



**Clackmannanshire  
Council**

[www.clacks.gov.uk](http://www.clacks.gov.uk)

Comhairle Siorrachd  
Chlach Mhanann

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

# **Meeting of Clackmannanshire Council**

**Thursday 23 June 2022 at 10.30 am**

**Via Video Conference (MS Teams)**



## **Clackmannanshire Council**

There are 32 Unitary Councils in Scotland. Clackmannanshire Council is the smallest mainland Council. Eighteen Councillors are elected to represent the views of the residents and businesses in Clackmannanshire. The Council has approved Standing Orders that detail the way the Council operates. Decisions are approved at meetings of the full Council and at Committee Meetings.

The Council is responsible for approving a staffing structure for the proper discharge of its functions, approving new policies or changes in policy, community planning and corporate governance including standards of conduct.

The Council has further responsibility for the approval of budgets for capital and revenue expenditure, it also has power to make, alter or cancel any scheme made under statute and to make, alter or cancel any orders, rules, regulations or bye-laws and to make compulsory purchase orders. The Council also determines the level of Council Tax and approves recommendations relating to strategic economic development.

Members of the public are welcome to attend our Council and Committee meetings to see how decisions are made.

Details of all of our Council and Committee dates and agenda items are published on our website at [www.clacks.gov.uk](http://www.clacks.gov.uk)

If you require further information about Council or Committee meetings, please contact Committee Services by e-mail at [committees@clacks.gov.uk](mailto:committees@clacks.gov.uk) or by telephone on 01259 452006 or 452004.

15 June 2022

**A MEETING of the CLACKMANNANSHIRE COUNCIL will be held via VIDEO CONFERENCE (MS TEAMS), on THURSDAY 23 JUNE 2022 at 10.30 AM**



**Nikki Bridle  
Chief Executive**

## **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 Services Officer.	--
3. Confirm Minutes of Meetings of Clackmannanshire Council: (Copies herewith)	--
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4. Confirm Minutes of Meetings – Previous Council: (Copies herewith)	
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## Clackmannanshire Council – Councillors and Wards

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### Councillors

### Wards

Councillor	Phil Fairlie	1	Clackmannanshire West	SNP
Councillor	Darren Lee	1	Clackmannanshire West	CONSERVATIVE
Councillor	Graham Lindsay	1	Clackmannanshire West	SNP
Councillor	Mark McLuckie	1	Clackmannanshire West	LABOUR
Councillor	Donald Balsillie	2	Clackmannanshire North	SNP
Councillor	Martha Benny	2	Clackmannanshire North	CONSERVATIVE
Councillor	William Keogh	2	Clackmannanshire North	LABOUR
Councillor	Fiona Law	2	Clackmannanshire North	SNP
Councillor	Wendy Hamilton	3	Clackmannanshire Central	SNP
Councillor	Janine Rennie	3	Clackmannanshire Central	LABOUR
Councillor	Jane McTaggart	3	Clackmannanshire Central	SNP
Councillor	Kenneth Earle	4	Clackmannanshire South	LABOUR
Councillor	Ellen Forson	4	Clackmannanshire South	SNP
Councillor	Craig Holden	4	Clackmannanshire South	SNP
Councillor	Bryan Quinn	4	Clackmannanshire South	SCOTTISH GREEN
Councillor	Scott Harrison	5	Clackmannanshire East	SNP
Councillor	Kathleen Martin	5	Clackmannanshire East	LABOUR
Councillor	Denis Coyne	5	Clackmannanshire East	CONSERVATIVE





**MINUTES OF MEETING of the CLACKMANNANSHIRE COUNCIL held via MS Teams, on  
THURSDAY 10 FEBRUARY 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 (From 9:53am)  
Councillor Mike Watson

**IN ATTENDANCE**

Nikki Bridle, Chief Executive  
Stuart Crickmar, Strategic Director (Partnership & Performance)  
Lorraine Sanda, Strategic Director (People)  
Pete Leonard, Strategic Director (Place)  
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 and Transformation (Partnership & Performance)  
Murray Sharp, Senior Manager, Housing (Place)  
Elizabeth Hutcheon, Management Accountancy Team Leader (Partnership & Performance)  
Andrew Buchanan, Business Improvement Team Leader (Place)  
Alison Mackie, Active Primary School Co-ordinator (People)  
Alistair MacKenzie, Facilities Team Leader (Place)  
Vikki Tibbit, Communications Officer (Partnership & Performance)  
Nick McGann, Communications Officer (Partnership & Performance)  
Steven Coulter, Sportscotland (Wellbeing Hub Project)  
Lee Robertson, Legal Team Leader (Partnership & Performance) (Clerk to the Council)  
Gillian White, Committee Services (Partnership & Performance)

**CC.467            APOLOGIES**

Apologies were received from Councillor Helen Lewis and Councillor Chris Dixon.

**CC.468            DECLARATIONS OF INTEREST**

None.

**CC.469 CONFIRM MINUTE OF CLACKMANNANSHIRE COUNCIL 16/12/21:**

The minutes of the meeting of Clackmannanshire Council held on 16 December 2021 were submitted for approval.

**Decision**

The minutes of the meeting of the Clackmannanshire Council held on 16 December 2021 were agreed as a correct record.

**CC.470 COMMITTEE MEETINGS CONVENED SINCE THE PREVIOUS COUNCIL MEETING ON 16 DECEMBER 2021**

The Council agreed to note the Committee meetings that had taken place since the last ordinary meeting on 16 December 2021.

- (i) Partnership and Performance Committee 13/01/22
- (ii) Place Committee 20/01/22
- (iii) People Committee 27/01/22
- (iv) Regulatory Committee 27/01/22
- (v) Audit Committee 03/02/22
- (vi) Planning Committee 08/02/22

**CC.471 COMMITTEE RECOMMENDATIONS REFERRED TO COUNCIL**

The report, submitted by the Chief Executive, sought Council approval of recommendations which had been made by the Partnership and Performance Committee on 13 January 2022.

**Motion**

To agree the recommendations as set out in the report.

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

**Decision**

The Council:

1. from the **Partnership and Performance Committee** of **13 January, 2022** in relation to the report entitled "Local Fire and Rescue Plan - Clackmannanshire"
  - a) Agreed the Local Fire and Rescue Plan 2021 at Appendix 1 of the report
2. from the **Partnership and Performance Committee** of **13 January, 2022** in relation to the report entitled "*Revised Data Protection Policy*"
  - a) Agreed the revised Data Protection Policy at Appendix 1 of the report
3. from the **Partnership and Performance Committee** of **13 January, 2022** in relation to the report entitled "*CCTV Systems Policy*"
  - a) Agreed the Closed Circuit Television Systems Policy at Appendix 1 of the report
4. Noted that the reports relating to Partnership and Performance Committee are available on the Council's website.

**Action**

Strategic Director (Partnership and Performance)



**CC.472 HOUSING REVENUE ACCOUNT BUDGET 2022/23 AND CAPITAL PROGRAMME 2022/23**

The report, submitted by the Strategic Director (Place), presented the Housing Revenue Account budget and Housing Capital Programme for the financial year 2022/23 and highlighted the key factors influencing the budget.

The Housing Revenue Account (HRA) budget setting process is subject to statutory, regulatory and governance requirements. The report requested approval for the 2022/23 HRA Income and Expenditure revenue budget and rent levels, as defined within the Housing (Scotland) Act 1987.

The report also referenced housing programme alignment with the Council's transformational programme, Be the Future.

**Motion**

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

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

**Amendment**

**“Addition of the following Recommendations:**

- 1.1 That the Council commissions a feasibility study for the installation of photovoltaic solar panels on the Council's housing stock. The study should include all costs associated with the acquisition, installation and maintenance of such photovoltaic solar panels, impact on any energy costs or savings and such other information as recommended by officers of the Council to provide for a detailed report on the installation of photovoltaic solar panels for consideration by the Council.
- 1.2 To fund the feasibility study set out at paragraph 1.1, an amount up to £70,000 will be set aside from the 2022-23 Surplus which increases the new borrowing requirement by the same amount.”

Moved by Councillor Dave Clark. Seconded by Councillor Kenneth Earle.

**Voting on the Amendment**

The Clerk advised that a vote would be taken by calling the roll and at this stage there were 16 members present who were eligible to vote. On the roll being called, the elected members present voted as follows:

**For the Amendment (5 votes)**

Councillor Dave Clark  
Councillor Kenneth Earle  
Councillor George Matchett, QPM  
Councillor Derek Stewart  
Councillor Kathleen Martin

**Against the Amendment (11 votes)**

Provost Tina Murphy  
Councillor Ellen Forson  
Councillor Donald Balsillie  
Councillor Jane McTaggart  
Councillor Les Sharp  
Councillor Graham Lindsay  
Councillor Craig Holden  
Councillor Martha Benny  
Councillor Denis Coyne  
Councillor Darren Lee  
Councillor Mike Watson

The amendment was defeated by 11 votes to 5.

### **Voting on the Motion**

The motion was unanimously agreed by show of hands, therefore there was no roll call vote required for the motion.

### **Decision**

The Council unanimously agreed to:

1. Approve the summary revenue budget 2022/23, as set out in Appendix 1;
2. Approve the Housing (HRA) capital programme 2022/23 and illustrative programme to 2026/27, as set out in Appendix 2;
3. Approve HRA Borrowing Requirement 2022/23 to 2025/26 as set out in Appendix 3;
4. Approve an increased level for Council house rents of 3.1% for the financial year 2022/23, as set out in Appendix 6;
5. Approve the same level of increase (3.1%) be applied equally to lock-up garages, garage pitch-site rentals and associated tenancy charges, as set out in Appendix 6;
6. Note that the rental charge for the Westhaugh Travelling Persons site will be frozen as the site is due to be decanted throughout the year for Scottish Government grant funded improvements;
7. Note the housing programme alignment with the council transformational programme; and
8. Note the remainder of the report.

### **Action**

Strategic Director (Place)

## **CC.473 WELLBEING HUB**

The report, submitted by the Strategic Director (People), updated the Council on the development of the Wellbeing Hub and the Interim Swimming Pool.

### **Motion**

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

Moved by Councillor Craig Holden. Seconded by Councillor Graham Lindsay.

### **Decision**

#### Wellbeing Hub

The Council agreed to note:

1. That work has commenced on the procurement journey of the Wellbeing Hub to allow a Business Case to be developed and brought to Council as detailed in Report to Council on 16 December 2021;
2. The update on Stakeholder and Partner engagement and in particular the involvement of Health in the Programme (para 3.2); and

3. The establishment, membership and Terms of Reference of the new Steering Group (paras 3.7).

#### Temporary Swimming Pool

The Council agreed to note:

1. That work has commenced on the procurement journey for the Temporary Swimming Pool (para 3.15);
2. That the costs of the Interim Pool will be covered in the approved budget for the Wellbeing Programme (para 3.15); and
3. The operating costs of the Temporary Swimming Pool as detailed in **Appendix 4**.

#### **CC.474 LEARNING ESTATE UPDATE**

The report, submitted by the Strategic Director (Place) and Strategic Director (People), provided an update on the Learning Estate and sought Council approval to proceed with Options Appraisals for Lochies/Deerpark Primary School and the relocation of St Mungo's Primary School.

#### **Motion**

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

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

#### **Decision**

Having provided comment and challenge on the report, the Council agreed to

1. The commencement of an Options Appraisal for Lochies/Deerpark Schools in preparation for a bid to the next phase of the Learning Estate Investment Programme (Section 3.4);
2. The commencement of an Options Appraisal for the relocation of St Mungo's Primary School (Section 3.5); and
3. Note the update provided on the Learning Estate.

#### **Action**

Strategic Director (Place)

**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 they involved the likely disclosure of exempt information as detailed in Schedule 7A, Part 1, Paragraphs 1 and 9**

*The Provost agreed to a 10 minute comfort break at 11.15 am, which also provided an opportunity for external parties to leave the meeting.*

*The meeting resumed 11:25 am*

**CC.475            DISPOSAL OF COUNCIL ASSET**

The report, submitted by the Strategic Director (Place), sought Council approval for the disposal of a Council asset.

**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 the recommendation as set out in the report.

**Action**

Strategic Director (Place)

**CC.476            SENIOR MANAGER, HOUSING – TEMPORARY RECRUITMENT**

The report, submitted by the Strategic Director (Place), invited the Council to agree temporary recruitment to the role of Senior Manager (Housing).

**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 the recommendation as set out in the report.

**Action**

Strategic Director (Place)

**CC.477            SENIOR MANAGER RECRUITMENT**

The report, submitted by the Strategic Director (Place), sought approval for the ongoing recruitment process for the post of Senior Manager (Property) within the Place Directorate.

**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 the recommendation as set out in the report.

The Appointments Committee was confirmed as: Councillors Holden, McTaggart, Earle and Coyne.

**Action**

Strategic Director (Place)

Ends: 11:45 am



**MINUTES OF SPECIAL MEETING of the CLACKMANNANSHIRE COUNCIL held via MS  
Teams, on FRIDAY 4 MARCH 2021 at 2.30 PM**

**PRESENT**

Provost Tina Murphy (In the Chair)  
Councillor Donald Balsillie  
Councillor Martha Benny  
Councillor Dave Clark  
Councillor Denis Coyne  
Councillor Chris Dixon  
Councillor Kenneth Earle  
Councillor Ellen Forson  
Councillor Darren Lee  
Councillor Graham Lindsay  
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)  
Pete Leonard, Strategic Director (Place)  
Fiona Colligan, Strategic Director (Transformation)  
Lindsay Sim, Chief Finance Officer (Partnership & Performance)  
Ann Margaret Black, Chief Officer (Health and Social Care Partnership)  
Ewan Murray, Chief Finance Officer (Health and Social Care Partnership)  
Chris Alliston, Senior Manager, HR and Workforce Development (Partnership & Performance)  
Murray Sharp, Senior Manager, Housing (Place)  
Fiona Grinly, Senior Manager (Transformation)  
Elizabeth Hutcheon, Management Accountancy Team Leader (Partnership & Performance)  
Alastair Hair, Team Leader, Workforce Development & Learning (Partnership & Performance)  
Vikki Tibbit, Communications Officer (Partnership & Performance)  
Karen Payton, Team Leader: Communications & Community; Performance & Change (Partnership & Performance)  
Lee Robertson, Senior Manager, Legal and Governance (Partnership & Performance) (Clerk to the Council)  
Gillian White, Committee Services (Partnership & Performance)

The Provost intimated that an item of urgent business had been submitted by the Council Leader, Councillor Ellen Forson in support of the people of Ukraine. In terms of Standing Order 11.6, the Provost agreed to accept this item onto the agenda as the first item of business.

#### **CC.478 URGENT BUSINESS: UKRAINE**

A notice of motion in terms of Standing Order 11.6 was submitted by Councillor Ellen Forson. This motion had been accepted as urgent by the Provost.

#### **Motion**

That Council:

- Records its grave concern about the invasion of Ukraine by Russia and believes the suffering caused to local communities across Ukraine cannot be ignored;
- Expresses its full support to and solidarity with the Ukrainian people;
- Supports calls on the UK Government to lift visa requirements for all Ukrainians seeking to enter the UK as other countries are doing;
- Stands ready to assist in all appropriate ways with humanitarian support and refuge to the people of Ukraine; and
- Commends the efforts of communities across Clackmannanshire who have already begun to collect donations of essential items to send to those who have been affected by the conflict, and will offer practical assistance to support these efforts.

Moved by Councillor Ellen Forson. Seconded by Councillor Dave Clark.

#### **Decision**

The Council unanimously agreed to support the motion.

#### **Action**

Chief Executive

#### **CC.479 APOLOGIES**

Apologies were received from Councillor Helen Lewis, Councillor Craig Holden, Councillor Kathleen Martin and Councillor Mike Watson.

#### **CC.480 DECLARATIONS OF INTEREST**

None.

#### **CC.481 TREASURY MANAGEMENT STRATEGY STATEMENT 2022/23**

The purpose of the report, submitted by the Chief Finance Officer, presented the Council's Treasury Management Strategy Statement for 2022/23 and Prudential Indicators for 2022/23 to 2024/25.

#### **Motion**

To agree the recommendation as set out in the report.

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

## **Decision**

The Council agreed to:

1. approve the Treasury Management Strategy Statement for 2022/23 and Prudential Indicators for the years 2022/23 to 2024/25, attached as Appendix A, in compliance with the Prudential Code requirements;
2. note the continuation of the Borrowing Strategy to support additional capital investment (paragraph 5.6);
3. note that a loans fund payment holiday is proposed as part of the General Revenue and Capital Budget 2022/23 report also on this agenda;
4. note that as part of the Council's commitment to Wellbeing Economy and Community Wealth Building, future investment decisions will consider ethical investment opportunities. (Appendix A, paragraph 5.1); and
5. note the investment portfolio position as at 31<sup>st</sup> January 2022 (Appendix B).

## **Action**

Chief Finance Officer

## **CC.482            GENERAL SERVICES REVENUE AND CAPITAL BUDGET 2022/23**

The report, submitted by the Administration and introduced by the Leader of the Council, Councillor Ellen Forson, presented the General Services Budget for 2022/23. The report built on the regular update reports and briefings presented to Council and Audit and Service Committees throughout the year, including those covering the Be the Future Transformation Programme.

## **Motion**

To agree the recommendations as set out in the report.

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

## **Amendment No. 1**

"That Council agree to add a new recommendation as follows:

Include within the Transformation Discovery Fund list of priorities as detailed in the Exhibit 3 Discovery Fund Priorities for 2022/2023, as detailed in Item 4 of the Agenda dated 4 March 2022 paragraph [4.15]:

- Commissioning of a feasibility study to explore options and opportunities around the proposed use of broadcasting and social media (including You Tube) to raise the profile of the Council, Clackmannanshire Communities Groups and Third Sector organisations which could include alerts on what is going on in the community of Clackmannanshire, the workings of the Council, broadcasting meetings of the Council and its Committees.
- The Transformation Discovery Fund is proposed to be delegated to the Chief Executive for administration, in consultation with the Be the Future Board. Therefore, a proposal will be brought forward to the Board, along with those for the priorities already detailed in Exhibit 3, with a recommendation from the Chief Executive for consideration."

Moved by Councillor Dave Clark. Seconded by Councillor Kenneth Earle.

The Council unanimously agreed to support Amendment 1.

## **Amendment No. 2**

“That Council agree to:

1. Amend recommendation 2.12 and Exhibit 2 as follows:-

Recommendation 2.12:

£0.437m of investment from uncommitted Transformation Fund balance to increase capacity for priority projects (Exhibit 2)

Exhibit 2:

Add an additional £10k investment of uncommitted Transformation Funds under the 'Revenue Support' category in respect of the multiagency Game On initiative which provides sport based activity to engage our most vulnerable children and young people at an early stage, preventing anti-social behaviour, and supporting their health and wellbeing. Additionally, Council is asked to note that an evaluation will be undertaken at the end of the period of support to inform future models of partnership service delivery.

2. Amend the priority detailed in Exhibit 3, 'The Promise Local Care Provision' to include within its scope the proposal to undertake a pilot to establish the role of a Wellbeing Worker for a fixed term period who will support wellbeing and mental health and connect if required to sources of support for up to 30 young people, up to the age of 26, who are moving on from care. The proposal aims to build on the supports available from the Mental Health Transformation Programme for younger age groups.

The Transformation Discovery Fund is proposed to be delegated to the Chief Executive for administration, in consultation with the Be the Future Board. Therefore, a proposal will be brought forward to the Board, along with those for the priorities already detailed in Exhibit 3, with a recommendation from the Chief Executive for consideration.”

Moved by Councillor Darren Lee. Seconded by Councillor Martha Benny.

During debate on amendment 2, Councillor Les Sharp gave notice of an Amendment (No. 2a) which sought to amend Amendment No. 2.

### **Amendment No. 2a (to amend amendment No. 2)**

‘Whilst appreciating the sentiments contained within the amendment, rather than it be subsumed into the substantive paper, I would propose to amend amendment no. 2 as follows:

That at Recommendation 2.12, Exhibit 2

1. Multi Agency “Game On” Initiative - As this programme is already funded collaboratively, the item be tabled at the forthcoming Alliance meeting (Friday 11<sup>th</sup> March 2022) for partners to discuss and hopefully provide equitable financial support thus alleviating the full financial burden on Clackmannanshire Council.

2. That at Recommendation 2.12 Exhibit 3,

Pilot to establish the role of a Wellbeing Worker for a fixed term period - The Promise is a multi-partner project where all partners have committed to the progress of the initiative. As such I recommend that the proposal be brought to the next meeting of The Promise Group (Monday 7<sup>th</sup> March 2022) where the workstream ‘Follow The Money’ can be applied and the proposal be scoped with a view to a collaborative approach across the partners, this approach is in line with The Promise and would again alleviate full financial burden on Clackmannanshire Council.

I would add that the Administration is of the mind that the proposals have validity but are not necessarily the full responsibility of Clackmannanshire Council and a more collaborative



approach be explored.

I have spoken to the Chair of the Alliance who has agreed to a paper at the next meeting and as Chair of the Promise group will accept a late agenda item on Monday's meeting."

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

*Councillor Clark asked the Provost for a brief adjournment to allow the Labour Group to consider Councillor Sharp's motion. The Provost agreed to adjourn the meeting at 3.53pm. When the meeting resumed at 4.00 pm, 14 members remained present.*

#### **Voting on Amendment No. 2a (to amend Amendment No. 2)**

For Amendment No. 2a	10 votes
Against Amendment No. 2a	4 votes

There were no abstentions.

On a division of 10 votes to 4 with 0 abstentions, Amendment No, 2a was carried.

#### **Decision**

##### **The Council agreed**

1. To approve the reduction of earmarked reserve to 2.4% to cover general in-year pressures as outlined at paragraph 7.8
2. The General Services Revenue Budget for 2022/23 (Appendix B), including:
  - The proposals for demand pressures (Appendix C)
  - The Policy savings set out in Appendix D
  - The 2022/23 Income and Charging Strategy (Appendix E)
  - Schedule of Funding to Voluntary Organisations (Appendix F)
3. To release the previously earmarked reserve of £1.200m (paragraph 7.10)
4. The utilisation of £3.942m of General Reserves in setting the proposed General Revenue budget (paragraph 7.11)
5. The earmarking of £0.632m Capital Receipts from the Capital Receipts Reserve to increase the Council's Transformation Fund (paragraph 7.21)
6. The utilisation of the flexibility to take a loans fund repayment holiday in 2022/23, reducing net expenditure by £0.966m (paragraph 7.23)
7. A net resource transfer of £23.073m for the Health and Social Care Partnership for 2022/23 (paragraph 8.4)
8. That the additional sum of £0.250m earmarked for HSCP transformation in 2020/21 Budget is returned to the Transformation Fund balance (paragraph 8.5)
9. The General Services Capital Programme incorporating the revisions as shown by the colour coding in Appendix J
10. The continued use of capital receipts to fund the permitted element of severance and transformation costs (paragraph 7.22)
11. Delegation of the Flexible Resourcing Fund of £400k and the Discovery Fund of £200k to the Chief Executive in consultation with the Be the Future Board (paragraphs 4.15 and 4.16)

12. £0.427m of investment from the Transformation Fund to increase capacity for priority projects (Exhibit 2); and noted the addition of Amendment 2a (a – d) below:
  - a. Under approved recommendation 12 (Exhibit 2) – consideration of the addition of the Multi Agency “Game On” Initiative - As this programme is already funded collaboratively, the item is to be tabled at the forthcoming Alliance meeting (Friday 11<sup>th</sup> March 2022) for partners to discuss and hopefully provide equitable financial support thus alleviating the full financial burden on Clackmannanshire Council.
  - b. Under approved recommendation 12 (Exhibit 3) – consideration of the addition of a Pilot to establish the role of a Wellbeing Worker for a fixed term period - The Promise is a multi-partner project where all partners have committed to the progress of the initiative. As such the proposal be brought to the next meeting of The Promise Group (Monday 7<sup>th</sup> March 2022) where the workstream ‘Follow The Money’ can be applied and the proposal be scoped with a view to a collaborative approach across the partners, this approach is in line with The Promise and would again alleviate full financial burden on Clackmannanshire Council.
  - c. The Administration were of the mind that the proposals have validity but were not necessarily the full responsibility of Clackmannanshire Council and a more collaborative approach is to be explored.
  - d. The Chair of the Alliance (Councillor Forson) and the Chair of the Promise group (Councillor Sharp) agreed to accept a paper at their next meetings.
13. the increase in the level of Council Tax for 2022/23 by 3% resulting in Band D Council tax of £1,343.77 (paragraph 6.4)
14. Arrangements for administering the allocation of the £150 cost of living award, noting the proposed increase in number of direct debit dates offered (paragraphs 6.5 and 6.6).
15. As set out in Amendment 1, include within the Transformation Discovery Fund list of priorities as detailed in the Exhibit 3 Discovery Fund Priorities for 2022/2023, as detailed in paragraph [4.15]:
  - Commissioning of a feasibility study to explore options and opportunities around the proposed use of broadcasting and social media (including You Tube) to raise the profile of the Council, Clackmannanshire Communities Groups and Third Sector organisations which could include alerts on what is going on in the community of Clackmannanshire, the workings of the Council, broadcasting meetings of the Council and its Committees.
  - The Transformation Discovery Fund is proposed to be delegated to the Chief Executive for administration, in consultation with the Be the Future Board. Therefore, a proposal will be brought forward to the Board, along with those for the priorities already detailed in Exhibit 3, with a recommendation from the Chief Executive for consideration.”

**The Council noted:**

1. The challenging context within which this Budget is presented including the unprecedented inflationary pressures (paragraph 7.2)
2. The significant progress and additional resource secured in implementing Be the Future Priority projects during 2021/22 (Appendix Ai)

3. the development of a capital implementation plan for 2022/23 (section 9 and in Appendix J)
4. the summary of recent budget engagement activity detailed in section 5
5. Anticipated level of uncommitted reserves of £7.333m by 31 March 2022, prior to setting the 2022/23 budget (paragraph 7.10)
6. That £3.942m of general reserves have been applied in setting the 2022/23 budget (paragraph 7.11)
7. The balance of £3.991m in uncommitted General Services Revenue reserves, after setting the budget, equating to 2.4% (paragraph 7.11)
8. To note that a budget strategy for returning reserves to 3% will come forward to Council in the new administrative cycle
9. The five year cumulative indicative gap of £32.995m up to 2026/27 and a funding gap of £11.311m in 2023/24 following setting this budget (Exhibit 12).

**Action**

Chief Finance Officer

Ends: 4.30 pm





**MINUTES OF STATUTORY MEETING of the CLACKMANNANSHIRE COUNCIL held in  
the Council Chamber, Kilncraigs, Alloa, on WEDNESDAY 25 MAY 2022 at 9.30 am.**

**PRESENT**

Councillor Donald Balsillie  
Councillor Martha Benny  
Councillor Denis Coyne  
Councillor Kenneth Earle  
Councillor Phil Fairlie  
Councillor Ellen Forson  
Councillor Wendy Hamilton  
Councillor Scott Harrison  
Councillor Craig Holden  
Councillor William Keogh  
Councillor Fiona Law  
Councillor Darren Lee  
Councillor Graham Lindsay  
Councillor Kathleen Martin  
Councillor Jane McTaggart  
Councillor Bryan Quinn  
Councillor Janine Rennie

**IN ATTENDANCE**

Nikki Bridle, Chief Executive  
Stuart Crickmar, Strategic Director (Partnership & Performance)  
Lorraine Sanda, Strategic Director (People)  
Annmargaret Black, Chief Officer, Clackmannanshire and Stirling Integrated Joint Board.  
Pete Leonard, Strategic Director (Place)  
Fiona Colligan, Strategic Director (Transformation)  
Chris Alliston, Senior Manager, HR and Workforce Development (Partnership & Performance)  
Vikki Tibbit, Communications Officer (Partnership & Performance)  
Lee Robertson, Senior Manager, Legal and Governance (Partnership & Performance) (Clerk to the Council)  
Gillian White, Committee Services (Partnership & Performance)

**CC(22)01**

**APOLOGIES**

Apologies were received from Councillor Mark McLuckie.

**CC.(22)02**

**DECLARATIONS OF INTEREST**

None.

The Chief Executive welcomed members to the statutory meeting of the Clackmannanshire Council. The Chief Executive, in her capacity as Returning Officer, took the Chair and outlined the requirement for Council to elect a Convener from among its councillors as the first substantive business to be transacted.

### **CC(22)03 ELECTION OF CONVENER**

The Returning Officer outlined procedures for the election of Convener and invited nominations.

Councillor Ellen Forson nominated Councillor Phil Fairlie as Convener of Clackmannanshire Council, seconded by Councillor Graham Lindsay.

#### **Decision**

As there were no other nominations for Provost, the Returning Officer declared Councillor Phil Fairlie duly appointed as Convener of Clackmannanshire Council.

Councillor Fairlie, Convener of Council, took the Chair.

### **CC.(22)04 COUNCIL GOVERNANCE**

The report, submitted by the Senior Manager, Legal and Governance sought changes to the arrangements for convening Council and undertaking civic duties. The proposals had arisen following the Local Government Election and followed cross-party discussions with the Chief Executive. The proposed changes required amendment of the current remit of the role of Provost as well as the establishment of a remit in respect of the new role of Convener of the Council. Consequential changes would also be required to the Council's Standing Orders.

The Clerk advised that there was a typographical error in Appendix 1 to the report, in the last paragraph, which should be amended to read:

- To work in conjunction with the Convener of the Council, where appropriate to allow for the depute Provost to step in to the role of **Provost** as and when required and to carry out the Key Purpose/Role.

#### **Motion**

To agree the recommendations as set out in the report.

Moved by Councillor Ellen Forson. Seconded by Councillor Graham Lindsay.

#### **Decision**

The Council

1. Agreed to suspend, for the meeting, the provision in Standing Orders paragraph 20.7 which requires notice of changes to Standing Orders to be given at a preceding meeting (paragraph 3. 1);
2. Agreed to amend the role of Provost and create the role of Convener of the Council as described in Appendix 1
3. Agreed to the establishment of Depute Provost and Depute Convener of the Council roles in line with Appendix 1; and
4. Noted that the consequential amendments required to the Council's Standing Orders will be brought to a meeting of Council no later than August 2022.

#### **Action**

Senior Manager, Legal and Governance

**CC(22)05 ELECTION OF DEPUTE CONVENER, PROVOST, DEPUTE PROVOST,  
LEADER OF THE COUNCIL AND DEPUTE LEADER OF THE COUNCIL**

**(a) Depute Convener**

The Convener invited nominations for the election of Depute Convener.

**Decision**

As sole nominee, Councillor Craig Holden was duly elected as Depute Convener of Clackmannanshire Council.

**(b) Provost of the Council**

The Convener invited nominations for the election of the Provost of the Council.

Councillor Ellen Forson nominated Councillor Donald Balsillie as Provost of the Council, seconded by Councillor Graham Lindsay.

Councillor Janine Rennie nominated Councillor Kenneth Earle as Provost of the Council, seconded by Councillor Kathleen Martin.

Councillor Denis Coyne nominated Councillor Darren Lee as Provost of the Council, seconded by Councillor Martha Benny.

**Voting**

There being 3 nominees, the matter was put to the vote:

For Councillor Donald Balsillie	<b>9 votes</b>
For Councillor Kenneth Earle	4 votes
For Councillor Darren Lee	3 votes
Abstain from Voting	1 vote

**Decision**

On a division, with 9 votes, Councillor Donald Balsillie was duly elected as the Provost of Clackmannanshire Council.

**(c) Depute Provost of the Council**

The Convener invited nominations for the election of the Depute Provost of the Council.

Councillor Ellen Forson nominated Councillor Craig Holden as Depute Provost of the Council, seconded by Councillor Graham Lindsay..

**Decision**

As there were no other nominations for Depute Provost of the Council, Councillor Craig Holden was duly elected as the Depute Provost of Clackmannanshire Council.

#### **(d) Leader of the Council**

The Convener invited nominations for the election of the Leader of the Council.

Councillor Graham Lindsay nominated Councillor Ellen Forson as Leader of the Council, seconded by Councillor Craig Holden.

#### **Decision**

As there were no other nominations for Leader of the Council, Councillor Ellen Forson was duly elected as the Leader of Clackmannanshire Council.

#### **(e) Depute Leader of the Council**

The Convener invited nominations for the election of the Depute Leader of the Council.

Councillor Ellen Forson nominated Councillor Graham Lindsay as Depute Leader of the Council, seconded by Councillor Craig Holden.

Councillor Janine Rennie nominated Councillor Kenneth Earle as Depute Leader of the Council, seconded by Councillor William Keogh.

Councillor Darren Lee nominated Councillor Martha Benny as Depute Leader of the Council, seconded by Councillor Denis Coyne.

#### **Voting**

There being 3 nominees, the matter was put to the vote:

For Councillor Graham Lindsay	<b>9 votes</b>
For Councillor Kenneth Earle	4 votes
For Councillor Martha Benny	3 votes
Abstain from Voting	1 vote

#### **Decision**

On a division, with 9 votes, Councillor Graham Lindsay was duly elected as the Depute Leader of Clackmannanshire Council.

#### **CC.(22)06 THE COUNCIL'S DECISION-MAKING FRAMEWORK AND SPECIAL RESPONSIBILITY ALLOWANCES**

The report, submitted by the Chief Executive, sought approval to change the decision-making framework and to highlight those political roles which attract Special Responsibility Allowance under the proposed arrangements. The proposals had arisen following the Local Government election and following cross-party discussions with the Chief Executive with a view to enhancing current arrangements.

