



**Clackmannanshire  
Council**

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**Greenfield, Alloa, Scotland, FK10 2AD (Tel.01259-450000)**

## **Clackmannanshire Council**

**Thursday 15 August 2013 at 10.00 am.**

**Venue: Council Chamber, Greenfield, Alloa, FK10 2AD**

Date	Time
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# **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 the 9 weekly 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.clacksweb.org.uk](http://www.clacksweb.org.uk)

If you require further information about Council or Committee meetings, please contact Finance and Corporate Services by e-mail at [customerservice@clacks.gov.uk](mailto:customerservice@clacks.gov.uk) or by telephone on 01259 452106 or 452004.

**7 August 2013**

**A MEETING of the CLACKMANNANSHIRE COUNCIL will be held within the Council Chamber, Greenfield, Alloa, FK10 2AD, on THURSDAY 15 AUGUST 2013 at 10.00 am.**

**NIKKI BRIDLE**  
**Director of Finance and Corporate Services**

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

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1. Apologies	--
2. Declaration of Interests Elected Members are reminded of their obligation to declare any financial or non-financial interest which they may have in any item on this agenda in accordance with the Councillors' Code of Conduct. A Declaration of Interest form should be completed and passed to the Committee Officer.	--
3. Confirm minutes of meeting held on 27 June 2013 (Copy herewith)	07
4. Committee Meetings Convened Since the Previous Council Meeting (27/06/13) <i>(For information Only - where appropriate, draft minutes are made available on the Council's Intranet (Connect) and the Members Portal)</i>  (a) Regulatory Committee - 04/07/13 (b) Regulatory Committee - 25/07/13	--
5. Leader's Briefing - report by the Leader of the Council (Copy herewith)	19
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## Clackmannanshire Council – Councillors and Wards

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### Councillors

### Wards

Provost	Tina Murphy	1	Clackmannanshire West	SNP
Councillor	George Matchett, QPM	1	Clackmannanshire West	LAB
Councillor	Les Sharp	1	Clackmannanshire West	SNP
Councillor	Jim Stalker	1	Clackmannanshire West	LAB
Councillor	Donald Balsillie	2	Clackmannanshire North	SNP
Councillor	Archie Drummond	2	Clackmannanshire North	INDP
Councillor	Walter McAdam, MBE	2	Clackmannanshire North	SNP
Councillor	Bobby McGill	2	Clackmannanshire North	LAB
Councillor	Derek Stewart	3	Clackmannanshire Central	LAB
Councillor	Graham Watt	3	Clackmannanshire Central	LAB
Councillor	Gary Womersley	3	Clackmannanshire Central	SNP
Councillor	Janet Cadenhead	4	Clackmannanshire South	LAB
Councillor	Kenneth Earle	4	Clackmannanshire South	LAB
Councillor	Ellen Forson	4	Clackmannanshire South	SNP
Councillor	Craig Holden	4	Clackmannanshire South	SNP
Councillor	Alastair Campbell	5	Clackmannanshire East	CONS
Councillor	Irene Hamilton	5	Clackmannanshire East	SNP
Councillor	Kathleen Martin	5	Clackmannanshire East	LAB



**MINUTES OF MEETING of the CLACKMANNANSHIRE COUNCIL held within the Council Chamber, Greenfield, Alloa, FK10 2AD on THURSDAY 27 June 2013 at 10.00 am.**

**PRESENT**

Provost Tina Murphy  
Councillor Donald Balsillie  
Councillor Janet Cadenhead  
Councillor Archie Drummond  
Councillor Kenneth Earle  
Councillor Ellen Forson  
Councillor Irene Hamilton  
Councillor Craig Holden  
Councillor Kathleen Martin  
Councillor George Matchett, QPM  
Councillor Bobby McGill  
Councillor Les Sharp  
Councillor Jim Stalker  
Councillor Derek Stewart  
Councillor Graham Watt  
Councillor Gary Womersley

**IN ATTENDANCE**

Elaine McPherson, Chief Executive  
Nikki Bridle, Director of Finance and Corporate Services  
Garry Dallas, Director of Services to Communities  
Stephen Crawford, Head of Facilities Management  
Stuart Crickmar, Head of Strategy and Customer Services  
John Scott, Interim Head of Social Services  
Sharon Evenden, Manager Early Years  
Martin Dunsmore, Accountancy Manager  
Susan Mackay, Revenue and Payments Manager  
Kenny Hutton, Service Manager Regeneration Services  
Jennifer Queripel, Service Manager, Housing Management Operations  
Michael Boyle, Education Business Support Manager  
Kevin Kelman, Assistant Head of Education  
David Thomson, Solicitor, Legal Services (Clerk to the Council)

**CC.122/105 APOLOGIES**

Apologies for absence were received from Councillor Alastair Campbell and Councillor Walter McAdam, MBE

**CC.123 DECLARATIONS OF INTEREST**

None.

#### **CC.124            MINUTES OF MEETING: THURSDAY 16 MAY 2013**

The minutes of the meeting of the Clackmannanshire Council held on 16 May 2013 were submitted for approval.

#### **Page 4 (CC.112 Budget Strategy Update**

Councillor Gary Womersley pointed out that the word "deleted" in the first line of the amendment to the motion should read "demitted".

#### **Decision**

Subject to the above amendment, the minutes of the meeting of the Clackmannanshire Council held on 16 May 2013 were agreed as a correct record and signed by the Provost.

#### **CC.125            COMMITTEE MEETINGS CONVENED SINCE THE PREVIOUS COUNCIL MEETING ON 16 May 2013**

The Council agreed to note the committee meetings that have taken place since the last Council meeting on 16 May 2013:

Housing, Health and Care Committee	23 May 2013
Enterprise and Environment Committee	6 June 2013
Regulatory Committee	11 June 2013
Resources & Audit Sub Committee	12 June 2013
Planning Committee	13 June 2013
Education, Sport and Leisure Committee	20 June 2013
Resources and Audit Committee	20 June 2013

#### **CC.126            LEADER'S BRIEFING**

A briefing report which informed elected members of a range of issues and activities and covered the period from May 2013 to June 2013 was submitted by the Leader of the Council.

The Council agreed to note the information set out in the report.

#### **CC.127            COMMITTEE RECOMMENDATIONS REFERRED TO COUNCIL**

A report which sought Council approval of recommendations made by committees during the May/June 2013 cycle of meetings was submitted by the Chief Executive.

#### **Motion**

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

Moved by Councillor Gary Womersley. Seconded by Councillor Craig Holden.

