



**MINUTES OF MEETING of the CLACKMANNANSHIRE COUNCIL held via MS Teams, on  
THURSDAY 19 AUGUST 2021 at 9.30 am.**

**PRESENT**

Provost Tina Murphy (In the Chair)  
Councillor Donald Balsillie  
Councillor Martha Benny  
Councillor Dave Clark  
Councillor Denis Coyne  
Councillor Kenneth Earle  
Councillor Ellen Forson  
Councillor Craig Holden  
Councillor Darren Lee  
Councillor Graham Lindsay  
Councillor Kathleen Martin  
Councillor George Matchett QPM  
Councillor Jane McTaggart  
Councillor Les Sharp  
Councillor Derek Stewart

**IN ATTENDANCE**

Nikki Bridle, Chief Executive  
Stuart Crickmar, Strategic Director (Partnership & Performance)  
Lorraine Sanda, Strategic Director (People)  
Fiona Colligan, Strategic Director (Transformation)  
Lindsay Sim, Chief Finance Officer (Partnership & Performance)  
Chris Alliston, Senior Manager – HR and Workforce Development (Partnership & Performance)  
Cherie Jarvie, Senior Manager – Partnership & Transformation (Partnership & Performance)  
Cathy Quinn, Chief Education Officer (People)  
Sharon Robertson, Chief Social Work Officer (People)  
Murray Sharp, Senior Manager – Housing (Place)  
Elizabeth Hutcheon, Management Accountancy Team Leader (Partnership & Performance)  
Helen Coleman, Accountant (Partnership & Performance)  
Ben Watson, Revenues Supervisor (Partnership & Performance)  
Carla McFarlane, Communications Officer (Partnership & Performance)  
Scott Walker, Team Leader – Roads, Waste and Street Lighting (Place)  
Pamela Morrison, Audit Scotland  
Carol Grant, Audit Scotland  
Lee Robertson, Legal Team Leader (Partnership & Performance) (Clerk to the Council)  
Gillian White, Committee Services (Partnership and Performance)

The Provost welcomed Lee Robertson, Legal Team Leader to her first meeting as Clerk to the Council.

**CC.419 APOLOGIES**

Apologies were submitted by Councillor Helen Lewis, Councillor Mike Watson and Councillor Chris Dixon.

**CC.420 DECLARATIONS OF INTEREST**

None.

**CC.421            MINUTE OF MEETING OF CLACKMANNANSHIRE COUNCIL  
24 JUNE 2021**

The minutes of the meeting (non-exempt) of the Clackmannanshire Council held on 24 June 2021 were submitted for approval.

**Decision**

The minutes of the meeting (non-exempt) of the Clackmannanshire Council held on 24 June 2021 were agreed as a correct record.

**CC.422            COMMITTEE MEETINGS CONVENED SINCE THE PREVIOUS COUNCIL  
MEETING ON 24 JUNE 2021**

The Council agreed to note the Committee meetings that had taken place since the last ordinary meeting on 24 June 2021.

- (i) Clackmannanshire Licensing Board 13/07/21
- (ii) Clackmannanshire Licensing Board SubCommittee22/07/21

**CC.423            COMMITTEE RECOMMENDATIONS REFERRED TO COUNCIL**

The report, submitted by the Chief Executive, sought Council approval of recommendations which had been made by the Audit Committee of 17 June, 2021. Members' attention had been verbally drawn to this recommendation at the Council meeting on 24 June 2021, as the recommendation changed a previous Council decision in relation to the timetable for this review. This paper formally sought approval of the Audit Committee's recommended change.

**Motion**

To agree the recommendations as set out in the report.

Moved by Councillor Ellen Forson. Seconded by Councillor Donald Balsillie.

**Decision**

The Council agreed from the Audit Committee of 17 June, 2021 in relation to the report entitled "Covid 19 Review and Debrief Update" to agree the timetable as set out in the report.

**CC.424            COUNCIL AND COMMITTEE MEETINGS UPDATE**

The report, submitted by the Senior Manager, Legal and Governance, summarised the steps that have been taken to consider the introduction of hybrid Council and Committee meetings.

**Motion**

To agree the recommendations as set out in the report.

Moved by Councillor Donald Balsillie. Seconded by Councillor Ellen Forson.

**Decision**

The Council agreed to:

1. note the content of the report and the work being carried out to assess the potential of hybrid meetings;
2. note the current estimated limited capacity of the Council Chamber and Board Room;

3. note that, subject to any further restrictions, a trial of a hybrid meeting of a Committee can take place with a view to launching this approach from the Cycle 2 (October 2021);
4. nominate members to form a working group to continue the trial process; and
5. agreed that in the meantime, remote meetings of the Council and Committees will continue using MS Teams.