#### **Motion**

That the council agree the recommendations set out in the report, including the selection of Option 3 as the political balance on the new Audit and Scrutiny Committee.

Moved by Councillor Ellen Forson. Seconded by Councillor Graham Lindsay.



## Decision

The Council:

1. Noted that the suspension of Standing Orders paragraph 20.7, which requires notice of changes to Standing Orders to be given at a preceding meeting, requested in respect of the Council Governance paper on this meeting agenda, also applied to the provisions of this paper;
2. Agreed the proposals in the report to change the Council's decision making framework as set out at sections 4, 5 & 6 of the report;
3. Approved the remit of the new Audit and Scrutiny Committee as set out at Appendix A to the report;

4. Appointed the Leader of the main Opposition to chair the Audit and Scrutiny Committee:

Councillor Kenneth Earle, as Leader of the main Opposition, was duly appointed as Chair of the Audit and Scrutiny Committee.

5. Appointed a councillor from outwith the political Administration as Vice Chair of the Audit and Scrutiny Committee:

Councillor Denis Coyne was nominated by Councillor Darren Lee and seconded by Councillor Craig Holden and was duly appointed as the Vice Chair of the Audit and Scrutiny Committee.

6. Agreed the political balance of the Audit and Scrutiny Committee as set out in table 4, option 3 of the report:

SNP	2 members
Labour	3 members
Conservative	2 members
Green	1 member

7. Appointed members to sit on the Audit and Scrutiny Committee on the basis of the Council's agreed political balance:

All moved by Councillor Darren Lee and seconded by Councillor Craig Holden

Councillor Ellen Forson  
Councillor Phil Fairlie  
Councillor William Keogh  
Councillor Janine Rennie  
Councillor Martha Benny  
Councillor Bryan Quinn

8. Appointed members to the new spokesperson positions:

### **Spokesperson for Education**

The Convener invited nominations for the election of the Spokesperson for Education.

Councillor Ellen Forson nominated Councillor Graham Lindsay as Spokesperson for Education, seconded by Councillor Donald Balsillie.

Councillor Kenneth Earle nominated Councillor Mark McLuckie as Spokesperson for Education, seconded by Councillor William Keogh.

Councillor Denis Coyne nominated Councillor Martha Benny as Spokesperson for Education, seconded by Councillor Kenneth Earle.

### **Voting**

There being 3 nominees, the matter was put to the vote:

For Councillor Graham Lindsay	<b>9 votes</b>
For Councillor Mark McLuckie	4 votes
For Councillor Martha Benny	3 votes
Abstain from Voting	1 vote

### **Decision**

On a division, with 9 votes, Councillor Graham Lindsay was duly elected as the Spokesperson for Education.

### **Spokesperson for Partnership, Third Sector and Digital Strategy**

The Convener invited nominations for the election of the Spokesperson for Partnership, Third Sector and Digital Strategy..

Councillor Ellen Forson nominated Councillor Craig Holden as Spokesperson for Partnership, Third Sector and Digital Strategy, seconded by Councillor Donald Balsillie.

Councillor Kathleen Martin nominated Councillor Janine Rennie as Spokesperson for Partnership, Third Sector and Digital Strategy, seconded by Councillor Kenneth Earle.

Councillor Darren Lee nominated Councillor Denis Coyne as Spokesperson for Partnership, Third Sector and Digital Strategy, seconded by Councillor Martha Benny.

### **Voting**

There being 3 nominees, the matter was put to the vote:

For Councillor Craig Holden	<b>9 votes</b>
For Councillor Janine Rennie	4 votes
For Councillor Denis Coyne	3 votes
Abstain from Voting	1 vote

### **Decision**

On a division, with 9 votes, Councillor Craig Holden was duly elected as the Spokesperson for Partnership, Third Sector and Digital Strategy.

### **Spokesperson for Health and Social Care**

The Convener invited nominations for the election of the Spokesperson for Health and Social Care.

Councillor Ellen Forson nominated Councillor Wendy Hamilton as Spokesperson for Health and Social Care, seconded by Councillor Donald Balsillie.

Councillor Janine Rennie nominated Councillor Kathleen Martin as Spokesperson for Health and Social Care, seconded by Councillor Kenneth Earle.

Councillor Denis Coyne nominated Councillor Martha Benny as Spokesperson for Health and Social Care, seconded by Councillor Darren Lee..

## **Voting**

There being 3 nominees, the matter was put to the vote:

For Councillor Wendy Hamilton	<b>9 votes</b>
For Councillor Kathleen Martin	4 votes
For Councillor Martha Benny	3 votes
Abstain from Voting	1 vote

## **Decision**

On a division, with 9 votes, Councillor Wendy Hamilton was duly elected as the Spokesperson for Health and Social Care.

## **Spokesperson for Sports, Leisure and Active Living**

The Convener invited nominations for the election of the Spokesperson for Sports, Leisure and Active Living.

Councillor Ellen Forson nominated Councillor Scott Harrison as Spokesperson for Sports, Leisure and Active Living, seconded by Councillor Donald Balsillie.

Councillor Kenneth Earle nominated Councillor Mark McLuckie as Spokesperson for Sports, Leisure and Active Living, seconded by Councillor William Keogh..

Councillor Martha Benny nominated Councillor Darren Lee as Spokesperson for Sports, Leisure and Active Living, seconded by Councillor Coyne..

## **Voting**

There being 3 nominees, the matter was put to the vote:

For Councillor Scott Harrison	<b>9 votes</b>
For Councillor Mark McLuckie	4 votes
For Councillor Darren Lee	3 votes
Abstain from Voting	1 vote

## **Decision**

On a division, with 9 votes, Councillor Scott Harrison was duly elected as the Spokesperson for Sports, Leisure and Active Living.

## **Spokesperson for Environment and Net Zero**

The Convener invited nominations for the election of the Spokesperson for Environment and Net Zero.

Councillor Ellen Forson nominated Councillor Fiona Law as Spokesperson for Environment and Net Zero, seconded by Councillor Donald Balsillie.

Councillor Kenneth Earle nominated Councillor William Keogh as Spokesperson for Environment and Net Zero, seconded by Councillor Kathleen Martin.

Councillor Martha Benny nominated Councillor Darren Lee as Spokesperson for Environment and Net Zero, seconded by Councillor Denis Coyne.

## Voting

There being 3 nominees, the matter was put to the vote:

For Councillor Fiona Law	<b>9 votes</b>
For Councillor William Keogh	4 votes
For Councillor Darren Lee	3 votes
Abstain from Voting	1 vote

## Decision

On a division, with 9 votes, Councillor Fiona Law was duly elected as the Spokesperson for Environment and Net Zero.

## Spokesperson for Housing and Property

The Convener invited nominations for the election of the Spokesperson for Housing and Property.

Councillor Ellen Forson nominated Councillor Jane McTaggart as Spokesperson for Housing and Property, seconded by Councillor Donald Balsillie.

Councillor Kathleen Martin nominated Councillor Kenneth Earle as Spokesperson for Housing and Property, seconded by Councillor Janine Rennie.

Councillor Darren Lee nominated Councillor Denis Coyne as Spokesperson for Housing and Property, seconded by Councillor Martha Benny.

## Voting

There being 3 nominees, the matter was put to the vote:

For Councillor Jane McTaggart	<b>9 votes</b>
For Councillor Kenneth Earle	4 votes
For Councillor Denis Coyne	3 votes
Abstain from Voting	1 vote

## Decision

On a division, with 9 votes, Councillor Jane McTaggart was duly elected as the Spokesperson for Housing and Property.

9. Approved the positions which are awarded senior councillor responsibility payments as set out in paragraph 6.1 of this report, namely:

<b>Position</b>
Convener of Council
Spokesperson for Education
Spokesperson for Partnership, Third Sector and Digital Strategy
Spokesperson for Sport, Leisure and Active Living
Spokesperson for Environment and Net Zero
Spokesperson for Housing and Property
Chair of Audit and Scrutiny Committee
Chair of Planning Committee

10. Noted that revisions to Standing Orders which detail the consequential changes arising from approval of these proposals will be brought to Council no later than August 2022
11. Noted that the changes proposed to the decision making and scrutiny arrangements are intended to be augmented by strengthened provision of briefings and fora, and that a paper will come to the August Council setting out more detailed proposals (paragraph 6.5)
12. Noted that an implementation review will be undertaken, following one year of operation of these new arrangements, and that a report on the findings will be submitted to Council in August 2023 (paragraph 6.4).

**Action**

Chief Executive

**CC.(22)07 POLITICAL BALANCE**

Standing Order 1.5 states that at the first Council meeting after an election, Council will *“decide the political balance on each committee and sub committee. We will set aside seats.... To achieve a balance between the political parties, as far as is reasonably practical”*. The report, submitted by the Chief Executive, asked Council to decide the political balance on its standing committees.

**Motion**

That the council agree the recommendations set out in the report and note that as a consequence of cross party discussions, the SNP Group would take up 4 seats on the Planning Committee which brings the total seats on the Planning Committee to 10 and the Conservative Group would take up 2 seats on the Regulatory Committee which brings the total seats on the Regulatory Committee to 8.

Moved by Councillor Ellen Forson. Seconded by Councillor Graham Lindsay.

**Decision**

The Council agreed:

1. To note the political balance of the Council further to the 5 May 2022 Local Government Election (Table 1);
2. To note the number of seats each political group on the Council’s current standing committees based on that political balance (Tables 2 and 3);
3. The balance of seats on the Council’s Planning and Regulatory Committees, namely:

<b>Political Groups and Seats</b>	<b>Seats Planning</b>	<b>Seats Regulatory</b>
SNP	4	4
Labour	3	2
Conservative	2	2
Green	<u>1</u>	<u>0</u>
Total seats (rounded)	<u>10</u>	<u>8</u>

4. To note that this Council agenda also included a separate paper and proposals in respect of the Council's decision-making framework and that any residual/ consequential decisions in respect of political balance are addressed therein (paragraph 3.8).

**Action**

Chief Executive

**CC.(22)08 APPOINTMENTS TO LICENSING BOARD**

Under Standing Order 1.5, the Council must appoint no fewer than five and no greater than ten members to the Licensing board. The report, submitted by the Strategic Director, Partnership and Performance, invited the Council to consider the appointment of members to the Board.

**Motion**

That the Council appoints eight (8) members to the Licensing Board.

Moved by Councillor Ellen Forson. Seconded by Councillor Craig Holden.

**Decision**

The Council agreed to appoint eight (8) members to the Licensing Board

As a consequence of cross party discussions, the undernoted members were appointed to the Licensing Board:

Councillor Fiona Law  
Councillor Donald Balsillie  
Councillor Graham Lindsay  
Councillor Kenneth Earle  
Councillor Mark McLuckie  
Councillor William Keogh  
Councillor Darren Lee  
Councillor Martha Benny

**Action**

Strategic Director, Partnership and Performance

**CC.(22)09 ELECTED MEMBER REPRESENTATION ON OUTSIDE BODIES**

The report, submitted by the Chief Executive, set out requests for elected member representation on a range of outside bodies. The report sought Council's view on whether it wished to be represented on these bodies and, if so, appoint members to the relevant organisations.

**Motion**

To agree the recommendations set out in the report and nominate those members agreed as part of cross party discussions to the relevant organisations.

Moved by Councillor Ellen Forson. Seconded by Councillor Graham Lindsay.

## Decision

The Council:

1. Determined that the organisations it wished to be represented on as set out in Appendix 1 to the report; and
2. Agreed the cross party list of nominations for each relevant organisation, and where there were an excess of nominations, to put it to a vote. The outcome as is noted below:

Name of Outside Body	Number Of Reps	Elected Member
Association for Public Service Excellence (APSE)	1	Councillor Jane McTaggart
Central Scotland Valuation Joint Board	3	Councillor Donald Balsillie Councillor Kenneth Earle Councillor Martha Benny
Children's Hearing Scotland*	1	Councillor Wendy Hamilton
City Region Deal Joint Committee	3 plus 3 substitutes	<b>Members</b> Councillor Ellen Forson Councillor Kenneth Earle Councillor Martha Benny <b>Substitutes</b> Councillor Graham Lindsay Councillor Janine Rennie Councillor Denis coyne
Clackmannanshire Alliance	4	Councillor Ellen Forson Councillor Craig Holden Councillor Kenneth Earle Councillor Martha Benny
Clackmannanshire and Stirling Environmental Trust	2	There were three nominations for the 2 positions. Voting:  Councillor Fiona Law      9 votes Councillor William Keogh    4 votes Councillor Bryan Quinn      13 votes  Councillor Fiona Law and Councillor Bryan Quinn were duly appointed.
CoSLA Convention	3	Councillor Ellen Forson Councillor Martha Benny Councillor Kenneth Earle

CoSLA Policy Board - Health and Social Care Member	1 plus 1 substitute	Councillor Wendy Hamilton Councillor Janine Rennie (S)
CoSLA Policy Board - Community Wellbeing Member	1 plus 1 substitute	Councillor Scott Harrison Councillor Janine Rennie (S)
CoSLA Policy Board - Children and Young People Member	1 plus 1 substitute	Councillor Graham Lindsay Councillor Kathleen Martin (S)
CoSLA Policy Board - Environment and Economy Member	1 plus 1 substitute	Councillor Fiona Law Councillor William Keogh (S)
Dollar Academy Trust	1	Councillor Denis Coyne
Dollar Museum	1	Councillor Denis Coyne
Highland Reserve Forces & Cadets Association*	1 plus 1 substitute	Councillor Donald Balsillie Councillor Mark McLuckie (S)
Integrated Joint Board (Health & Social Care)	3	Councillor Wendy Hamilton Councillor Janine Rennie Councillor Martha Benny
NHS Forth Valley Board (remunerated position)	1	Councillor Wendy Hamilton
Pensions Committee*	1	Councillor Bryan Quinn
Scotland Excel Committee (Membership Subscription £46,317)	1	Councillor Ellen Forson
SEStran (South East Scotland Transport Partnership) Board	2	There were three nominations for the 2 positions. Voting:  Councillor Fiona Law 13 votes Councillor William Keogh 4 votes Councillor Denis Coyne 10 votes  Councillor Fiona Law and Councillor Denis Coyne were duly appointed
University of Stirling Conference Committee*	1	Councillor Ellen Forson
<b>TRUSTS</b>		
Alloa Day Home Trust*	5	Councillor Donald Balsillie Councillor Jane McTaggart Councillor Janine Rennie Councillor Ellen Forson Councillor Kenneth Earle



Clackmannan District Brass Band Trust*	4	Councillor Jane McTaggart Councillor Janine Rennie Councillor Craig Holden Councillor Kenneth Earle
Clackmannan District Charitable Trust*	4	Councillor Donald Balsillie Councillor Kenneth Earle Councillor William Keogh Councillor Kathleen Martin
Comrie Trust*	4	Councillor Donald Balsillie Councillor Craig Holden Councillor Martha Benny Councillor William Keogh
Spittal Trust*	5	Councillor Donald Balsillie Councillor Jane McTaggart Councillor Janine Rennie Councillor Kenneth Earle Councillor Ellen Forson

### **Action**

Chief Executive

### **CC.(22)10 APPOINTMENTS TO COMMITTEES**

The Council required to fill a number of positions on the Planning and Regulatory Committees. The report, submitted by the Chief Executive, invited Council to agree membership of those Committees, with the nominations made in line with the political balance agreed by Council earlier on the Agenda.

### **Motions**

#### **Chair of the Planning Committee**

The Convener invited nominations for the election of the Chair of the Planning Committee.

Councillor Darren Lee nominated Councillor Denis Coyne as Chair of the Planning Committee, seconded by Councillor Martha Benny.

### **Decision**

As there were no other nominations for Chair of the Planning Committee, Councillor Denis Coyne was duly elected as the Chair of the Planning Committee.

#### **Vice Chair of the Planning Committee**

The Convener invited nominations for the election of the Vice Chair of the Planning Committee.

Councillor Janine Rennie nominated Councillor William Keogh as Vice Chair of the Planning Committee, seconded by Councillor Kathleen Martin.

## **Decision**

As there were no other nominations for Vice Chair of the Planning Committee, Councillor William Keogh was duly elected as the Vice Chair of the Planning Committee.

## **Chair of the Regulatory Committee**

The Convener invited nominations for the election of the Chair of the Regulatory Committee.

Councillor Denis Coyne nominated Councillor Martha Benny as Chair of the Regulatory Committee, seconded by Councillor Darren Lee.

## **Decision**

As there were no other nominations for Chair of the Regulatory Committee, Councillor Martha Benny was duly elected as the Chair of the Regulatory Committee.

## **Vice Chair of the Regulatory Committee**

The Convener invited nominations for the election of the Vice Chair of the Regulatory Committee.

Councillor Janine Rennie nominated Councillor Kathleen Martin as Vice Chair of the Regulatory Committee, seconded by Councillor Kenneth Earle.

## **Decision**

As there were no other nominations for Vice Chair of the Regulatory Committee, Councillor Kathleen Martin was duly elected as the Vice Chair of the Regulatory Committee.

## **Decision**

The Council agreed to the appointments set out above and also agreed the cross party list of nominations of members to the Planning and Regulatory Committees, with the nominations made in line with the political balance agreed by Council earlier on the Agenda, namely:

## **Planning Committee**

Councillor Bryan Quinn  
Councillor Martha Benny  
Councillor Fiona Law  
Councillor Donald Balsillie  
Councillor Phil Fairlie  
Councillor Jane McTaggart  
Councillor Kenneth Earle  
Councillor Mark McLuckie

## **Regulatory Committee**

Councillor Kenneth Earle  
Councillor Phil Fairlie  
Councillor Wendy Hamilton  
Councillor Scott Harrison  
Councillor Jane McTaggart  
Councillor Darren Lee

## **Action**

Chief Executive

Ends: 10:45 am



**MINUTES OF MEETING of the PLACE COMMITTEE held via MS TEAMS at 9.30 am on  
THURSDAY 20 JANUARY 2022 at 9.30 am.**

**PRESENT**

Councillor Craig Holden (Convenor)  
Councillor Donald Balsillie  
Councillor Martha Benny (S)  
Councillor Denis Coyne  
Councillor Kenneth Earle  
Councillor Jane McTaggart

**IN ATTENDANCE**

Pete Leonard, Strategic Director (Place)  
Lorraine Sanda, Strategic Director (People)  
Iain McDonald, Senior Manager, Environment (Place)  
Emma Fyvie, Senior Manager, Development (Place)  
Murray Sharp, Senior Manager, Housing (Place)  
Lawrence Hunter, Energy and Sustainability Strategy Officer (Place)  
Lindsay Sim, Chief Finance Officer, (Partnership & Performance)  
Elizabeth Hutcheon, Management Accountancy Team Leader (Partnership and Performance)  
Glenn Stuart, Team Leader Waste Services  
Heather Buchanan, Solicitor, Legal and Governance (Partnership & Performance) (Clerk to the Committee)  
Melanie Moore, Committee Services, Legal and Governance (Partnership & Performance)

**PLC(22)01 APOLOGIES**

Apologies were submitted by Councillor Tina Murphy and Councillor Darren Lee. Councillor Martha Benny attended Committee today as substitute for Councillor Lee.

**PLC(22)02 DECLARATIONS OF INTEREST**

None.

**PLC(22)03 MINUTE OF MEETING OF THE PLACE COMMITTEE HELD ON 4  
NOVEMBER 2021**

The minute of the meeting of the Place Committee held on Thursday 4 November 2021 were submitted for approval.

**Decision**

The Minutes of the meeting of the Place Committee held on Thursday 4 November 2021 were agreed as a correct record and signed by the Convenor.

**PLC(22)04 MINUTE OF SPECIAL MEETING OF THE PLACE COMMITTEE HELD ON  
11 NOVEMBER 2021**

The minute of the special meeting of the Place Committee held on Thursday 11 November 2021 were submitted for approval.

## **Decision**

The Minutes of the special meeting of the Place Committee held on Thursday 11 November 2021 were agreed as a correct record and signed by the Convenor.

### **PLC(22)05 FINANCIAL PERFORMANCE 2021/22 – OCTOBER OUTTURN**

The report, submitted by the Chief Finance Officer, provided an update on the financial performance for the Place Division of the Council in respect of revenue spend for General Fund and revenue and capital spend for Housing Revenue Account (HRA) for the current financial year 2021/22. This was based on forecast information at October 2021. General Fund Capital expenditure will be reported to the Audit Committee on 3 February 2022 as part of the overall Council's financial performance report.

## **Motion**

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

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

## **Decision**

Having commented on and challenged the report, the Committee agreed to note:

1. the forecast nil variance on the General Fund revenue relating to the Place Division for the year;
2. the Housing Revenue Account forecasted revenue surplus of £(0.501)m;
3. the Housing Revenue Account Capital spend forecasted underspend of £(2.682)m which will be carried forward to 2022/23, and
4. the forecasted delivery of planned savings in the year of 88.4%.

### **PLC(22)06 SUSTAINABILITY REPORTING: BIODIVERSITY DUTY REPORT, 2018-20**

This report, submitted by the Strategic Director (Place), sought approval from Committee for Clackmannanshire Council's Biodiversity Duty Report 2020 and to secure members support for a set of commitments that will help to improve biodiversity.

## **Motion**

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

Moved by Councillor Jane McTaggart. Seconded by Councillor Donald Balsillie.

## **Decision**

The Committee agreed to:

1. approve the draft Biodiversity Duty 2018-20 report attached as Appendix 1;
2. approve the approach outlined in Section 6 regarding future commitments to improve biodiversity.

## **Action**

Strategic Director (Place)

**PLC(22)07      REVIEW OF ACCESS ARRANGEMENTS AND ID AT FORTHBANK**

This report, submitted by the Strategic Director (Place), provided an update and review to the Committee on the current access arrangements and ID requirements for Household Waste Recycling Centre (HWRC) at Forthbank, Alloa.

**Motion**

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

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

**Decision**

The Committee agreed to approve to cease the use and concept of resident access cards and to continue with the current controls that have been introduced at the HWRC site in response to the COVID impact on operations. The rationale for this approach is set out in section 3.13.

**Action**

Strategic Director (Place)

Ends 1012 hrs





**MINUTES OF MEETING of the PEOPLE COMMITTEE held via Video Conference (MS Teams), on  
THURSDAY 27 JANUARY 2022 at 9.30 AM**

**PRESENT**

Councillor Graham Lindsay (Convenor)  
Councillor Les Sharp (Vice Convenor)  
Councillor Donald Balsillie  
Councillor Martha Benny  
Councillor Darren Lee  
Councillor Kathleen Martin  
Councillor George Matchett QPM  
Mr George Marcinkeiwicz, Religious Representative, Catholic Church

**IN ATTENDANCE**

Lorraine Sanda, Strategic Director (People)  
Pete Leonard, Strategic Director (Place)  
Chris Alliston, Senior Manager, HR and Workforce Development  
Lindsay Sim, Chief Finance Officer  
Lynda McDonald, Improving Outcomes Officer  
Michael Boyle, Improving Outcomes Business Manager  
Elizabeth Hutcheon, Management Accountancy Team Leader  
Mrs Nicola Ferguson, Headteacher, St Serf's Primary School  
Julie Anne Miller, Headteacher, Secondary Schools Support Service  
Julia Barclay, Improving Outcomes Officer SQA/Senior Phase  
Catherine White, Project Co-ordinator (FM Services)  
Emily Aitken, Project Officer, People  
Heather Buchanan, Solicitor, Legal and Governance (Clerk to the Committee)  
Melanie Moore, Committee Services, Legal and Governance

**Item 4 – SIEC Young Pathfinders**

Kerry McEwan, Teacher, Alloa Academy  
Lucy Cumming, Alva Academy  
Shona Scheuerl, Teacher, Dollar Academy  
Lisa Millar, Lornshill Academy  
Christie Frail, SIEC Intern, Stirling University  
Julie Hughes, SIEC Project Manager, Stirling University  
Sasha Saunders, Enterprise Programme Manager, Stirling University  
Jack Crowley, Pupil, Alloa Academy  
Evie Money, Pupil, Alloa Academy  
Connor McQueen, Pupil, Alloa Academy  
Caitlin Aitken, Pupil, Alva Academy  
Emily Meeten, Pupil Alva Academy  
Natalie Yeung, Pupil, Dollar Academy

**PC(22)01 APOLOGIES**

Apologies were received from Councillor Helen Lewis and Pastor David Fraser.

**PC(22)02 DECLARATIONS OF INTEREST**

None.

**PC(22)03 CONFIRM MINUTES OF MEETING HELD ON 18 NOVEMBER 2021**

The minutes of the Meeting of the People Committee held on 18 November 2021 were submitted for approval.

**Decision**

The minutes of the Meeting of the People Committee held 18 November 2021 were agreed as a correct record and signed by the Convenor.

**PC(22)04 SCOTLAND'S INTERNATIONAL ENVIRONMENT CENTRE (SIEC) YOUNG PATHFINDERS PROGRAMME**

The report, submitted by Julia Barclay, Improving Outcomes Officer, updated Committee on Scotland's International Environment Centre (SIEC) Young Pathfinders programme. The Young Pathfinder programme commenced in October 2021, providing up to 12 places for Clackmannanshire school pupils in S3 and above. Support for the programme will be provided through an SIEC student intern from the University of Stirling. The item included the teachers and pupils involved in programme from Alloa Academy, Alva Academy, Dollar Academy and Lornhill Academy. Also in attendance were members of the SIEC Team from Stirling University.

**Motion**

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

Moved by Councillor Donald Balsillie. Seconded by Councillor Martha Benny.

**Decision**

The Committee agreed to note and comment on:

1. the details of the Young Pathfinder programme, including background, progress and next steps; and
2. take the opportunity to engage with our Young Pathfinders and Christie Frail, from the SIEC programme, who are in attendance at today's People Committee meeting.

**PC(22)05 FINANCIAL PERFORMANCE 2020/21 OCTOBER OUTTURN**

The report, submitted by Lindsay Sim, Chief Finance Officer, provided an update on the financial performance for the People Directorate of the Council in respect of revenue spend for the current financial year, 2021/22. This was based on forecast information as at October 2021.

**Motion**

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

Moved by Councillor Graham Lindsay. Seconded by Councillor Donald Balsillie.

**Decision**

Having challenged and commented on the report, the Committee agreed to note the forecast General Fund revenue overspend relating to the People Directorate for the year of £1.187m, and delivery of planned savings in the year forecasted to achieve 85.3%.



**PC(22)06 HMIE RETURN VISIT TO ST SERF'S PRIMARY SCHOOL, NOVEMBER 2021**

The report, submitted by Lynda McDonald, Improving Outcomes Manager, shared the report of the return inspection visit to St Serf's Primary School and Early Learning and Childcare. Nicola Ferguson, Headteacher of St Serf's Primary School was in attendance to answer any questions from members.

**Motion**

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

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

**Decision**

The Committee agreed to note and comment on the finding of the report and the significant progress made since the original inspection in February 2019.

**PC(22)07 CHILDREN'S SERVICES PARTNERSHIP: CARE INSPECTORATE SELF EVALUATION AND IMPROVEMENT ACTIVITY, 2021**

The report, submitted by Sharon Robertson, Chief Social Work Officer, updated the Committee on the Improvement Activity carried out by the Care Inspectorate and the Children's Services Partnership between August 2021 and November 2021.

**Motion**

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

Moved by Councillor Les Sharp. Seconded by Councillor Kathleen Martin.

**Decision**

The Committee agreed to:

1. Note the content of this report and provided challenge and comment; and
2. Note that an updated activity plan and progress report will be provided by September 2022

**Action**

Chief Social Work Officer

**PC(22)08 PEOPLE BUSINESS PLAN INTERIM UPDATE DECEMBER 2021**

The report, submitted by Lorraine Sanda, Strategic Director People, provided the Committee with an interim update on the progress across the 2021-2022 People Business Plan.

**Motion**

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

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

**Decision**

Having challenged and commented on the report, the Committee agreed to note the contents of the report.

**PC(22)09            STATUTORY CONSULTATION ON THE PROPOSAL TO RELOCATE  
CLACKMANNANSHIRE PRIMARY AND SECONDARY SUPPORT SERVICES TO THE  
ORCHARD, TULLIBODY**

The report, submitted by Lorraine Sanda, Strategic Director People, outlined the proposal to take forward the formal consultation to relocate Clackmannanshire Primary and Secondary Support Services to The Orchard, Tullibody, further to approval granted by Council on 16 December 2021 to hold a statutory consultation process.

**Motion**

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

Moved by Councillor Graham Lindsay. Seconded by Councillor Darren Lee.

**Decision**

The Committee agreed to.

1. Approve the Proposal document (Appendix 1) and agree that the Chief Education Officer may undertake a formal consultation under the schools Consultation (Scotland) Act 2010, to relocate Clackmannanshire Primary and Secondary Support Services to The Orchard, Tullibody.
2. Agree that the outcome of the consultation be brought to a meeting of the Council in June 2022.

**Action**

Strategic Director (People)

**PC(22)10            PEOPLE REDESIGN**

The report, submitted by Loraine Sanda, Strategic Director People, updated the Committee on the progress with the People Redesign further to the update provided to People Committee on 25 March 2021.

**Motion**

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

Moved by Councillor Graham Lindsay. Seconded by Councillor Martha Benny.

**Decision**

Having challenged and commented on the report, the Committee agreed to note the report.

Ends 11:30 hours



**MINUTES OF MEETING of the AUDIT COMMITTEE held Via MS Teams on THURSDAY 3  
FEBRUARY 2022 at 9.30 AM.**

**PRESENT**

Councillor Dave Clark (Convenor) (Chair)  
Councillor Martha Benny (Vice Convenor)  
Councillor Donald Balsillie (S)  
Councillor Denis Coyne  
Councillor Jane McTaggart (S)

**IN ATTENDANCE**

Stuart Crickmar, Strategic Director (Partnership & Performance) (Clerk to the Committee)  
Pete Leonard, Strategic Director (Place)  
Lorraine Sanda, Strategic Director (People)  
Carole Grant, Audit Scotland  
Pamela Morrison, Audit Scotland  
Ewan Murray, NHS Forth Valley  
Lindsay Sim, Chief Finance Officer (Partnership & Performance)  
Derek Barr, Procurement Manager (Partnership & Performance)  
Chris Alliston, Senior Manager, HR and Workforce Development (Partnership & Performance)  
Cherie Jarvie, Senior Manager, Partnership and Transformation (Partnership & Performance)  
Elizabeth Hutcheon, Management Accountancy Team Leader (Partnership & Performance)  
Isabel Wright, Internal Auditor Manager, Falkirk Council  
Heather Buchanan, Solicitor, Legal and Governance (Partnership & Performance)  
Melanie Moore, Committee Services, Legal and Governance (Partnership & Performance)

**AC(22)01      APOLOGIES**

Apologies for absence were received from Councillor Ellen Forson, Councillor Tina Murphy, Councillor Chris Dixon and Councillor Helen Lewis. Councillor Donald Balsillie was in attendance today as substitute for Councillor Lewis and Councillor Jane McTaggart was in attendance today as substitute for Councillor Forson.

**AC(22)02      DECLARATIONS OF INTEREST**

None.

**AC(22)03      CONFIRM MINUTES OF MEETING HELD 25 NOVEMBER 2021**

The minutes of the Meeting of the Audit Committee held on 25 November 2021 were submitted for approval.

**Decision**

The minutes of the Meeting of the Audit Committee held on 25 November 2021 were agreed as a correct record.

**AC(22)04      AUDITED ANNUAL ACCOUNTS 2020/21**

The report, submitted by the Chief Finance Officer, provided the Committee with the Audited Annual Accounts for the Council for the financial year 2020/21 to 31 March 2021. The report highlighted the material changes that have been made to the draft annual accounts during the audit period.

**Motion**

That Committee agrees the recommendations set out in the report.

Moved by Councillor Donald Balsillie. Seconded by Councillor Martha Benny.

**Decision**

The Committee agreed to :

1. Approve the 2020/21 Audited Annual Accounts;
2. Approve the submission of the Annual Accounts to the Controller of Audit, and
3. Note the contents of the report.

**Action**

Chief Finance Officer

**AC(22)05      ANNUAL REPORT TO THOSE CHARGED WITH GOVERNANCE AND THE  
CONTROLLER OF AUDIT FOR FINANCIAL YEAR ENDED 2020/21**

The report, submitted by the Chief Finance Officer, set out the findings arising from the work carried out by the External Auditors on the Audit on the 2020/21 Financial Statements.

**Motion**

That Committee agrees the recommendation set out in the report.

Moved by Councillor Dave Clark. Seconded by Councillor Donald Balsillie.

**Decision**

The Committee agreed to :

1. Note the content of the Independent Auditor's report;
2. Approve the content of the Letter of Representation (ISA 580); and
3. Note the content of the Annual Audit Report, the recommendations for improvement and the follow up on prior year recommendations.

**Action**

Chief Finance Officer

**AC(22)06      COUNCIL FINANCIAL PERFORMANCE 2021/22 – OCTOBER OUTTURN**

The report, submitted by the Chief Finance Officer, provided an update on the financial performance for the Council as at October 2021, in respect of the General Fund (GF) revenue and capital spend and the achievement of savings to date, for the current financial year 2021/22, Housing Revenue Account (HRA) revenue and capital spend, for the current

financial year, 2021/22 and the Clackmannanshire and Stirling Health and Social Care Partnership (H&SCP) for the current financial year, 2021/22.

### **Motion**

That Committee agrees the recommendations set out in the report.

Moved by Councillor Donald Balsillie. Seconded by Councillor Jane McTaggart.