#### **Decision**

The Council agreed unanimously to approve :

- (1) from the **Enterprise & Environment Committee of 6 June 2013** in relation to the report entitled "Inner Forth Landscape Initiative" :



" agrees in principle to make a financial contribution of £20000 per annum for the delivery phase of the Initiative annually between 2014 and 2018"

- (2) from the **Resources & Audit Committee** of 20 **June 2013** in relation to the report entitled Draft Annual Governance Statement and Governance Report :

" note the progress made in terms of improving the effectiveness of our Governance arrangements and the development of the Council's first Statement of Preparedness".

### **Action**

Chief Executive

## **CC.128 SHARED SERVICES UPDATE**

A report inviting members to approve two key documents to support progress in taking forward shared education and social services and to agree new governance arrangements for the recruitment to shared Heads of Service Posts was submitted by the Chief Executive.

### **Motion**

That Council agrees the recommendations set out in the report.

Moved by Councillor Gary Womersley. Seconded by Councillor Craig Holden.

### **Amendment**

"That the Strategic Partnership Agreement be signed by the Leader of both Councils and the Leader of the main opposition group of both Councils as was agreed at the last Shared Services Steering Group meeting."

Moved by Councillor Bobby McGill. Seconded by Councillor Janet Cadenhead

### **Voting on the Amendment**

For the Amendment	8 votes
Against the Amendment	8 votes

There being an equal number of votes for and against the amendment, the amendment was defeated on the casting vote of Provost Tina Murphy.

### **Voting on the Motion**

For the motion	8 votes
Against the motion	0 votes

On a division of 8 votes for and none against, the motion was duly carried..

### **Decision**

Accordingly, the Council agreed to:

- (a) approve the Strategic Partnership Agreement attached as Appendix 1 to the Report;
- (b) approve the Strategic Delivery Plan for Social Services attached as Appendix 2 to the report;

- (c) agree to establish a joint appointments committee as set out in Appendix 3 to the Report for any future recruitment of the Heads of Service posts which are shared; and
- (d) note progress in taking forward the wider review of governance arrangements which was agreed in December 2012.

**Action**

Chief Executive

**CC.129            MAKING CLACKMANNANSHIRE BETTER - UPDATE**

A report updating the Council on progress in taking forward the business transformation programme, "Making Clackmannanshire Better (MCB)", was submitted by the Chief Executive.

**Motion**

That the Council agrees the recommendation set out in the report

Moved by Councillor Gary Womersley. Seconded by Councillor Craig Holden.

**Decision**

The Council agreed to note the progress which has been made and also the activities planned over the next two months

**Action**

Chief Executive

**CC.130            EARLY YEARS COLLABORATIVE AND EARLY YEARS CHANGE FUND**

A report to bring the Council up to date with the Council's and Clackmannanshire Alliance's involvement in the Early Years Collaborative (EYC) which was launched in January this year and to brief the Council on the allocation of the Early Years Change Fund which was recently proposed by community planning partners and agreed by the Clackmannanshire Alliance was submitted by the Chief Executive.

**Motion**

That Council agrees the recommendation set out in the report.

Moved by Councillor Gary Womersley. Seconded by Councillor Les Sharp.

**Decision**

The Council accordingly agreed to :

- (a) note the Council's and the Alliance's engagement in the Early Years Collaborative and the positive impact of that engagement to date; and
- (b) endorse the allocation of Early Years Change Fund as set out in Table 1 of the report.

**Action**

Chief Executive

#### **CC.131            SINGLE OUTCOME AGREEMENT 2013-2023**

A report presenting to Council Clackmannanshire's Single Outcome Agreement (SOA) for 2013-2023 and to provide information on Quality Assurance and approval process for Single Outcome Agreements agreed by Ministers and COSLA in May 2013 was submitted by the Head of Strategy & Customer Services.

##### **Motion**

That Council agrees the recommendations set out in the report.

Moved by Councillor Gary Womersley. Seconded by Councillor Craig Holden.

##### **Decision**

The Council agreed to :

- (1) Approve the final Single Outcome Agreement (SOA) for 2013-2023.
- (2) Note the Quality Assurance and formal approval approach agreed by Ministers and COSLA.

##### **Action**

Head of Strategy & Customer Services

#### **CC.132            DRAFT FINANCIAL STATEMENTS 2012/2013**

A report presenting draft Financial Statements for approval by Council was submitted by the Director of Finance and Corporate Services.

##### **Motion**

That Council agrees the recommendations set out in the report.

Moved by Councillor Gary Womersley. Seconded by Councillor Craig Holden.

##### **Decision**

The Council agreed to :

- (1) approve the 2012/2013 draft Financial Statements ;
- (2) approve the submission of the draft Financial Statements to the Controller of Audit once all remaining information is available and included, but no later than 30 June, 2013; and
- (3) otherwise note the contents of the report.

##### **Action**

Director of Finance and Corporate Services

### **CC.133            ANNUAL REVIEW OF DEBTORS**

A report (a) to provide the Council with an update on council income collection rates, arrears positions and provide the recommendations for writing off those arrears classified as irrecoverable or 'bad debts' and (b) setting out the main improvement actions currently being developed by the service to improve on performance was submitted by the Revenues and Payments Manager.

#### **Motion**

That Council agrees the recommendations set out in the report.

Moved by Councillor Gary Womersley. Seconded by Councillor Craig Holden.

#### **Decision**

The Council agreed to :

- (1) note the trends in income collection levels and the related arrears position;
- (2) approve the write off of £679,403, which represents less than 0.2% of total Council debt raised;
- (3) note the reduction in the level of debt proposed for write off for 2012/2013 compared with the 2011/2012 write off figure of £1,484,076;
- (4) note the position relating to Council Tax net write-on of income amounting to £53,567; and
- (5) having had opportunity to comment, to note where appropriate on the continuing challenges and developments in respect of income collection and recovery arrangements.

#### **Action**

Revenues and Payments Manager

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The meeting adjourned at 12.10 pm and resumed at 12.55 pm

When the meeting resumed, sixteen (16) members remained present.

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### **CC.134            ANNUAL TREASURY REPORT 2012/2013**

A report detailing the Treasury Management activities for the Council for 2012/2013 was submitted by the Accountancy Manager.

#### **Motion**

That Council agrees the recommendations set out in the report.

Moved by Councillor Gary Womersley. Seconded by Councillor Craig Holden.

## **Decision**

The Council agreed to note and consider the Annual Report 2012/2013 of the Council's Treasury Management activities.

## **Action**

Accountancy Manager

### **CC.135            VACANT/SURPLUS COUNCIL LAND AND BUILDINGS SALES STRATEGY**

A report, following the previous report of 30 June, 2011, to (a) provide an overview of progress and seeking approval for proposed sales and site clearance in accordance with the Property Asset Management Plan 2010/2015 and which is a fundamental part of the Council's General Services Capital Programme and (b) seeking authorisation to market vacant/surplus property as appropriate was submitted by the Head of Facilities Management.