**Action**

Strategic Director, Partnership and Performance

**CC.425 BE THE FUTURE UPDATE**

The report, submitted by the Strategic Director (Transformation), provide Council with an update on progress on the Be the Future Programme.

**Motion**

That Council agrees the recommendations as set out in the report.

Moved by Councillor Ellen Forson. Seconded by Councillor Donald Balsillie.

**Decision**

The Council agreed to note:

1. The plan for the first 90 days to deliver on the approvals made and outcomes agreed at the June 2021 Council meeting (section 4.0).
2. The activity to identify and accelerate priority projects in the Be the Future programme (paragraphs 4.5 – 4.12) to support the identification of savings and efficiencies as outlined in the Budget Strategy Update.
3. The work to progress the Be the Future governance arrangements and to note the increased scrutiny provided by the newly established Strategic Oversight Group (paragraphs 4.28 - 4.29).
4. The on-going work on identifying the capacity required to support the Be the Future programme alongside core business and engagement with the Improvement Service to undertake analysis of capacity to inform future decision making and continue the increased pace and scale of delivery to realise benefits (paragraph 4.14 – 4.17).
5. The work with Scottish Futures Trust (SfT) to develop the rapid scoping assessment and associated 'prospectus' for the Transformation Zones in Alloa, approved at Council in June 2021. (paragraphs 4.21 – 4.22).
6. The outcomes of our grant capture work (paragraphs 4.23 – 4.25).
7. The work to establish the Investment Corporate Working Group that will further align future grant capture activity to strategic priorities (paragraph 4.26).
8. The intention to increase the focus on communication and engagement with staff and key stakeholders on the Be the Future programme through the establishment of the Communications and Engagement Corporate Working Group (paragraphs 4.30 – 4.31).
9. The progress in the recruitment to the Senior Manager (Transformation) role (paragraph 4.32).

**Action**

Strategic Director (Transformation)

**CC.426 BE THE FUTURE: PEOPLE DIRECTORATE – RESPOND, TRANSFORMATION AND REDESIGN**

The report, submitted by the Strategic Director (People), provided Council with an update on progress relating to continued activity within the People Directorate in line with the Be the Future Programme and to seek approval for proposed changes to the management structure.

**Motion**

That Council agrees the recommendations as set out in the report.

Moved by Councillor Graham Lindsay. Seconded by Councillor Les Sharp.

**Decision**

The Council agreed to :

1. Approve the proposed changes to the People Directorate management structure as outlined in para 3.15, i.e. the introduction of the permanent roles of Chief Education Officer and Chief Social Work Officer;
2. Note the current and proposed structures as shown in Appendix 1;
3. Note the associated budget impact as outlined para 3.16;
4. Note the continued respond and transformation work being progressed by the Directorate.

**Action**

Strategic Director (People)

**CC.427 DRAFT FINANCIAL STATEMENTS 2020/21**

As set out in the report submitted by the Chief Finance Officer, the Council is required by law to prepare a statement of accounts in accordance with 'proper practices' which set out its financial position at the end of each financial year. This is normally by the 30<sup>th</sup> June, however due to COVID 19 pandemic, this was extended in agreement with the External Auditors. A Management Commentary was included within the accounts that presented the collective view of those charged with governance and applied relevant sections of the Companies Act 2006 in respect of the preparation of a Strategic Report. The Management Commentary was signed by the Leader of the Council, Chief Executive and Chief Finance Officer (as s95 officer). The Management Commentary included the financial outlook for the Council for 2021/22, however further detail of the Councils financial Outturn reports will be presented to Service and Audit Committees during the year.

The Council's Draft Financial Statements also included the annual Remuneration Report, and the Annual Governance Statement (AGS) which was signed on behalf of the Council by the Leader of the Council and the Chief Executive. Improvement actions associated with the AGS were incorporated within routine performance reporting using the Pentana system.

**Motion**

That Council agrees the recommendations as set out in the report.

Moved by Councillor Donald Balsillie. Seconded by Councillor Ellen Forson.

## **Decision**

The Council agreed to note:

1. the 2020/21 draft financial statements;
2. that the draft financial statements will be submitted for audit to the Council's external auditors on 31 August;
3. that audited financial statements will be presented to the next appropriate Committee following conclusion of the audit, and
4. the contents of the report.

## **CC.428 ANNUAL TREASURY MANAGEMENT REPORT 2020/21**

The Council is required by regulations issued under the Local Government in Scotland Act 2003 to produce an annual review of treasury management activities. The report, submitted by the Chief Finance Officer, details the treasury management activities for the Council for the year ended 31 March 2021 and how this compared to the 2020/21 Treasury Management Strategy Statement set in February 2020.