### **Decision**

Having commented on and challenged the report, the Committee agreed to note the report on:

1. General Fund revenue is forecasted overspend of £0.018m for the year to 31 March 2022, following the allocation of earmarked Covid19 funding;
2. The allocation of Covid19 hardship funding to offset the projected overspend on the Scottish Welfare Fund (SWF) (para 4.6);
3. The Clackmannanshire element of the Health and Social Care Partnership (H&SCP) forecasted overspend of £1.509m for the year to 31 March 2022;
4. The HRA forecasted revenue underspend for the year of £(0.501)m to 31 March 2022;
5. The HRA Capital forecasted underspend of £(2.682)m which will be proposed to carry forward to 2022/23;
6. The GF Capital Programme forecasted underspend of £(3.171)m as at October 2021, and
7. Progress to date in delivering the £2.126m approved savings programme, currently forecast to achieve 84.3%, as at 31 March 2022.

### **AC(22)07      EXCEPTIONS FROM THE APPLICATION OF CONTRACT STANDING ORDERS**

It is a requirement of Contract Standing Orders that exceptions should be reported to the next available Audit Committee. The purpose of the report, submitted by the Strategic Director, Partnership and Performance, provided detail on Exceptions to Contract Standing Order submitted in the previous paper.

### **Motion**

That Committee agrees the recommendation set out in the report.

Moved by Councillor Martha Benny. Seconded by Councillor Denis Coyne.

### **Decision**

Having commented on and challenged the report, the Committee agreed to note the report on.

**AC(22)08 CORPORATE RISK REGISTER**

The report, submitted by the Strategic Director, Partnership and Performance, provided the regular update on Clackmannanshire Council's Corporate Risk Log (Appendix A). The updates were presented to the 25 November 2021 Audit Committee and are now repeated for information and continued scrutiny.

**Motion**

That Committee agrees the recommendation set out in the report.

Moved by Councillor Donald Balsillie. Seconded by Martha Benny.

**Decision**

Having commented and challenged the report, the Committee agreed to note the report as appropriate.

**AC(22)09 COVID 19 DEBRIEF – LESSON LEARNED TO DATE**

Council agreed on 10 September 2020 to conduct a debrief on the Council's response to the global Coronavirus pandemic, and subsequently agreed the process that would be undertaken in October 2020. Following a further report to the Audit Committee in June 2021, this report, submitted by the Senior Manager, Partnership and Transformation provided output on the debriefing process, findings and lessons learned to date.

**Motion**

That Committee agrees the recommendation set out in the report.

Moved by Councillor Dave Clark. Seconded by Councillor Martha Benny.

**Decision**

Having commented and challenged the report, the Committee agreed to note the report as appropriate.

\* \* \*

*Councillor Clark confirmed that this would be his last Audit Committee that he would chair and thanked everyone.*

Ends 1042 hrs



**MINUTES OF MEETING of the PARTNERSHIP AND PERFORMANCE COMMITTEE held  
Via MS Teams, on THURSDAY 10 MARCH 2022 at 9.30 am.**

**PRESENT**

Councillor Donald Balsillie (Vice Convenor) (Chair)  
Councillor Martha Benny (S)  
Councillor Dave Clark  
Councillor Kenneth Earle  
Councillor Ellen Forson  
Councillor Les Sharp  
Councillor Mike Watson

**IN ATTENDANCE**

Stuart Crickmar, Strategic Director (Partnership and Performance)  
Lorraine Sanda, Strategic Director (People)  
Lee Robertson, Senior Manager (Legal and Governance) (Clerk to the Committee)  
Lindsay Sim, Chief Finance Officer  
Chris Alliston, Senior Manager, HR and Workforce Development  
Elizabeth Hutcheon, Management Accountancy Team Leader  
Chief Superintendent Alan Gibson, Police Scotland  
Chief Inspector, Audrey Marsh, Police Scotland  
Martyn Paterson, Police Scotland  
Mark Bryce, Scottish Fire and Rescue Service  
Paul Cunningham, Scottish Fire and Rescue Service  
Ewan Murray, Chief Finance Officer, Clackmannanshire & Stirling Health and Social Care  
Partnership  
Alastair Hair, Team Leader – Workforce Development and Learning  
Rose Hetman, Strategy and Performance Advisor, Legal and Governance  
Melanie Moore, Committee Services, Legal and Governance

**PPC(22)08 APOLOGIES**

Apologies for absence were received from Councillor Helen Lewis (Convenor) and Councillor Denis Coyne. Councillor Benny was in attendance today as a substitute for Councillor Denis Coyne. In the Convenor's absence, the Vice Convenor, Councillor Donald Balsillie took the Chair.

**PPC(22)09 DECLARATIONS OF INTEREST**

None.

**PPC(22)10 MINUTE OF PARTNERSHIP AND PERFORMANCE COMMITTEE HELD  
ON 13 JANUARY 2022**

The minutes of the meeting of the Partnership and Performance Committee held on Thursday 13 January 2022 were submitted for approval.

**Decision**

The minutes of the meeting of the Partnership and Performance Committee held on Thursday 13 January 2022 were agreed as a correct record by the Committee.

**PPC(22)11 POLICE PERFORMANCE REPORT FOR CLACKMANNANSHIRE APRIL 2021 TO SEPTEMBER 2021**

A report, submitted by the Local Police Commander, provided the Committee with information on the performance of Police Scotland in the Clackmannanshire local authority area for the period of 1 April 2021 to 30 September 2021.

**Motion**

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

Moved by Councillor Donald Balsillie. Seconded by Councillor Ellen Forson

**Decision**

Having challenged and commented on the report, the Committee agreed to note the report.

**PPC(22)12 FIRE PERFORMANCE REPORT – QUARTER 1&2, 2021-22**

A report, submitted by the Local Senior Officer Clackmannanshire –Stirling and Fife, provided the Committee with the half year performance of the Scottish Fire and Rescue Service (SFRS) in Clackmannanshire covering the period 1 April 2021 to 30 September 2021. The report was based on performance against objectives and targets set out in the Local Fire and Rescue Plan for Clackmannanshire. Performance indicators were detailed in the summary report at Appendix 1.

**Motion**

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

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

**Decision**

Having challenged and commented on the report, the Committee agreed to note the report.

**PPC(22)13 FINANCIAL PERFORMANCE 2021/22 – DECEMBER OUTTURN**

The report, submitted by Chief Finance Officer, provided an update on the financial performance for the Partnership and Performance Division of the Council in respect of revenue spend for the current financial year 2021/22. This was based on forecast information as at 31 December 2021. Capital expenditure will be reported to the Audit Committee on 28 April 2022 as part of the overall Council's financial performance report.

**Motion**

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

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

**Decision**

Having challenged and commented on the report, the Committee agreed to note:

1. the forecast General Fund revenue underspend relating to the Partnership and Performance Division for the year of £(0.275)m;



2. the forecast centrally held Corporate Services revenue overspend for the year of £0.592m;
3. the forecast revenue overspend of the Clackmannanshire & Stirling Health & Social Care Partnership (HSCP) for the year of £1.677m, and
4. delivery of planned savings in the year forecasted to achieve 83.4%.

#### **PPC(22)14 BUSINESS PLAN 2021/23 – UPDATE REPORT**

The report, submitted by the Strategic Director, Partnership and Performance, provided the Committee with an update on performance, risks and achievements, relating to the Business Plan 2021-23 agreed in August last year.

#### **Motion**

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

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

#### **Decision**

Having challenged and commented on the report, the Committee agreed to note the report.

*The Convenor wanted to thank the members that this was the last Partnership and Performance Committee with the current members. He wanted to thank members for their service and officers for all their support. He wished everyone all the best for the future.*

Ends 1120 hours





**MINUTES OF MEETING of the PLANNING COMMITTEE held on MS Teams, on  
THURSDAY 17 MARCH 2022 at 1PM**

**PRESENT**

Councillor Donald Balsillie (Convenor)  
Councillor Jane McTaggart (Vice Convenor)  
Councillor Martha Benny  
Councillor Denis Coyne  
Councillor Chris Dixon  
Councillor Kenneth Earle  
Councillor Craig Holden (S)  
Councillor George Matchett

**IN ATTENDANCE**

Emma Fyvie, Senior Manager, Development (Place)  
Allan Finlayson, Team Leader, Planning and Building Standards  
Grant Baxter, Principal Planner  
Murray Sharp, Senior Manager, Housing  
Kate Fleming, Senior Housing Strategy Officer  
Michael Boyle, Improving Outcomes Business Manager  
Ben McGinlay, Learning Estate Development Lead  
Lee Robertson, Senior Manager, Legal and Governance (Clerk to the Committee)  
Melanie Moore, Committee Services, Legal and Governance

**PLA(22)10 APOLOGIES**

Apologies for absence were received from Councillor Tina Murphy and Councillor Helen Lewis. Councillor Craig Holden attended as substitute for Councillor Murphy.

**PLA(22)11 DECLARATIONS OF INTEREST**

None.

**PLA(22)12 MINUTES OF PLANNING COMMITTEE HELD ON 8 FEBRUARY 2022**

The minutes of the meeting of the Planning Committee held on Tuesday 8 February 2022 were submitted for approval.

**Decision**

The minutes of the meeting of the Planning Committee held on Tuesday 8 February 2022 were agreed as a correct record and signed by the Convenor.

## PLA(22)013 PLANNING APPLICATION

### Planning Application Ref: 21/00107/FULL – Residential Development of 91 No. Houses At Phase 9 With Associated Infrastructure And Landscaping; And The Relocation And Provision of 2 No. New Rugby Pitches With Associated Drainage And Infrastructure at Land To The South Of Forth Crescent, Alloa, Clackmannanshire.

The report, submitted by Grant Baxter, Principal Planner, provided an update and recommendation to Members on this planning application which was considered at the previous meeting of the Planning Committee on 8 February 2022. The planning application was recommended for approval at this previous meeting, however the Committee voted to defer consideration of the application to allow for further details to be provided on:

1. The potential impact of the planned housing on flood risk in the area;
2. Implementation of a scheme for affordable housing relating to the development;
3. The impact of the planned housing on education capacity.

The report provided further details on the above matters as set out in the considerations.

#### Attending

Mr Sam Sweeney, Bracewell Stirling Architects (Agent for the Applicant – Allan Water Developments Limited)  
Ms Nicola McCowan Hill, Allan Water Developments Limited  
Gary McPhail, Vice President, Alloa Rugby Club  
Bill Brown, Vice President, Residents Association

The report was introduced by Grant Baxter, Principal Planner. Members of the Planning Committee had the opportunity to put questions to Mr Baxter.

The Committee then heard representation from Mr Sweeney, Agent for the Applicant. Members of the Planning Committee had the opportunity to put questions to Mr Sweeney.

The Committee also heard representation from Bill Brown from the Residents Association and Gary McPhail from Alloa Rugby Club.

The Clerk advised that there was no item 5. There was confusion regarding Appendix 1 of item 4 having item 5 stamp on report.

#### Motion

That the Committee APPROVES the application subject to the conditions set out in the report.

Moved by Councillor Donald Balsillie. Seconded by Councillor Craig Holden but advised that he would be voting against the application.

#### Voting

For motion	7 votes
Against Motion	1 vote
Abstain from Voting	0 votes

#### Decision

On a division of 7 votes to 1 with no abstentions, the Committee agreed to **REFUSE** consideration of the application on the following considerations:

1. The Council does not consider that there has been sufficient detailed technical analysis of, or measures to prevent, the potential for the proposed development to cause flooding and drainage issues for adjoining land and property, including the St. Mungo's Primary School site and adjacent existing houses.
2. The Council does not consider that there has been sufficient detailed technical analysis of, or measures to prevent, the potential for areas within the proposed development, including Alloa Rugby Club facilities, communal open spaces and private gardens, to be detrimentally affected by flooding and drainage issues that have affected previous phases of development at Alloa Park.
3. The proposed development will result in schools within the catchment area of the development being at full capacity, with no proposed mitigation to address impacts on the school estate.

**Action**

Principal Planner

Ends: 3:19 pm





**MINUTES OF MEETING of the CLACKMANNANSHIRE LICENSING BOARD held via Video Conference (MS Teams), on TUESDAY 19 APRIL 2022 at 9.30 am.**

**PRESENT**

Councillor Kenneth Earle (Chair)  
Councillor Dave Clark  
Councillor George Matchett, QPM  
Councillor Les Sharp  
Councillor Mike Watson

**IN ATTENDANCE**

June Andison, Licensing Administrator  
Paul Fair, Licensing Standards Officer  
Richard Thompson, Solicitor, (Clerk to the Board)  
Gillian White, Committee Services

**1.0 APOLOGIES**

Apologies were received from Councillor Martha Benny, Councillor Helen Lewis and Councillor Tina Murphy.

**2.0 DECLARATIONS OF INTEREST**

None

**3.0 MINUTES OF MEETING OF CLACKMANNANSHIRE LICENSING BOARD HELD ON 22 FEBRUARY 2022**

The minutes of the meeting of the Clackmannanshire Licensing Board held on Tuesday 22 February 2022 were submitted for approval.

**Decision**

The minutes of the meeting of the Clackmannanshire Licensing Board held on Tuesday 22 February 2022 were agreed as a correct record and signed by the Chair.

**4.0 LICENSING (SCOTLAND) ACT 2005 – APPLICATION FOR VARIATION (NON MINOR)**

**(i) Hearing to Consider Application for Variation (Non Minor) at Inglewood Store**

**Premises:** Inglewood Store, 1 Woodburn Drive, Alloa, FK10 2HL  
**Applicant:** Discovery Retail Trading Limited, c/o Janet Hood

The Chair advised that a replacement Operating Plan and Layout Plan for Inglewood Store (Pages 14 – 23) had been circulated. The final layout plan which reversed the store layout to meet Building Standards requirements had also amended the operating plan as there was about .5sqm more shelf space in accessible area.

**Attending**

Ms Janet Hood, Applicant's Representative  
Mr Paul Fair, Licensing Standards Officer (LSO)

The Board heard representation from Ms Hood on behalf of the applicant. While the LSO had not made a representation on the application, he addressed the Board to confirm that he had liaised with both the applicant and their agent and was satisfied that there was no requirement for any representation seeking additional conditions. The Board had the opportunity to put questions to both parties. There were no objections/ representations received Police Scotland.

### **Motion**

Having considered all of the information presented to it and having had opportunity for questions, that the Board grants the application for Variation (Non Minor), subject to the standard conditions.

Moved by Councillor Kenneth Earle. Seconded by George Matchett QPM.

### **Decision**

Having considered all of the information presented to it and having had opportunity for questions, the Board granted the application for Variation (Non Minor), subject to the standard conditions

### **Action**

Clerk to the Board

## **5.0 AOCB**

The Chair thanked the Board for their service, particularly during the early stages of the Covid 19 pandemic. He also thanked the Clerk, and the Licensing and Committee Teams for their support.

Ends: 09:50 hrs





**MINUTES OF MEETING of the REGULATORY COMMITTEE held via MS TEAMS on  
THURSDAY 21 APRIL 2022 at 9.30 AM**

**PRESENT**

Councillor Graham Lindsay (Chair)  
Councillor Chris Dixon  
Councillor Kenneth Earle  
Councillor Darren Lee  
Councillor Kathleen Martin

**IN ATTENDANCE**

Paul Fair, Civic Licensing Standards Officer (CLSO)  
June Andison, Licensing Administrator  
Richard Thompson, Solicitor, Legal and Governance (Clerk to the Committee)  
Gillian White, Committee Services, Legal and Governance

**RC(22)09 APOLOGIES**

Apologies for absence were received from Councillor Donald Balsillie, Councillor Les Sharp and Councillor Martha Benny.

**RC(22)10 DECLARATIONS OF INTERESTS**

None.

**RC(22)11 CONFIRM MINUTES OF THE MEETING OF THE REGULATORY  
COMMITTEE HELD ON 24 MARCH 2022**

The minutes of the meeting of the Regulatory Committee held on Thursday 24 March 2022 were submitted for approval.

**Decision**

The minutes of the meeting of the Regulatory Committee held on Thursday 24 March 2022 were agreed as a correct record and signed by the Convenor.

**RC(22)12 APPLICATION FOR THE GRANT OF PRIVATE HIRE OPERATOR'S  
LICENCE WITH EXCEPTION FROM LICENCE STANDARD CONDITIONS  
NO 16(6)(B) (EXECUTIVE HIRE) – MR RICHARD WALSH, RSW CABS**

The Licensing Authority had received an application for the grant of a Private Hire Operator's Licence with exception from Licence Standard Conditions No 16(6)(B) (Executive Hire) from Mr Richard Walsh, RSW Cabs. A representation on the application had been received from the Civic Licensing Standards Officer (CLSO). There were no objections from Police Scotland. The Committee were asked to consider all the information before them and having done so to determine whether to grant the licence subject to conditions or to refuse the application.

**Attending**

Mr Paul Fair, Civic Licensing Standards Officer (CLSO)

Mr Walsh was not in attendance. The Committee heard representation from the CLSO and then had the opportunity to put questions to him.

**Motion**

Having considered all of the information presented to it and having had the opportunity for questions, that the Committee grant the application for the Private Hire Operator's Licence with exception from Licence Standard Conditions No 16(6)(B) (Executive Hire) subject to the conditions as set out in Appendix A (page 18) of the CLSO report.

Moved by Councillor Kenneth Earle. Seconded by Councillor Darren Lee.

**Decision**

Having considered all of the information presented to it and having had opportunity for questions, the Committee agreed unanimously to grant the application for the Private Hire Operator's Licence with exception from Licence Standard Conditions No 16(6)(B) (Executive Hire) subject to the conditions as set out in Appendix A (page 18) of the CLSO report.

**Action**

Clerk to the Committee

*The Convenor thanked the members of the Regulatory Committee for their service and officers for all their support.*

Ends 9.45 am

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**Report to Clackmannanshire Council**

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**Date of Meeting: 23 June 2022**

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**Subject: Programme of Council and Committee Meetings 2022-23**

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**Report by: Senior Manager, Legal & Governance**

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**1.0 Purpose**

- 1.1. The purpose of this report is to seek Council's approval of the Draft Programme of Council and Committee Meetings from August 2022 to June 2023.

**2.0 Recommendations**

That Council:

- 2.1. Agrees the indicative programme of Meetings set out in Appendix 1 to this report;
- 2.2. Notes that a final Programme of Meetings will be finalised and brought back to Council in August 2022 for approval; and
- 2.3. Notes that an extended Programme of Meetings to June 2025 will be developed and brought back to Council for approval in December 2022.

**3.0 Considerations**

- 3.1. The draft programme is indicative only and subject to cross party discussions with members as part of the working group review of standing orders and scheme of delegation for the management of Audit and Scrutiny and other Committees and Council.
- 3.2. The draft programme runs for a single year period from August 2022 to June 2023.
- 3.3. The programme of meetings has been drafted in consultation with Council officers and takes into account the statutory deadlines for the draft and final accounts.
- 3.4. The development of an extended Programme of meetings to June 2025 will enhance business continuity for the Council over a longer period of time.

#### 4.0 Sustainability Implications

4.1. None

#### 5.0 Resource Implications

5.1. *Financial Details*

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

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 )

- Clackmannanshire will be attractive to businesses & people and ensure fair opportunities for all
- Our families; children and young people will have the best possible start in life
- Women and girls will be confident and aspirational, and achieve their full potential
- Our communities will be resilient and empowered so that they can thrive and flourish

(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 Draft Programme of Council and Committee Meetings 2022 - 2023

**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
Lee Robertson	Senior Manager, Legal and Governance	2087

**Approved by**

NAME	DESIGNATION	SIGNATURE
Stuart Crickmar	Strategic Director, Partnership and Performance	

<b>Draft Programme of Council and Committee Meetings 2022 – 2023</b>							
<b>Meeting</b>	<b>Time/Day</b>	<b>Cycle 1</b>	<b>Cycle 2</b>	<b>Cycle 3</b>	<b>Cycle 4</b>	<b>Cycle 5</b>	<b>Cycle 6</b>
<b>Clackmannanshire Council</b>	9.30 am <b>Thursday</b>	11 August 2022	6 October 2022	30 November 2022 – <b>Wednesday</b>	2 February 2023	23 March 2023	18 May 2023  29 June 2023
Audit and Scrutiny Committee	9.30 am <b>Thursday</b>	25 August 2022	27 October 2022	15 December 2022	9 February 2023	20 April 2023	15 June 2023
Regulatory Committee	9.30 am <b>Tuesday</b>	16 August 2022	27 September 2022	22 November 2022	31 January 2023	28 March 2023	30 May 2023
Planning Committee	9.30 am <b>Thursday</b>	8 September 2022	3 November 2022	19 January 2023	16 March 2023	4 May 2023	22 June 2023
Licensing Board	9.30 am <b>Tuesday</b>	30 August 2022	4 October 2022  8 November 2022	6 December 2022  17 January 2023	21 February 2023  21 March 2023	25 April 2023	23 May 2023  27 June 2023

Draft for Council Approval 23/06/22

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**Report to: Clackmannanshire Council**

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**Date of Meeting: 23 June 2022**

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**Subject: 2021/22 Annual Accounts & External Audit Planning Report**

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**Report by: Chief Finance Officer**

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## **1.0 Purpose**

- 1.1. This paper is to provide Council with an update on the preparation and timetable for the submission of the draft and audited annual accounts for 2021/22. The paper also presents the External Audit Planning Report (Appendix A) which sets out the planned audit activity by the Councils External Auditors – Audit Scotland, in respect of the audit of the 2021/22 draft annual accounts.

## **2.0 Recommendations**

Council is asked to:

- 2.1. Note that the requirement at paragraph 6.4 in the Council's Financial Regulations provides for the Council's section 95 officer to present the draft accounts to the relevant Committee before 30 June and the requirement of paragraph 6.5 to present the audited financial statements to Committee by 30 September.
- 2.2. Note that this timescale will not be met this year due to the ongoing impact of the pandemic and that an updated timescale has been prepared and agreed with Audit Scotland (table 1).
- 2.3. Agree to disapply paragraph 6.4 and 6.5 of Financial Regulations for this year's annual accounts process.
- 2.4. Comment and note the proposed external audit plan for the 2021/22 draft annual accounts.

## **3.0 Considerations**

- 3.1. 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 defined as meaning compliance with the terms of the Code of Practice on Local Authority Accounting in the United Kingdom prepared by the CIPFA/LASAAC Joint Committee.

- 3.2. The Local Authority Accounts (Scotland) Regulations 2014, require the Chief Finance Officer, as the Council's s95 officer, to prepare the Statement of Accounts as soon as practicable after the end of each financial year and to submit for Audit to the Council's External Auditors.
- 3.3. Paragraph 6.4 of the Council's Financial Regulations require the draft accounts to be presented to the relevant Committee before the 30<sup>th</sup> June. Paragraph 6.5 of the Financial Regulations also requires the audited financial statements to be presented to Committee by 30<sup>th</sup> September.
- 3.4. Due to the pandemic, the Scottish Government extended the statutory deadlines as set out in the Local Authority Accounts (Scotland) Regulations 2014, for producing and auditing the 2019/20 annual accounts and then subsequently the 2020/21 annual accounts. In recognition of the ongoing impact of the pandemic on workload and timelines, Audit Scotland submitted a request to the Scottish Government to further extend the statutory dates for approving and publishing the 2021/22 Annual Accounts.
- 3.5. This extension has been granted and these dates have therefore been amended for the financial year (2021-22) by regulation 2 of the Local Authority (Capital Finance And Accounting) (Scotland) (Coronavirus) Amendment Regulations 2022 (the 2022 Regulations) SSI 2022 No.122.
- 3.6. As per the amended regulations Local Authorities are required to aim to approve the 2021/22 Annual accounts for signature by 30<sup>th</sup> November. On this basis a revised timetable for completion of the draft and audited accounts for 2021/22 has been agreed with Audit Scotland. The revised timetable is set out in the table below.
- 3.7. **Table 1 – 2021/22 Annual Accounts Timetable**

Action	Date
<b>Draft Financial Statements submitted to Council for approval</b>	<b>By 31<sup>st</sup> August 2022</b>
Latest submission date of unaudited annual report and accounts with complete working papers package to External Audit	By 31 <sup>st</sup> August 2022
<b>Audited Financial Statements to be considered by Council</b>	<b>By 30<sup>th</sup> November 2022</b>
Independent auditor's report signed	By 30 <sup>th</sup> November 2022

- 3.8. A number of factors have been taken into consideration in determining this revised timetable. The later finalisation of the previous years' accounts has meant the timing of the external auditors completing their interim testing is again later than usual which has also had a resource impact on the Finance and Revenues Teams. The revised timetable takes account of resource capacity within both the External Audit Team to fit round other audits and the Finance and Revenues Teams who are continuing to deal with additional workload due to the pandemic.



## 4.0 External Audit Plan

- 4.1. Audit Scotland was appointed by the Accounts Commission as the external auditor for Clackmannanshire Council for the five year period, which commenced with the 2016/17 audit. Due to the pandemic, the audit period has been extended by a further year, with the final year of the appointment being 2021/22 financial year. For the forthcoming 5 year period commencing financial year 2022/23, Deloitte has been appointed as the Councils external Auditor.
- 4.2. Each year the external auditor prepares an annual plan along with the associated fee level which is submitted to Council or the appropriate Committee. The attached planning report sets out the activity in relation to the risks and planned audit work and the scope and timing of the audit. The Chief Finance officer discusses and agrees the plan prior to presentation and Council is encouraged to discuss the plan and associated assessments and rationale with the external auditor. Following the audit, all external audit activity undertaken against this plan will be formally reported via Council or the relevant Committee as appropriate.

## 5.0 Conclusion

- 5.1 This paper therefore seeks authority to disapply paragraph 6.4 and 6.5 of the Council's financial regulations which are aligned with the usual statutory timescale as set out above. The change is made under the provisions of the amended statutory regulations and the revised timetable for the Councils 2021/22 Annual Accounts is set out at table 1.
- 5.2 The Councils external auditors, Audit Scotland, are in the sixth and final year of the extended six year appointment to Clackmannanshire Council. The attached report sets out details of their planned work for the 2021/22 audit.

## 6.0 Sustainability Implications

- 6.1 Not applicable

## 7.0 Resource Implications

### 7.1 *Financial Details*

- 7.2 The full financial implications of the recommendations are set out in the report. This includes a reference to full life cycle costs where appropriate. Yes
- 7.3 Finance have been consulted and has agreed the financial implications as set out in the report. Yes
- 7.4 *Staffing*

## 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 )

Clackmannanshire will be attractive to businesses & people and ensure fair opportunities for all

Our families; children and young people will have the best possible start in life

Women and girls will be confident and aspirational, and achieve their full potential

Our communities will be resilient and empowered so that they can thrive and flourish

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

Appendix A – Annual Audit Plan 2021/22

## 13.0 Background Papers


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

Yes  (please list the documents below) No

**Author(s)**

<b>NAME</b>	<b>DESIGNATION</b>	<b>TEL NO / EXTENSION</b>
Lindsay Sim	Chief Financial Officer	2022

**Approved by**

<b>NAME</b>	<b>DESIGNATION</b>	<b>SIGNATURE</b>
Stuart Crickmar	Strategic Director, Partnership and Performance	



# Clackmannanshire Council

Annual Audit Plan 2021/22



 AUDIT SCOTLAND

Prepared for Clackmannanshire Council  
April 2022

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# Introduction

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## Summary of planned audit work

1. This document summarises the work plan for our 2021/22 audit of Clackmannanshire Council. The main elements of our work include:

- evaluation of the key controls within the main accounting systems
- an audit of the annual accounts of Clackmannanshire Council and its group and the issue of an independent auditor's report setting out our audit opinions on the financial statements and other statutory information including the Management Commentary, Remuneration Report and Annual Governance Statement
- consideration of arrangements in relation to the audit dimensions that frame the wider scope of public sector audit: financial management, financial sustainability, governance and transparency and value for money
- consideration of Best Value arrangements, including Clackmannanshire Council's arrangements for preparing and publishing statutory performance information and participation in the National Fraud Initiative
- providing assurance on the Housing Benefit Subsidy Claim, Non-Domestic Rates Return and the Whole of Government Accounts (WGA) return.

## Impact of Covid-19

2. The Covid-19 pandemic has had a significant impact on public services and public finances, and the effects will be felt well into the future. The Auditor General for Scotland, the Accounts Commission and Audit Scotland continue to assess the risks to public services and finances from Covid-19 across the full range of our audit work, including annual audits and the programme of performance audits. The well-being of audit teams and the delivery of high-quality audits remain paramount. Changes in our approach may be necessary and where this impacts on annual audits, revisions to this Annual Audit Plan may be required.

## Adding value

3. We aim to add value by being constructive and forward looking, by identifying areas for improvement and by recommending and encouraging good practice. In so doing, we will help Clackmannanshire Council promote improved standards of governance, better management and decision making and more effective use of resources. Additionally, we attend meetings of the Audit Committee and actively participate in discussions.

## Respective responsibilities of the auditor and Clackmannanshire Council

4. The [Code of Audit Practice \(2016\)](#) sets out in detail the respective responsibilities of the auditor and Clackmannanshire Council. Key responsibilities are summarised below.

### Auditor responsibilities

5. Our responsibilities as independent auditors are established by the Local Government (Scotland) Act 1973 and the [Code of Audit Practice](#) (including [supplementary guidance](#)) and guided by the Financial Reporting Council's Ethical Standard.

6. Auditors in the public sector give an independent opinion on the financial statements and other information within the annual accounts. We also review and report on the arrangements within the audited body to manage its performance and use of resources. In doing this, we aim to support improvement and accountability.

### Clackmannanshire Council responsibilities

7. Clackmannanshire Council is responsible for maintaining accounting records and preparing financial statements that give a true and fair view.

8. Also, Clackmannanshire Council has the primary responsibility for ensuring the proper financial stewardship of public funds, compliance with relevant legislation and establishing effective arrangements for governance, propriety and regularity that enable them to deliver their objectives.

### Managing the transition to 2022/23 audits

9. Audit appointments are usually for five years but were extended to six years due to the Covid-19 pandemic. 2021/22 is the final year of the current appointment and we will work closely with our successors to ensure a well-managed transition.



# Financial statements audit planning

## Materiality

**10.** Materiality is an expression of the relative significance of a matter in the context of the financial statements as a whole. We are required to plan our audit to determine with reasonable confidence whether the financial statements are free from material misstatement. The assessment of what is material is a matter of professional judgement over both the amount and the nature of the misstatement.

### Materiality levels for the 2021/22 audit

**11.** We assess materiality at different levels and the materiality values for Clackmannanshire Council are set out in [Exhibit 1](#). Due to the small impact of the group consolidation process we have calculated that the same materiality levels should apply for both.

## Exhibit 1

### 2021/22 Materiality levels for Clackmannanshire Council

Materiality	Council and its group
<b>Planning materiality</b> – This is the figure we calculate to assess the overall impact of audit adjustments on the financial statements. For the year ended 31 March 2022 it has been set at 1 per cent of gross expenditure based on the latest audited financial statements for 2020/21.	£2.3 million
<b>Performance materiality</b> – This acts as a trigger point. If the aggregate of errors identified during the financial statements audit exceeds performance materiality, this would indicate that further audit procedures should be considered. Using our professional judgement, we have assessed performance materiality at 50 per cent of planning materiality.	£1.2 million
<b>Reporting threshold (i.e. clearly trivial)</b> – We are required to report to those charged with governance on all unadjusted misstatements more than the 'reporting threshold' amount.	£50,000

Source: Audit Scotland

## Significant risks of material misstatement to the financial statements

**12.** Our risk assessment draws on our cumulative knowledge of Clackmannanshire Council, its major transaction streams, key systems of internal control and risk management processes. Also, it is informed by our discussions with management, meetings with internal audit, attendance at committees and a review of supporting information.

**13.** Based on our risk assessment process, we identified the following significant risk of material misstatement to the financial statements. These are risks which have the greatest impact on our planned audit procedures. [Exhibit 2](#) summarises the nature of the risk, the sources of assurance from management arrangements and the further audit procedures we plan to perform to gain assurance over the risk.

### Exhibit 2

#### 2021/22 Significant risks of material misstatement to the financial statements

Significant risk of material misstatement	Sources of assurance	Planned audit response
<p><b>1. Risk of material misstatement due to fraud caused by the management override of controls</b></p> <p>International Auditing Standards require that audits are planned to consider the risk of material misstatement in the financial statements caused by fraud, which is presumed to be a significant risk in any audit. Management is in a unique position to perpetrate fraud because of the ability to override controls that otherwise appear to be operating effectively.</p>	<ul style="list-style-type: none"> <li>Owing to the nature of this risk, assurances from management are not applicable in this instance</li> </ul>	<ul style="list-style-type: none"> <li>Assess the design and implementation of controls over journal entry processing.</li> <li>Make inquiries of individuals involved in the financial reporting process about inappropriate or unusual activity relating to the processing of journal entries and other adjustments.</li> <li>Test journals at the year-end and post-closing entries and focus on significant risk areas.</li> <li>Evaluate significant transactions outside the normal course of business.</li> <li>Assess any changes to the methods and underlying assumptions used to prepare accounting estimates compared to the prior year.</li> <li>Focused testing of accounting accruals and prepayments.</li> </ul>

Source: Audit Scotland

**14.** As set out in International Standard on Auditing (UK) 240: *The auditor's responsibilities relating to fraud in an audit of financial statement*, there is a presumed risk of fraud over the recognition of revenue. There is a risk that revenue may be misstated resulting in a material misstatement in the financial statements. We have rebutted this risk for Clackmannanshire Council because a significant element of income is from government grants and is easily verified to external sources and therefore there is little risk of fraud in this area. We have reviewed the other sources of income and do not consider these to present a significant risk of fraud, due to the level of fraudulent transactions that would need to occur to present a material risk. We therefore do not incorporate specific work into our audit plan in this area, over and above our standard audit procedures.