## **Motion**

That Council agrees the recommendations set out in the report.

Moved by Councillor Gary Womersley. Seconded by Councillor Donald Balsillie.

## **Decision**

The Council agreed unanimously to :

- (1)      approve the content of the report and authorise the Head of Facilities Management to progress with marketing and approve the disposal of properties identified in paragraph 3.6 of the report; and
- (2)      approve the sum of £320,000 for the site clearance, preparation and demolition of the former Tillicoultry Community Centre, Claremont Primary School (once vacated) and the former Fairfield School, funded from additional budget from reserves.

## **Action**

Head of Facilities Management

### **CC.136            STRATEGIC HOUSING INVESTMENT PLAN AND LOCAL PROGRAMME 2013/2018**

A report which sought approval of the Strategic Housing Investment Plan (SHIP), which laid out the framework for affordable housing development over the next five years and sets out investment priorities to achieve the outcomes set out in the Clackmannanshire Housing Strategy, and which is due to be submitted to the Scottish Government by 28 June, 2013 was presented by the Director of Services to Communities

## **Motion**

That Council agrees the recommendations set out in the report.

Moved by Councillor Gary Womersley. Seconded by Councillor Les Sharp.

## **Decision**

The Council agreed to approve the Strategic Housing Investment Programme including the 5 year programme of housing sites in the Strategic Local Programme subject to further reports to Council on individual projects

## **Action**

Director of Services to Communities

### **CC.137            HOUSING REVENUE ACCOUNT (HRA) FINANCIAL BUSINESS PLANNING MODEL FOR CLACKMANNANSHIRE COUNCIL HOUSING 2013/2018**

A report presenting the Housing Revenue Account (HRA) Financial Business Planning Model and outline assumptions for the period 2013/2018, was submitted by the Head of Community and Regulatory Services. The primary purpose of the Financial Business Plan is to ensure the Council can manage its HRA assets by ensuring their longer terms management and maintenance is sustained in accordance with the Council's approved financial strategies,

## **Motion**

That Council agrees the recommendations set out in the report.

Moved by Councillor Gary Womersley. Seconded by Councillor Les Sharp.

## **Decision**

The Council agreed to :

- (a) approve the finalised Housing Revenue Account Financial Planning Model including the assumptions contained within the model as per paragraph 3.6.3 of the report;
- (b) instruct the Head of Housing and Community Safety to submit an annual statement to Council which highlights progress in delivering against the main assumptions contained within the model and for this to be the focus of the annual rent consultation process with tenants;
- (c) instruct the Head of Housing and Community Safety to carry out a review of HRA assets (non housing stock) to establish those which are currently providing a positive financial return to the HRA and those which do not;
- (d) note that a review is currently being carried out into Clackmannanshire Council's rent structure;
- (e) note that following approval of the outline assumptions, a Business Plan document setting out the assumptions and priorities contained within the model will be prepared and shared with tenants, customers and partners.

## **Action**

Head of Community and Regulatory Services

#### **CC.138            HOUSING ALLOCATIONS POLICY REVIEW**

A report setting out the process of review of the Council's Allocations policy, the consultation process and noting that the Housing, Health and Care Committee had agreed at its meeting on 23 May 2013 submission of the final document to Council for approval was submitted by the Director of Services to Communities.

##### **Motion**

That Council approves the finalised Allocations Policy.

Moved by Councillor Gary Womersley.    Seconded by Councillor Les Sharp.

##### **Decision**

That Council agreed to approve the finalised Allocations Policy..

##### **Actions**

Director of Services to Communities

#### **CC.139            NOTICE OF MOTION - ITEM OF URGENT BUSINESS**

A Motion which had not been made in time for its inclusion on the agenda was submitted by Councillor Archie Drummond. The item could not be considered unless the Provost was of the opinion that by reason of special circumstances the item should be considered at the meeting as a matter of urgency.

In terms of Standing Order 11.7, the Provost intimated that she was prepared to allow the motion intimated by Councillor Drummond to be considered at the meeting since, due to the summer recess, the next available opportunity for Council to consider the matter would be 15 August 2013 which is only two days before school term commences and would be an unreasonably short time to plan for any change should Council approve the motion. The Provost was of the opinion that these were special circumstances and that the item should accordingly be considered at the meeting as a matter of urgency.

##### **Motion**

Council agrees to maintain the 2012/13 class and teacher numbers of fourteen in the coming academic year commencing in August 2013 at Tillicoultry Primary School.

Moved by Councillor Archie Drummond.    Seconded by Councillor Donald Balsillie

The Provost adjourned the meeting at 2.23 pm for 12 minutes. When the meeting resumed at 2.35 pm, sixteen (16) members remained present.

##### **Amendment**

" Any Primary School here in Clackmannanshire similarly affected, will be afforded the same consideration as now being considered for Tillicoultry Primary School."

Moved by Councillor George Matchett, QPM.    Seconded by Councillor Jim Stalker.

### **Voting on the Amendment**

Councillor Craig Holden asked for a roll call vote on the amendment. The Council agreed that a vote 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 members present voted as follows:

#### **For the Amendment (8)**

Councillor George Matchett  
Councillor Bobby McGill  
Councillor Jim Stalker  
Councillor Kathleen Martin  
Councillor Janet Cadenhead  
Councillor Graham Watt  
Councillor Derek Stewart  
Councillor Kenneth Earle

#### **Against the Amendment (8)**

Councillor Archie Drummond  
Councillor Les Sharp  
Councillor Ellen Forson  
Councillor Irene Hamilton  
Councillor Donald Balsillie  
Councillor Craig Holden  
Councillor Gary Womersley  
Provost Tina Murphy

There being an equal number of votes for and against the amendment, the amendment was defeated on the casting vote of Provost Tina Murphy.

### **Voting on the Motion**

Councillor George Matchett asked for a roll call vote on the motion. The Council agreed that a vote 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 members present voted as follows:

#### **For the Motion (8)**

Councillor Archie Drummond  
Councillor Les Sharp  
Councillor Ellen Forson  
Councillor Irene Hamilton  
Councillor Donald Balsillie  
Councillor Craig Holden  
Councillor Gary Womersley  
Provost Tina Murphy

#### **Against the Motion (8)**

Councillor George Matchett  
Councillor Bobby McGill  
Councillor Jim Stalker  
Councillor Kathleen Martin  
Councillor Janet Cadenhead  
Councillor Graham Watt  
Councillor Derek Stewart  
Councillor Kenneth Earle

There being an equal number of votes for and against the motion, on the casting vote of the Provost Tina Murphy, the motion was carried



## **Decision**

Accordingly, the Council agreed to support the Motion

## **EXEMPT INFORMATION**

The Council noted that in terms of Section 50B of the Local Government (Scotland) Act 1973 the proper officer had excluded the report in respect of this item from the reports made available with the agenda being of the opinion that it relates to an item during consideration of which in her opinion the meeting is likely not to be open to the press and public on the grounds that it involved the likely disclosure of exempt information as detailed in Schedule 7A, Part 1, Paragraph 9.