## **Motion**

That Council agrees the recommendations as set out in the report.

Moved by Councillor Donald Balsillie. Seconded by Councillor Ellen Forson.

## **Decision**

Having considered the report, the Council agreed to note the Annual Report for 2020/21 on the Council's Treasury Management activities.

## **CC.429 ANNUAL REVIEW OF DEBTORS 2020/21**

The report, submitted by the Chief Finance Officer, provided Council with the annual update on income collection and proposed the 'write-off' of those debts which were deemed as irrecoverable or 'bad debts'. The presentation of this report is a key milestone in the preparation of the council's draft financial statements.

## **Motion**

That Council agrees the recommendations as set out in the report.

Moved by Councillor Donald Balsillie. Seconded by Councillor Ellen Forson.

## **Decision**

The Council agreed to:

1. Note the trends in income collection for 2020/21;
2. Approve the proposed write-off £416,517 as per 6.2 (Appendix B);
3. Note the impact of the COVID 19 pandemic on collection and recovery, and
4. Note the other matters raised in the report.

## **Action**

Chief Finance Officer

#### **CC.430 BUDGET STRATEGY UPDATE**

The report, submitted by the Chief Finance Officer, provided an update on the Councils Budget strategy and the proposed process for setting the 2022/23 General Fund and HRA Revenue and Capital Budgets to ensure a balanced position.

#### **Motion**

That Council agrees the recommendations as set out in the report.

Moved by Councillor Donald Balsillie. Seconded by Councillor Ellen Forson.

#### **Decision**

The Council agreed to note:

1. the potential impact of the Covid-19 pandemic on both capital and revenue outturns and the delivery of planned savings for 2021/22 and the 2022/23 budget gap,, alongside the range of continuing uncertainties in respect of localised outbreak impacts, potential additional funding and fiscal flexibilities;
2. an update on the current level of reserves and the 2022/23 indicative budget gap;
3. the impact of the UK Spending Review on the Scottish budget and expected timing of the 2022/23 draft Local Authority Settlement;
4. the indicative budget timeline for the 2022/23 GF and HRA Budget Process, and
5. an outline of the proposed consultation and engagement approach for the 2022/23 Budget.

#### **CC.431 MAINSTREAMING EQUALITIES: PROGRESS REPORT 2021 & OUTCOMES FOR 2021/25**

The report, submitted by the Strategic Director, Partnership and Performance, presented the Council's Mainstreaming Equality and Diversity report for 2017/21; employee data relating to Equality and Diversity; our Equal Pay Statement and our Equality Outcomes for the period 2021/25. These are all required under the Equality Act 2010 and related Public Sector Duties.

#### **Motion**

That Council agrees the recommendations as set out in the report.

Moved by Councillor Donald Balsillie. Seconded by Councillor Ellen Forson.

As the Provost had technical difficulties, the Council agreed to adjourn the meeting at 11.30 am to allow the issue to be resolved. The meeting resumed at 11.40 am with the Provost and 13 other members present, Councillor Matchett having withdrawn from the meeting during the adjournment.

#### **Decision**

The Council agreed:

1. The changes to the Councils Mainstreaming Equality and Diversity Report as outlined at para 3.6;
2. The Equality Outcomes and priority actions set out at Appendix 2.

#### **Action**

Strategic Director (Partnership and Performance)

## **CC.432 HOUSEHOLD WASTE AND RECYCLING COLLECTION POLICY**

At the full Clackmannanshire Council meeting on Thursday 22 April, the Convener of Place tabled a motion seeking a review to: set out clearly the range of issues associated with household waste collection and the proposed approach to be taken by the Council; enable Councillors to determine an appropriate policy position which takes into account the pressures and demands upon the Service; and to respond to the needs and aspirations of the Clackmannanshire public.

The purpose of this report, submitted by the Strategic Director (Place), is to set out the outcome of this review, together with the rationale for the revised policy; and to gain approval of the proposed Household Waste and Recycling Collection Policy (Appendix 1).

### **Motion**

That Council agrees the recommendations as set out in the report.

Moved by Councillor Craig Holden. Seconded by Councillor Jane McTaggart.

### **Decision**

The Council agreed to:

1. Approve the proposed Household Waste and Recycling Collection Policy (Appendix 1);
2. Approve the removal of restrictions on non-commercial vehicles at the Forthbank Household Waste and Recycling Centre (HWRC);
3. Note that the Waste Service will review the current practice of requiring photographic personal identification for customers entering the Forthbank HWRC; and that a report will be considered at the Place Committee meeting on 4th November 2021;
4. Note that the current arrangements for the disposal of soil and rubble will be reviewed to ensure that the site serves the requirements of our residents while fully encouraging safe disposal and effective re-use and recycling. A report will be considered at the Place Committee meeting on 4th November 2021;
5. Note the ongoing national review of the Code of Practice – Household Recycling in Scotland;
6. Note the Options Appraisal being undertaken on our waste collection activities in collaboration with Zero Waste Scotland.

