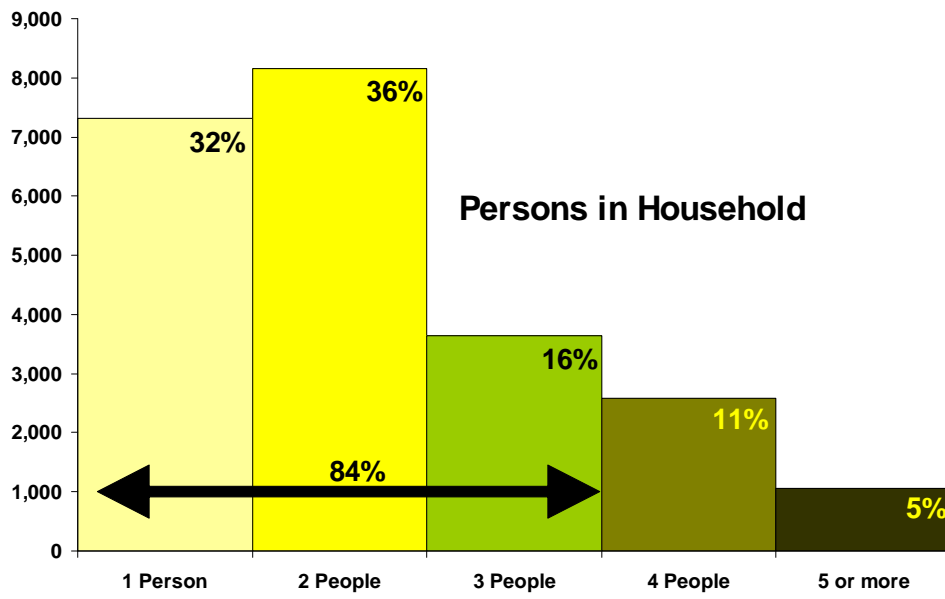
Household Residual
Waste

Year	Tonnes
2008	12,152
2009	10,982
2010	10,447
2011	9,899
2012	9,566
2013	7,884
2014	7,963



8. Evidence from neighbouring local authorities that have changed either:
 - (1) residual waste collection frequency from 2 weekly to 3 weekly,
 - or
 - (2) reduced bin size from 240 litres to 140 litres every 2-weeks,
 based upon similar trends in residual waste reduction, demonstrates the capacity of residual waste required by an *average* household is between 70 litres and 80 litres.
9. Action by those local authorities to redress their refuse collection inefficiency has been to either :
 - (1) reduce residual waste collection to 3-weekly
 - (2) limit residual waste capacity using smaller bins such as 140 litre bins emptied fortnightly
10. Clackmannanshire's standard Green Bins have 240 litres capacity providing a generous 120 litres per week per household.
11. Falkirk Council has adjusted it's residual waste capacity, based on their existing 240 litre capacity bins, to a 3-weekly residual waste collection thereby providing 80 litres per household per week.
12. Fife Council changed their residual waste containers from 240 litres to 140 litres and retained fortnightly collection thereby reducing residual waste capacity to just 70 litres per household.
13. Both local authorities report their service change has encouraged householders to recycle more and, in the case of Falkirk Council, a notable increase in participation with their food waste collection is evident.

Census data: Persons per household Clackmannanshire.



APPENDIX 4 -Waste and recycling collection cycle -3 weekly residual waste.

	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7
Food Waste	Collection	Collection	Collection	Collection	Collection	Collection	Collection
Blue Box	Collection	Collection	Collection	Collection	Collection	Collection	Collection
Blue Bin		Collection		Collection		Collection	
Green Bin	Collection			Collection			Collection

APPENDIX 5

Service Standards Household Waste

1. Background

This document seeks to record the Council's Service Standard in respect of its household waste collection service to inform and advise householders and service users on the appropriate use of waste and recycling containers.

The service standard recognises the progress being made to adopt a national Charter for Household Recycling in Scotland.

2. Standard service

The service standard will apply to all households within Clackmannanshire, subject to the exceptions listed in paragraph 2.1.

Container	Capacity	Material	Collection frequency
Blue bin	240 litres	Paper Cardboard Plastic bottles Metal cans and tins	Two weekly
Green bin	240 litres	Non recyclable household waste	Three weekly
Brown bin	240 litres	Plant waste	March to November – three weekly December to February – up to four collections on request
Kerbside box	50 litres	Glass Small electricals	Weekly
Food caddy	23 litres	Cooked and uncooked foodstuff, including leftovers	Weekly
Textile sack		Clothing Shoes Bedclothes	Weekly

2.1 Exceptions to the standard

Exceptions to the service standard may apply in one or more of the following circumstances;

- Households requiring additional capacity due to household size or other factors, such as the production of medical or other unavoidable waste. In the case of brown bins, additional capacity is available via a chargeable service.
- Lack of storage space for waste containers.
- At the discretion of Waste Services, where an enhanced KCS is required to optimize waste separation and recycling.

2.11 Additional capacity

Additional capacity may be allocated as follows;

Container	Qualifying criteria	Service
Blue bin	5 or more permanent residents in household Unavoidable waste as agreed by Waste Services	Provision of 360 litre bin Provision of 360 litre bin
Green bin	4 permanent residents in household * see note below Unavoidable waste as agreed by Waste Services	Provision of 360 litre bin Provision of 360 litre bin
Brown bin	Chargeable service for extra bin	Up to one additional 240 litre bin
Kerbside box	On request	Up to one additional box
Food caddy	On request	Up to one additional caddy

NB. No additional green bin capacity will be provided unless households clearly demonstrate that recycling services are being fully utilised.