The Council's Governance Manager and Monitoring Officer having advised that, irrespective of whether during consideration of the report it was likely in view of the nature of the business to be transacted or the nature of the proceedings that if members of the public were present during consideration of this item of business there would be disclosure to them of exempt information as specified above, the report could not be considered in public as it would involve the disclosure of personal data in contravention of the Data Protection Act 1998.

In the circumstances the Council did not make a resolution in terms of section 50A of the Local Government (Scotland) Act 1973 but the press and public were excluded as required for the purposes of the Data Protection Act 1998.

## **CC.140 BUSINESS CONTINUITY UPDATE**

A report updating Council on the progress of the subject matter of the report, informing Council of certain developments regarding the same and seeking the views of members on matters contained in the report was submitted by the Chief Executive.

### **Motion**

That Council accept the recommendations set out in paragraphs 2.1 (a), (b) and (c) of the report.

Moved by Councillor Gary Womersley. Seconded by Councillor Donald Balsillie.

### **Amendment ( in summary)**

"That the collective view of the Labour Elected Members is that the option set out in paragraphs 5.2 to 5.5 of the report should not be pursued and the option set out in paragraphs 5.6 to 5.11 of the report should proceed and asks the Chief Executive to give further considerations to this before determining her course of action. "

### **Voting on the Amendment**

For the Amendment	7 votes
Against the Amendment	8 votes
Abstention	1 vote

Accordingly, the amendment was defeated by 8 votes to 7 with 1 member abstaining.

**Expression of Views**

Having had an opportunity to express views the position was noted as follows without a formal vote being recorded :

8 members in favour of the option set out in paragraphs 5.2 to 5.5 of the report.

8 members in favour of the option set out in paragraphs 5.6 to 5.11 of the report.

**Action**

Chief Executive

ENDS 5.50 PM

**CLACKMANNANSHIRE COUNCIL**

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**Date of Meeting: 15th August, 2013**

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**Subject: Leader's Briefing**

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**1.0 Purpose**

- 1.1 The purpose of this briefing is to inform all elected members of a range of issues and activities which I have been engaged with in the past quarter. It is also intended to assist in raising awareness amongst members of a number of matters which affect the Council or the area and, as such, inform future workstreams.
- 1.2 Should any member of the Council wish to discuss any of the issues in this report in more detail, I will be happy to meet with them.
- 1.3 The report covers the period end of June and July 2013.

**2.0 National Issues Affecting Clackmannanshire**

CoSLA

- 2.1 I attended the CoSLA Convention on 28th June. Items discussed were:
- Local Government Vision Lobbying Strategy
  - Commission on the Delivery of Rural Education
  - Health and Social Care Integration Bill
  - Children and Young People Bill
  - Proposed Duty on Ministers to Promote Local Self-Governance
  - Local Government Funding Pressures
  - Welfare Reform Update
  - Social Care (Self-Directed Support) (Scotland) Act 2013 - Regulations and Guidance
  - Distribution Issues
  - National Planning Framework 3 and Scottish Planning Policy
  - EU Scottish Funds 2014-2020 Consultation
  - CoSLA's Audited Final Statements for the Year ending 31st March, 2013
- 2.2 Associated papers for the meeting have been placed on the members' portal for members to access.
- 3.0 Partnership Working**
- 3.1 I am pleased to advise Council that I have received a letter from the Minister for Local Government & Housing advising that he has signed off the Clackmannanshire Alliance's **Single Outcome Agreement** further to the quality assurance process which was agreed by COSLA and the Scottish Government. The President of

COSLA has also written to me to confirm that the work of the quality assurance team is complete and that there is confidence to sign off the SOA.

3.2 The **Clackmannanshire and Stirling Partnership Board** met in Clackmannanshire on 11th June, 2013. Items for discussion were:

- Health and Social Care Integration
- CHP Sub-Committees
- Early Years Collaborative
- Welfare Reform
- Clackmannanshire and Stirling Partnership Board Annual Report

3.3 The Clackmannanshire CHP Committee met on the same day and discussed similar items.

3.4 Associated papers for the meetings have been placed on the members' portal for members to access.

3.5 In July, along with two other councillors from Clackmannanshire and three from Stirling, I attended the first shared services **joint appointments committee** which made an appointment to the post of Head of Education. The Chief Executive has advised that the successful candidate will start in October.

#### **4.0 Staff and Other Visits**

4.1 On 18th June, together with the Chief Executive and officers representing all services, I attended the Quality Scotland Awards for Business Excellence where the Council received a 4 star Recognised for Excellence Award. The Scottish Awards for Business Excellence are widely regarded as the most rigorous and prestigious business awards in Scotland. Only 3 organisations achieved Recognised for Excellence this year.

4.2 I visited the OI plant in June and met with senior representatives of the company. We had a very positive discussion around the company's future plans and there is ongoing dialogue at officer level. I undertook to write to Scottish Enterprise outlining the Council's support for the Company.

Signed: G Womersley

Councillor Gary Womersley  
Council Leader  
August, 2013

**CLACKMANNANSHIRE COUNCIL**

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**Report to Council**

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**Date of Meeting: 15th August, 2013**

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**Subject: Budget Strategy Update**

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**Report by: Director of Finance and Corporate Services**

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**1.0 Purpose**

- 1.1. The purpose of this report is to refresh the Council's Budget Strategy and maintain Council's regular update on the medium term financial outlook and indicative funding gap.

**2.0 Recommendations**

It is recommended that Council:

- 2.1 Notes the challenging financial outlook that faces the Scottish Public Sector over the coming years (section 3),
- 2.2 Notes the revised indicative funding gap to 2017/18 (Exhibit 1) based on the assumptions set out in paragraph 3.5.
- 2.3 Notes the apportionment of revised funding levels pro rata to current level of Council expenditure to 2017/18 for individual Council services. (Exhibit 2).
- 2.4 Note the updated Budget Strategy (paragraph 3.11) including the focus of activity outlined at paragraph 3.12.
- 2.5 Notes progress with Budget Challenge discussions and the planned all elected member briefing scheduled for the 27th August 2013.