**15.** In line with Practice Note 10: *Audit of financial statements and regularity of public sector bodies in the United Kingdom*, as most public-sector bodies are net spending bodies, the risk of material misstatement due to fraud related to expenditure recognition may in some cases be greater than the risk relating to revenue recognition. We have rebutted this risk for Clackmannanshire Council as our assessment of the expenditure transaction streams has confirmed that many are low risk, for example, staff costs, depreciation, pensions IAS 19 charges and our standard audit procedures will involve focused testing on accruals in any higher risk areas.

**16.** Practice Note 10 also introduces the concept of external fraud risk and we have assessed the levels of fraud in the public sector per the National Fraud Initiative and this, as well as our analysis of expenditure, indicates that there is not a high risk of fraud across payment streams.

**17.** We have not, therefore, incorporated specific work into our audit plan in these areas over and above our standard audit procedures. Our audit testing is directed towards significant and unusual transactions, and assessing accounting estimates to address any residual risk, as part of our standard fraud procedures.

## Other areas of audit focus

**18.** As part of our assessment of audit risks, we have identified other areas where we consider there are also risks of material misstatement to the financial statements. Based on our assessment of the likelihood and magnitude of the risk, we do not consider these to represent significant risks. We will keep these areas under review as our audit progresses. If our assessment of risk changes and these risks become significant, we will communicate this to management and those charged with governance and revise our planned audit approach accordingly. The areas of specific audit focus are:

- **Valuation and measurement of non-current assets:** At 31 March 2021, Clackmannanshire Council held non-current assets with a value of £380 million, including land and buildings with a net book value of £188 million. The fair value of these assets is assessed by obtaining regular valuations from a professional valuer. There is a high degree of subjectivity and estimation used in the calculation which result in material changes in the financial statements.
- **Measurement and judgements applied to the valuation of pension liabilities:** As at 31 March 2021, the Clackmannanshire Council recognised a net liability of £47 million relating to its share of the Falkirk Pension Fund

liability. There is an inherent risk within pension transactions and balances due to the extent of assumptions actuaries use in the calculations.

## Group Consideration

**19.** As group auditors, we are required under International Standard on Auditing (UK) 600: *Audits of group financial statements (including the work of component auditors)* to obtain sufficient appropriate audit evidence on which to base our audit opinion on the group financial statements.

**20.** Clackmannanshire Council has a group which is comprised of subsidiaries, associates and joint ventures. The audits of the financial statements of some of the components are performed by other auditors. We plan to place reliance on the work of the component auditors as part of our work on the group accounts.

## Audit risk assessment process

**21.** Audit risk assessment is an iterative and dynamic process. Our assessment of risks set out in this plan may change as more information and evidence becomes available during the progress of the audit. Where such changes occur, we will advise management and where relevant, report them to those charged with governance.

# Audit dimensions and Best Value

## Audit dimensions

22. The [Code of Audit Practice](#) sets out the four dimensions that frame the wider scope of public sector audit and requires auditors to consider the adequacy of the arrangements in place. The four dimensions that frame our audit work are shown in [Exhibit 3](#).

### Exhibit 3 Audit dimensions



Source: Code of Audit Practice

23. In summary, the four dimensions cover the following:

**Financial management** – financial management is concerned with financial capacity, sound budgetary processes and whether the control environment and internal controls are operating effectively.

**Financial sustainability** – as auditors, we consider the appropriateness of the use of the going concern basis of accounting as part of the annual audit. We will also comment on financial sustainability in the medium (two to five years) and longer term (longer than five years).

**Governance and transparency** – governance and transparency is concerned with the effectiveness of scrutiny and governance arrangements, leadership, and decision-making and transparent reporting of financial and performance information.

**Value for money** – value for money refers to using resources effectively and continually improving services.

## Best Value

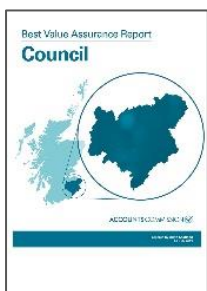
**24.** 2021/22 is the final year of the extended six-year approach to auditing Best Value in councils. Best Value work is integrated within the annual audit. It is to be assessed comprehensively over the period of the audit appointment, both through ongoing annual audit work and through discrete packages of work focusing on specific issues. Conclusions and judgements on Best Value will be reported through:

- the Annual Audit Report for each council that will provide a rounded picture of the council overall.
- an Annual Assurance and Risks Report that the Controller of Audit will provide to the Accounts Commission that will highlight issues from across all 32 council annual audit reports.
- a Best Value Assurance Report (BVAR) for each council that will be considered by the Accounts Commission at least once over the period of the audit appointment.

**25.** BVARs will be considered by the Accounts Commission between February and September 2022 on the councils listed in [Exhibit 4](#).

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### Exhibit 4 2022 Best Value Assurance Reports



Comhairle nan Eilean Siar

Angus Council

Shetland Island Council

Moray follow-up

Source: Audit Scotland

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**26.** The Best Value work planned this year will focus on Clackmannanshire Council’s arrangements for performance, outcomes and improvement. We will also follow up progress against the previous BVAR recommendations. Our findings will be reported through our Annual Audit Report.

## Audit dimension risks

**27.** We have identified audit risks in the areas set out in [Exhibit 5](#). This exhibit sets out the risks, sources of assurance from management arrangements and the further audit procedures we plan to perform to gain assurances.

### Exhibit 5

#### 2021/22 Audit dimension risks

Description of risk	Sources of assurance	Planned audit response
<p><b>1. Financial sustainability</b></p> <p>Clackmannanshire Council continues to face significant financial pressures.</p> <p>The council's 2022/23 budget has a £5.8 million funding gap with plans to balance this through £1.8 million of savings and £3.9 million from reserves.</p> <p>The council's updated cumulative funding gap for 2023/24 to 2027/28 is £33 million.</p> <p>Longer-term financial planning has been developed with the establishment of a 20-year capital budget, organised around the council's 'Be the Future' transformation programme priorities.</p> <p>The council's medium to longer term financial plans must continue to be updated to reflect the future financial impact of the Covid-19 pandemic.</p>	<ul style="list-style-type: none"> <li>Regular budget strategy reports to councillors, including scenario planning and identifying and tracking the progress of savings.</li> <li>As part of the budget for 2022/23, the council intends to take advantage of the financial flexibility arrangements to secure financial stability in the short-term.</li> <li>Setting of annual council tax / budget.</li> <li>Council's transformation programme.</li> </ul>	<ul style="list-style-type: none"> <li>Review the council's annual budget setting arrangements.</li> <li>Assess the council's medium to long term financial strategy.</li> <li>Review and assess the budget monitoring arrangements with a focus on reports to members on financial position.</li> <li>On-going review of the council's financial position and delivery of planned savings.</li> </ul>

Source: Audit Scotland

**28.** In last year's annual audit plan we identified the risk that the council's arrangements for the prevention and detection of fraud and corruption are not effective and that staff are not aware of the processes for reporting concerns. Management has agreed action to improve the communication of key corporate

policies and implement training for staff on whistleblowing and preventing and detecting fraud and corruption. We will review progress against this agreed recommendation and the council's anti-fraud arrangements as part of our 2021/22 financial management work.



# Reporting arrangements, timetable, and audit fee

## Reporting arrangements

**29.** Audit reporting is the visible output for the annual audit. All audit outputs, will be published on our website: [www.audit-scotland.gov.uk](http://www.audit-scotland.gov.uk).

**30.** Matters arising from our audit will be reported on a timely basis and will include agreed action plans. Draft management reports will be issued to the relevant officers to confirm factual accuracy.

**31.** We will provide an independent auditor's report to Clackmannanshire Council and the Accounts Commission setting out our opinions on the annual accounts. We will provide the council and the Accounts Commission with an annual report on the audit containing observations and recommendations on significant matters which have arisen during the audit.

**32.** [Exhibit 6](#) outlines the target dates for our audit outputs. The Covid-19 pandemic has had a considerable impact on the conduct and timeliness of the audit. We recognise that it is in the best interests of public accountability to get the reporting of audited accounts back to pre-pandemic timelines. To this end we aim to issue the independent auditor's report by the 30 November 2022. We acknowledge this will be challenging and are identifying ways to work more efficiently to expedite the 2021/22 audits whilst at the same time maintaining high standards of quality.

## Exhibit 6 2021/22 Audit outputs

Audit Output	Target date	Council meeting date
Annual Audit Plan	31 March 2022	23 June 2022
Independent Auditor's Report	30 November 2022	TBC
Annual Audit Report	30 November 2022	TBC

Source: Audit Scotland



## Timetable

**33.** To support an efficient audit, it is critical that the timetable for producing the annual accounts for audit is achieved. We have included a proposed timetable for the audit at [Exhibit 7](#).

**34.** We will continue to work in close partnership with management with clarity over timescales and the requirement for high quality unaudited accounts and supporting working papers. Progress will be discussed with management and finance officers over the course of the audit.

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### Exhibit 7 Proposed annual accounts timetable

 Key stage	 Provisional Date
Latest submission date for the receipt of the unaudited annual accounts with complete working papers package	29 July 2022
Latest date for final clearance meeting with the Director of Finance	24 October 2022
Agreement of audited and unsigned annual accounts	31 October 2022
Issue of Annual Audit Report, Letter of Representation and proposed Independent Auditor's Report	TBC November - Committee dates to be finalised
Signed Independent Auditor's Report	TBC November - Committee dates to be finalised

Source: Audit Scotland

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## Audit fee

**35.** The proposed audit fee for the 2021/22 audit of Clackmannanshire Council is £214,256 (2020/21: £214,720 due to the additional charge during the year of £7,000). In determining the audit fee, we have taken account of the risk exposure of the Clackmannanshire Council, the planned management assurances in place and the level of reliance we plan to take from the work of internal audit.

**36.** Where our audit cannot proceed as planned through, for example, late receipt of unaudited annual report and accounts or the absence of adequate supporting working papers, a supplementary fee may be levied. An additional fee may also be required in relation to any work or other significant exercises outwith our planned audit activity.

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# Other matters

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## Internal audit

**37.** International standards on Auditing (UK) 610: *Considering the work of internal audit* requires us to:

- consider the activities of internal audit and their effect on external audit procedures;
- obtain an understanding of internal audit activities to inform our planning and develop an effective audit approach that avoids duplication of effort;
- perform a preliminary assessment of the internal audit function when there is scope for relying on internal audit work which is relevant to our financial statements' responsibilities; and
- evaluate and test the work of internal audit, where use is made of that work for our financial statements responsibilities to confirm its adequacy for our purposes.

**38.** From our initial review of the internal audit plans, we do not plan to place formal reliance on internal audit's work for our financial statements' responsibilities. We will consider the findings of all internal audit reports to inform our work on our wider dimension responsibilities, including the planned work on Savings Tracking, Leisure Banking and Non Domestic Rates.

## Independence and objectivity

**39.** Auditors appointed by the Auditor General for Scotland or Accounts Commission must comply with the [Code of Audit Practice](#) and relevant supporting guidance. When auditing the financial statements, auditors must also comply with professional standards issued by the Financial Reporting Council and those of the professional accountancy bodies. These standards impose stringent rules to ensure the independence and objectivity of auditors. Audit Scotland has robust arrangements in place to ensure compliance with these standards including an annual '*fit and proper*' declaration for all members of staff. The arrangements are overseen by the Director of Audit Services, who serves as Audit Scotland's Ethics Partner.

**40.** The engagement lead (i.e. appointed auditor) for Clackmannanshire Council is Carole Grant, Audit Director. Auditing and ethical standards require the appointed auditor to communicate any relationships that may affect the independence and objectivity of audit staff. We are not aware of any such relationships pertaining to the audit of Clackmannanshire Council.

## Quality control

**41.** International Standard on Quality Control (UK) 1 (ISQC1) requires a system of quality control to be established, as part of financial audit procedures, to provide reasonable assurance that professional standards and regulatory and legal requirements are being complied with and that the independent auditor's report or opinion is appropriate in the circumstances.

**42.** The foundation of our quality framework is our Audit Guide, which incorporates the application of professional auditing, quality and ethical standards and the [Code of Audit Practice](#) (and supporting guidance) issued by Audit Scotland and approved by the Auditor General for Scotland. To ensure that we achieve the required quality standards, Audit Scotland conducts peer reviews and internal quality reviews. Additionally, the Institute of Chartered Accountants of Scotland (ICAS) have been commissioned to carry out external quality reviews.

**43.** As part of our commitment to quality and continuous improvement, Audit Scotland will periodically seek your views on the quality of our service provision. We welcome feedback at any time, and this may be directed to the engagement lead.

# Clackmannanshire Council

## Draft Annual Audit Plan 2021/22

Audit Scotland's published material is available for download on the website in a number of formats. For information on our accessibility principles, please visit:

[www.audit-scotland.gov.uk/accessibility](http://www.audit-scotland.gov.uk/accessibility)

For the latest news follow us on social media or [subscribe to our email alerts.](#)



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[www.audit-scotland.gov.uk](http://www.audit-scotland.gov.uk)



**CLACKMANNANSHIRE COUNCIL**

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**Report to: Clackmannanshire Council**

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**Date of Meeting: 23 June 2022**

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**Subject: Consultation Report - Proposal on the permanent relocation of Clackmannanshire Primary and Secondary School Support Services**

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**Report by: Catriona Scott, Senior Manager (Secondary)**

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## **1.0 Purpose**

- 1.1. This report provides information on the outcome of the formal consultation on the permanent relocation of Clackmannanshire Primary and Secondary School Support Services.
- 1.2. The report seeks Council approval and authority for officers to progress the permanent relocation of Clackmannanshire Primary and Secondary School Support Services from 23 June 2022.

## **2.0 Recommendations**

It is recommended that Council:

- 2.1. Decides to permanently relocate Clackmannanshire Primary and Secondary School Support Services to its current site in Tullibody from 23 June 2022.
- 2.2. Approves to declare the Bedford Place property, Alloa, as surplus to requirements.
- 2.3. Approves that the property be actively marketed for sale.

## **3.0 Considerations**

### **3.1. Background**

- 3.1.1 At the Council and People Committee meetings of 16 December 2021 and 27 January 2022 respectively, a decision was made to give approval to hold a consultation on the permanent relocation of Clackmannanshire Primary and Secondary School Support Services to its current site in Tullibody.
-

- 3.1.2 The consultation required to be a formal consultation under the Schools Consultation (Scotland) Act 2010 (the Act) and focused on the educational benefits of the proposal.
- 3.1.3 Following this decision, the Council undertook a formal consultation on the permanent relocation of Clackmannanshire Primary and Secondary School Support Services.
- 3.1.4 Copies of the consultation document (Appendix 1) were distributed to all parents, carers and staff from the Clackmannanshire Primary and Secondary School Support Services. Copies were also made available on the Council website.
- 3.1.5 The consultation document was also sent to Alloa Community Councils and the constituency MSP and MP.
- 3.1.6 A formal consultation meeting was held with staff from the Clackmannanshire Primary and Secondary School Support Services on 22 February 2022.
- 3.1.7 As required by the Act, a formal consultation event was held, to which Education Scotland were invited. This took place online on 2 March 2022 and 5 people were in attendance.

## **3.2. Outcome of the consultation**

- 3.2.1 The consultation responses were gathered via Clackmannanshire Council's online consultation database Citizen Space (Appendix 2).
- 3.2.2 There were 39 responses received online. 25 responses were in favour of the proposal to permanently relocate Clackmannanshire Primary and Secondary School Support Services to Tullibody and 14 disagreed.
- 3.2.3 The consultation also gave people an opportunity to provide any further comments; these responses are set out in Appendix 3.

## **3.3 Education Scotland report**

- 3.3.1 As part of the statutory consultation, officers from Education Scotland attended the public meeting and met with staff, parents, carers and young people from Clackmannanshire Primary and Secondary School Support Services.
- 3.3.2 Following this meeting Education Scotland prepared two reports on the consultation undertaken by Clackmannanshire Council. The first report refers to the relocation of the Primary School Support Services and the second report refers to the relocation of the Secondary School Support Services. These are provided in Appendix 4.
- 3.3.3 The summary of the reports by Education Scotland concludes that the council's proposal is of clear educational benefit for children and young people accessing Clackmannanshire Council's Primary and Secondary School Support Service.



- 3.3.4 The report also recommends that the Council should set out how it will address the concerns raised during the consultation. Details of this are set out on page 16 of Clackmannanshire Council's full consultation report (Appendix 5).
- 3.3.5 The Council then complied with the post consultation legislative requirements in relation to publication of the outcome of the report.

### **Next Steps**

- 3.3.6 In the reports produced by Education Scotland, there are a series of actions that Clackmannanshire Council must address as part of the consultation report. These actions are listed below, with the response from the Council regarding how these are being taken forward:
- 3.3.7 **Children's views on the permanent relocation of the school must be accounted for before any final decisions are made**
- 3.3.8 *Education Scotland met with children and young people themselves as part of the consultation, however they asked for further consultation to be carried out. Focus groups with young people have since taken place, seeking their views on the relocation of the Primary and Secondary School Support Services. They completed bespoke, age appropriate questionnaires, the results of which are summarised in the consultation report (Appendix 5) and which are available to view in Appendix A pages 18-22 of said report.*
- 3.3.9 **In its final report, the council should make clear how it will improve the transport-related transitions for children. This should include arrangements to ensure that safe pick up and collection zones are clearly identified. The council should respond to the legitimate community concerns surrounding the significant increase to traffic congestion and parking concerns.'**
- 3.3.10 *Once the relocation has been finalised, the School Travel Plan, which was created when Tullibody South Campus was built, will be amended to incorporate Clackmannanshire School Support Services.*
- 3.3.11 **'The council should work with children, young people and staff to plan improvements to the school grounds.'** **'The council should ensure that children and young people have access to the same standard of resources previously provided. For example, a teaching kitchen and high-quality ICT equipment.'** **'The ceiling in the dining and games hall requires urgent attention to ensure it is fit for purpose. This will safeguard children from falling ceiling tiles and make sure they can use the space safely for a range of sporting activities.'**
- 3.3.12 *The Council's property team will be asked to review the ceiling and ensure it is safe for sporting activities. As part of its review of the Learning Estate, the service will ensure that the Primary and Secondary Support Services have access to resources and equipment that they need.*
- 3.3.13 **'In its final report, the council should define more clearly the educational benefits for primary aged children.'**
-

3.3.14 Funding has been agreed to relocate the outreach team to the common room so that the current space can be used as a classroom, to create more indoor space. There is a well established 'Eco Committee' with a three year plan to upgrade the outdoor areas to make them 'learning spaces' and we have engaged with third sector groups to support us to do this, including Tullibody Community Garden, ACE recycling, Forth Environmental Trust and a group called Pondlife. CSSS has also secured a donation of £5000 from Robertson Construction to upgrade the outdoor spaces.

3.3.15 Should the council agree to implement the proposal to permanently relocate Clackmannanshire Primary and Secondary School Support Services at the Council meeting on 23 June 2022, this decision will take immediate effect.

#### **4.0 Sustainability Implications**

4.1. In making use of an existing building (the former St. Bernadette's PS), Clackmannanshire Council is adhering to the Schools (Consultation) (Scotland) Act 2010 Statutory Guidance and specifically the obligations set out in the Local Government in Scotland Act 2003; namely the duty to secure best value by continuous improvement in performance of the authority's functions, while maintaining an appropriate balance between quality and cost and having regard to economy, efficiency, effectiveness, equal opportunities and the achievement of sustainable development.

4.2. The relocation of the service to Tullibody contributes to the Council's sustainability targets by re-using an existing building in Tullibody and avoiding having to extend Park primary school. Additionally the relocation will result in reduced energy consumption as the building in Bedford Place consumed more energy to heat and light than the Tullibody premises.

#### **5.0 Resource Implications**

5.1. If the Council agrees at the end of the consultation to the permanent move of the Support Service, the Director of Place will bring forward a report to Council on future options for the Bedford Place building.

5.2. There will be savings in relation to rates, energy and property maintenance budgets (including security) when the Council is able to dispose of the premises at Bedford Place

#### **6.0 Exempt Reports**

6.1. Is this report exempt? 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 )

- Clackmannanshire will be attractive to businesses & people and ensure fair opportunities for all
- Our families; children and young people will have the best possible start in life
- Women and girls will be confident and aspirational, and achieve their full potential
- Our communities will be resilient and empowered so that they can thrive and flourish

(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  No

**10.0 Appendices**

Appendix 1 - Consultation Paper

Appendix 2 - Citizen Space Consultation Report

Appendix 3 - Comments Summarised

Appendix 4 - Education Scotland Reports

Appendix 5 – Clackmannanshire Council's Consultation Report

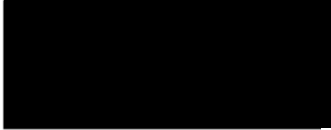
**11.0 Background Papers**

- 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)**

<b>NAME</b>	<b>DESIGNATION</b>	<b>TEL NO / EXTENSION</b>
Catrina Scott	Senior Manager (Secondary)	2469

**Approved by**

<b>NAME</b>	<b>DESIGNATION</b>	<b>SIGNATURE</b>
Lorraine Sanda	Strategic Director (People)	



## Clackmannanshire Council – People – Education

### Schools (Consultation) (Scotland) Act 2010

#### Statutory Consultation on the proposal to relocate Clackmannanshire Primary and Secondary Support Services to The Orchard, Tullibody.

### Proposal

#### 1.0 Introduction

- 1.1 The Bedford Place school building was built in 1875 and is a Category “C” Listed Building within a conservation area. Until June 2020, the building was used to house the Clackmannanshire Secondary Support Service, a provision which supports secondary aged pupils with a range of additional support needs. This support may be through outreach provision to an individual, family support or, for those who require more intense support, an offsite placement.
- 1.2 The school building at Bedford Place was closed in July 2020, further to an inspection report in July 2020 and is now a vacant school building. The building remains closed due to structural failure of the roof and wall masonry. On Health and Safety grounds, all young people and staff were relocated to The Orchard, Tullibody, the former St Bernadette’s Primary School, where Clackmannanshire Secondary Support Service has been located since the closure of the Bedford Place building in July 2020.
- 1.3 Prior to July 2020 the Primary Support Service was located in an annexe to Park Primary school. Given that both Primary and Secondary Support Services are managed by a single Headteacher, and there was sufficient space in The Orchard to bring the service into one building, a temporary relocation was undertaken at that time.
- 1.4 This Proposal Document has been issued as a result of a decision taken by Clackmannanshire Council on Thursday 16 December 2021, where the Council agreed to officers undertaking a statutory consultation regarding the closure of the Bedford Place building. The outcomes of the consultation will be reported back to Council.

#### 2.0 Reasons for the proposal to relocate from Bedford Place to The Orchard, Tullibody:

- 2.1 At the Learning Estate Strategy paper to Council in December 2019, specific reference was made to the poor condition of the roof, stonework and chimney at the Bedford Place building, which previous surveys had highlighted.
- 2.2 Since December 2019 and prior to lockdown, essential maintenance and wind and watertight work was identified and commissioned to rebuild three chimneys, repointing defective stonework and to carry out replacement areas of defective slate on the front elevation turret.

- 2.3 Initial visual inspections by structural engineers resulted in an instruction to close the property in July 2020 until further inspections and subsequent works were commissioned.
- 2.4 In a number of inspections and reports from July 2020, February 2021, March 2021 and September 2021, it was highlighted that the Bedford Place building is not suitable as an educational establishment and there is a high risk of further ceiling collapse and also collapse of the north and front east wing roof structures. It was recommended that any future decision regarding the building must be taken timeously, as the deterioration of the building will increase exponentially if it is retained as an unused property, with increasing risk of elemental and progressive collapse.
- 2.5 The reports carried out conclude that the refurbishment cost of sustaining the Bedford Place building as an educational facility would be far higher than the cost of a full or partial demolition and would therefore be cost prohibitive. It is also anticipated that the extent of structural deterioration may be too far advanced for any repairs and that full removal and replacement of the entire roof structures will be required.

Works Required	Estimated Costs
<ul style="list-style-type: none"> <li>• roofing replacement works</li> <li>• specialist stonework</li> <li>• Disability Discrimination Act compliance</li> <li>• complete rewiring</li> <li>• complete re-plumbing</li> <li>• removal of asbestos</li> <li>• full internal refurbishment including internal decoration</li> <li>• external landscaping</li> </ul>	<p>Projected capital costs to sustain this as a future school facility are expected to be in excess of £3.5M, excluding project fees.</p>

### **3.0 Financial information**

3.1 As outlined under section 2.5 of this paper

### **4.0 Likely Impact on the Alloa Community**

4.1 The Bedford Place building remains closed and is not used by the community.

### **5.0 Travel Plan for Families**

5.1 As a specialist offsite provision, there are no travel implications for young people and their families.

### **6.0 Future use of Bedford Place building**

6.1 If the Council agrees at the end of the consultation to the permanent move of the Support Service, the Director of Place will bring forward a report to Council on future options for the Bedford Place building.

### **7.0 The Proposal**

7.1 The Bedford Place building should be closed permanently as an educational establishment.

7.2 All young people accessing School Support Services should continue to be accommodated at The Orchard, Tullibody. The Orchard building has lower running costs than Bedford Place.

### **8.0 Educational Benefits Statement**

8.1 Clackmannanshire Council believes the closure of the Bedford Place building and the permanent relocation of young people and staff to The Orchard, Tullibody, will provide a range of educational benefits and enhance the Council's efforts to meet the statutory duties enshrined in:

- The Education (Scotland) Act 1980
- The Standards in Scotland's Schools etc. Act 2000
- The Local Government in Scotland Act 2003
- The Education Additional Support for Learning (Scotland) Act 2004 (Updated 2009)
- The Equality Act 2010
- The Children and Young People (Scotland) Act 2014

8.2 The educational benefits of retaining Pupil Support Services at The Orchard, Tullibody, include:

- The co-location of primary, secondary and outreach supports a seamless transition for all young people. This also affords the Senior Management Team the opportunity to retain a high profile in both sectors, thereby promoting a very positive ethos for young people and staff and enhancing learning experiences.
- The sensory garden at The Orchard provides a wide range of opportunities for outdoor learning in a safe, contained environment for all age groups. There is scope for these areas to potentially support children's broader achievements, including developing their skills when outdoors.

- Given its location, the Bedford Place building has no outdoor areas to offer the same provision as The Orchard and so young people did not benefit from these additional opportunities.
- Retaining the Support Service in its current locality at The Orchard offers a myriad of different opportunities and increases capacity to support outreach pupils in the school grounds.
- Excellent links have been established with Action for Children ‘blue house’ and Tullibody Community Garden and Civic centre, which lends itself to the DYW agenda.
- On its current site, the school community has achieved a 6th Eco flag and increased volunteering qualifications by 100%.
- Partnerships have been forged with NHS, FVEL, CTSI, NHS Braveheart, Scottish Trust for Conservation Volunteers, the Gate and Robertson Construction.
- There has been a significant reduction in ‘safe holds’, as children and young people are encouraged to self-regulate using the safe space within the grounds.
- Children, young people and staff have settled well into The Orchard facility, ensuring no interruption to learning.

## **9.0 Staffing implications**

- 9.1 There are no staffing implications, as all staff relocated to the new premises at The Orchard, Tullibody, alongside the young people.

## **10.0 Consultation Timeline**

- 10.1 Approval to take forward a formal consultation on the relocation of Bedford Place was initially brought to a meeting of Clackmannanshire Council on 16 December 2021, where approval was granted to present the proposal paper at a meeting of the People Committee on 27 January 2022.
- 10.2 Education Scotland is involved in every proposal on which a local authority consults, under the 2010 Act.
- 10.3 Education Scotland must review the local authority’s proposal paper along with other relevant documents. The review will have a particular focus on the educational aspects of the proposal. Education Scotland sometimes attends and observes the public meeting.
- 10.4 Education Scotland must prepare an independent report on the educational aspects of the proposal being consulted on. In preparing their report, Education Scotland will consider the local authority’s proposal paper. They will also take account of written responses received by the local authority, a summary of oral representations made at the public meeting and any other relevant documents.
- 10.5 Education Scotland may visit the building affected by the proposal when they are preparing their report. In this case, it is possible they will meet parents/ carers, young people and staff to hear their views.
- 10.6 The Council will then comply with the post consultation legislative requirements in relation to publication of the outcome of the report. The outcome of the



consultation will be brought back to a future meeting of the Council In June 2022 for a final decision to permanently relocate Primary and Secondary Support Services to The Orchard, Tullibody.

**Consultation arrangements:**

**Distribution of the proposal document, stakeholders, and the consultation process.**

**Distribution of the proposal document**

A copy of this document is available on Clacksweb.

**A copy of this document will be provided for:**

- The families of children and young people who access Primary and Secondary Support Services
- The Parent Council and/or parent representative bodies of Primary and Secondary Support Services
- Clackmannanshire Parent Forum
- Clackmannanshire Youth Council
- Trade Union representatives of the staff at Primary and Secondary Support Services
- Alloa Community Council
- Elected members of Clackmannanshire Council
- Constituency MP and MSP
- Education Scotland

This document is available in alternative formats or translated for readers whose first language is not English. Please apply to:

Clackmannanshire Council Education Service  
Kilncraigs  
Alloa,  
FK10 1EB

or by email: [education@clacks.gov.uk](mailto:education@clacks.gov.uk)

We will be consulting:

- Parents and carers of all children and young people who access Primary and Secondary Support Services
- Primary and Secondary Support Services staff and trade unions
- Alloa Community Council
- Elected Members of Clackmannanshire Council (People Committee)
- The Pupil Council and children and young people who access Primary and Secondary Support Services

## **The Consultation Period – Timeline**

The consultation will take place between Tuesday 1 February 2022 and Friday 1 April 2022

Date	Activity/Task	
Thurs 16 Dec 2021	Council Meeting. Paper to seek approval to take forward consultation	
Thurs 27 Jan 2022	People Committee Meeting regarding proposal for formal consultation.	
Tues 1 Feb 2022	Consultation starts	
	Letters and proposal sent to parents/carers of those accessing Pupil Support Services, Primary and Secondary	
	Staff letter and proposal sent to all PSS and SSS staff	
	Other letter and proposal sent to other consultees MSP, MP, Alloa Community Council, Elected Members	
	Citizen space questionnaire goes live	
	Council social media post Information on Council website about consultation	
Wed 2 Feb 2022	Email all settings to request all PSS and SSS staff are not at any late meetings, so that they can attend staff meeting if they wish	
Tues 15 Feb 2022	Email all PSS and CSS staff virtual staff consultation link. Check re MS teams or Google Meet	
Tues 22 Feb 2022	Virtual staff meeting 5.15 pm Closing date for public requests to attend virtual public meeting - Link to be set up and sent out to all members of the public who made contact to indicate they would attend	
Tues 1 March 2022	Compile list of parents, carers, staff, young people to speak to Education Scotland staff	
Wed 2 March 2022	Virtual public meeting 7pm Minute taker required	
Wed 30 March 2022	Consultation responses received.	
Fri 1 April 2022	Consultation closes	
Mon 25 April 2022	Evidence gathering for Education Scotland <ul style="list-style-type: none"> <li>• Results of citizen space survey</li> <li>• Minutes from public meeting</li> <li>• Consultation with staff/parents</li> <li>• Proposal document</li> <li>• Building Survey Information</li> <li>• Parent/Carer/ Young People Focus Groups</li> </ul>	
Mon 2 May 2022	All information sent to Education Scotland	
Mon 16 May 2022	Report due from Education Scotland	
Wed 1 June 2022	Final report written and agreed by ESLG members Appendix A number of responses Appendix B list of respondents Appendix C option selected Appendix D Education Scotland report Appendix E equality impact assessment Appendix F minutes of public meeting Summary paper	
Thurs 23 June 2022	Formal proposal taken to Clackmannanshire Council	

### **Public meeting**

A virtual meeting will take place on Wed 2 March at 7 p.m.

Please contact [education@clacks.gov.uk](mailto:education@clacks.gov.uk) by Tuesday 22 February 2022 for joining instructions.

We would urge anyone who would like to participate, but feel they would be limited by this approach, to contact us directly to discuss (contact details below).

### **Responding to the Consultation**

Please respond online using the Consultation Hub on the Clackmannanshire Council website at:

<https://clackmannanshire.citizenspace.com/>

If you would prefer to write to us directly then you can do so using the email or postal address shown in the contact details below.

All responses should be provided by Wed 30 March 2022. Due to Covid-19 restrictions, all submissions should be in writing or via email.

### **Following the Consultation**

Education Scotland will receive details of both the consultation responses and public meeting and they will then provide Clackmannanshire Education Services with a report.

Education Services will then prepare a consultation report which will be published on the council website. All respondents to this consultation will be notified when it is available. The consultation report will be discussed by Elected Members, where they will decide on the matter.

### **Contact details**

Informal telephone enquiries concerning these proposals can be made on 01259 450000.

Please respond to the online consultation response form if you can <https://clackmannanshire.citizenspace.com/> but if you would like to write to us directly in response, please email us at [education@clacks.gov.uk](mailto:education@clacks.gov.uk) or use the following postal address:

**Re-location of Primary and Secondary Support Services to The Orchard, Tullibody.  
Clackmannanshire Council  
People Directorate (Education Service)  
Kilncraigs  
Alloa  
FK10 1EB**





# Proposed Relocation of Clackmannanshire Secondary and Primary Support Services: Summary report

This report was created on Monday 04 April 2022 at 16:09 and includes 39 responses.

The activity ran from 01/02/2022 to 01/04/2022.