2.12 Lack of storage space

Where properties have insufficient or inaccessible space to facilitate a standard KCS, households will be provided with an alternative method of waste disposal as appropriate. Such methods include;

- Provision of large bins for shared or communal use
- Provision of waste sacks
- Increase frequency of collection, e.g. fortnightly, weekly

2.13 Enhanced service

Where deemed appropriate by Waste Services, additional capacity and/or more frequent collections may be authorized in order to encourage separation of waste and recycling, and prevent contamination in recycling containers.

3. Household waste presentation

Presentation of waste containers must adhere to the following instructions;

- All containers should be placed on the kerbside, next to the closest adopted road to the property, or at a presentation point agreed with Waste Services.
- Containers should be in place by 7.00 am on the scheduled day of collection, and removed from the collection point as soon as possible after collection.
- Blue, green and brown bins should be placed with handles facing the road
- All waste must be contained within bins, and bin lids closed. NO additional material presented outside bins (side waste) will be collected.
- Bins must not be over-heavy

3.1 Exceptions to waste presentation instructions

3.11 Assisted (back door) collection

Where all residents in a household are unable, through disability or infirmity, to present their bins/box at the kerbside/designated collection point, an assisted collection service may be provided by Waste Services, whereby waste containers will be collected from, and returned to, a convenient storage point on behalf of the household.

Inclusion on the assisted collection service is via application to the Council, and entitlement will be reviewed periodically.

3.12 Road end collections

Waste services have in some instances accommodated households not situated close to the public road network by providing a waste collection service at individual properties via private, unadopted and sometimes poorly-maintained roads. The practice risks damage to vehicles and roads, and is financially inefficient.

This service standard for all new properties will be a collection point on or close to an adopted road.

Arrangements for existing properties will be subject to ongoing review by Waste Services, and similar standards applied where appropriate.

4. Contamination

To ensure the quality of recycled material, encourage and an increase recycling levels, the following procedure will apply in the event of bins being found to be contaminated i.e. containing the wrong material at the time of collection.

4.1 Blue bins

Blue bins will only be emptied where they contain recyclable material prescribed by the Council, currently;

- Clean paper and cardboard
- Metal cans
- Plastic bottles and food trays

Where a blue bin contains any material that cannot be accepted for recycling, it will be tagged, and the householder will have the opportunity to remove the material and request the bin to be emptied, subject to the following conditions:

- Requests must be made within one working day of the household's usual collection day.
- Bins must be left presented for collection until emptied
- Return to empty a contaminated bin will be normally be within 4 working days.

Bins found to be contaminated on a return visit will again be tagged, with no further re-visit before the next scheduled collection day will take place and responsibility for the management/disposal of the contaminated waste will fall to the householder.

4.2 Green bins

Green bins should only contain material that cannot be re-used, or recycled using the recycling waste containers provided by the Council, or via the Council's Household Waste Recycling Centre at Forthbank, Alloa.

Where a green bin contains any material that could be recycled, it may be tagged, and the householder will have the opportunity to remove the recyclable material and request the bin to be emptied, subject to the following conditions:

- Requests must be made within one working day of the household's usual collection day.
- Bins must be left presented until emptied
- Return to empty a contaminated bin will be normally be within 4 working days.

Bins found to still contain recyclable material following a return visit will again be tagged, with no further re-visit before the next scheduled collection day and responsibility for the management/disposal of the recyclable material will fall to the householder.

4.3 Brown bins

Where a brown bin contains any material other plant waste, it will be tagged, and the householder will have the opportunity to remove the material and request the bin to be emptied, subject to the following conditions:

- Requests must be made within one working day of the household's usual collection day.
- Bins must be left presented for collection until emptied
- Return to empty a contaminated bin will be normally be within 4 working days.

Bins found to be still contaminated following a return visit will again be tagged, with no further re-visit before the next scheduled collection day and responsibility for the management/disposal of the contaminated waste will fall to the householder.

5. Missed and incorrectly presented bins and containers

5.1 Missed collections

A collection is deemed to be missed where Waste Services or its contractors have failed to empty a waste container that is correctly presented in accordance with the instructions given in Section (3), and have not notified the householder of any underlying reason for the failure, or advised of known service delays such as weather restrictions or vehicle breakdown.

A collection will not be classified as missed until after 4.00 pm on the scheduled collection day, to allow for operational adjustment of service delivery. Householders are asked not to report suspected missed collections before 4.00 pm on the scheduled collection day.

Waste Services or its contractors will return to missed collections, subject to the following conditions and service levels.

Miss reported within 3 working days of scheduled collection	Return within 1 working days of miss being reported
Miss of assisted collection – reported within 3 working days of scheduled collection	Return within 1 working day of miss being reported.

5.2 Incorrectly presented bins and containers

Bins are deemed to incorrectly presented where:

- They are over-full, and have been tagged.
- They are presented after 7.00 am or after the collection vehicle has passed.
- The wrong bin is presented.

Subject to the availability of Waste Services resources, householders can request an incorrectly presented bin to be emptied, provided:

- The bin is correctly presented as per Section (3).
- The request is made within 1 working day of the scheduled collection.

A return visit will normally be made within 4 working days.

Where a household regularly presents recyclable items in their residual waste a Waste Officer will contact the household to offer advice on the services offered and advise on the appropriate use of waste containers.