**3.0 Review of Budget Strategy**

- 3.1 In line with previous years, the Council's Budget Strategy is reviewed during the recess period to ensure it remains fit for purpose and in preparation for the imminent budget round. The Budget Strategy is one element in a wider range of financial strategies and plans that provide the framework within which Council spending is prioritised. These include:

- Finance Strategy including Reserves Strategy (28 June 2012)
- Treasury Management Strategy 2013/14 (14 March 2013) and Prudential and Treasury Management Indicators (8 February 2013)
- Strategic Housing Investment Plan (23 August 2012)
- Housing Business Plan (23 May 2013)
- General Services Revenue and Capital Budget 2013/14 (8 February 2013)
- Housing Revenue Account and Capital Programme 2013/14 (8 February 2013).

## **Financial outlook**

3.2. Council has received regular updates on the medium term financial outlook in its regular Budget Strategy Update reports. The most recent update reflects the UK Government's Spending Review announcement in June 2013 and Centre for Public Policy for Regions (CPPR) Briefing for June 2013.

3.3 Some of the main issues arising from the UK Government's Spending Review for 2015/16 are:

- 2015/16 appears to be a relatively lighter year for funding reductions when compared with those that follow for 2016/17 and 2017/18, though the level of reduction is still suggested to be one of the worst in post war history.
- The Barnett Formula delivered further real and cash terms reductions in both revenue (-1.9% real and -0.1% cash) and capital funding (-1.8% real and -0.1% cash) for 2015/16 in comparison with the existing Scottish Budget for 2014/15. Having said that, this latest Spending Review has not significantly changed the expected profile of the Scottish Government's Budget.
- the UK Government confirmed its intention to continue to freeze the Council Tax in England, extending the total period of the freeze to five years. In Scotland the Council Tax Freeze has been in place longer i.e. since 2008/09.
- previous announcements have meant that public sector pay awards had already been limited to an average of up to 1%. It also appears that the intention to remove pay progression awards has been firmed up. In 2015/16, the UK Government estimate that a further 144,000 jobs will be lost from the public sector. The Scottish Government has hinted that it may not impose some of these pay reforms, though if this were to happen, savings would need to be identified from elsewhere in the Scottish Budget.
- in respect of capital expenditure, the Spending Review extended additional

facilities to the Scottish Government including a (Scotland Act related) borrowing facility of around £300million in 2015/16.

- As with the UK, the level of funding beyond 2015/16 will depend whether tax increases are used after the next UK election to allow for lower spending cuts.
- review of the position since 2010 indicates that the UK Government's Plans to address the fiscal deficit have been undermined by a lower than assumed level of economic recovery. The rate at which the economy develops is a critical factor for the future. However, at this point, neither the UK or Scotland is halfway through the adjustment period and if the economy does not increase its level of growth, the period of adjustment may need to be extended further.

3.4 The next Spending Review will include the review of funding levels for the period 2016-18 and is likely to follow after the next UK election in 2015. At this time, the indications are that the reductions could be greater than any seen to date. Other strategies may be applied to mitigate this position, for instance increasing taxes instead of implementing such significant levels of reductions in funding. Alternatively the new UK Government may seek to extend the period over which debt consolidation is achieved.

3.5 Clearly the Scottish Government has some discretion in the extent to which individual Departmental Expenditure reductions are apportioned, so it is difficult to be clear at this stage the extent to which the budget reductions necessary to be made across local government will reflect the broad national trend outlined. However, if this trend were to be passed on, Clackmannanshire may need to find in the order of £25.9 million of revenue budget reductions over the period to 2017/18. Exhibit 1 sets out how this might look:

**Exhibit 1:** Indicative budget Gap based on revised assumptions to 2017/18

	<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>	<b>2017/18</b>
	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>
<b>Net expenditure</b>	<b>120,364</b>	<b>125,037</b>	<b>129,510</b>	<b>135,083</b>
<b>Net Funding</b>	<b>112,365</b>	<b>111,933</b>	<b>110,788</b>	<b>109,212</b>
<b>Cumulative indicative Funding Gap</b>	<b>7,999</b>	<b>13,104</b>	<b>18,722</b>	<b>25,871</b>
<b>Indicative Annual Gap</b>	<b>7,999</b>	<b>5,105</b>	<b>5,618</b>	<b>7,149</b>

3.6 The main assumptions included within these projections are:

- Pay inflation maintained at 1% across the period to 2017/18
- an allowance of £330k per annum for impact of auto enrolment to pension fund

- an annual allowance for utility increases and contractual inflation but not general inflationary pressures
- an estimate of £1m each year for further budget pressures
- inclusion of £1.34m per annum to cover impact of welfare reform
- The ending of contracted out National Insurance contributions estimated at £1.1m in 2017/18
- Cash reduction on general fund grant of 1.3% and 1.8% in financial years 2016/17 and 2017/18 respectively .

3.7 This is undoubtedly a significant challenge to the Council over the coming years. If the reduced level of funding is apportioned pro rata to the current pattern of expenditure across Council services, the significance of the levels of reductions at the level of each service budget is clear. This is illustrated in Exhibit 2.

**Exhibit 2:** Apportionment of revised funding levels pro rata to current level of Council expenditure to 2017/18.

Service	2013/14 Approved Budget £000	2014/15 indicative budget £000	2015/16 indicative budget £000	2016/17 indicative budget £000	2017/18 indicative budget £000	Change 2013/14- 2017/18 £000
Customer and Strategy	7,020	6,487	6,148	5,774	5,298	(1,722)
Support Services	5,862	5,417	5,134	4,822	4,424	(1,438)
Housing	3,011	2,782	2,637	2,477	2,272	(739)
Community and Regulatory	5,472	5,057	4,792	4,501	4,130	(1,342)
FM	24,246	22,405	21,234	19,942	18,300	(5,946)
Social Services	26,192	24,204	22,938	21,543	19,768	(6,424)
Education	33,683	31,126	29,499	27,705	25,422	(8,261)

3.8 At this stage, the order of reduction in service funding set out within Exhibit 2 is high level and for illustration purposes. More refined analysis of the position would also need to reflect other factors which impact delivery of the services such as demographic and other demand pressures and the need to ensure specified commitments are complied with. This is likely to require a review of the apportionment of the savings requirement over individual services. It is however, clear that if current trends hold and these are passed on to local government rather than being mitigated through alternative UK and Scottish Government strategies, the position is only likely to be sustainable if there is a full and frank appraisal and articulation of service priorities and areas for disinvestment are clearly identified and acted upon.