## Contents

Your name	1
Your name	1
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Your contact details	1
Gender	1
Gender	1
Age group	2
Age group	2
Where do you live?	3
Where do you live	3
Other place name	4
What group do you belong to?	4
What group do you belong to?	4
Specify 'other' group you belong to	4
Do you agree with the proposal to permanently locate the Secondary and Primary Support Services to The Orchard, Tullibody?	5
Would you like more information	5
Would you be in favour of changing the Clackmannanshire School Support Service name to 'The Orchard'?	5
In favour of renaming service	5
Any further comments?	5
Any further comments	5

## Your name

### Your name

There were 34 responses to this part of the question.

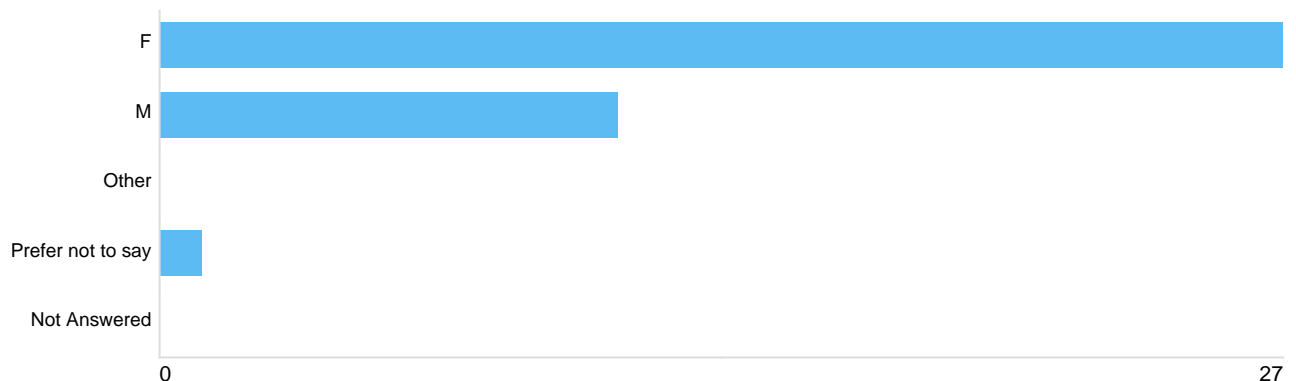
## Your contact details

### Your contact details

There were 27 responses to this part of the question.

## Gender

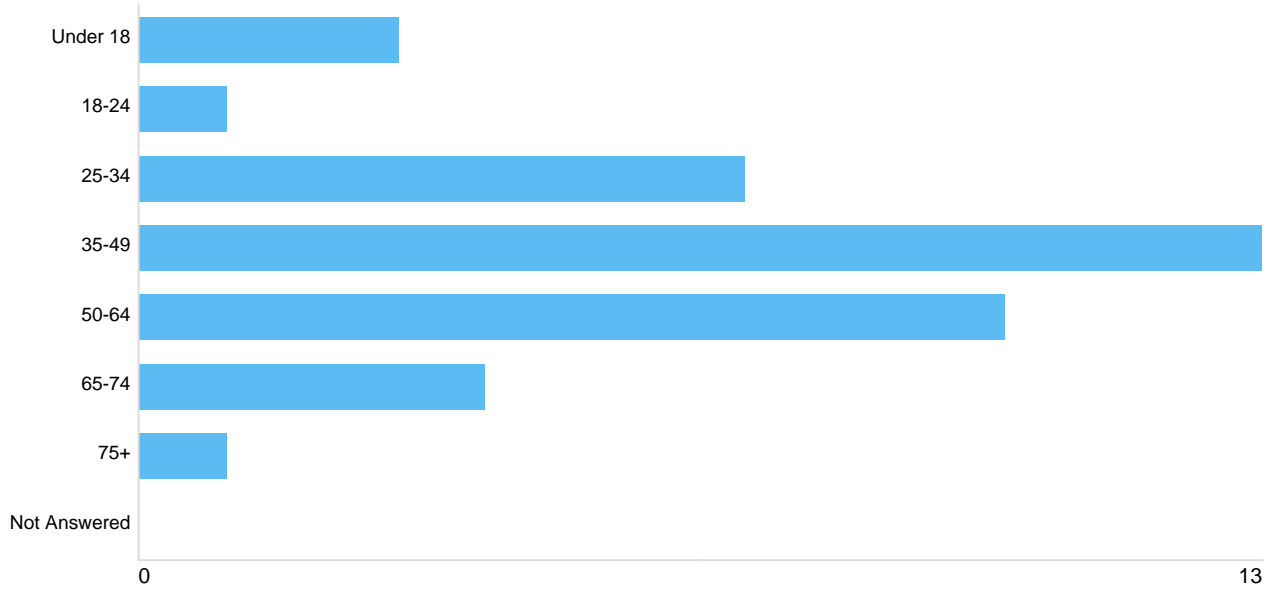
### Gender



Option	Total	Percent
F	27	69.23%
M	11	28.21%
Other	0	0.00%
Prefer not to say	1	2.56%
Not Answered	0	0.00%

**Age group**

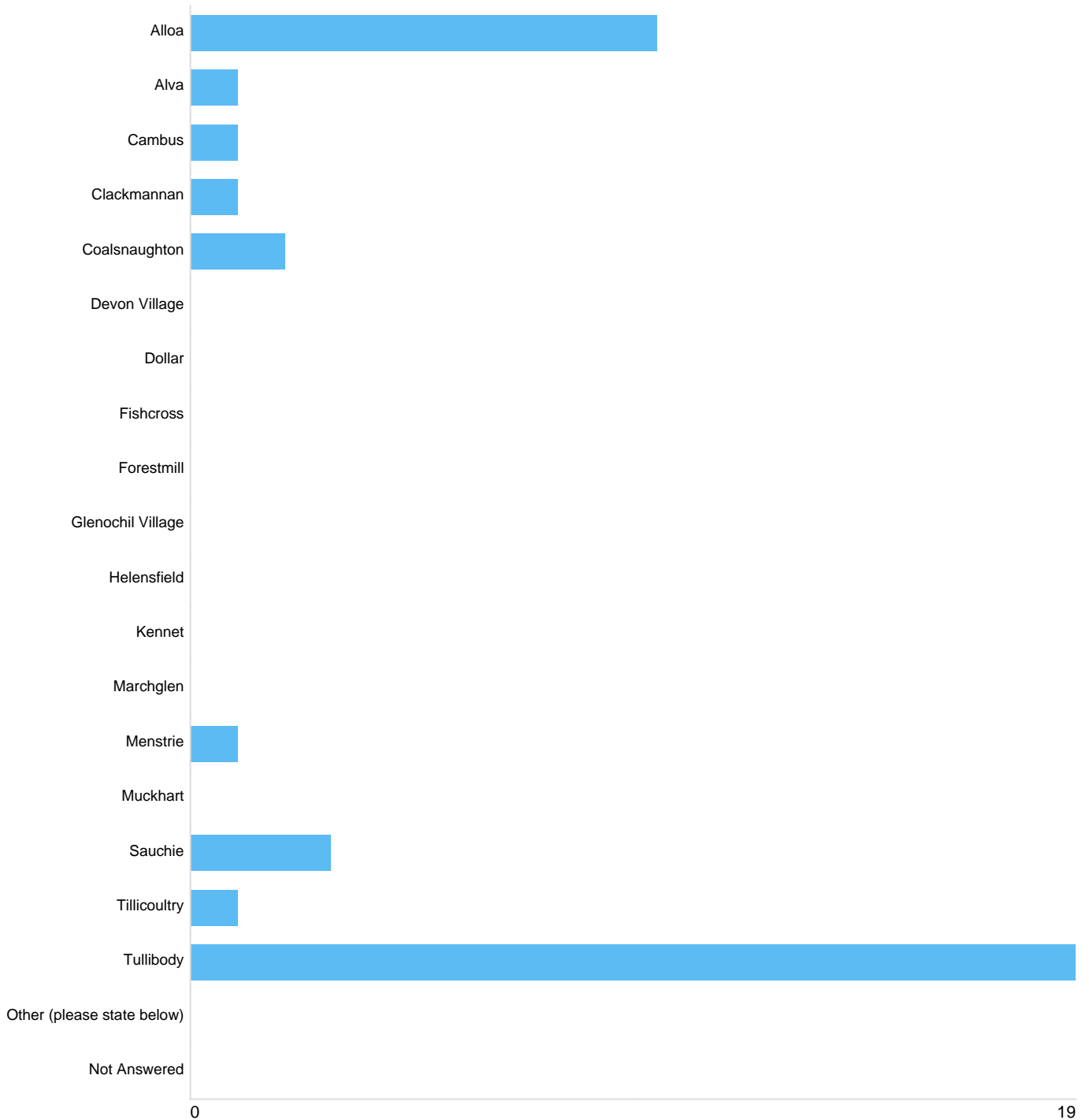
*Age group*



Option	Total	Percent
Under 18	3	7.69%
18-24	1	2.56%
25-34	7	17.95%
35-49	13	33.33%
50-64	10	25.64%
65-74	4	10.26%
75+	1	2.56%
Not Answered	0	0.00%

## Where do you live?

### Where do you live



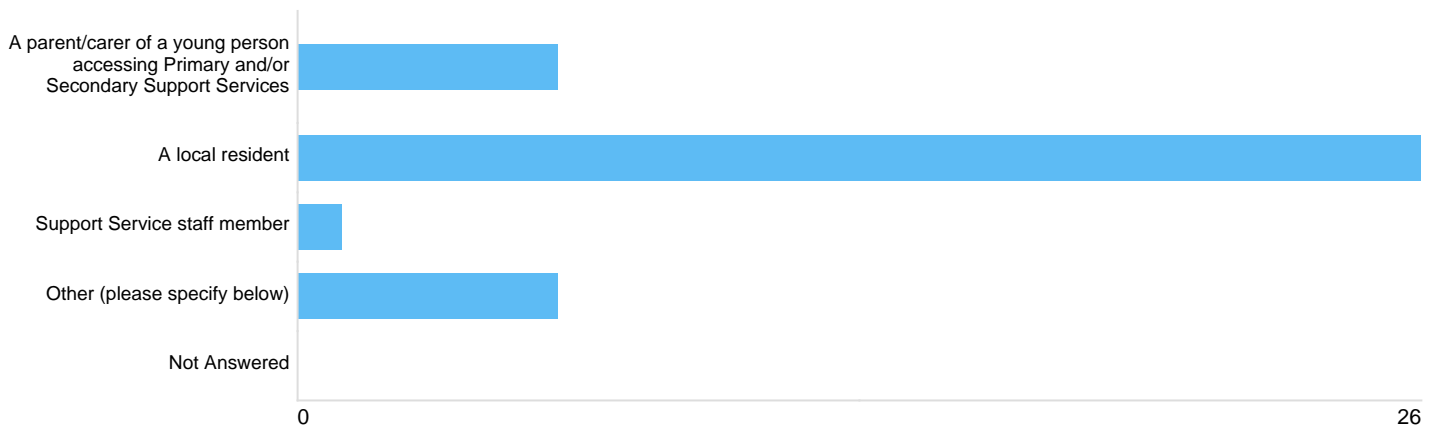
Option	Total	Percent
Alloa	10	25.64%
Alva	1	2.56%
Cambus	1	2.56%
Clackmannan	1	2.56%
Coalsnaughton	2	5.13%
Devon Village	0	0.00%
Dollar	0	0.00%
Fishcross	0	0.00%
Forestmill	0	0.00%
Glenochil Village	0	0.00%
Helensfield	0	0.00%
Kennet	0	0.00%
Marchglen	0	0.00%
Menstrie	1	2.56%
Muckhart	0	0.00%
Sauchie	3	7.69%
Tillicoultry	1	2.56%
Tullibody	19	48.72%
Other (please state below)	0	0.00%
Not Answered	0	0.00%

**Other place name**

There were 0 responses to this part of the question.

**What group do you belong to?**

**What group do you belong to?**



Option	Total	Percent
A parent/carer of a young person accessing Primary and/or Secondary Support Services	6	15.38%
A local resident	26	66.67%
Support Service staff member	1	2.56%
Other (please specify below)	6	15.38%
Not Answered	0	0.00%

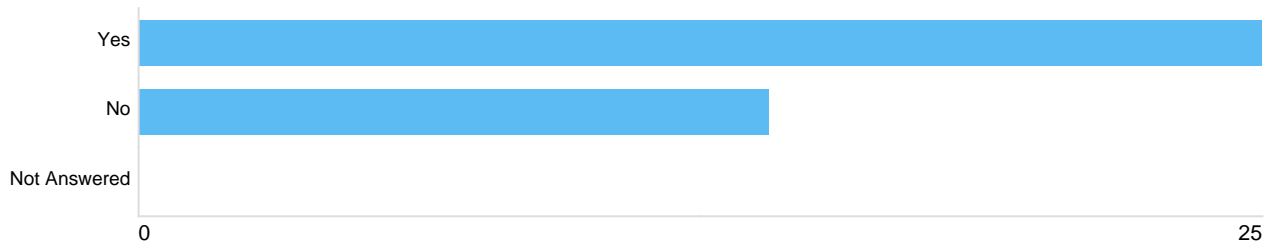
**Specify 'other' group you belong to**

There were 6 responses to this part of the question.



**Do you agree with the proposal to permanently locate the Secondary and Primary Support Services to The Orchard, Tullibody?**

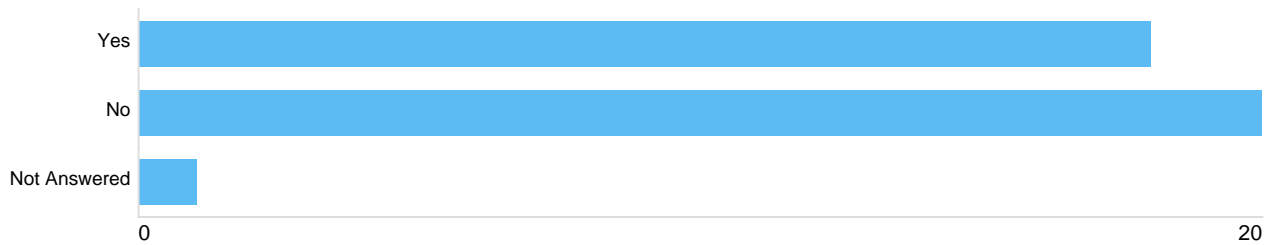
***Would you like more information***



Option	Total	Percent
Yes	25	64.10%
No	14	35.90%
Not Answered	0	0.00%

**Would you be in favour of changing the Clackmannanshire School Support Service name to 'The Orchard'?**

***In favour of renaming service***



Option	Total	Percent
Yes	18	46.15%
No	20	51.28%
Not Answered	1	2.56%

**Any further comments?**

***Any further comments***

There were **26** responses to this part of the question.

## Appendix 3

### Comments from question – “Please provide any further comments”

(These comments have been imported from consultation without changes to spelling or grammar)

#### Comments

- There is currently a lack of space in the present location, with children on the wait list. A new, purpose built facility that combines all off site provisions in one place would allow for better sharing of resources, staff and expertise.
- As a local resident whose property directly overlooks the support service building at the orchard I support the move to permanently relocate the services here. Retaining the building and grounds as a school that meets the needs of the learners, and retaining the green space is a far preferable option that the council selling off the land for more housing. I have seen the pupils make great use of their outside space and the local area. The only negative is the parking situation, double yellow lines were painted on both sides of the road nearest the school building but this has just pushed the problem further down the road with cars parking on both sides, restricting visibility and emergency vehicle access. Surely there is space within the huge grassed area to enlarge the car park at the support services building? My suggestion would be to remove a strip of the grass parallel with the rear of the houses in The Maltings towards the blue building, as this is a very under-used area of the grounds and could easily accommodate more parking spaces for staff and visitors to the support services.
- My children were put out of St Bernadettes building as the council said it was ‘not fit for purpose’. There are no separate facilities for Roman Catholic School provision in the entire county. This is a disgrace. Why were we put out? St. Munro’s is falling to bits and they’ve been squeezed into a part of Alloa Academy. How can you justify giving this building to a school where there are 12 + 12 pupils max- and never in the building. They spend a lot of time wandering or cycling around Tullibody through housing estates. They pass my house every day. Put this school into of the secondary’s and give St Bernadette back to us!
- We already have the Orchard flats and nursing home
- The Orchard is the name of a local care home in Tullibody. It would be very confusing to have another establishment called The Orchard in Tullibody. It's not a very big place. Also - please make some land available for parking. The current parking is totally unsuitable and it spills onto road side parking. Parking at the Tullibody South Campus is already spilling out into the road and there's nothing that can done there. Its very stressful for local residents.
- This service being located within the former St Bernadette building is causing terrible problems due to staff car parking from there and the new campus. Many a time the local bus cannot get through and there are health and safety concerns about emergency vehicles not being able to get access particularly Devon Court.
- The issue around cars belonging to staff parked on the road is causing problems for residents, public transport and emergency vehicles. Often the bus cannot get through and has to divert through Carseview. Serious concerns if an emergency vehicle couldn't get through
- If you move you need to resolve the parking issues. I live locally and parking both sides of the road is ridiculous. The staff obviously don't want to walk the length of

themselves. Some double yellow lines helped but the issue remains. There is enough space on the grounds of the old school to make parking spaces for staff. If you can't sort that find somewhere else to move.

- St Bernadettes was moved as it wasn't fit for purpose....why move another school in?
- There is already a nursing home in Tullibody called 'The Orchard' so giving the Secondary and Primary support services building the same name would be confusing. Perhaps something like 'The Grove' or 'The Garden' (as the site is next to the Community Garden) would be better.
- This will enable a more coherent plan for the most vulnerable. Affording a greater community experience for both the young people and their families. A smoother transition throughout their education and hopefully a specialised resource within the community.

- St Bernadettes had to move out of the building as it was 'unsafe' and now have to share campus' with Abercromby. Now, all of a sudden the school is safe and about to be used again? What a farce.

And what will happen to the building in Bedford Place that currently looks like an eye sore? No doubt absolutely nothing and left to rot.

- New location has outdoor space, parking for staff and accommodates both primary and secondary services which makes sense when they are managed by one manager Running costs of new location will be cheaper.
- There should be some significance to the name either historically or some nurturing connection.

The Orchard Care Home in Tullibody is a retirement home . Two facilities with the same name in Tullibody is likely to cause confusion for parents or carers of pupils with support needs and relatives of elderly patients in the care home.

- I am restricted to replying 'no' above when the evidence given is not conclusive i.e. it is restricted to mentioning only two locations: the former closed school and an obvious preferred choice. What is the wider picture for the Clackmannanshire education estate? I might have to accept the option given but I suggest only if the full and wider picture is made clear. But yet again the Council appears to be setting the agenda for a foregone conclusion.
- The service name ought to continue to express the level it serves i.e. County-wide and not an entirely local name that does not reflect the purpose. Secondly, the questions seem to seek support for the option given when the context is not fully given. It does not provide evidence beyond the former locality in Alloa and the option given. This while not mentioning any other options. Unsatisfactory.
- The primary and secondary support service should ideally be located in Alloa. Where transport links are available. How can the council be expected to meet its net zero targets? It also conveniently means the listed building that previously housed secondary support will not be repaired and likely derelict or sold off? How is the increased activity around the orchard impacting the local residents? Does the council intend to upgrade the orchard and facilities for its pupils and staff?
- The Orchard is already the name of a care home in Tullibody, maybe a different name for the school would be better. I agree with both services being together.
- You need to do something about staff car parking. There is enough room to convert some of the fields in the school grounds to parking. It is really dangerous to local residents and needs to be sorted. Parking on both sides of the road is stupid , inconsiderate and an accident waiting to happen. Buses and fire engines etc have real difficulty in passing.

- The parking needs sorted before anything. Can barely get up the road in a car with all the staff from the support services parked outside on the main road (both sides). Very dangerous with kids around and a school just up the road. Several times the bus which goes up this road on its route has been stuck. Emergency services have been stuck and couldn't get up the road either which was luckily a false alarm, what if it wasn't? This problem needs addressed by more parking being made available before anyone gets moved in permanently!!
- I think it's a great idea to permanently locate the primary and secondary support services at the orchard. Both my kids access these schools one primary one secondary and its been a huge improvement on the old building. The kids feel a lot more relaxed in the new building therefore creates a better environment for learning.
- Have absolutely MASSIVE RESPECT for the hard work and dedication the school team put forward my son has accessed the school since primary 2 he leaves this summer and he has changed so much thanks to the wonderful caring staff at C.S.S.S
- I feel the children are happy here and it would cause a lot of distress to them to move again when this building is perfect for them. My son wouldn't cope very well if it was changed
- Bringing these two facilities together makes sense in terms of:
  1. Geographical location
  2. Resource sharing
  3. Providing a distinct and proud identity for young people
 It also is in an area that can be expanded if needed, and is also close to major transport links
- This school was not fit for the kids at St Bernadettes apparently. My son really enjoyed going to St Bernadettes and we were told that the ground would be used for a new play park if the Abercromby and St Bernadettes combined at one location. Now we are still stuck with the useless park next to the Civic Centre, the kids at school are jammed into that small space playing on concrete whereas before they had they large field to play. Now the Primary and Secondary Support Services are to have that space. So where is the new park going to go? Why should the majority of kids in Tullibody have to play in a park with broken down equipment and dogs foul the grass next to them constantly.  
I don't agree with old St Bernadettes building being used. Has the roof next to the bottom end of the classrooms been repaired yet. They used to leak water when my son attended the school. It wasn't fit for purpose then but it is now. Just ridiculous.
- This is an excellent place For children who need extra help, it's good it's not in central alloa and gives more space, and a lot more things to do. I think changing the name to The Orchard is good sounds nicer.

# **Schools (Consultation) (Scotland) Act 2010**

**Report by HM Inspectors of Education addressing educational aspects of the proposal by Clackmannanshire Council to Statutory Consultation on the proposal to relocate Clackmannanshire Primary and Secondary Support Services to The Orchard, Tullibody.**

**This report relates to the Primary School Support Service relocation.**

April 2022

## 1. Introduction

1.1 This report from Education Scotland has been prepared by Her Majesty's Inspectors of Education (HM Inspectors) in accordance with the terms of the [Schools \(Consultation\) \(Scotland\) Act 2010](#) ("the 2010 Act"). The purpose of the report is to provide an independent and impartial consideration of Clackmannanshire Council's proposal to relocate Clackmannanshire Primary and Secondary Support Services to The Orchard, Tullibody. Section 2 of the report sets out brief details of the consultation process. Section 3 of the report sets out HM Inspectors' consideration of the educational aspects of the proposal, including significant views expressed by consultees. Section 4 summarises HM Inspectors' overall view of the proposal. Upon receipt of this report, the 2010 Act requires the council to consider it and then prepare its final consultation report. The council's final consultation report should include this report and must contain an explanation of how, in finalising the proposal, it has reviewed the initial proposal, including a summary of points raised during the consultation process and the council's response to them. The council has to publish its final consultation report three weeks before it takes its final decision. Where a council is proposing to close a school, it needs to follow all statutory obligations set out in the 2010 Act, including notifying Ministers within six working days of making its final decision and explaining to consultees the opportunity they have to make representations to Ministers.

1.2 HM Inspectors considered:

- the likely effects of the proposal for children and young people of the school; any other users; children likely to become pupils within two years of the date of publication of the proposal paper; and other children and young people in the council area.
- any other likely effects of the proposal;
- how the council intends to minimise or avoid any adverse effects that may arise from the proposal; and
- the educational benefits the council believes will result from implementation of the proposal, and the council's reasons for coming to these beliefs.

1.3 In preparing this report, HM Inspectors undertook the following activities:

- attendance at the public meeting held on 2 March 2022 in connection with the council's proposals;
- consideration of all relevant documentation provided by the council in relation to the proposal, specifically the educational benefits statement and related consultation documents, written and oral submissions from parents and others; and
- visits to the site located in The Orchard, Tullibody and Park Primary School in Alloa, including discussion with relevant consultees.

## 2. Consultation process

2.1 Clackmannanshire Council undertook the consultation on its proposal(s) with reference to the [Schools \(Consultation\) \(Scotland\) Act 2010](#).

2.2 As a temporary arrangement, the Primary Schools Support Service was relocated to the building previously used as St Bernadette's Primary School. In the council [Report to Special Meeting of Clackmannanshire Council](#), dated 10 July 2020, an appropriate rationale to relocate the Primary School Support Service was noted. The report stated there was a need for classroom space for two P1 classes within Park Primary School. This was a result of the delay in the

extension to Park Primary Nursery. Therefore, the Primary School Support Service would be temporarily moved to create space pending the extension and expansion of the nursery.

2.3 The consultation period opened on 1 February 2022 and closed 1 April 2022. The consultation proposal was made available to members of the public through the council website and social media channels.

2.4 It is the view of HM Inspectors that the council did not pay full regard to the [Schools \(Consultation\) \(Scotland\) Act 2010](#) for the Primary School Support Service. As part of the school consultation process proposing a permanent relocation, children attending the Primary School Support Service have not been consulted. Therefore, they have not meaningfully participated in the school consultation.

2.5 A public meeting was held virtually in response to ongoing public health advice on 2 March 2022. The meeting was attended by two local authority representatives, one councillor, one community councillor and one member of the public. The local authority officer advised attendees that the process was to formalise and make permanent the temporary relocation of two special schools. The new location being the building previously used for St Bernadette's Primary School. Reference was made to a merger of the two school support services by the local authority officer. The merger of the two special schools is not in scope and would require a further school consultation process to be followed.

2.6 In total, 39 responses from consultees were received during the consultation period. From the responses, it is not clear whether they relate to consultees for the primary service or secondary service. Twenty-five responses agreed with the proposal to permanently relocate the school support services to The Orchard site. A majority of responses were against changing the name of the service to 'The Orchard'. Consultees felt this would lead to confusion because 'The Orchard' name is also used by other local buildings and services. Local residents commented that the increased parking has caused concerns and recommend that the council improve onsite parking. A higher number of comments were positive. These positive comments related to improved spaces for learning, potential improved community experiences and improved access to resources.

### 3. Educational aspects of proposal

3.1 The council outlined several potential educational benefits in its consultation report. The council should now define more clearly the educational benefits for primary aged children before making a final decision. HM Inspectors can provide a view on potential education benefits beyond that offered from the council.

3.2 The education benefits statement conveys that co-location of the two schools, and the outreach support service, will offer a seamless transition for all young people. It is not clear how this will be realised. It should not be presumed that all children attending the Primary School Support Service will go on to attend Clackmannanshire Secondary School Support Service. Any transition to a new school will depend upon a clear assessment of the individual learner's needs. As the support service provides support across the local authority, transition remains a multifaceted process and often includes planned time spent within the child's catchment school. However, where children in the primary service do progress to Clackmannanshire Secondary School Support Service, there is potential to reduce anxiety at key points of transition. These children will remain in a familiar setting and will continue existing relationships with well-known staff members. This is a potential educational benefit.

3.3 The education benefits statement asserts that the permanent co-location will promote a very positive ethos for young people and staff and enhancing learning experiences. The [school summarised inspection findings, March 2020](#), identified that a very positive ethos was already a feature of the two support services before co-location. Therefore, if the move is made permanent, there is potential for the positive ethos to be maintained or enhanced. It is recognised by HM Inspectors that co-location will support better the headteacher and their leadership team to meet physically. This reduces the need to use technology or travel between sites. Additionally, there will be the potential to improve collegiate activity between secondary, primary and outreach staff located in The Orchard site. Of note, there is no staffroom located in the proposed permanent location. This would not be conducive to promoting positive ethos for staff over time.

3.4 The council identifies that the retention of the support service at the temporary location increases capacity to support outreach pupils. The educational benefit of removing children and young people from their mainstream school for short periods across the school week is unclear. This way of working has the potential to cause children and young people unnecessary withdrawal from class or disruption to the learning day. For example, having to spend time traveling to and from their school and class. Equally, it is not clear what the educational benefit is for children and young people attending the two special schools.

3.5 In the view of HM Inspectors, the council does need to consider improving transport-related transitions across the school day. There is very limited parking in the school grounds, no clear pick up or drop off zones and increased traffic outside of the school. Children are frequently transported by staff in their own vehicles or through taxi collection. Therefore, there is a potential increased risk to children arriving at or leaving the school. The council should consider approaches to ensuring that children or young people do not have to walk between parked vehicles to access their transport. This will increase the safety for all children as they arrive and depart the school building.

3.6 When located in Park Primary School, the primary service had little flexibility over breaktimes, lunchtimes and accessing outdoor spaces within the school grounds. A permanent relocation to The Orchard site provides staff with the possibility to design better the school day to meet the additional support needs of the children. Additionally, there is an opportunity for staff to use the new school grounds creatively to improve engagement across a range of curriculum areas. This is a potential key strength and important educational benefit for children.

3.7 HM Inspectors noted the welcome refurbishments within the proposed permanent location. This includes the new and improved design of internal spaces. Early indications demonstrate that internal refurbishments are having all positive benefit towards improving learning experiences. However, the temporary relocation to the building previously used for St Bernadette's Primary School has resulted in a loss of some key resources. For example, there is a loss of a teaching kitchen and high-quality Information and Communications Technology (ICT) equipment to support fully learning and teaching. Although overall, the dining and sports hall provides both schools with a very useful space. However, the false ceiling using suspended ceiling tiles is of concern. Many tiles are damaged with some at risk of falling. This may be exacerbated further when children undertake physical education. If the proposal is to move forward, the ceiling should be made safe if this space is to be used as a high-quality physical education space.



## 4. Summary

As a matter of urgency, the council must fully engage children in the school consultation process for the Primary School Support Service. This must be undertaken before submission of the final report to the Clackmannanshire Council. Children's views on the permanent relocation of the school must be accounted for before any final decisions are made.

In its final report, the council should make clear how it will improve the transport-related transitions for children. This should include arrangements to ensure that safe pick up and collection zones are clearly identified. The council should respond to the legitimate community concerns surrounding the significant increase to traffic congestion and parking concerns.

Should the proposal go ahead, the council should work with children, young people and staff to plan improvements to the school grounds. The council should ensure that children and young people have access to the same standard of resources previously provided. For example, a teaching kitchen and high-quality ICT equipment. The ceiling in the dining and games hall requires urgent attention to ensure it is fit for purpose. This will safeguard children from falling ceiling tiles and make sure they can use the space safely for a range of sporting activities.

In its final report, the council should define more clearly the educational benefits for primary aged children. HM Inspectors believe there are several educational benefits for children should the relocation of the Primary School Support Service be made permanent. These include access to improve outdoor learning spaces and the increased flexibility of indoor teaching areas. These have the potential to enhance children's overall learning experience.

**HM Inspectors**  
**April 2022**

# **Schools (Consultation) (Scotland) Act 2010**

**Report by HM Inspectors of Education addressing educational aspects of the proposal by Clackmannanshire Council to relocate Clackmannanshire Primary and Secondary Support Services to The Orchard, Tullibody.**

**This report relates to the Clackmannanshire Secondary School Support Service relocation.**

April 2022

## 1. Introduction

1.1 This report from Education Scotland has been prepared by Her Majesty's Inspectors of Education (HM Inspectors) in accordance with the terms of the [Schools \(Consultation\) \(Scotland\) Act 2010](#) ("the 2010 Act"). The purpose of the report is to provide an independent and impartial consideration of Clackmannanshire Council's proposal to relocate Clackmannanshire Primary and Secondary Support Services to The Orchard, Tullibody. Section 2 of the report sets out brief details of the consultation process. Section 3 of the report sets out HM Inspectors' consideration of the educational aspects of the proposal, including significant views expressed by consultees. Section 4 summarises HM Inspectors' overall view of the proposal. Upon receipt of this report, the 2010 Act requires the council to consider it and then prepare its final consultation report. The council's final consultation report should include this report and must contain an explanation of how, in finalising the proposal, it has reviewed the initial proposal, including a summary of points raised during the consultation process and the council's response to them. The council has to publish its final consultation report three weeks before it takes its final decision. Where a council is proposing to close a school, it needs to follow all statutory obligations set out in the 2010 Act, including notifying Ministers within six working days of making its final decision and explaining to consultees the opportunity they have to make representations to Ministers.

1.2 HM Inspectors considered:

- the likely effects of the proposal for young people of the school; any other users; children likely to become pupils within two years of the date of publication of the proposal paper; and other children and young people in the council area.
- any other likely effects of the proposal;
- how the council intends to minimise or avoid any adverse effects that may arise from the proposal; and
- the educational benefits the council believes will result from implementation of the proposal, and the council's reasons for coming to these beliefs.

1.3 In preparing this report, HM Inspectors undertook the following activities:

- attendance at the public meeting held on 2 March 2022 in connection with the council's proposals;
- consideration of all relevant documentation provided by the council in relation to the proposal, specifically the educational benefits statement and related consultation documents, written and oral submissions from parents and others; and
- visits to the site located in The Orchard, Tullibody and the previous site of the school located at Bedford Place in Alloa, including discussion with relevant consultees.

## 2. Consultation process

2.1 Clackmannanshire Council undertook the consultation on its proposal(s) with reference to the [Schools \(Consultation\) \(Scotland\) Act 2010](#).

2.2 As a temporary arrangement, the Clackmannanshire Secondary Schools Support Service was relocated to the building previously used as St Bernadette's Primary School. The previous school building, located in Bedford Place, Alloa, has been deemed unsafe due to significant structural issues.

2.3 The consultation period opened on 1 February 2022 and closed 1 April 2022. The consultation proposal was made available to members of the public through the council website and social media channels.