### **Action**

Strategic Director (Place)

## **CC.433 NOTICE OF MOTION IN TERMS OF STANDING ORDER 16 – OLDER PEOPLE'S CHAMPION**

A notice of motion in terms of Standing Order 16.0 was submitted by Councillor Jane McTaggart.

### **Motion**

“It is recommended that Council:

1. Recognises and values the contributions that older people play in our society.

These contributions are also recognised nationally by Age Scotland and, in particular in the Scottish Older People's Assembly's (SOPA) campaign for every local authority in Scotland

to establish the role of Older People's Champion. An Older People's Champion is a Councillor who acts as a link between the Council and older people in the local area.

Age Scotland and SOPA also want to see the formation of a network of Older People's Champions from across Scotland who will be a voice for older people at local and national level, will work together on shared challenges and will collectively influence for change. Representation would benefit Clackmannanshire and our older community.

With a growing older population, it is vital that local decision-making meets the needs and aspirations of older people and that Council better understands those needs and aspirations. The impact of COVID 19 has further strengthened the need for someone specifically tasked with standing up for the interests of older people and finding out what they expect from local decision-makers. An Older People's Champion, who will listen and reflect the views of our older community, is needed now more than ever in Clackmannanshire.

2. Agree to establish the role of an Older People's Champion for Clackmannanshire, noting that this role will participate in the network of Older People's Champions across Scotland; and
3. Appoint Councillor Jane McTaggart to this role.

Moved by Councillor Craig Holden. Seconded by Councillor Les Sharp.

### **Decision**

The motion was unanimously carried.

### **Action**

Strategic Director (Partnership and Performance)

### **CC.434 NOTICE OF MOTION IN TERMS OF STANDING ORDER 16 – CLIMATE CHANGE**

A notice of motion in terms of Standing Order 16.0 was submitted by Councillor Ellen Forson.

### **Motion**

“ Council agrees that climate change is one of the most serious challenges facing communities here in Clackmannanshire and across the world; understands that meaningful action at international, national and local level is required in order to safeguard our planet for future generations; recognises that as we emerge from the COVID-19 pandemic, we have a chance to rebuild in a way that delivers a greener, fairer and more equal society; acknowledges the challenges faced by small councils such as Clackmannanshire in taking meaningful, sustainable action; notes the work already underway to deliver this through the City Deal and our ambitious Be the Future Programme, and in recognition that we have a role to play, council further agrees to:

- Declare a 'Climate Emergency' that requires urgent action:
- Develop a comprehensive Climate Change Strategy within the next 12 months which will deliver a framework to ensure that all strategic decisions, budgets and approaches to planning decisions are in line with a shift to net zero greenhouse gas emissions by 2045;
- Establish a Community Climate Change Forum to include representation from local communities, businesses and third sector organisations;
- Ensure that Council is especially proactive in taking steps to include young people in the 'Climate Emergency' process, ensuring that they have a voice in shaping the future.
- Write to the Cabinet Secretary to affirm Clackmannanshire's commitment to achieve net zero by 2045 and to request a meeting to discuss how the Scottish Government can help support these ambitions.



Moved by Councillor Ellen Forson. Seconded by Councillor Donald Balsillie.

**Decision**

The motion was unanimously carried.

**Action**

Strategic Director (Place)

**EXEMPT ITEMS**

The Council resolved in terms of Section 50(a) of the Local Government (Scotland) Act, 1973, that the press and public be excluded from the meeting during consideration of the following items of business on the grounds that it involved the likely disclosure of exempt information as detailed in Schedule 7A, Part 1, Paragraphs 1 and 9.

**CC.435            EXEMPT MINUTE OF MEETING OF CLACKMANNANSHIRE COUNCIL  
24 JUNE 2021**

The exempt minutes of the meeting of the Clackmannanshire Council held on 24 June 2021 were submitted for approval.

**Decision**

The exempt minutes of the meeting of the Clackmannanshire Council held on 24 June 2021 were agreed as a correct record.

**CC.436            EXEMPT MINUTE OF SPECIAL MEETING OF CLACKMANNANSHIRE  
COUNCIL 13 JULY 2021**

The minutes of the meeting of the Clackmannanshire Council held on 13 July 2021 were submitted for approval.

**Decision**

The minutes of the meeting of the Clackmannanshire Council held on 13 July 2021 were agreed as a correct record.

***Ends 13:03 hrs***