3.9 As a consequence of this extremely challenging financial context, it is also important that more sophisticated analysis of demand is developed and established. Aligned



with the refreshed Budget Strategy and as part of the *Making Clackmannanshire Better*, such approaches are starting to be developed. For instance, as part of the Review of Advice, Information, Support and Advocacy Services (Making Clackmannanshire Better Workstream 2(iii)), work is in hand which aims to establish a sustainable demand tracking and projection model using GIS. It will take time for the Council to develop a full range of such GIS databases across services but is an important emerging development which aims to allow the Council to better plan and prioritise its expenditure in future years.

3.10 On the 28th June 2012, Council approved a Financial Strategy 2012-15 which contained seven objectives which contribute to the delivery of sound corporate governance arrangements and which underpin service quality improvement and accountability. The Budget Strategy aims to ensure compliance with these objectives:

- budgets are prudent and sustainable in the long term
- financial plans recognise corporate priorities and objectives
- significant risks are identified and factors to mitigate against risks are identified
- the capital programme is planned over a 5 year rolling programme, with 'unsupported' borrowing minimised other than where there are clear financial or economic benefits to the Council
- constraints on capital and revenue resources, including the uncertainties around future Government funding, are recognised and taken into account
- Council Tax increases will be kept to a minimum, within the current constraints agreed with the Scottish Government
- prudent levels of general balances, reserves and contingencies are maintained in the context of an assessment of the risks facing the Council.

3.11 The Council's core Budget Strategy remains unchanged and aims to retain the best of our current approach and to concentrate reducing resources on delivering key priorities. This is achieved by:

- *reducing expenditure*: for instance sustaining the focus on corporate initiatives with a view to discontinuing activities which make a limited contribution to our key priorities; reviewing mandatory and discretionary service provision; promoting mobile and flexible working practices for staff; maximising the contribution of other sectors to the achievement of improved outcomes and local priorities and rationalising the Council's property portfolio on the basis of a/the corporate Asset Management Plan; adopting strategies to mitigate increasing demand for services due to demographic trends (ie prevention and early intervention).
- *increasing income*: for instance by improving arrears management and debt recovery arrangements; reviewing policy in relation to future council tax increases; removing subsidies in whole or part for certain services; introducing new or revised charging policies for council services.
- *redesigning our service provision*: for instance as a consequence of Making Clackmannanshire Better; the implementation of Customer Service Excellence; improved use of technology; the impact of revisions to council structures; and through innovative approaches to service provision such as voluntary and community led initiatives or involving the private sector

- *Other initiatives:* for instance by actively pursuing integrated partnership working with public sector partners; proactive management of the capital programme; improving corporate procurement arrangements.

3.12 For the coming year, there are also some specific areas of focus for activity within the framework outlined at 3.7:

- Strengthening the Council's ability to maximise income by establishing a corporate Funding Function within the Accountancy Service. This initiative aims to allow the Council to identify and prioritise access to those external funding streams which best support the delivery and achievement of its key priorities.
- Development of the Forward Activity Programme in respect of *Making Clackmannanshire better*, to provide greater transparency over the revenue and capital investment required to facilitate the desired improvements. This will ensure best use is made of the allocated Spend to Save and Capital Programme budget allocations and provide the basis for continuing prudent utilisation of uncommitted reserves.
- the development of the Corporate Asset Management Strategy (CAMS) to provide greater clarity and transparency over capital investment priorities for the future.
- review of the PPP funding options available to the Council in the medium term. In the interim, to ensure that sufficient capital receipts are available to fund the cumulative uplift element of expenditure which amounts to £ 9.3m over the period 2014/15- 2017/18. This would have the effect of reducing the indicative funding gap by the same amount i.e. from £25.9m to £16.6m. It should be noted that only £3.4m capital receipts presently available.
- seek to establish greater clarity over the financial impacts of Health and Social Care integration.
- Review models of service delivery for those client groups impacted by Welfare Reforms to ensure integrated, customer focused service delivery. Also to ensure that duplication between services is minimised and assurance that the £1.340million allocated through demand pressures is sufficient/ required in future years.

## 4.0 Budget Challenge process

4.1 During May and June 2013, the most recent round of Budget Challenge sessions were held. These discussions followed the usual approach based on a standard format for service presentations with the challenge being provided by the Director's Group. In particular, the focus of the most recent round of challenge sessions was:

- to review the progress in implementing the current year's approved Budget savings (2013/14) based on recent reports to Service Committees.

- to review other savings proposed for 2013/14 that had not been approved by Council to establish whether these are still potentially viable savings proposals for 2014/15 and beyond
- to identify any new savings proposals for 2014/15 and beyond
- to review previous year's savings proposals, especially cross cutting proposals previously highlighted through the Budget Challenge process
- to review linkages between service improvement activity and the developing *Making Clackmannanshire Better* Framework.

4.2 Work is currently being undertaken to consolidate and review the information gathered through this process. Initial feedback will be provided to elected members at the briefing scheduled for the 27th August 2013. As in previous years, Trade Union representatives will also be briefed on 10th September 2013.

4.3 In addition the following work is in hand:

- quantification and verification of demand pressures between services and their accountants
- quantification of some potential savings proposals
- review of other Council's savings proposals as a 'benchmarking exercise'
- verification of already approved year 2 savings i.e . implemented in 2013/14 with a year 2 residual saving element.

4.4 A separate paper on this Council agenda also provides a more detailed update on the progress in developing and implementing the *Making Clackmannanshire Better* Framework.

## **5.0 Conclusions**

5.1 There is no real change to reflect with regards the previously reported financial outlook. The post 2015/16 position is most challenging as it is difficult to assess the extent to which a new spending review will impact local government in Scotland. This position is also impacted by the scheduled Referendum in 2014.

5.2 Within the Council, there is much work to be undertaken to realise the potential level of savings required. It is clear that a 'salami slicing' approach will not bridge the funding gap and that a more radical review of corporate priorities, levels of performance and models of service delivery is required if a sustainable cost base is to be established.

5.3 The refreshed Budget Strategy ensures that there are clear linkages with *Making Clackmannanshire Better* and establishes some specific areas for focused review and activity in the next Budget preparation round. It also highlights the need to develop more accurate predictors of future demand pressures to facilitate financial planning.

## **6.0 Sustainability Implications**

- 6.1. The Council's budget and its approval will allow services to deliver against sustainable outcomes.