2.4 It is the view of HM Inspectors that the council did not pay full regard to the Schools (Consultation) (Scotland) Act 2010 for the Clackmannanshire Secondary School Support Service. As part of the school consultation process proposing a permanent relocation, young people attending the Clackmannanshire Secondary School Support Service have not been consulted. Therefore, they have not meaningfully participated in the school consultation.

2.5 A public meeting was held virtually in response to ongoing public health advice on 2 March 2022. The meeting was attended by two local authority representatives, one councillor, one community councillor and one member of the public. The local authority officer advised attendees that the process was to formalise and make permanent the temporary relocation of two special schools. The new location being the building previously used for St Bernadette's Primary School. Reference was made to a merger of the two school support services by the local authority officer. The merger of the two special schools is not in scope and would require a further school consultation process to be followed.

2.6 In total, 39 responses from consultees were received during the consultation period. From the responses, it is not clear whether they relate to consultees for the primary service or secondary service. Twenty-five responses agreed with the proposal to permanently relocate the school support services to The Orchard site. A majority of responses were against changing the name of the service to 'The Orchard'. Consultees felt this would lead to confusion because 'The Orchard' name is also used by other local buildings and services. Local residents commented that the increased parking has caused concerns and recommend that the council improve onsite parking. A higher number of comments were positive. These positive comments related to improved spaces for learning, potential improved community experiences and improved access to resources.

### 3. Educational aspects of proposal

3.1 In its proposal, the council states that the co-location of primary, secondary and outreach supports a seamless transition for all young people. It is the view of HM Inspectors that the co-location will not provide this for all young people as some will return to a mainstream school. However, there will be children who progress from the Primary to the Secondary Schools Support Service. This co-location has the potential to strengthen transition arrangements for them. It will continue to build on established relationships.

3.2 The education benefit statement states that the permanent co-location will promote a very positive ethos for young people and staff and will enhance learning experiences. The school summarised inspection findings in March 2020, identified that a very positive ethos was already a feature of the two support services before co-location. Therefore, if the move is made permanent, there is potential for the positive ethos to be maintained or enhanced. It is recognised by HM Inspectors that co-location will support better the headteacher and their leadership team to meet physically. This reduces the need to use technology or travel between sites. Additionally, there will be the potential to improve collegiate activity between secondary, primary and outreach staff located in The Orchard site. Of note, there is no staffroom located in the proposed permanent location. This would not be conducive to promoting positive ethos for staff over time.

3.3 There is a well-maintained sensory garden within The Orchard. This area is currently used well for young people who require space to self-regulate. The proposed permanent location affords a wide range of opportunities for increasing outdoor learning in a safe, contained

environment. There is potential for these areas to support young people's broader achievements, including developing their skills for learning, life and work when outdoors. This contrasts with Bedford Place, which has no adjoining outdoor space.

3.4 Since the temporary relocation, the school has established new links with many local community groups and third sector organisations. These links provide opportunities to prepare for life after school, including the world of work. Should the proposal go ahead, there is potential to broaden the curriculum and increase learning activities within the community. A move away from the temporary location has the potential to negatively impact on the newly established partnerships.

3.5 The previous school location in Bedford Place is in a poor state of repair. The building was assessed as unsafe and resulted in the immediate temporary relocation of the service. The council estimates that the cost to refurbish and make the building safe will be around £3.5 million. The local authority has already refurbished the proposed permanent premises, taking account of the needs of the school community. A few staff note a decrease in space in the temporary accommodation compared to their previous accommodation at Bedford Place. For example, the new building does not have a kitchen space for teaching home economics. Overall, the dining and sports hall provides both schools with a very useful space. However, the false ceiling using suspended ceiling tiles is of concern. Many tiles are damaged with some at risk of falling. This may be exacerbated further when children undertake physical education. If the proposal is to move forward, the ceiling should be made safe if this space is to be used as a high-quality physical education space.

3.6 Parents, young people and local organisations hold favourable views on the move to the new premises. They feel it provides a better learning environment than the previous premises. Young people are settled and enjoying the experience of school in a more modern school building that better meets the needs of the curriculum. HM Inspectors noted that there is no staffroom within the school. This may have an impact on the ethos of staff when they need a space away from the classroom setting.

## 4. Summary

As a matter of urgency, the council must fully engage young people in the school consultation process for the Secondary School Support Service. This must be undertaken before submission of the final report to the council. Young people's views on the relocation of the school must be accounted for before any final decisions are made on a potential permanent relocation.

HM Inspectors view positively the proposal to relocate Clackmannanshire Secondary School Support Service to the proposed permanent location. The school building located at Bedford Place is no longer safe due to structural issues. The overall cost of renovation is unlikely to deliver best value for the council. This proposal supports the council in meeting statutory obligation for best value. Young people have settled well into the proposed permanent school building. The council has refurbished the proposed permanent school building well to suit the needs of the young people. Outdoor spaces, local partnerships and links with the local community add value to the experiences provided for young people.

In its final report, the council should make clear how it will improve the transport-related transitions for young people. This should include arrangements to ensure that safe pick up and collection zones are clearly identified. The council should respond to the legitimate community concerns surrounding the significant increase to traffic congestion and parking concerns.

**HM Inspectors**

**April 2022**



# Consultation Report

The permanent re-location of  
Clackmannanshire School Support Services



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## **Purpose of this Consultation**

We are consulting on the proposal to permanently relocate Clackmannanshire Primary and Secondary Support Services to The Orchard, Tullibody. The feedback obtained from this consultation will inform the Council's decision regarding this proposal.

## **List of Consultees and Methodology**

As part of the public consultation, Clackmannanshire Council People Directorate consulted with parents and carers of all children and young people who access Primary and Secondary School Support Services, Primary and Secondary School Support Services staff and Trade Unions, Alloa Community Council, Tullibody, Cambus and Glenochil Community Council, Constituency MSP and MP and Elected members of Clackmannanshire Council. Additional consultation with the young people who access Clackmannanshire School Support Services was undertaken, at the request of Education Scotland and details of their responses are included in Appendix A.

## **Methodology**

### **Parent/ Carer Consultation**

All parents and carers of young people accessing Clackmannanshire School Support Services received a copy of the consultation document. No families attended the online Public Meeting on Wednesday 2 March 2022.

### **Staff Consultation**

Copies of the consultation document were provided to all staff. A meeting took place on Tuesday, 22 February 2022 to allow these staff the opportunity to ask any questions of the Senior Manager leading the consultation and to hear further information about the proposal. This was held online at the end of the school day, with all staff being invited. Copies of the consultation document were also sent to Trade Union representatives of the staff at Primary and Secondary School Support Services.

### **Community Consultation**

Copies of the consultation document were made available on the Council website and links were shared on Clackmannanshire Council social media platforms.

### **Schedule of Meetings**

Staff meeting: Tuesday 22 February 2022 at 5.15 p.m.

Public meeting: Wednesday 2 March at 7 p.m.

## Responses to the Consultation

### Public Meetings

The attendance log for the Public Meeting lists a total of 5 attendees; the breakdown of which is 1 Elected Member, 2 representatives from Clackmannanshire, 1 member of the public, 1 Community Councillor.

39 respondents submitted a response via Clackmannanshire Council's online Consultation Database on Citizen Space. An analysis of the electronic submissions is shown under Public Consultation - Submissions.

### Public Consultation - Submissions

The consultation ran from Tuesday 1 February 2022 to Friday 1 April 2022. This report provides the summary results from the online consultation which was hosted on Clackmannanshire Council's online Citizen Space Consultation Database. Overall there were 39 responses to the public consultation survey.

Not all questions were completed by each respondent and therefore 'not answered' is noted, if this applies. For question 9 (open ended question) there are a significant number of comments. These are provided in full in Appendix B of this report.

- 1) **Name:** There were 34 responses to this question
- 2) **Contact details:** There were 27 responses to this question
- 3) **Gender:** There were 39 responses to this question; 27 were females, 11 were males and 1 chose not to answer.
- 4) **Age:** There were 39 responses to this question. The age groups for those who responded are below. The largest majority of respondents are within the 35-49 age group, followed by those in the 50-64 age group.

Option	Total	Percent
Under 18	3	7.69%
18-24	1	2.56%
25-34	7	17.95%
35-49	13	33.33%
50-64	10	25.64%
65-74	4	10.26%
75+	1	2.56%
Not Answered	0	0.00%

5) **Where do you live?** There were 39 responses to this question. Of those who responded, 10 lived in Alloa, 1 in Alva, 19 in Tullibody, 3 in Sauchie, 2 in Coalsnaughton, 1 in Cambus, 1 in Clackmannan, 1 in Menstrie, 1 in Tillicoultry.

6) **What group do you belong to?** There were 39 responses to this question. The largest majority of respondents were local residents.

Option	Total	Percent
<b>A parent/carer of a young person accessing Primary and/or Secondary Support Services</b>	6	15.38%
<b>A local resident</b>	26	66.67%
<b>Support Service staff member</b>	1	2.56%
<b>Other (please specify below)</b>	6	15.38%
<b>Not Answered</b>	0	0.00%

7) **Do you agree with the proposal to permanently locate the Secondary and Primary Support Services to The Orchard, Tullibody?** There were 39 responses to this question. 25 responded yes and 14 responded no.

Option	Total	Percent
<b>Yes</b>	25	64.10%
<b>No</b>	14	35.90%
<b>Not Answered</b>	0	0.00%

8) **Would you be in favour of changing the Clackmannanshire School Support Service name to 'The Orchard'?** There were 38 responses to this question. 18 responded yes, 20 responded no and 1 did not answer.

Option	Total	Percent
<b>Yes</b>	18	46.15%
<b>No</b>	20	51.28%
<b>Not Answered</b>	1	2.56%

9) **Any further comments** – There were 26 responses to this part of the consultation survey. Main themes from comments were around parking issues and the potential confusion around the proposed change in name of the provision to 'The Orchard'.

As part of the statutory consultation process, Education Scotland has prepared two reports on the consultation undertaken by Clackmannanshire Council. The first report refers to the relocation of the Primary School Support Services and the second report refers to the relocation of the Secondary School Support Services. A copy of each of these reports is attached on the following pages and is also available on both the Education Scotland and Clackmannanshire Council website.

## **Schools (Consultation) (Scotland) Act 2010**

Report by HM Inspectors of Education addressing educational aspects of the proposal by Clackmannanshire Council to relocate Clackmannanshire Primary and Secondary Support Services to The Orchard, Tullibody.

This report relates to the Clackmannanshire Secondary School Support Service relocation.

April 2022

## 1. Introduction

1.1 This report from Education Scotland has been prepared by Her Majesty's Inspectors of Education (HM Inspectors) in accordance with the terms of the Schools (Consultation) (Scotland) Act 2010 ("the 2010 Act"). The purpose of the report is to provide an independent and impartial consideration of Clackmannanshire Council's proposal to relocate Clackmannanshire Primary and Secondary Support Services to The Orchard, Tullibody. Section 2 of the report sets out brief details of the consultation process. Section 3 of the report sets out HM Inspectors' consideration of the educational aspects of the proposal, including significant views expressed by consultees. Section 4 summarises HM Inspectors' overall view of the proposal. Upon receipt of this report, the 2010 Act requires the council to consider it and then prepare its final consultation report. The council's final consultation report should include this report and must contain an explanation of how, in finalising the proposal, it has reviewed the initial proposal, including a summary of points raised during the consultation process and the council's response to them. The council has to publish its final consultation report three weeks before it takes its final decision. Where a council is proposing to close a school, it needs to follow all statutory obligations set out in the 2010 Act, including notifying Ministers within six working days of making its final decision and explaining to consultees the opportunity they have to make representations to Ministers.

1.2 HM Inspectors considered:

- the likely effects of the proposal for young people of the school; any other users; children likely to become pupils within two years of the date of publication of the proposal paper; and other children and young people in the council area.
- any other likely effects of the proposal;
- how the council intends to minimise or avoid any adverse effects that may arise from the proposal; and
- the educational benefits the council believes will result from implementation of the proposal, and the council's reasons for coming to these beliefs.

1.3 In preparing this report, HM Inspectors undertook the following activities:

- attendance at the public meeting held on 2 March 2022 in connection with the council's proposals;
- consideration of all relevant documentation provided by the council in relation to the proposal, specifically the educational benefits statement and related consultation documents, written and oral submissions from parents and others; and
- visits to the site located in The Orchard, Tullibody and the previous site of the school located at Bedford Place in Alloa, including discussion with relevant consultees.

## **2. Consultation process**

2.1 Clackmannanshire Council undertook the consultation on its proposal(s) with reference to the Schools (Consultation) (Scotland) Act 2010.

2.2 As a temporary arrangement, the Clackmannanshire Secondary Schools Support Service was relocated to the building previously used as St Bernadette's Primary School. The previous school building, located in Bedford Place, Alloa, has been deemed unsafe due to significant structural issues.

2.3 The consultation period opened on 1 February 2022 and closed 1 April 2022. The consultation proposal was made available to members of the public through the council website and social media channels.

2.4 It is the view of HM Inspectors that the council did not pay full regard to the Schools (Consultation) (Scotland) Act 2010 for the Clackmannanshire Secondary School Support Service. As part of the school consultation process proposing a permanent relocation, young people attending the Clackmannanshire Secondary School Support Service have not been consulted. Therefore, they have not meaningfully participated in the school consultation.

2.5 A public meeting was held virtually in response to ongoing public health advice on 2 March 2022. The meeting was attended by two local authority representatives, one councillor, one community councillor and one member of the public. The local authority officer advised attendees that the process was to formalise and make permanent the temporary relocation of two special schools. The new location being the building previously used for St Bernadette's Primary School. Reference was made to a merger of the two school support services by the local authority officer. The merger of the two special schools is not in scope and would require a further school consultation process to be followed.

2.6 In total, 39 responses from consultees were received during the consultation period. From the responses, it is not clear whether they relate to consultees for the primary service or secondary service. Twenty-five responses agreed with the proposal to permanently relocate the school support services to The Orchard site. A majority of responses were against changing the name of the service to 'The Orchard'. Consultees felt this would lead to confusion because 'The Orchard' name is also used by other local buildings and services. Local residents commented that the increased parking has caused concerns and recommend that the council improve onsite parking. A higher number of comments were positive. These positive comments related to improved spaces for learning, potential improved community experiences and improved access to resources.

## **3. Educational aspects of proposal**

3.1 In its proposal, the council states that the co-location of primary, secondary and outreach supports a seamless transition for all young people. It is the view of HM Inspectors that the co-location will not provide this for all young people as some will return to a mainstream school. However, there will be children who progress from the Primary to the Secondary Schools Support Service. This co-

location has the potential to strengthen transition arrangements for them. It will continue to build on established relationships.

3.2 The education benefit statement states that the permanent co-location will promote a very positive ethos for young people and staff and will enhance learning experiences. The school summarised inspection findings in March 2020, identified that a very positive ethos was already a feature of the two support services before co-location. Therefore, if the move is made permanent, there is potential for the positive ethos to be maintained or enhanced. It is recognised by HM Inspectors that co-location will support better the headteacher and their leadership team to meet physically. This reduces the need to use technology or travel between sites. Additionally, there will be the potential to improve collegiate activity between secondary, primary and outreach staff located in The Orchard site. Of note, there is no staffroom located in the proposed permanent location. This would not be conducive to promoting positive ethos for staff over time.

3.3 There is a well-maintained sensory garden within The Orchard. This area is currently used well for young people who require space to self-regulate. The proposed permanent location affords a wide range of opportunities for increasing outdoor learning in a safe, contained environment. There is potential for these areas to support young people's broader achievements, including developing their skills for learning, life and work when outdoors. This contrasts with Bedford Place, which has no adjoining outdoor space.

3.4 Since the temporary relocation, the school has established new links with many local community groups and third sector organisations. These links provide opportunities to prepare for life after school, including the world of work. Should the proposal go ahead, there is potential to broaden the curriculum and increase learning activities within the community. A move away from the temporary location has the potential to negatively impact on the newly established partnerships.

3.5 The previous school location in Bedford Place is in a poor state of repair. The building was assessed as unsafe and resulted in the immediate temporary relocation of the service. The council estimates that the cost to refurbish and make the building safe will be around £3.5 million. The local authority has already refurbished the proposed permanent premises, taking account of the needs of the school community. A few staff note a decrease in space in the temporary accommodation compared to their previous accommodation at Bedford Place. For example, the new building does not have a kitchen space for teaching home economics. Overall, the dining and sports hall provides both schools with a very useful space. However, the false ceiling using suspended ceiling tiles is of concern. Many tiles are damaged with some at risk of falling. This may be exacerbated further when children undertake physical education. If the proposal is to move forward, the ceiling should be made safe if this space is to be used as a high-quality physical education space.

3.6 Parents, young people and local organisations hold favourable views on the move to the new premises. They feel it provides a better learning environment than the previous premises. Young people are settled and enjoying the experience of school in a more modern school building that better meets the needs of the curriculum. HM Inspectors noted that there is no staffroom within the

school. This may have an impact on the ethos of staff when they need a space away from the classroom setting.

#### **4. Summary**

As a matter of urgency, the council must fully engage young people in the school consultation process for the Secondary School Support Service. This must be undertaken before submission of the final report to the council. Young people's views on the relocation of the school must be accounted for before any final decisions are made on a potential permanent relocation.

HM Inspectors view positively the proposal to relocate Clackmannanshire Secondary School Support Service to the proposed permanent location. The school building located at Bedford Place is no longer safe due to structural issues. The overall cost of renovation is unlikely to deliver best value for the council. This proposal supports the council in meeting statutory obligation for best value. Young people have settled well into the proposed permanent school building. The council has refurbished the proposed permanent school building well to suit the needs of the young people. Outdoor spaces, local partnerships and links with the local community add value to the experiences provided for young people.

In its final report, the council should make clear how it will improve the transport-related transitions for young people. This should include arrangements to ensure that safe pick up and collection zones are clearly identified. The council should respond to the legitimate community concerns surrounding the significant increase to traffic congestion and parking concerns.

**HM Inspectors  
April 2022**



## **Schools (Consultation) (Scotland) Act 2010**

Report by HM Inspectors of Education addressing educational aspects of the proposal by Clackmannanshire Council to relocate Clackmannanshire Primary and Secondary Support Services to The Orchard, Tullibody.

This report relates to the Clackmannanshire Primary School Support Service relocation.

April 2022

## 1. Introduction

1.1 This report from Education Scotland has been prepared by Her Majesty's Inspectors of Education (HM Inspectors) in accordance with the terms of the Schools (Consultation) (Scotland) Act 2010 ("the 2010 Act"). The purpose of the report is to provide an independent and impartial consideration of Clackmannanshire Council's proposal to relocate Clackmannanshire Primary and Secondary Support Services to The Orchard, Tullibody. Section 2 of the report sets out brief details of the consultation process. Section 3 of the report sets out HM Inspectors' consideration of the educational aspects of the proposal, including significant views expressed by consultees. Section 4 summarises HM Inspectors' overall view of the proposal. Upon receipt of this report, the 2010 Act requires the council to consider it and then prepare its final consultation report. The council's final consultation report should include this report and must contain an explanation of how, in finalising the proposal, it has reviewed the initial proposal, including a summary of points raised during the consultation process and the council's response to them. The council has to publish its final consultation report three weeks before it takes its final decision. Where a council is proposing to close a school, it needs to follow all statutory obligations set out in the 2010 Act, including notifying Ministers within six working days of making its final decision and explaining to consultees the opportunity they have to make representations to Ministers.

1.2 HM Inspectors considered:

- the likely effects of the proposal for children and young people of the school; any other users; children likely to become pupils within two years of the date of publication of the proposal paper; and other children and young people in the council area.
- any other likely effects of the proposal;
- how the council intends to minimise or avoid any adverse effects that may arise from the proposal; and
- the educational benefits the council believes will result from implementation of the proposal, and the council's reasons for coming to these beliefs.

1.3 In preparing this report, HM Inspectors undertook the following activities:

- attendance at the public meeting held on 2 March 2022 in connection with the council's proposals;
- consideration of all relevant documentation provided by the council in relation to the proposal, specifically the educational benefits statement and related consultation documents, written and oral submissions from parents and others; and
- visits to the site located in The Orchard, Tullibody and Park Primary School in Alloa, including discussion with relevant consultees.

## **2. Consultation process**

2.1 Clackmannanshire Council undertook the consultation on its proposal(s) with reference to the Schools (Consultation) (Scotland) Act 2010.

2.2 As a temporary arrangement, the Primary Schools Support Service was relocated to the building previously used as St Bernadette's Primary School. In the council Report to Special Meeting of Clackmannanshire Council, dated 10 July 2020, an appropriate rationale to relocate the Primary School Support Service was noted. The report stated there was a need for classroom space for two P1 classes within Park Primary School. This was a result of the delay in the extension to Park Primary Nursery. Therefore, the Primary School Support Service would be temporarily moved to create space pending the extension and expansion of the nursery.

2.3 The consultation period opened on 1 February 2022 and closed 1 April 2022. The consultation proposal was made available to members of the public through the council website and social media channels.

2.4 It is the view of HM Inspectors that the council did not pay full regard to the Schools (Consultation) (Scotland) Act 2010 for the Primary School Support Service. As part of the school consultation process proposing a permanent relocation, children attending the Primary School Support Service have not been consulted. Therefore, they have not meaningfully participated in the school consultation.

2.5 A public meeting was held virtually in response to ongoing public health advice on 2 March 2022. The meeting was attended by two local authority representatives, one councillor, one community councillor and one member of the public. The local authority officer advised attendees that the process was to formalise and make permanent the temporary relocation of two special schools. The new location being the building previously used for St Bernadette's Primary School. Reference was made to a merger of the two school support services by the local authority officer. The merger of the two special schools is not in scope and would require a further school consultation process to be followed.

2.6 In total, 39 responses from consultees were received during the consultation period. From the responses, it is not clear whether they relate to consultees for the primary service or secondary service. Twenty-five responses agreed with the proposal to permanently relocate the school support services to The Orchard site. A majority of responses were against changing the name of the service to 'The Orchard'. Consultees felt this would lead to confusion because 'The Orchard' name is also used by other local buildings and services. Local residents commented that the increased parking has caused concerns and recommend that the council improve onsite parking. A higher number of comments were positive. These positive comments related to improved spaces for learning, potential improved community experiences and improved access to resources.

### **3. Educational aspects of proposal**

3.1 The council outlined several potential educational benefits in its consultation report. The council should now define more clearly the educational benefits for primary aged children before making a final decision. HM Inspectors can provide a view on potential education benefits beyond that offered from the council.

3.2 The education benefits statement conveys that co-location of the two schools, and the outreach support service, will offer a seamless transition for all young people. It is not clear how this will be realised. It should not be presumed that all children attending the Primary School Support Service will go on to attend Clackmannanshire Secondary School Support Service. Any transition to a new school will depend upon a clear assessment of the individual learner's needs. As the support service provides support across the local authority, transition remains a multifaceted process and often includes planned time spent within the child's catchment school. However, where children in the primary service do progress to Clackmannanshire Secondary School Support Service, there is potential to reduce anxiety at key points of transition. These children will remain in a familiar setting and will continue existing relationships with well-known staff members. This is a potential educational benefit.

3.3 The education benefits statement asserts that the permanent co-location will promote a very positive ethos for young people and staff and enhancing learning experiences. The school summarised inspection findings, March 2020, identified that a very positive ethos was already a feature of the two support services before co-location. Therefore, if the move is made permanent, there is potential for the positive ethos to be maintained or enhanced. It is recognised by HM Inspectors that co-location will support better the headteacher and their leadership team to meet physically. This reduces the need to use technology or travel between sites. Additionally, there will be the potential to improve collegiate activity between secondary, primary and outreach staff located in The Orchard site. Of note, there is no staffroom located in the proposed permanent location. This would not be conducive to promoting positive ethos for staff over time.

3.4 The council identifies that the retention of the support service at the temporary location increases capacity to support outreach pupils. The educational benefit of removing children and young people from their mainstream school for short periods across the school week is unclear. This way of working has the potential to cause children and young people unnecessary withdrawal from class or disruption to the learning day. For example, having to spend time traveling to and from their school and class. Equally, it is not clear what the educational benefit is for children and young people attending the two special schools.

3.5 In the view of HM Inspectors, the council does need to consider improving transport-related transitions across the school day. There is very limited parking in the school grounds, no clear pick up or drop off zones and increased traffic outside of the school. Children are frequently transported by staff in their own vehicles or through taxi collection. Therefore, there is a potential increased risk to children arriving at or leaving the school. The council should consider approaches

to ensuring that children or young people do not have to walk between parked vehicles to access their transport. This will increase the safety for all children as they arrive and depart the school building.

3.6 When located in Park Primary School, the primary service had little flexibility over breaktimes, lunchtimes and accessing outdoor spaces within the school grounds. A permanent relocation to The Orchard site provides staff with the possibility to design better the school day to meet the additional support needs of the children. Additionally, there is an opportunity for staff to use the new school grounds creatively to improve engagement across a range of curriculum areas. This is a potential key strength and important educational benefit for children.

3.7 HM Inspectors noted the welcome refurbishments within the proposed permanent location. This includes the new and improved design of internal spaces. Early indications demonstrate that internal refurbishments are having all positive benefit towards improving learning experiences. However, the temporary relocation to the building previously used for St Bernadette's Primary School has resulted in a loss of some key resources. For example, there is a loss of a teaching kitchen and high-quality Information and Communications Technology (ICT) equipment to support fully learning and teaching. Although overall, the dining and sports hall provides both schools with a very useful space. However, the false ceiling using suspended ceiling tiles is of concern. Many tiles are damaged with some at risk of falling. This may be exacerbated further when children undertake physical education. If the proposal is to move forward, the ceiling should be made safe if this space is to be used as a high-quality physical education space.

#### **4. Summary**

As a matter of urgency, the council must fully engage children in the school consultation process for the Primary School Support Service. This must be undertaken before submission of the final report to the Clackmannanshire Council. Children's views on the permanent relocation of the school must be accounted for before any final decisions are made.

In its final report, the council should make clear how it will improve the transport-related transitions for children. This should include arrangements to ensure that safe pick up and collection zones are clearly identified. The council should respond to the legitimate community concerns surrounding the significant increase to traffic congestion and parking concerns.

Should the proposal go ahead, the council should work with children, young people and staff to plan improvements to the school grounds. The council should ensure that children and young people have access to the same standard of resources previously provided. For example, a teaching kitchen and high-quality ICT equipment. The ceiling in the dining and games hall requires urgent attention to ensure it is fit for purpose. This will safeguard children from falling ceiling tiles and make sure they can use the space safely for a range of sporting activities. In its final report, the council should define more clearly the educational benefits for primary aged children. HM Inspectors believe there are several educational benefits for children should the relocation of the Primary School Support Service be made permanent. These include access to improve outdoor learning spaces

and the increased flexibility of indoor teaching areas. These have the potential to enhance children's overall learning experience.

**HM Inspectors**  
**April 2022**

## Follow-Up Actions

In the reports produced by Education Scotland, there are a series of actions that Clackmannanshire Council must address as part of this report, namely:

**‘Children’s views on the permanent relocation of the school must be accounted for before any final decisions are made.’**

Focus groups with young people have since taken place, seeking their views on the relocation of the Primary and Secondary School Support Services. They completed bespoke, age appropriate questionnaires, the results of which are noted in Appendix A of this report.

**‘In its final report, the council should make clear how it will improve the transport-related transitions for children. This should include arrangements to ensure that safe pick up and collection zones are clearly identified. The council should respond to the legitimate community concerns surrounding the significant increase to traffic congestion and parking concerns.’**

Once the relocation has been finalised, the School Travel Plan, which was created when Tullibody South Campus was built, will be amended to incorporate Clackmannanshire School Support Services.

**‘The council should work with children, young people and staff to plan improvements to the school grounds.’**

**‘The council should ensure that children and young people have access to the same standard of resources previously provided. For example, a teaching kitchen and high-quality ICT equipment.’**

**‘The ceiling in the dining and games hall requires urgent attention to ensure it is fit for purpose. This will safeguard children from falling ceiling tiles and make sure they can use the space safely for a range of sporting activities.’**

The Council's property team will be asked to review the ceiling and ensure it is safe for sporting activities. As part of its review of the Learning Estate, the service will ensure that the Primary and Secondary Support Services have access to resources and equipment that they need.

**‘In its final report, the council should define more clearly the educational benefits for primary aged children.’**

Funding has been agreed to relocate the outreach team to the common room so that the current space can be used as a classroom, to create more indoor space. There is a well established ‘Eco Committee’ with a three year plan to upgrade the outdoor areas to make them 'learning spaces' and we have engaged with third sector groups to support us to do this, including Tullibody Community Garden, ACE recycling ,Forth Environmental Trust and a group

called Pondlife. CSSS has also secured a donation of £5000 from Robertson Construction to upgrade the outdoor spaces.

### **Next Stage**

Following the publication of this report, Clackmannanshire Council is required to allow time for further consideration. This requires three weeks to elapse between the authority's publication of the consultation report and the Council taking the decision on whether to implement the proposal.

A decision on this consultation is due to be taken by Clackmannanshire Council on 16 June 2022.



## Appendix A

### Pupil Questionnaire

1. How many stars would you give the Pupil Support Services?

16 responses

4
4
4
5
5
5
5
4
5
5
5
5
5
5
5
5
4

## 2. My favourite thing about the Pupil Support building is:

16 responses

My classroom
music room.
It's much bigger and we don't have to share.
I really like the playground but would like a big climbing frame. I like being outdoors in the fresh air. I want places where kids can hang out and make Lego things and custom Lego figures.
The playground its fun and its got the Den.
The courtyard
the grounds
Outdoor space - outdoor PE - Duke of Edinburgh outside etc
The big open garden outside
The playground
The wee garden
I can bring my scooter to school instead of the taxi
the dinners from michelle
i like it all
large garden
land



3. I would like the Support Service school building to be called:

16 responses

The Orchard
The Orchard
The Orchard
The Orchard
The Orchard
The Orchard
The Orchard
Pupil Support Service
Pupil Support Service
The Orchard
The Orchard
The Orchard
The Orchard
The Orchard
Pupil Support Service
Pupil Support Service

#### 4. What did you think of the old Pupil Support building?

16 responses

good
it was well better because of the gym hall.
It was horrible, it was too easy to climb the fence and always had to share with the other school.
Wasn't here then.
It was boring and it was too small, especially the playground.
Not enough space
it was old
- old - some PE facilities - it had a kitchen which was nice
It was fun with the different levels and a working bell.
I didn't go there
I don't know. I didn't go
It was ok
I didn't like the toilet
the classrooms were big
it was a good building
big

5. What do you think about the Pupil Support Service building in Tullibody?

I want to stay here

its easy for me to get here and i can walk home.

It's much better because the fences and the playground is better.

I like a big gym hall and having a a garden we can look after the plants and play in the sand and the water.

I like that we don't have to share classrooms and the toilet like the old school.

love it

it is fresh

okay - I like the classes being together - I miss the common room

It's great we have better escape routes for in an event of emergency, Lots of open space, And more rooms for teachers.

I like it

It's good

It's better because we have a gym hall and don't have to go to the Bowmar for gym.

i LIKE that we have boys toilets

it's amazin

its a good building with a large garden

just right

## Appendix B

### Comments from question – “Please provide any further comments”

(These comments have been imported from consultation without changes to spelling or grammar)

#### Comments

- There is currently a lack of space in the present location, with children on the wait list. A new, purpose built facility that combines all off site provisions in one place would allow for better sharing of resources, staff and expertise.
- As a local resident whose property directly overlooks the support service building at the orchard I support the move to permanently relocate the services here. Retaining the building and grounds as a school that meets the needs of the learners, and retaining the green space is a far preferable option that the council selling off the land for more housing. I have seen the pupils make great use of their outside space and the local area. The only negative is the parking situation, double yellow lines were painted on both sides of the road nearest the school building but this has just pushed the problem further down the road with cars parking on both sides, restricting visibility and emergency vehicle access. Surely there is space within the huge grassed area to enlarge the car park at the support services building? My suggestion would be to remove a strip of the grass parallel with the rear of the houses in The Maltings towards the blue building, as this is a very under-used area of the grounds and could easily accommodate more parking spaces for staff and visitors to the support services.
- My children were put out of St Bernadettes building as the council said it was ‘not fit for purpose’. There are no separate facilities for Roman Catholic School provision in the entire county. This is a disgrace. Why were we put out? St. Munro’s is falling to bits and they’ve been squeezed into a part of Alloa Academy. How can you justify giving this building to a school where there are 12 + 12 pupils max- and never in the building. They spend a lot of time wandering or cycling around Tullibody through housing estates. They pass my house every day. Put this school into of the secondary’s and give St Bernadette back to us!
- We already have the Orchard flats and nursing home
- The Orchard is the name of a local care home in Tullibody. It would be very confusing to have another establishment called The Orchard in Tullibody. It's not a very big place. Also - please make some land available for parking. The current parking is totally unsuitable and it spills onto road side parking. Parking at the Tullibody South Campus is already spilling out into the road and there's nothing that can done there. Its very stressful for local residents.
- This service being located within the former St Bernadette building is causing terrible problems due to staff car parking from there and the new campus. Many a time the local bus cannot get through and there are health and safety concerns about emergency vehicles not being able to get access particularly Devon Court.
- The issue around cars belonging to staff parked on the road is causing problems for residents, public transport and emergency vehicles. Often the bus cannot get through and has to divert through Carseview. Serious concerns if an emergency vehicle couldn't get through
- If you move you need to resolve the parking issues. I live locally and parking both sides of the road is ridiculous. The staff obviously don't want to walk the length of

themselves. Some double yellow lines helped but the issue remains. There is enough space on the grounds of the old school to make parking spaces for staff. If you can't sort that find somewhere else to move.