## **7.0 Resource Implications**

### *7.1. Financial Details*

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

### *7.3. Staffing*

as above

## **8.0 Exempt Reports**

- 8.1. Is this report exempt? **No**

## **9.0 Declarations**

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

### **(1) Our Priorities**

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

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

## **10.0 Equalities Impact**

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

## **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".

None

### 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

#### Author(s)

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#### Approved by

NAME	DESIGNATION	SIGNATURE
Nikki Bridle	Director of Finance and Corporate Services	Signed: N Bridle
Elaine McPherson	Chief Executive	Signed: E McPherson



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**Report to Clackmannanshire Council**

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**Date of Meeting: 15 August 2013**

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**Subject: Welfare Reform Update and Initial Impact Analysis**

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**Report by: Senior Support Services Manager**

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**1.0 Purpose**

- 1.1. The paper provides an update on the Social Welfare Fund, rent arrears, the Benefits Cap, Personal Independence Payments (PIP) and the introduction of Universal Credit.
- 1.2. It compares the experience in Clackmannanshire with the national picture.
- 1.3. It provides an update on actions taken to date and planned by Clackmannanshire Council, its partners and other local organisations.
- 1.4. It uses available data to monitor the financial impact for the Council in 2013/14.

**2.0 Recommendations**

It is recommended that Council:

- 2.1. Notes the continued impact of the Welfare Reform changes on Clackmannanshire communities.
- 2.2. Notes the forecast impact of the Welfare Reforms on the financial position of Clackmannanshire Council in 2013/14.
- 2.3. Notes the positive impact of the allocations of the Discretionary Housing Policy as agreed in May 2013.

**3.0 Introduction**

- 3.1. The Council received a full report detailing the changes in Welfare Reform on 16 May 2013. This paper identified the changes, forecast the impact of the changes and reported what action had been taken by the Council and its partners to mitigate the impact of the changes in local communities.
- 3.2. The changes implemented with effect from April 2013, included:

- The introduction of the local Scottish Welfare Fund
- The introduction of a reduction in housing benefit if the tenant's house is deemed to be "under-occupied"
- Local Council Tax support introduced to replace Council Tax rebate

Changes implemented from June 2013, include:

- The introduction of a Benefits Cap resulting in reduced and capped funding levels for people claiming a range of benefits. Disability Living Allowance recipients and those claiming Working Tax Credits are exempt.
  - Personal Independence Payments (PIP) replacing Disability Living Allowance (DLA) for new claimants. Those already assessed and in receipt of DLA to be reviewed on a phased basis.
- 3.3. Further changes were due to be introduced in October 2013 when Universal Credit will replace multiple benefit payments with one monthly benefit payment. It was intended that all new claimants will move onto Universal Credit from this date, but this is now delayed. Further information on Universal Credit is provided in section 9.2 of this report.
- 3.4. Elected members have received five briefing sessions related to Welfare Reform changes to date, the most recent being in June 2013. Further briefing sessions will be provided once there is clarity around the introduction of Universal Credit and when there is further relevant information to share.

## 4.0 Considerations

- 4.1 Since April 2013, Clackmannanshire Council has been actively engaging with partners and communities and has taken the following actions:
- Continued to chair the Welfare Reform Working Group comprising representatives from council services affected by the changes, local Housing Associations and other local partner organisations. The remit and focus of this group is due to be reviewed in September 2013 to ensure it continues to add value to the Council and partner organisations.
  - Contributed to a significant number of surveys or requests for data related to Welfare Reforms. Data requests have originated from the Scottish Government, national groups, other Scottish Councils or organisations affected by the changes. The results of all surveys and information requests are shared with participants, providing a wider picture for comparison and benchmarking purposes. **Appendix A** provides a forecast of the overall impact of Welfare Reform on Clackmannanshire in comparison with other Councils based on data supplied to Audit Scotland.
  - Further contact has been made with tenants who did not engage during initial communication early in the year, inviting them to meet with the benefits team. Tenants are offered the opportunity to receive support to manage rent accounts and consider different forms of support available to them. This initiative has had a good response from tenants with a 50-60% engagement



rate. Areas targeted to date include Sauchie, Tillicoultry and Alloa with visits to other areas planned.

- The approval of a revised Allocations Policy that aligns with the criteria for number of bedrooms as set out in the Welfare Reforms .
- Attendance at local community events (Fetes and fairs) offering information and advice, taking the opportunity to engage with members of the public. Attendance at similar events is planned for the Autumn.
- Social Services teams are considering S12, S27 and S22 guidance and looking to rationalise practice across Clackmannanshire and Stirling. S12 and S27 guidance relate to adults and adult offenders respectively and provides emergency loans or assistance in kind to those presenting in need. S22 guidance relates to children who are in need of similar emergency assistance.
- There has been no noticeable impact on Social Service's workload that is directly attributable to Welfare Reform. However, the changes have only been in place for four months and it may take longer for related requests for service to filter through.
- Social Services are also considering how to share relevant data securely between the different services and are sourcing training related to DLA / PIP and the Social Welfare Fund. E-modules have been made available to enable on-line training on the impact of the changes.
- The development of a pilot project for providing shared accommodation in a two bedroom property as temporary accommodation for the homeless. Locks are fitted to bedroom doors and kitchens upgraded in the same model as HMOs. The trial will be evaluated to determine its success.

#### 4.2 Impact of Actions taken to date

##### Discretionary Housing Payments (DHP) update

A DHP policy was agreed at Council on 16 May 2013. This policy sets out criteria for how DHP funding can be used and to what extent it could be used to cover the shortfall between Housing Benefit reduction and rent charge for defined categories of claimants. The policy was developed as a result of considering best practice in other Councils and knowledge of the Council's tenant base. In agreeing this policy statement, the Council is protecting the most vulnerable in the community.

The implementation of the DHP policy took place immediately following the decision to adopt the draft policy.

##### DHP applications processed to date and outcomes

<b>Applications received</b>	<b>Pending decision</b>	<b>Awarded</b>	<b>Refused (Financial criteria)</b>	<b>Refused (Other qualifying criteria)</b>
307	59	108	72	68

Those whose applications did not meet the agreed criteria were contacted by the revenues team and asked to provide additional information if it could assist their application. 18 revised applications have been received and are being processed as a result of this approach.

Ochilview Housing Association has been assisting their tenants to complete applications for reconsideration where the initial application was refused. There has been no correspondence from any other Housing Association.

The most recent circular (31.7.13) amends and increases the amount allocated to Clackmannanshire to £178,323, an increase of £27,000 as a result of an initial calculation error. The amount awarded to Clackmannanshire residents to date is £15,973.47, with a full year projection of £62,363.52.

This leaves the Council with £116,960 in unallocated funds. The DHP policy can be reviewed after six months and amendments made to the qualifying criteria or the length of time for the award. It is proposed that the demand trend is kept under review and reported regularly. It is recognised that additional demand may arise later in the year as individuals' circumstances change. The DHP fund is finite and a review after six months as set out above, will ensure a clearer picture and reduce the risk of having insufficient funds available towards the end of the year. A review of the agreed DHP policy may be required as the overall picture stabilises.