- St Bernadettes was moved as it wasn't fit for purpose....why move another school in?
- There is already a nursing home in Tullibody called 'The Orchard' so giving the Secondary and Primary support services building the same name would be confusing. Perhaps something like 'The Grove' or 'The Garden' (as the site is next to the Community Garden) would be better.
- This will enable a more coherent plan for the most vulnerable. Affording a greater community experience for both the young people and their families. A smoother transition throughout their education and hopefully a specialised resource within the community.

- St Bernadettes had to move out of the building as it was 'unsafe' and now have to share campus' with Abercromby. Now, all of a sudden the school is safe and about to be used again? What a farce.

And what will happen to the building in Bedford Place that currently looks like an eye sore? No doubt absolutely nothing and left to rot.

- New location has outdoor space, parking for staff and accommodates both primary and secondary services which makes sense when they are managed by one manager Running costs of new location will be cheaper.
- There should be some significance to the name either historically or some nurturing connection.

The Orchard Care Home in Tullibody is a retirement home . Two facilities with the same name in Tullibody is likely to cause confusion for parents or carers of pupils with support needs and relatives of elderly patients in the care home.

- I am restricted to replying 'no' above when the evidence given is not conclusive i.e. it is restricted to mentioning only two locations: the former closed school and an obvious preferred choice. What is the wider picture for the Clackmannanshire education estate? I might have to accept the option given but I suggest only if the full and wider picture is made clear. But yet again the Council appears to be setting the agenda for a foregone conclusion.
- The service name ought to continue to express the level it serves i.e. County-wide and not an entirely local name that does not reflect the purpose. Secondly, the questions seem to seek support for the option given when the context is not fully given. It does not provide evidence beyond the former locality in Alloa and the option given. This while not mentioning any other options. Unsatisfactory.
- The primary and secondary support service should ideally be located in Alloa. Where transport links are available. How can the council be expected to meet its net zero targets? It also conveniently means the listed building that previously housed secondary support will not be repaired and likely derelict or sold off? How is the increased activity around the orchard impacting the local residents? Does the council intend to upgrade the orchard and facilities for its pupils and staff?
- The Orchard is already the name of a care home in Tullibody, maybe a different name for the school would be better. I agree with both services being together.
- You need to do something about staff car parking. There is enough room to convert some of the fields in the school grounds to parking. It is really dangerous to local residents and needs to be sorted. Parking on both sides of the road is stupid , inconsiderate and an accident waiting to happen. Buses and fire engines etc have real difficulty in passing.

- The parking needs sorted before anything. Can barely get up the road in a car with all the staff from the support services parked outside on the main road (both sides). Very dangerous with kids around and a school just up the road. Several times the bus which goes up this road on its route has been stuck. Emergency services have been stuck and couldn't get up the road either which was luckily a false alarm, what if it wasn't? This problem needs addressed by more parking being made available before anyone gets moved in permanently!!
- I think it's a great idea to permanently locate the primary and secondary support services at the orchard. Both my kids access these schools one primary one secondary and its been a huge improvement on the old building. The kids feel a lot more relaxed in the new building therefore creates a better environment for learning.
- Have absolutely MASSIVE RESPECT for the hard work and dedication the school team put forward my son has accessed the school since primary 2 he leaves this summer and he has changed so much thanks to the wonderful caring staff at C.S.S.S
- I feel the children are happy here and it would cause a lot of distress to them to move again when this building is perfect for them. My son wouldn't cope very well if it was changed
- Bringing these two facilities together makes sense in terms of:
  1. Geographical location
  2. Resource sharing
  3. Providing a distinct and proud identity for young people
 It also is in an area that can be expanded if needed, and is also close to major transport links
- This school was not fit for the kids at St Bernadettes apparently. My son really enjoyed going to St Bernadettes and we were told that the ground would be used for a new play park if the Abercromby and St Bernadettes combined at one location. Now we are still stuck with the useless park next to the Civic Centre, the kids at school are jammed into that small space playing on concrete whereas before they had they large field to play. Now the Primary and Secondary Support Services are to have that space. So where is the new park going to go? Why should the majority of kids in Tullibody have to play in a park with broken down equipment and dogs foul the grass next to them constantly.  
I don't agree with old St Bernadettes building being used. Has the roof next to the bottom end of the classrooms been repaired yet. They used to leak water when my son attended the school. It wasn't fit for purpose then but it is now. Just ridiculous.
- This is an excellent place For children who need extra help, it's good it's not in central alloa and gives more space, and a lot more things to do. I think changing the name to The Orchard is good sounds nicer.



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**Report to: CLACKMANNANSHIRE COUNCIL**

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**Date of Meeting: 23 JUNE 2022**

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**Subject: UKRAINE DISPLACED PERSONS RESETTLEMENT SCHEME**

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**Report by: STRATEGIC DIRECTOR (PLACE)**

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## **1.0 Purpose**

- 1.1. This paper provides Council with an update on the Ukraine Displaced Persons (UDP) scheme and the Councils role in supporting the scheme. Over the last three months work has been undertaken by UK and Scottish Government, Cosla and Councils to develop a humanitarian response to the war in Ukraine and specifically supporting Ukrainian displaced persons seeking to come to Scotland to escape the conflict. This paper sets out how the Council proposes to support the arrivals of UDPs and provides details on the allocation of funding from UK Government and how it is proposed that it is utilised in Clackmannanshire to support the programme. The paper also seeks to provide clarity on the alignment of the Ukraine scheme within the wider Afghanistan and Syrian Resettlement Scheme approved by Council in 2015 and amended in 2019 and 2021.

## **2.0 Recommendations**

- 2.1. Council is asked to:
- a. Note the latest position in relation to both the Homes for Ukraine Scheme and the Super Sponsor scheme set out in paragraphs 3.4 to 3.7 and note the Councils responsibilities under the scheme set out at paragraph 3.10;
  - b. Note the anticipated funding allocations to deliver the Ukraine Scheme set out in para 3.13;
  - c. Agree the spend of £1,066,591 from the funding allocation to support the Ukrainian Displaced Persons scheme in Clackmannanshire. Detailed costs are provided at appendix A.
  - d. Note that the operational and financial management and oversight of the programme sits with the Strategic Director for Place.
  - e. Note that an update report will be brought back to Council in August 2022 which will set out progress and any significant developments arising from implementation.

### **3.0 Background**

- 3.1. Council initially approved the resettlement of 24 families from the conflict in Syria in September 2015. In October 2019 Council agreed to welcome a further 24 families. In September 2021, in response to an urgent request from the UK government to resettle those who supported UK forces in Afghanistan, Council agreed to widen the scope of the agreed resettlement programme to include those displaced from Afghanistan. Council also agreed to extend arrangements to cover future UK resettlement programmes up to 31<sup>st</sup> March 2027. A cap of 24 families was agreed as part of this decision. Governance was agreed by Council on how funding would be utilised and that responsibility for management and financial oversight would sit with Housing.
- 3.2. In February of this year the war in Ukraine broke out and immediately the Home Office commenced work to develop a humanitarian response, and working with Scottish Government and Council's, support Ukrainians seeking to come to Scotland to escape the conflict. This has been managed through three schemes: Family Visa Scheme; Homes for Ukraine and Super Sponsor Scheme. The Homes for Ukraine and Super Sponsor schemes have required extensive work at a Local Authority level. While Council's have been supporting refugee settlement schemes since 2015 the speed and scale of the work to welcome Ukrainian persons has been significant and has required decisions to be taken at pace.
- 3.3. Whilst at a national level the Ukrainian scheme is designed to be closely aligned with the wider Afghanistan and Syrian resettlement schemes and is being built on learning and good practice from those schemes there are significant differences between the two programmes, not least the Council's inability to influence the number of arrivals to Clackmannanshire under the Ukraine scheme. It is proposed that whilst the Ukraine scheme is managed by the Council's resettlement teams who are also managing the wider programme, the schemes are kept separate for the purposes of governance, resources and management of funding.
- 3.4. Under the Homes for Ukraine (HfU) scheme 39 Ukrainian persons have settled in 19 sponsor homes in Clackmannanshire. 20 arrivals are children under the age of 18 years. Sponsors and households are required to complete various identity and property checks and this work has been led by Council services. Each Ukrainian arrival has also been provided with support from the Housing Support Team and Education where required.
- 3.5. There has also been a significant amount of work led by the Voluntary Sector in Clackmannanshire in response to the humanitarian crisis. This work, led by Play Alloa and the Wimpy Park group has seen the coordination of local donations of aid for Ukraine. This work is ongoing with the groups still collecting donations of medical supplies, food and clothing. Play Alloa has also established a weekly drop in network for Ukrainian families already living here to help them integrate into Clackmannanshire and access services in a non-stigmatising way. These sessions are well attended and families can access sanitary products, toiletries, school uniform and clothing and food. These items have been donated by community groups and individuals from across the county who are keen to help support Ukrainian arrivals.

- 3.6. Under the Scottish Government led Super Sponsor Scheme, households were asked to make an application to host Ukrainian families via an Expression of Interest process. A Partnership Agreement has recently been agreed by Cosla which provides clarity on the roles and responsibilities and the processes which will support the matching and management of Ukrainian persons and hosts who have expressed an interest in the Super Sponsor scheme. Welcome Hubs have now been established for arrivals into Edinburgh, Glasgow, Refrewshire and Cairnryan. Council's are leading work to ensure the required identification, property and disclosure checks are completed and in place for those who arrive into Scotland via the scheme.
- 3.7. In Clackmannanshire checks are well underway on sponsors who applied through the Expression of Interest application process. 66 households from across Clackmannanshire applied through this route. All checks are required to be completed prior to the arrival of Ukrainian families through the Super Sponsor scheme, however as Ukrainian persons are currently being housed at the welcome hubs there is urgency being placed on Council's to complete the required checks so that matching can be completed. It is not known at this stage what the potential number of Ukrainian persons being matched to Clackmannanshire properties are however projections are that it could be anywhere between 130 and 180 individuals. For the purposes of resource and financial planning, costs and assumptions are based in the sections that follow on 130 UDPs including 55 children travelling to Clackmannanshire. Council is asked to note that funding income is estimated at this stage as a result.
- 3.8. While the checks are being progressed by Council services and are expected to be completed over the coming weeks, a longer term pressure will be placed on Housing Support and Education to support Ukrainian families to integrate into Clackmannanshire communities. It is also anticipated that some support may be required to support sponsor families over the course of the scheme. To support this work a funding package has been agreed by UK and Scottish Governments to ensure that adequate support provision can be provided for Ukrainian families. This funding is additional to that already in place to support wider resettlement schemes.
- 3.9. Funding has been agreed for one year covering the period 1<sup>st</sup> April 2022 to 31<sup>st</sup> March 2023. This includes:
- £173k one off grant from Home Office to cover administrative costs.
  - £10,500k funding for 2022/23 for each UDP arrival
  - £350 'thank you' payment per sponsoring household.
  - Additional funding for each child to cover Education costs as follows:
    - Early years (ages 2 to 4) - £3,000
    - Primary (ages 5 -11) - £6,580
    - Secondary (ages 11-18) - £8,755
    - These tariffs include support for children with special educational needs and disabilities (SEND).

- 3.10. This funding is provided to enable the Council to meet its responsibilities to deliver the Ukraine Resettlement scheme. The financial contributions offered by UK Government should be sufficient to cover any costs incurred by Council in implementing these responsibilities. The responsibilities placed on the Council are summarised as follows:
- a) The provision of education. Council's are required to provide school places for children of school age.
  - b) Service Referrals. Where necessary, councils should provide advice and referrals to specialist public health services as appropriate e.g. mental health services, adult social care and children's services.
  - c) Work and Benefits. Council's should support guests to access local Jobcentre Plus appointments for benefit assessments and job-seeking, including any additional benefits enabled by Social Security Scotland.
  - d) Homelessness assistance. There may be cases where the sponsor / guest relationship breaks down and the guest is at risk of homelessness. This would trigger the Council's standard homelessness duties which arise under sections 31 (persons found homeless) and s32(2) (threatened with homelessness) of the Housing (Scotland) Act 1987. It is worth noting that at the time of writing no Ukrainians have presented as homeless in Clackmannanshire.
  - e) Community Integration. Council's and their partners will play a key role in the integration of Ukrainian families into their local communities. Integration might include ESOL provision, access to translation services, community events, using community champions, interfaith groups and helping to sign post support.
  - f) Council's will also administer 'thank you' payments at the £350 per sponsoring household per month rate.
  - g) The Council where the sponsor accommodation is located is asked to provide an interim payment (in line with other resettlement schemes) of £200 per guest for subsistence costs
  - h) Under both Homes for Ukraine and the Scottish Super Sponsor Scheme council's will conduct an enhanced disclosure check and a property visit.
  - i) In addition Council's are required to ensure they provide safeguarding arrangements for vulnerable children and adults arriving into Scotland from Ukraine, recognising that some may require formal support and safeguarding to be in place. Unaccompanied children and children travelling with adults without legal guardianship is a particular risk which requires careful management. The legal framework for Unaccompanied Children is outlined in the Children (Scotland) Act 1995, which covers looked after children and care leavers in Scotland. Unaccompanied Children from Ukraine will become looked after children, subject to section 25 of the 1995 Act. Local authorities will therefore have responsibilities to safeguard and promote the welfare of these children. Guidance on Unaccompanied Children from Ukraine has been developed by the UK Government and Cosla is currently engaging with

Scottish Government on how this will be implemented in Scotland with regard to the Super Sponsor scheme.

- 3.11 In order for the Council to fulfill these responsibilities a review of resources and capacity has been undertaken by officers. Additional staffing resource is identified to implement the support and functions required for the scheme. These staffing resources will create additional capacity in, and will complement existing resettlement teams in Place and People directorates. These posts are fixed term for 12 months subject to additional funding being announced by UK Government. The required posts are:
- 2 fixed term ESOL workers at G6
  - 1 fixed term Family Support Worker at G6
  - 1 fixed term Resettlement Coordinator Education and Social Work G8
  - 2.5 fixed term Housing Support Workers G6.
- 3.12 Additional costs are also identified. These include administration costs for the £200 initial payment for each Ukrainian arrival which is managed by Council; transportation costs; interpretation costs; costs associated with minor property adaptations; costs to cover clothing and hardship payments; standby payments to cover out of hours costs and overtime costs required to process the required Disclosure Scotland checks for sponsors. In addition, contingency costs are also identified associated with homelessness of Ukrainian families in the event of a breakdown in the sponsor arrangement, and costs associated with managing safeguarding of unaccompanied children and children travelling with adults without guardianship. A breakdown of all costs are provided at Appendix A.
- 3.13 A summary of the income and costs associated with the Ukrainian scheme is set out below (exhibit 1). Council is asked to agree the expenditure of £1,066,591 and note that an unallocated funding amount of £880, 109 is identified. This sum may be required to cover unforeseen expenditure subject to approval from Council. Council is asked to note that funding allocations from UK and Scottish Governments is provided for 12 months with no decision at this stage on future funding packages to support the Ukraine scheme.

Exhibit 1

<b>Ukraine Scheme Income April 2022-July 2023</b>	<b>£</b>
Scottish Government Grant (Indicative)	245,000
Families Grant (Indicative based on 130 families)	1,701,700
<b>Total Estimated Income</b>	<b>1,946, 700</b>
Total Estimated Expenditure	1,066, 591
Unallocated Funds	880, 109

## **Next Stages**

- 3.14 Council officers will continue to engage with key stakeholders including Cosla, UK and Scottish Governments to deliver the Ukraine Scheme and to prepare for the arrivals of UDPs under the Super Sponsor scheme. Subject to approval, recruitment of the identified posts in this paper will be progressed immediately. A progress update report will be brought back to the next meeting of Council in August 2022.

## **4.0 Sustainability Implications**

- 4.1. No sustainability implications are identified.

## **5.0 Resource Implications**

### *5.1. Financial Details*

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

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

### *5.4. Staffing*

- 5.5. Staffing and resource requirements and costs are set out in the paper and appendices.

## **6.0 Exempt Reports**

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

## **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 )

Clackmannanshire will be attractive to businesses & people and ensure fair opportunities for all   
Our families; children and young people will have the best possible start in life  
Women and girls will be confident and aspirational, and achieve their full potential  
Our communities will be resilient and empowered so that they can thrive and flourish

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

## 8.0 Equalities Impact

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

Yes  No

## 9.0 Legality

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

## 10.0 Appendices

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

Appendix A: Ukrainian Displaced Persons Resettlement Scheme Cost Breakdown April 2022-July 2023.

## 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

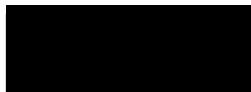
Warm Scottish Welcome: Guidance for Local Authorities April 2022

Refugee Resettlement Programme Report to Council December 2021

### Author(s)

NAME	DESIGNATION	TEL NO / EXTENSION
Cherie Jarvie	Senior Manager Partnership and Transformation	2365

### Approved by

NAME	DESIGNATION	SIGNATURE
Pete Leonard	Strategic Director Place	





**Appendix A: Ukrainian Displaced Persons Resettlement Scheme Cost Breakdown April 2022-July 2023**

Resource Requirement					
	FTE	Anticipated Costs	Year 1 (22/23)	Year 2 (23/24)	Total
<b>People Directorate</b>					
Family Support Worker	1	-	£29,985	£10,495	£40,480
Refugee Coordinator	1	-	£38,483	£13,469	£51,952
ESOL CLD Worker	2	-	£59,970	£20,990	£80,960
Unaccompanied Children (Provisional Sum)		£250,000			£250,000
Childcare Admin Overtime		£5,000			£5,000
<b>TOTAL :</b>					<b>£428,392</b>
<b>Place Directorate</b>					
	FTE	Anticipated Costs	Year 1 (22/23)	Year 2 (23/24)	Total
Housing Support Officer	2.5	-	£74,962	£26,237	£101,199
<b>Staffing Total</b>					<b>£101,199</b>
Potential Scottish Welfare Fund Provision	-	£100,000	-		£100,000
Welcome Payment (£200 per person)	-	£260,000	-		£260,000
Interpretation	-	£80,000	-		£80,000
Travel	-	£2,000			£2,000
Minor property works (support to enable sponsor compliance)		£5,000			£5,000
Community Based Support grants (Provisional sum)		£15,000			£15,000
Standby	-	£10,000	-		£10,000
Emergency Accommodation Provision (Provisional Sum)		£65,000			£65,000
<b>Expenses Total</b>					<b>£537,000</b>
<b>PLACE TOTAL:</b>					<b>£638,199</b>
<b>ANTICIPATED EXPENDITURE - GRAND TOTAL</b>					<b>£1,066,591</b>
<b>Indicative Income</b>					
Families	Number	Anticipated Income	April 22 - July 23		
Adults	75	£10,500 each	£787,500		
Children aged under 2	3	£10,500 each	£31,500		
Children aged 2 - 4	12	£13,500 each	£162,000		
Children aged 5 - 10	20	£17,080 each	£341,600		
Children aged 11 - 18	20	£18,955 each	£379,100		
<b>Families Sub Total</b>				<b>£1,701,700</b>	
<b>Administration Allocation</b>					

Scottish Government Grant		£245,000
<b>Administration Allocation Sub Total</b>		<b>£245,000</b>
<b>INDICATIVE INCOME - GRAND TOTAL</b>		<b>£1,946,700</b>
<b>UNALLOCATED FUNDS</b>		<b>£880,109</b>

Assumptions:	
1	130 Persons arriving from Ukraine
2	55 Children
3	Children's funding includes age related education allowance
4	Most arrivals will occur April - July 22
5	12 month staffing cost calculated from July 22 to June 23
6	Notional 5% added for wage inflation

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**Report to: Clackmannanshire Council**

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**Date of Meeting: 23 June 2022**

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**Subject: UK Shared Prosperity Fund**

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**Report by: Strategic Director (Place)**

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**1.0 Purpose**

1.1. The purpose of this report is to:

1.1.1 Provide information on the UK Shared Prosperity fund allocation for Clackmannanshire, and to seek approval for an outline set of proposals on how this fund will be allocated over the period October 2022 until March 2025.

1.1.2 UK Shared Prosperity Funding is a successor to some EU Structural Funds, specifically, the European Regional Development (ERDF) and European Social Fund (ESF), and is intended to ensure focus on local priorities, and continuation and development of existing ESF and ERDF funded services, building on and developing successes and best practice learned through the previous programmes. In Clackmannanshire specifically, current EU funded programmes include a successful ESF Employability Service delivered by the Council's Clackmannanshire Works team, and an ERDF funded business support programme delivered via the Business Gateway contract.

**2.0 Recommendations**

2.1. Council is invited to:

2.1.1 Note the financial award to Clackmannanshire Council from the UK Shared Prosperity Fund, and in particular the allocation of funding across each year;

2.1.2 Note that the UK Shared Prosperity Fund is intended to provide continuity and development of existing ESF and ERDF funded services within Clackmannanshire;

2.1.3 Agree that the activity within each investment priority area is delivered in general as outlined in Appendix A;

2.1.4 Agree the funding for each investment priority is allocated in general as outlined in Appendix A;

2.1.5 Note the challenges in terms of uneven funding allocation across the 2.5 year period of the programme.

### 3.0 Background

3.1 The methodology used to allocate the £2.6 billion UK Shared Prosperity Fund (UKSPF) across the UK up to the end of the 2024-25 financial year as set out in the spending review is:

- 1) Core UKSPF budget: £2.06bn over the Spending Review period
- 2) Multiply budget: £430m over the Spending Review period
- 3) Centrally retained Multiply: £129m over the Spending Review period.

3.2 The UKSPF is a successor to some EU Structural Funds, specifically, the European Regional Development (ERDF) and European Social Fund (ESF). Other European Funds, such as the European Agricultural Fund for Rural Development (EAFRD), are being replaced separately. This means that the key objectives of this UKSPF allocation methodology are to ensure a degree of continuity of funding for places transitioning away from EU funding, while still ensuring that funding is targeted towards areas most in need at the present time. The fund will also align to the missions set out in the Levelling up white paper.

- 60% of the funding was distributed based on Local Authority population size (a 'per capita' basis)
- 30% was distributed using the need-based index as was developed for the UK Community Renewal Fund, which was designed as a precursor to the UKSPF
- 10% was distributed using population density.
- The 60:30:10 split has been chosen to ensure that funding was weighted toward those areas most in need of greater funding levels, while maintaining a level of continuity with the EU funds that the UKSPF is replacing, to minimise the size of funding gaps as during transition from an EU-led regime to a UKG-led one.

3.3 UK Government strongly encourage lead local authorities to engage widely with local partners to ensure that local investment plans complement and do not duplicate other provision and interventions are delivered at the appropriate scale. Places will be empowered to identify and build on their own strengths and needs at a local level. In Clackmannanshire, engagement is being undertaken via our Local Employability Partnership (LEP) and with the Clackmannanshire Business Support Partnership (CSBP). Members of both of these Partnership groups are detailed in Appendix B.

3.4 The UK Government will release funds to each Council over the 3-year period with the first payment being released in October 2022 and future funds being released on 1<sup>st</sup> April each subsequent year.

3.5 Clackmannanshire has been awarded £2,115,506 for this 2.5 year period, which includes £365,328 ring-fenced for a Multiply programme (adult numeracy). An element of the fund can be used for capital projects, with the minimum capital spend set as a percentage of the core spend for each year (see table below and Section 4.7).

3.6 The breakdown of funds to be spent in Clackmannanshire is as follows:

	<b>Core</b>	<b>Min. Capital</b>	<b>Multiply</b>
Year 1(22-23)	£212,400	10.4%	£110,448
Year 2(23-24)	£424,800	12.5%	£127,440
Year 3(24-25)	£1,112,977	17.9%	£127,440

#### 4.0 Considerations

4.1 The UK Government has identified three investment priorities:

- supporting local business
- people, skills, and investment
- communities and place.

4.2 Each investment priority has set interventions with outputs and outcomes to be achieved which align to the missions set out in the White Paper for levelling up. The UK Government have also allocated funds to each Local Authority to deliver the Multiply programme.

4.3 Outline proposals and costings for each of the investment priority areas, and for Multiply are shown in Appendix A attached. UK Government have provided 51 different Interventions (S1 – S51) split across the three priority areas and the Multiply programme, as well as expected outcomes for each Intervention and Appendix A also highlights the relevant UK Gov. intervention numbers and outcomes for each of our proposals. Local strategic priorities have been taken into account when identifying which of the Interventions we wish to address.

4.4 Each Local Authority will receive £20,000 to prepare an individual Investment Plan and can use up to 4% from their total allocation to undertake necessary Fund administration, such as project assessment, contracting, monitoring and evaluation, audit and compliance and ongoing stakeholder engagement. In Clackmannanshire, this admin fee (based on our annual allocation of funding) equates to

Year 1: £12,913

Year 2: £22,090

Year 3: £49,617

4.5 Resources required to manage, coordinate delivery and provide compliance, reporting and monitoring of the programme will be funded or part funded through the UK Shared Prosperity Fund management fee.

4.6 It is intended that a Steering Group to govern the programme with nominated sub leads for each investment priority and Multiply will be set up, with regular meetings scheduled to enable the Investment Plan to be submitted to UK government by the deadline date of 1<sup>st</sup> August 2022. This group will be led by the appropriate Transformation Officer within the Transformation Team, and the Team Leader, Economic Development. Thereafter, quarterly steering

group meetings will take place to ensure all activity and spend has been achieved.

- 4.7 The UK Government has provided annual allocations to each Council, with funding released as follows: 12% in year 1, 24% in year 2 and 64% in year 3. From that allocation, a further proportion of spend must be capital: 10.4% in year 1, 12.5% in year 2 and 17.9% in year 3. This spend profile has implications for the delivery of the programme, particularly for Year 2 where the lower funding allocation will present financial constraints and challenges in terms of continuity and development of our existing EU funded programmes, and will not allow much scope for any new activity during that year (2023/24). It is anticipated that the uneven allocation of funding across the 3 years may have a negative impact on quality and continuity of services. The profiled allocations and restrictions on spend has proved challenging and concerns have been shared with UK Government directly and raised through Scottish Local Authority Economic Development (SLAED). A resolution is needed to enable Clackmannanshire Council to effectively deliver the services to benefit our communities, people, and business.
- 4.8 An overview of the proposed plan for delivery is detailed below (further detail contained within Appendix A):

#### 4.8.1 ***People and Skills***

It is proposed to develop a full employability programme, incorporating elements of our existing successful ESF funded programme which has been delivered in-house by the Clackmannanshire Works team (part of Clackmannanshire Council Economic Development service) from 2015 and is due to end in March 2023, as well as elements of the Community Renewal Funded PEC (Pre Employability Clackmannanshire) programme, which commenced in January 2022 and is being delivered by a consortium of Third Sector local organisations led by CTSI and CERT.

It is proposed that this new programme will deliver the following range of support:

- Stage 1: Support for 'Economically Inactive' group. Engage with our Third Sector partners to deliver pre-employability support for those currently defined as economically inactive (not engaged with DWP through a Work Coach), aimed at engaging those individuals, reducing barriers and developing a variety of basic and interpersonal skills to encourage and support a number of this group to progress into mainstream employability support, volunteering opportunities, and training. Anticipated Number of economically inactive beneficiaries supported through this activity is 500, plus an additional 130 ex offenders (through pre-employability support). Stage 1 will also see approximately 100 beneficiaries supported into Voluntary placements.
- Stage 2: Provision of Employability support for Clackmannanshire residents aged 16-67, who are furthest from the labour market and who have at least one barrier to employment. The service will include person centred key worker support, access to and funding for accredited training to progress into and sustain employment and self-employment opportunities, and provision of wrap around support including financial

advice, digital skills and mental health support. This activity is currently funded through EU structural funds and delivered in-house by the Clackmannanshire Works team. Through experience of delivering the current ESF programme, it is anticipated that we will attract 250 new starts onto the 2 year programme starting in April 23, as well as continuing to work with existing ESF supported clients, to ensure continuity of support for this group of unemployed residents. It is anticipated that 125 of these will be supported into jobs, with at least 75 sustaining jobs for over 6 months. Appendix C provides information on our current ESF programme, including beneficiary numbers and outcomes.

- In partnership we will work to provide opportunities for training and qualifications for those employed within low paid and low skilled jobs and for those experiencing in work poverty to increase household income. Advice and guidance in careers progression opportunities and financial management will also be provided, in addition to access to wider provision such as core skills and basic skills development. Our in-work support will help fund work clothes, transport and childcare costs as well as essential training costs for clients supported into jobs.

In designing this programme, we will take into account and align the new provision with No One Left Behind, Young Person's Guarantee, Fair Start Scotland and Parental Employability Support, all Scottish Government funded employability programmes currently managed and/or delivered by Clackmannanshire Council's Economic Development Service on behalf of the Local Employability Partnership (LEP). Clackmannanshire Works currently work with around 400 people through all of these Employability programmes (including around 125 per annum on our ESF programme)

#### 4.8.2 ***Multiply***

We propose to work with our local Third Sector organisations and the Council's Community Learning and Development service to co-ordinate and deliver a range of community based and online numeracy and maths skills courses to key priority groups. A blended approach will be deployed. Provision will be aligned and integrated with the wider employability offer locally, enhancing opportunity. Employability support provision will provide opportunities to further develop numeracy skills aligned to core skills modules as part of a wider offer of vocational training. It is anticipated that around 370 people will be supported through the Multiply programme over 2.5 years, with around 75 gaining a qualification.

#### 4.8.3 ***Business Support***

It is proposed to:

- Provide specialist support to our businesses through a framework of experts delivering support for specific projects leading to business growth (programme currently funded through an ERDF EU funded scheme due to finish in September 2022). This has the potential to include group sessions and networking, and a particular focus will be put on our local priority sectors of food and drink and tourism. Specialist support and events will also target low carbon and digital projects. Around 60 businesses per annum (180 over the 2.5 years) will be supported.

- Recruit a Business Adviser who will provide a business engagement function within our Economic Development team, linking businesses to employability programmes (including increasing knowledge on skills requirements within our local businesses) and working closely with our local Business Gateway provider to ensure businesses have access to a wide range of support and advice. The Business Adviser role will also involve encouraging businesses to adopt the newly developed Clackmannanshire Good Employment Charter and fair work practices (developed as part of our CWB action plan), and encouraging businesses to engage with and support the Clackmannanshire Climate Change Strategy.
- Work with partners to provide additional business support in the form of accelerator programmes, training and networking, particularly around the areas of net zero, digital and tourism.
- It is anticipated that the business support activity will lead to job creation (approximately 60 new jobs created and 40 safeguarded per annum), an increase in new business starts (approximately 12 per annum in addition to the new business starts supported by Business Gateway); much improved engagement between businesses and employability support in the area; better knowledge of our business base and skills requirements; and good engagement with and sign up to the Clackmannanshire Good Employment Charter and Climate Change Strategy. Businesses receiving support will also be introduced to the concept of community benefit and will be encouraged to provide some sort of community benefit as a result of the support. This could take the form of supporting the Developing Young Workforce activity around Young Person's Guarantee and schools engagement, offering a work placement or volunteering for some community project.

#### 4.8.4 **Communities**

It is proposed that we will use the capital element of the Fund to support our Communities and Place - specific projects are still to be agreed, but could include:

- Working in partnership with our Third Sector Interface and other partners to agree a programme of activity over the 3 years
- In years 2 and 3, offer grants to support community projects
- Support active travel programmes
- Support projects within our Transformation zones.

All communities projects will require to fit with the UK Government Intervention list, and support the accompanying outcomes.

- 4.9 Further updates are expected from UK Government in the summer and if considered necessary, a further report will be brought to Council.



## **5.0 Challenges**

- 5.1 Timing and preparation of the Investment plan for submission by 1<sup>st</sup> August will be challenging. The Plan requires us to engage with key stakeholders, and will require sign off by Council leader, Chief Executive and Finance Officer. Engagement must also be undertaken with the local MP and MSP.
- 5.2 Allocation of funding over the 2.5 years will present challenges in terms of continuity of service and delivery of new programmes. We are in discussion with UK Government about potential solutions to this, and are seeking clarification on whether it will be possible to use some of our Year 3 funding allocation to support activity in Year 2 to allow programmes to be delivered fully and evenly over the 2 years. This may require a 'spend at risk' decision by Council for Year 2 (2023/24) of the programme, but with funding guaranteed to be received in April of 2024.

## **6.0 Conclusions**

- 6.1 The UKSPF will allow us to mitigate the impacts of leaving the European Union, by investing in domestic priorities and targeting funding where it is needed most: building pride in place, supporting high quality skills training, supporting pay, employment, productivity growth, and increasing life chances. To achieve this Clackmannanshire Council will provide support for local businesses and strengthen the local entrepreneurial ecosystem, will improve links and increase knowledge around skills requirements between employability programmes and local businesses, will provide pre-employment support for economically inactive people and employability and other wrap around support for those with barriers to employment, and will support those in low-income employment to increase skills. It will also, through the capital element, provide funding for new, or improved existing community and place infrastructure projects. The fund will also help transform the lives of adults across Clackmannanshire by improving numeracy skills, providing better access to free, flexible courses that fit around their lives while improving opportunities for employment.
- 6.2 Clackmannanshire Council will prepare and submit an Investment Plan before 1<sup>st</sup> August 2022 detailing activity and funding to align with the interventions, outputs and outcomes set by UK Government. Interventions have been chosen to fit with our local strategic priorities aligned with Wellbeing Economy and Be the Future. Please note that advice from UK Government is that these plans are not set in stone and can be adjusted at any time during the 2.5 year programme to reflect local circumstances and priorities.

## **7.0 Sustainability Implications**

7.1

## **8.0 Resource Implications**

- 8.1 Resource will be required to carry out stakeholder engagement, and to finalise the detail of our investment proposals prior to submission by 1<sup>st</sup> August. This

will be provided by the Transformation Officer for UKSPF, working with the Economic Development Service Team Leader.

8.2 Resource will be required to provide compliance, monitoring, reporting and managing of new UKSPF programmes. It is intended that the administration fee (outlined in 4.4 above) will be used to part fund a new Data and Monitoring Officer Post within the Economic Development Team to undertake this activity.

8.3 A new Business Adviser/Business Engagement Officer Post will be created and funded through the Business Support stream of the plan.

## 9.0 Financial Details

9.1 Funding allocations for Clackmannanshire over the 2.5 years from October 2022 until March 2025 are as per Section 3.5 above.

## 10.0 Staffing

10.1 Clackmannanshire Council currently employ a number of staff within the Economic Development Service to deliver an existing European Funded ESF Employability Programme. It is intended that the new Employability Programme contained within the UKSPF proposals will include elements of our existing programme as well as some new interventions which can be carried out by the existing key worker and Job Broker team. Exact numbers of staff and roles for the new programme will be agreed on over the next 6 months and any changes to staffing requirements will be notified to Council at a future date during 2022/23.

10.2 New Data and Monitoring Officer and Business Adviser roles will be created and funded via the UKSPF (as per outline proposals).

## 11.0 Exempt Reports

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

## 12.0 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 )

Clackmannanshire will be attractive to businesses & people and ensure fair opportunities for all	X
Our families; children and young people will have the best possible start in life	X
Women and girls will be confident and aspirational, and achieve their full potential	X
Our communities will be resilient and empowered so	

that they can thrive and flourish

X

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

**13.0 Equalities Impact**

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

Yes  No

**14.0 Legality**

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

**15.0 Appendices**

Appendix A: Outline Proposals and Costs and fit with UK Gov. Interventions and Outcomes

Appendix B: Stakeholder Engagement: LEP and Clackmannanshire Business Support Partnership member organisations

Appendix C: Current ESF programme outcomes and beneficiary numbers

**16.0 Background Papers**

16.1 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)

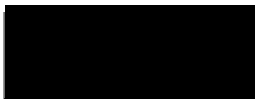
Yes X (please list the documents below) No

**UK Shared Prosperity Fund Prospectus published by UK Government May 2022**

**Author(s)**

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Alison Davidson	Team Leader, Economic Development	07790 942237

**Approved by**

NAME	DESIGNATION	SIGNATURE
Pete Leonard	Strategic Director (Place)	



**UK SHARED PROSPERITY  
APPENDIX A : OUTLINE PROPOSALS AND COSTS  
OCTOBER 2022 – MARCH 2025**

**1. CURRENT ALLOCATIONS PER ANNUM (AS ADVISED BY UK GOVERNMENT)**

	Core	Multiply	total	Capital % of core	Capital £	Remaining Core (capital subtracted)
Year 1	212,400	110,448	322,848	10.4%	£22,090	£190,310
Year 2	424,800	127,440	552,240	12.5%	£53,100	£371,700
Year 3	1,112,977	127,440	1,240,417	17.9%	£199,223	£913,754
Totals	£1,750,178	£365,328	£2,115,505		£274,413	£1,475,764

An admin fee of 4% can be used towards management and administration costs (eg. Project compliance and reporting, monitoring and evaluation, etc.).

In Clackmannanshire, this admin fee (based on our annual allocation of funding) equates to

Year 1: £12,913

Year 2: £22,090

Year 3: £49,617

It is intended to use this Admin Fee to part fund a new Data and Monitoring post within the Economic Development team to undertake this activity.

**2. PROPOSALS BROKEN DOWN BY YEAR, WITH INVESTMENT AREA, UK GOV INTERVENTION CODES AND INDICATIVE OUTCOMES**

**2.1 Year 1: October 2022 to March 2023**

	Amount Allocated	Proposal	Investment Area	UK Gov Intervention Ref, and indicative outcomes
Capital Spend	£22,090 less admin fee of 4% = £21,206	Alloa Town Centre project and set up of Employability meeting and drop in space within Alloa Town Centre.  IT devices for relevant	Communities and Place (£17,000)  People and Skills	S1: Place based investments for regeneration and town centre improvements.  S34: Intervention to increase levels of digital inclusion,

		employability client group to enhance digital skills, and set up of town centre shop front unit for delivery of employability programmes	(£4,206)	with focus on digital skills (requirement for around 30 devices per annum (15 in Year 1), following the closure of the recent Connecting Scotland programme)
Multiply	£110,448 less admin fee of 4% = £106,130	Potential for Third Sector delivery of new adult numeracy programme (working with LEP partners, Forth Valley College and CLD team) Multiply funding is evenly spread over the period of the programme, making it easier to plan and deliver consistently. The multiply programme will contribute to separate Multiply interventions as well as support participants at all stages of the new Employability programme. Initial proposal has been submitted by a consortium of Third Sector organisations, led by CTSI. The proposal includes the recruitment of 2 FT tutors to deliver this programme, working with partners and across communities in Clacks to identify and support appropriate beneficiaries. The more formal training elements will be outsourced, and conversations with the college have taken place.	People and Skills (£106,130)	S42: Courses designed to increase confidence with numbers for those needing the first steps towards formal qualifications  S43: Courses for parents wanting to increase their numeracy skills in order to help their children, and help with their own progression  S44: Courses aimed at prisoners, those recently released from prison or on temporary licence  S45: Courses aimed at people who can't apply for certain jobs because of lack of numeracy skills and/or to encourage people to upskill in order to access a certain job/career  S48: New Intensive and flexible courses targeted at people without Level 5 Maths, leading to an equivalent qualification  S49: Courses designed to help people use numeracy to manage their money  S50; Courses aimed at those 19 or over that are leaving, or have just left, the care system  S51: Activities, courses or provision developed in partnership with community organisations and other

				<p>partners aimed at engaging the hardest to reach learners</p> <p>Anticipated number of participants in 1-2-1 support over the 2.5 years of the programme = 370, with around 75 expected to gain a qualification.</p>
Core Funding	£190,310 less admin fee of 4% = £182,698	<p><b>Business Support:</b>  Replacement of existing ERDF 'Expert Help' programme) = £40,000 – potential to include a one to many programme supporting 2 cohorts x 12 businesses per annum (one cohort in Year 1) involving a network of experts in innovation, skills development and knowledge transfer)  New business accelerator programme = £20,000</p> <p>New Business Adviser Role = £20,000  This new role will operate in the Economic Development section, and will undertake the following key responsibilities:</p> <ul style="list-style-type: none"> <li>- Improved business engagement, focusing on skills requirements and job vacancies and matching those to local employability programmes</li> </ul>	Business (£80,000)	<p><b>Business Support</b></p> <p>S19: Strengthening local entrepreneurial ecosystems, and supporting businesses at all stages of their development to start, sustain, grow and innovate, including through local networks</p> <p>S20: Support for expert business advice and support programmes</p> <p>S29: Support for new and existing businesses and start-ups aligned with local, Regional and Scottish policy</p> <p>Our Business Support activity will support businesses, including Third Sector organisations, across all sectors, with a range of outputs which will support local strategic priority areas. UKSPF business support activity will enhance and add value to the existing core Business Gateway activity and will directly support the following outcomes:</p> <p><b>Job Creation</b> : anticipated to be in the region of 60 new jobs per annum within supported businesses</p> <p><b>Jobs Safeguarded:</b> anticipated to be in the region of 40 per annum within supported businesses</p> <p><b>Increased share of early stage firms which generate or increase their revenue:</b> anticipated to support around</p>

		<ul style="list-style-type: none"> <li>- Supporting unemployed residents on employability programmes to consider self-employment as an option and working with Business Gateway to encourage and support new start businesses</li> <li>- Encouraging businesses to sign up to the newly development Clacks Good Employment Charter</li> <li>- Encourage employers to adopt Fair Work Practices</li> <li>- Encourage employers to support the Clackmannanshire climate change strategy and input into a newly formed forum</li> <li>- Work with the Clacks Business support partnership to support a new inward investment activity</li> </ul> <p><b>Employability</b> Set up of new Employability Programme to include Pre Employability Activity (PEC) – working with Third Sector partners to engage with ‘economically</p>	<p>People and Skills (£102,000)</p>	<p>24 early stage growth businesses per annum <b>Number of new businesses created:</b> Through our additional Business Adviser resource, we expect to support an additional 12 new businesses to start up per annum (this is in addition to the current BG target of supporting 90 new business starts per annum in Clacks).</p> <p>Other outputs include increased number of businesses engaged in new markets, number of businesses introducing new products to the firm, increased number of innovation active SME’s.</p> <p>All businesses supported will be encouraged and supported to sign up to the new Clackmannanshire Good Employment Charter (being developed as a result of our CWB action plan), and will be encouraged to support the Clackmannanshire climate change strategy. All business support activity will include a focus on net zero, digital skills and innovation, and supported businesses will be encouraged to provide a community benefit of some kind (which could include a commitment to working with schools, supplying work placements, or providing voluntary support within Third Sector and community organisations. Activity will also support local priority of increasing the business base in Clacks.</p> <p>See Year 2 and 3 for full detail on new Programme, including interventions and outcomes.</p>
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		<p>inactive' group = £50,000</p> <p>Planning for replacement of ESF programme and designing new activity to start 1 April 2023. Activity will include enhancing our data reporting system, setting up a presence in the town centre, contracting with wrap around support (eg. Mental health provision, financial advice and digital support) = £52,000</p>		
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We await confirmation from UK government that any underspend during Year 1, if committed, can be carried forward into Year 2 activity.

Year 2 : April 2023 to March 2024

	Amount Allocated	Proposals	Investment Area And Funding	UK Gov Intervention Reference Nos, and indicative outcomes
Capital Spend	£53,100 less admin fee of 4% = £50,976	Working with partners and communities to identify suitable capital projects	Community and Place = £50,976	For Years 2 and 3, we intend setting up a fund for community projects to bid into – with projects requiring to fit with at least one UK Gov. Intervention (S1 to S13), and with local Wellbeing Economy and Be The Future outcomes.
Multiply	£127,440 less admin fee of 4% = £122,342	As for 2022/23 : Ensuring new programme is meeting intended outputs and outcomes	People and Skills = £122,342	As per Year 1
Core Funding	£371,700 less admin fee of 4% = £356,832	<p><b>Business Support:</b>            £90k – replacement ERDF programme of support for business, and growth programme            £40k – new accelerator programme            £50k - Business Adviser role            Total : £180,000</p> <p><b>Employability:</b>            Full new integrated programme of Employability support, from working with economically inactive group (via proposed Third Sector partner delivery) to replacement ESF person centred key worker employability support delivered by Clackmannanshire Works            Total (maximum left of allocation):</p>	<p>Business Support = £180,000</p> <p>People and Skills</p> <p>Full cost of programme per annum would be in the region of £400,000 per annum            As things stand, our current allocation from</p>	<p>As per Year 1, but full year of support</p> <p>S31: Employment support for economically inactive people            S32: Courses including basic skills and the skills and career skills provision for people who are not economically inactive and who are unable to access other training or wrap around support.            S33: Activities such as enrichment and volunteering to improve opportunities and promote wellbeing.            S34: Intervention to increase levels of digital inclusion, with a focus on essential digital skills</p>

		<p>£176,832 (this is considerably lower than we had hoped for Year 2 and will not cover delivery of our full programme unless some way can be found to spread the costs more evenly over Year 2 and Year 3 (as per Point 5.2 in Council report)).</p> <p>If there is no flexibility to move allocations between years, one potential solution for Year 2 is to match fund in kind some staff costs within the Clackmannanshire Works service. While match funding is not a requirement of UKSPF, it is encouraged where possible and relevant.</p>	<p>UK Gov will fund <b>£176,832 of activity in Year 1, leading to a £223,000 shortfall</b></p>	<p>S35: Support for employability programmes and advice S36: Support for local areas to fund local skills needs (includes industrial and vocational qualifications)</p> <p>Stage 1: UK Gov. have included a target group within the 'People and Skills' investment area of 'Economically Inactive' and It is proposed that the support to be provided to the 'economically inactive' group will be delivered as a continuation and development of the recently funded Community Renewal Fund (PEC Pre Employability in Clackmannanshire Programme) : this programme is being delivered by a Consortium of local Third and private Sector providers and is currently led by CTSI. Approximate numbers of 'economically inactive' to be supported over the 2.5 years of the programme is 500, with the programme also including to provide employability support to around 130 ex offenders. UK Gov Outcomes for the 'economically inactive' group which we will report against include:</p> <ul style="list-style-type: none"> <li>- Number of economically inactive individuals in receipt of benefits they are entitled to following support</li> <li>- Number of participants with basic skills</li> <li>- Number of participants with life skills</li> <li>- Number of people supported to engage in job-searching (it is intended that this group would be referred onto the</li> </ul>
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				<p>Clackmannanshire Works team at this point and process for referrals and reporting is being created to avoid duplication and ensure seamless transition through the pipeline)</p> <p>This activity also intends to support around 100 volunteer opportunities over the 2.5 years.</p> <p>Stage 2: It is proposed that employability support to all others (not classed as 'economically inactive') will be delivered by Clackmannanshire Works, providing a seamless transition from the currently funded successful ESF programme, due to finish in March 2023. UK SPF funding for this activity will ensure continuity of support for this client group, building on successes and best practice from the previous programme, and will support people with barriers to employment with access to skills, person centred bespoke key worker support, wrap around support for eg. Financial advice, digital skills, access to digital devices, mental health support, and a barrier free fund to support training costs, work clothes, child care, transport costs, etc. The current ESF programme supports around 125 <b>new</b> starts onto the programme per annum (as well as on-going support to people already on the programme). Based on experience of delivering ESF support to this group of clients, and current labour market conditions, we anticipate that over the 2 years of the programme from April 23 – March 25, we will see 250 new starts onto this programme, with</p>
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			<p>around half being supported into work opportunities (125), with 75 of those into sustained work (still in job after 6 months).</p> <p>This activity will supplement and align with current Scottish Government employability support through No One Left Behind (NOLB), Young Persons Guarantee (YPG), Parental Employment Support (PES) and any replacement scheme to Fair Start Scotland (which supports people with disabilities and long term health conditions and is also due to finish in March 2023). The Clackmannanshire Works team work with around 400 clients at any one time through the combination of these programmes. UKSPF funding will allow continuation of support to all unemployed Clackmannanshire residents aged 16 – 67 with barriers to employment, to progress on the employability pipeline into positive destinations which can include work, training, education and volunteer positions. Appendix C shows breakdown of current ESF programme outcomes.</p> <p>UK Gov. outcomes for this element of our proposal include:</p> <ul style="list-style-type: none"> <li>-Number of people in employment, including self-employment, following support</li> <li>-Fewer people facing structural barriers into employment and into skills provision</li> <li>-Number of people in education/training</li> <li>-Number of people taking part in work experience programmes</li> </ul>
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				<ul style="list-style-type: none"> <li>-Number of people supported to access basic skills</li> <li>-Number of people supported to engage in life skills</li> <li>-Number of people supported to gain a vocational licence</li> <li>-Number of people supported to gain a qualification or complete a course</li> </ul> <p>All beneficiaries on Stage 1 and Stage 2 will be able to access support delivered via the Multiply programme.</p>
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**Year 3: April 2024 to March 2025**

	<b>Amount Allocated</b>	<b>Proposals</b>	<b>Investment Area</b>	<b>UK Gov Intervention Reference Nos, and indicative outcomes</b>
Capital Spend	£199,223 less admin fee of 4% = £191,255	Working with partners and communities to identify suitable capital projects	Community and Place = £191,255	For Years 2 and 3, we intend setting up a fund for community and third sector organisations to bid into – with projects requiring to fit with Investment Priority areas S1 to S13, and with local priorities.
Multiply	£127,440 less admin fee of 4% = £122,342	As for Years 1 and 2, plus ensuring new programme is meeting intended outputs and outcomes Full monitoring and evaluation of programme	People and Skills = £122,342	As per years 1 and 2
Core Funding	£913,754 less admin fee of 4% = £877,204	<b>Business Support:</b> £90k – replacement	Business Support	As per Years 1 and 2

		<p>ERDF programme of support for business £40k – new accelerator programme £50k - Business Adviser role Monitoring and evaluation of programmes Total : £180,000</p> <p><b>Employability:</b></p> <p>Full programme of Employability support, as per Year 2.</p> <p>Total: £475,000 if funding can be spread over Years 2 and 3.</p> <p>£697,204 available if full allocation has to be used in Year 3 – this will fund additional employability services as required</p>	<p>= £180,000</p> <p>People and Skills Total required = £475,000</p> <p>Total available = £697,204 (222,000 over budget – potentially to cover Year 2 shortfall) if UK Gov. allow use of Year 3 money in Year 2 and Council agree ‘spend at risk’ for Year 2.</p>	<p>As per Year 2 if funding can be evenly split over the two years.</p> <p>If funding has to be spent as allocated, then Year 2 activity will be cut back, and additional activity will be programmed for Year 3. We await answers from UK Gov. on questions regarding use of underspend, and use of Year 3 money in Year 2.</p> <p>Additional activity in Year 3 could include contracted provision for 16-19 year old group, including support for those with additional support needs. Additional services to be agreed with LEP partners and will align with and add value to existing Scottish Gov. employability programmes (NOLB/YPG, etc). Fair Work Incentive could also be introduced in Year 3 if there is funding available as an Employer Recruitment Incentive.</p>
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**UK SHARED PROSPERITY FUND**

**APPENDIX B**

**STAKEHOLDER ENGAGEMENT: LOCAL EMPLOYABILITY PARTNERSHIP (LEP) AND CLACKMANNANSHIRE BUSINESS SUPPORT PARTNERSHIP MEMBER ORGANISATIONS**

**CLACKMANNANSHIRE LOCAL EMPLOYABILITY PARTNERSHIP**

<b>Name of Organisation</b>	<b>Named Member</b>	<b>Alternate</b>
Clackmannanshire Council: Economic Development	Ali Davidson (Chair)	
Clackmannanshire Council: Economic Development (Employability Lead)	Jane Adamson	
Clackmannanshire Council: Housing	Wilson Lees	
Clackmannanshire Council: Criminal Justice	Michelle Rogers	
Clackmannanshire Council: Community Learning and Development	Mary Fox	Karen Newbigging
Clackmannanshire Council: Education	Catriona Scott	Julia Barclay
Business Gateway	Maggie Gorman	
Skills Development Scotland	Emma Matthews	Sharon Lapsley
Clackmannanshire Third Sector Interface (CTSI)	Anthea Coulter	Colin Melville
Department for Work and Pensions (DWP)	Lynn Kennedy	
Developing the Young Workforce (DYW) Forth Valley		Michelle Carr
Forth Valley College	Jacqui McArthur	Lucy Hawkins
NHS Forth Valley	Joanne O'Suilleabhain	

## CLACKMANNANSHIRE BUSINESS SUPPORT PARTNERSHIP

Name of Organisation	Named Member
Clackmannanshire Council: Economic Development	Ali Davidson (Chair) Emma Fyvie
Clackmannanshire Third Sector Interface (CTSI)	Anthea Coulter
Forth Valley College	Jacqui McArthur
Business Gateway	Maggie Gorman
Forth Valley Chamber of Commerce	Lynn Blaikie
Federation of Small Businesses	Hisashi Kuboyama
Clacks First	Kevin Deighan
Alloa First	Diane Brown
Discover Clackmannanshire	Steven Campbell
Visit Scotland	Neil Christison
Scottish Enterprise	Lynne Cooper
Developing the Young Workforce	Clare Flynn
Stirling University	(Invitation to join pending)

**APPENDIX C  
CLACKMANNANSHIRE WORKS  
ESF EMPLOYABILITY PROGRAMME OUTPUTS AND COSTS 2015-2021**

Since 2000, Clackmannanshire Council's Economic Development service has benefitted from ESF funding to provide employability support to local residents who face multiple barriers\* (see note below) to accessing the labour market.

The current ESF programme delivered by Clackmannanshire Works, which started in April 2015 and runs to end of March 2023, provides one-to-one Key Worker support to individuals aged 16 - 67 to help address barriers to employment.

Support is personalised and tailored to meet individual's needs and can include confidence building, IT skills, money advice, jobsearch skills (job applications, CVs, interview techniques), access to volunteering and work taster opportunities, and through a barrier free fund can pay for industry specific training, help with travel and childcare costs, clothes for interview/starting work.

The support provided through our ESF programme is complementary to and provides added value to existing employability provision locally. The ESF grant funding has enabled the Council to almost double its capacity to work with disadvantaged residents and help move them closer towards or into employment than it would have been able to using available Council budget.

Over the period April 2015 to end of December 2021, our ESF programme has supported 872 local residents and is on target to achieve 984 starts by March 2023. Headline statistics for the current ESF programme from April 2015 are provided below:

	As as 31st December 2021	Target to 31st March 2023
Number of Starts	872	984
Into FE/HE	43	52
Gaining a Qualification	279	300
Into Employment	329	284
In Employment 6 Months after leaving programme	202	217

**Current Annual Costs of ESF Programme**

Staffing - £250,000  
Wage Subsidies / ERI - £17,500  
Participant Costs / Barrier Free Fund - £40,000  
Other Costs - £17,500

Total = £325,000

ESF Funding equates to around £150-200k per annum and this is matched by Clackmannanshire Council by way of staff costs for the remainder.

\*Target groups with barriers to employment include those at risk of becoming NEET; disabled; lone parents; living in jobless household; long term physical illness; long term unemployed; over 54; looked after young person; low income employed; low skilled; mental health issues; no or limited work experience; carers; refugees; ethnic minority; substance related conditions; young people affected by COVID; geographical barriers (rural or employment deprived areas); materially deprived households; young parents under 25; disabled parents; underemployed.



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**Report to: Clackmannanshire Council**

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**Date of Meeting: 23 June 2022**

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**Subject: Public Art in Clackmannanshire**

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**Report by: Strategic Director (Place)**

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## **1.0 Purpose**

- 1.1. To advise Members of proposals to use public art funds from planning permissions to support a public art initiative in Alloa, in the form of public murals and seek approval for the first mural and for proposed arrangements in respect of future murals and public art installations.

## **2.0 Recommendations**

2.1. That Council:

- 2.1.1 Approves the use of £15,700 of public art funds from developer contributions to deliver Entry No. 4 as shown in Appendix 2, as a mural on the walls of 26/28 Drysdale Street (MacDonald Morson Dental Care), in association with the Living Alloa projects, and delegate arrangements to deliver this to officers of the Place Directorate in association with Alloa First, MacDonald Morson Dental Care and the artists themselves; and
- 2.1.2 Approves officers engagement with Alloa First, the local third sector, artists, businesses, local elected members and communities, to identify further opportunities for developer contribution funded murals in Alloa town centre.

## **Considerations**

- 2.2. The Council's Local Development Plan policies and related Supplementary Guidance on developer contributions seek contributions from developers via the planning process towards public art. The Council works with developers, community groups and others on the delivery of public art projects funded by such contributions.
- 2.3. The Living Alloa projects in Alloa town centre are now nearing completion, and have created the opportunity for public art, in the form of painted murals, to further enhance the streetscape. The opening up of the lane between the King Street carpark and Drysdale Street, whilst removing unsightly brick walls that enclosed the lane, has also exposed two blank walls on the side of 26-28 Drysdale Street; MacDonald & Morson Dental Care. These are ideal canvasses for an eye catching mural or murals, tying in well with the

transformation of this part of the town centre and taking advantage of the visual prominence of this site.

- 2.4. Painted murals have recently proved to be high impact and relatively low cost forms of streetscape enhancement in a number of areas of Scotland, such as Aberdeen, Dundee, Glasgow, Greenock and Paisley, and have been successfully used as a means to promote areas undergoing regeneration.
- 2.5. The partners of the McDonald Morson Dental Practice, were approached about the possibility of a mural or murals on their walls and responded positively to the idea and that a competition for local artists would be a suitable approach to selecting the most appropriate mural for the location. This approach would support the local artistic community and bring publicity to the wider Living Alloa projects. Funding for the installation would come from the public art funds that the Council has accrued from recent housing developments in Alloa area, in accordance with development plan policies referred to above.
- 2.6. Officers from the Place Directorate worked in partnership with Alloa First to organise the competition for the murals and it was publicised widely across social media. The entry form and a summary of the 4 entries received and how they were assessed are attached as Appendices to this report.
- 2.7. Entry No. 4 was submitted jointly by two local professional artists and scored highest against all of the criteria. The concept references the county's motto and links this to painting of a Goldcrest; the smallest bird in Scotland, drawing parallels with Clackmannanshire's status as the "Wee County". Also, the Goldcrest's Latin name is *Regulus Regulus*, meaning King, and thereby linking it to the County's motto which is attributed to King Robert the Bruce.
- 2.8. Crucially, this bid encompasses both walls, as well as a space in between, linking them together to create one cohesive and eye-catching artwork that met and exceeded the terms of the brief. This is also the only submission from local professional artists, with a demonstrable track record that shows they could deliver the project technically, on time and on budget. None of the other bids can demonstrate a track record of delivering public art of this scale or complexity. Crucially, the partners in the dental practice, who own the walls, fully endorse Entry 4 as the preferred bid. The project cannot go ahead without their approval.
- 2.9. Officers now seek approval for committing of £15,700 of public art funds derived from developer contributions towards this mural, including liaising with Alloa First, McDonald Morson Dental Care and the artists themselves to finalise arrangements for implementation. This amount covers the cost of the artists painting the mural (£10,000), anti graffiti paint to cover the art work (£4,000) and up to £1,700 for a legal agreement as set out in paragraph 9.1 below.
- 2.10. Officers also seek approval to engage with Alloa First, the local third sector, artists, businesses, local elected members and communities to identify further opportunities for developer contribution funded murals in Alloa town centre.
- 2.11. With the current proposal it is recognised that due to timing with the pre-election period, engagement with elected members on the proposal was

limited. It is further recognised that engagement with the local community was limited to local businesses through Alloa First BID and that, as is set out in paragraph 2.10 above, wider local community engagement with future public art proposals will be undertaken.

### 3.0 Sustainability Implications

3.1. None

### 4.0 Resource Implications

4.1. It is proposed to use funds already gathered from developments in the Alloa area for this mural.

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

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

### 5.0 Exempt Reports

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

### 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 )

Clackmannanshire will be attractive to businesses & people and ensure fair opportunities for all X

Our families; children and young people will have the best possible start in life

Women and girls will be confident and aspirational, and achieve their full potential

Our communities will be resilient and empowered so that they can thrive and flourish

(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 Given that the property in question is in private ownership, the Council will require to enter into a legal agreement with the owner to cover matters such as costs, repairs, insurance and maintenance.

9.2 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

Appendix 1 : Summary of Mural Competition

Appendix 2 : Alloa First & Clackmannanshire Council Public Artworks Application Form

Appendix 3 : Murals Entry Summary

## 11.0 Background Papers

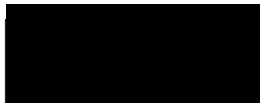
11.1 Have you used other documents to compile your report? (All documents must be kept available by the author for public inspection for four years from the date of meeting at which the report is considered)

Yes  (please list the documents below) No

### Author(s)

NAME	DESIGNATION	TEL NO / EXTENSION
Grant Baxter	Principal Placemaking Officer	Extension : 2615

### Approved by

NAME	DESIGNATION	SIGNATURE
Pete Leonard	Strategic Director (Place)	



## **Appendix 1 – Summary of Mural Competition**

Council officers from the Place Directorate worked in partnership with Alloa First to organise a murals competition for local artists, which included a joint press release and social media publicity. (The competition application form is enclosed as Appendix 2). In response, four entries were received and assessed jointly by officers from the Place Directorate, representatives from Alloa First and the property owners. A summary of the entries and their assessment is attached as Appendix 3.

In assessing the four entries, the following criteria were considered:

1. Aesthetic impact
2. Deliverability
3. Evidence of previous work
4. Design concept
5. How proposals meet the brief
6. Contractor links to the area

Entry No. 4 scored highest against all of the criteria. Crucially, this bid encompassed both walls, as well as a space in between, linking them together to create one cohesive artwork that met and exceeded the terms of the brief. This was also the only submission from local professional artists, with a demonstrable track record that showed they could deliver the project technically, on time and on budget. Their concept set out in the application form links well with the 'Clackmannanshire - people and place' theme.



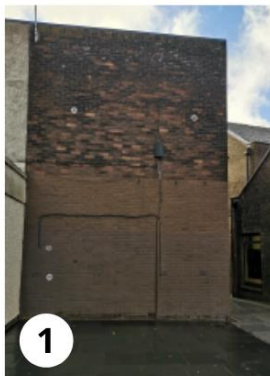
## Alloa First and Clackmannanshire Council Public Artworks

### Application form

**Alloa First, in partnership with Clackmannanshire Council, is calling out to Clackmannanshire artists to produce artworks for a gable end and an adjacent wall in a prominent location within Alloa town centre.**

Our theme for project designs is 'Alloa: People and Place'

Alloa First and Clackmannanshire Council would like to commission at least one artist to produce artworks for the gable end wall, and an adjacent wall situated in the lane between Drysdale Street and the King Street carpark. Artists are invited to provide design concepts and costings for each area separately. Designs should be submitted in PDF format (maximum A3 portrait or landscape), along with completed application form.



The gable end wall (Wall 1) is approximately 5m in length and 7m in height.

The adjacent low wall (Wall 2) is approximately 13m in length and 2.5m in height.

We are looking for artists who can design, project manage and deliver an original high-quality artwork that will have a positive impact on the town and will engage locals and visitors using this route in and out of the town centre.

Designs should have some relevance to our theme of 'Alloa: People and Place' and we are keen to see what types of innovative and inspiring designs come forward.

Entrants must either work or live in Clackmannanshire, or have prominent links to the area.

Applicants must ensure they have all health and safety certification and insurances necessary to complete the commission.

Questions should be directed to Diane Brown at Alloa First on 07866590533 or 01259 211944, or email [diane@alloafirst.co.uk](mailto:diane@alloafirst.co.uk)



Proposals will be judged on a combination of price, quality, and design proposal and how well it relates to our theme of 'Alloa: People and Place'.

The decision of the Judging Panel will be final.

Your application(s) can only be considered by submitting artwork in PDF format (maximum A3 landscape or portrait) and by completing the information fields below:

Name:
Address:
Email:
Telephone:
Design format supplied:
Title of Submission:
Please state which wall this application relates to (each wall will be treated as a separate commission):
Concept and relevance to the area/ people and place link: maximum 250 words
Total Cost (must include preparation of the wall, all materials, equipment, and insurances (excluding VAT). Please break down the separate elements as far as possible:
Additional comments (including any information on previous similar projects): maximum 250 words:



**Clackmannanshire  
Council**



## Entry 1 – Removable/Interchangeable Wall Panels – Design based on shop front details from within Alloa – Wall 1



### Summary of assessment:

The entry involves temporary banners that would need regular maintenance/renewal, rather than a painted mural. It would also likely require planning permission and once installed could be subject to wear and tear quickly, creating ongoing costs/burdens for the property owner, and detracting from the appearance of the area, rather than enhancing it.

## Entry 2 – Painted silhouettes of Alloa iconic buildings – Wall 1



### Summary of Assessment

This entry was not considered to be of sufficient aesthetic impact or design concept, and lacked brightness, which was seen as important to make the lane more attractive.

### Entry 3 – Brewery cat and wasp – Wall 1



#### Summary of assessment

This entry did not have any evidence of previous work or deliverability, however was considered to be a work that could have a place on a smaller scale in the town centre.



## Entry 4 –Goldcrest and Clacks Motto– Walls 1 & 2

### Summary of Assessment

This entry encompasses both walls, as well as a space in between, linking them together to create one cohesive artwork that meets and exceeded the terms of the brief. This is also the only submission from local professional artists, with a demonstrable track record that shows they can deliver the project technically, on time and on budget.



LOOK ABOUT YE HERE TILL I RETURN



**Councillor Bryan Quinn**  
Ward 4 Clackmannanshire South (Multi Member Ward)  
Kilncraigs, Greenside Street, Alloa, FK10 1EB  
Telephone: 01259 452241  
Email: [bryanquinn@clacks.gov.uk](mailto:bryanquinn@clacks.gov.uk)



**Clackmannanshire  
Council**

[www.clacks.gov.uk](http://www.clacks.gov.uk)

Comhairle Siorrachd  
Chlach Mhanann

**THIS PAPER RELATES TO  
ITEM 11  
ON THE AGENDA**

**Motion Clackmannanshire Council  
Meeting 23<sup>rd</sup> June 2022**

The Council acknowledges that Scotland's pollinators are under threat. There are declines in honey bee populations in Europe and America and, although data for other wild pollinators, such as bumblebees and solitary bees, is not as complete, there are indications that many pollinators, not simply bees, are in decline and that it may be a global problem. It is therefore important that we take action now before it is too late to halt or reverse population losses.

Council is requested to agree to expand the remit of the Climate Change Forum agreed on 19 August 2021 to investigate and produce recommendations to Council on the following:

The creation of a Pollinator Strategy and long term plan to deal with the decline pollinators; and

Review the Council's local biodiversity action plan to include aims/objectives and actions which will help protect and enhance pollinator habitats and species.

It is also proposed that the Climate Change Forum is renamed as the Climate Change and Biodiversity Forum to reflect this amended remit.



**Councillor Bryan Quinn**  
Ward 4 Clackmannanshire South

Date: 13<sup>th</sup> June 2022