In the meantime, additional work will take place to ensure that all relevant information has been disclosed by applicants and to publicise the availability of DHPs. Analysis of applications that have been refused will be carried out to understand the reasons for refusal and to consider what changes may be necessary to meet identified needs. A proactive approach will be taken to awarding DHP payments, where data suggests compliance with the criteria or eligibility for an award. We will be carrying out this work in compliance with the framework within the Discretionary Housing Payments (Grants) Order 2001.

Officers will be considering how to use all funding provided to support residents affected by the changes. Additional grant funding is being allocated in August 2013, including an opportunity to bids for a share of £20m intended to alleviate the impact of Welfare Reform and support residents to manage their finances or to find work.

The majority of the awards to date have only been for a period of six months as defined by the policy. A copy of the agreed DHP policy is included as **Appendix B**.

It is difficult to compare the distribution of DHP with other Scottish Councils as each has its own DHP policy with different qualifying criteria. Some Councils have chosen to increase the funds available from revenue budgets. National data is being collated for comparison purposes but this will only confirm the amounts awarded and the percentage of the fund used each month. Local demographics and DHP policy will determine the outcomes.

#### 4.3 Social Welfare Fund (SWF) update

The Social Welfare Fund has been operating since April 2013 from Lime Tree House.

In common with other Scottish Councils, the demand for this service has not been as great as anticipated or forecast by DWP. This reduced demand does mean that the requirement for additional resource to be supplied from the existing staff team has not materialised. The two temporary members of staff employed to provide the service are coping with the volume of work. There were concerns that the predicted volume of applications would require more resource than was allowed for when funding was allocated. Careful monitoring of on-going demand and resource implications will continue throughout the year.

The table below demonstrates the number of applications received and awarded for both Crisis Grants (CG) and Community Care Grants (CCG).

	CG Applications	CG Awards	CG Refused	CCG Applications	CCG Awards	CCG Refused	Pending
April	110	67	34	45	35	8	
May	110	58	33	63	39	18	
June	99	43	42	36	17	11	26
July	106	42	39	41	4	7	37
<b>Total</b>	<b>425</b>	<b>210</b>	<b>149</b>	<b>186</b>	<b>95</b>	<b>44</b>	<b>63</b>

In addition to the figures above, **51** of the 612 applications received were withdrawn by the applicant.

The Scottish Government is monitoring the number of applications across all Scottish Councils on a monthly basis. Comparative data is circulated monthly. The most recent data for the first quarter of 2013/14 is attached as **Appendix C** for information.

The following observations are made:

- The YTD average spend for Scotland is 57% for CCG and 34% for CG. Clackmannanshire's YTD average is 28% and 27% respectively.
- The demand from Clackmannanshire's residents is in line with the Scottish average with the service experiencing lower demand than anticipated.
- Crisis Grants (CG) in particular are much lower than forecast using DWP projections.
- Awards made in Clackmannanshire are lower than the Scottish average but as yet, there is no supporting information to determine the reason for this. Clackmannanshire has put in place sound contractual arrangements with local firms to provide furniture, white goods and food. Awards made are meeting the needs of those applying with no suggestion that the provision is less than needed.

Concerns that the awards might have to be restricted to highest level A categories due to high levels of demand are proving unfounded to date. The service is considering awarding applications that are graded as category B or C with a view to providing assistance that, while not critical, would nevertheless assist those applicants who are struggling in some way.

Examples of where awards might be granted under category B include taking medical conditions into account for a crisis grant or the provision of carpets for bedroom and living areas for a community care grant. The criteria are defined by DWP and must be adhered to when administering the SWF.

The SWF was set up to operate for an initial two year period, during which time consideration would be given to future arrangements. The general principle of a local management response to local needs is sound. Scottish Government has asked for feedback on draft proposals that the arrangements should continue beyond the two year period.

Clackmannanshire has responded with an agreement in principle with the caveat that all administrative and system costs must be sufficiently covered and that continued and on-going engagement with local authorities is essential to ensure adequate and sound management of a future arrangements.

#### 4.4 Benefits Cap

The Benefits Cap was introduced in July 2013. This new legislation restricts the maximum amount of benefits payable to £350 per week for a single person and £500 per week for a couple. Certain exemptions apply.

The estimated reduction in income for the Council is £407,000.

This change impacts on the Council's ability to recover the full cost of providing housing for the homeless with a corresponding reduction in the General Fund. A paper is being prepared for presentation to the Housing, Health and Care Committee, scheduled to meet in October, that will address these issues and propose an achievable rent.

There is no detrimental impact on those who present as homeless; the Council will continue to provide accommodation to meet their needs.

Meetings have taken place with the local DWP representative who has advised that they would be very interested to meet with affected clients in order that they can try to move affected families or individuals onto an alternative Benefit that may provide them with exclusion from the Benefit Cap.

#### 4.5 Feedback from community events

Employees from Housing and Revenues services have attended a number of community events to raise awareness of recent changes and to attempt to engage with members of the community.

Feedback received to date is that, while there is little engagement about specific or individual situations at these events, it is an opportunity to widen the circulation of information and remove perceived barriers to engaging with Council Officers.

#### 4.6 Response to communications

The Council has responded to communications related to the recent changes from Lord Freud and the RT Hon David Mundell. A copy of the correspondence from Lord Freud is attached as **Appendix D**. It is clear that a considered approach will need to be taken to any re-designation of existing bedrooms to avoid the Council being penalised.

Meetings have also taken place with the RT Hon David Mundell and COSLA to confirm the impact of the changes and the financial impact on Clackmannanshire Council and local communities.

Recent communication from Lord Freud confirms that action has been taken to minimise the risk associated with direct payments once Universal Credit. Further detail is provided in section 9.3 of this report.

#### 5.0 **Financial Impact**

The Council agreed to set aside additional budget of £670k in total to cope with the calculated / estimated shortfall resulting from Welfare Reform. This decision was taken as part of the budget setting process in February 2013.

An additional £100k in capital has been allocated to cover any shortfall in system requirements.

Funding has been received for system changes, updates and software. It is unlikely that the capital budget set aside will be required. However it is prudent to wait until the end of the budget year to be certain that there are no further capital costs associated with future changes.

Total cost (revenue) of the changes to date is estimated to be in the region of £185,100. Funding of £89,000 has been confirmed for different aspects of the changes. This leaves a shortfall in funding of £96,100.

The figure of £185,000 above does not include estimated increases in rent arrears or the reduction in payments to the HRA as a result of the Benefit Cap. These areas are covered in sections 4.5 and 6.0 of this report.

Based on information available at the time of writing, it appears that some of the forecast costs associated with Welfare Reform changes have been managed within existing budgets or covered through funding received.

Monitoring will continue with a full assessment made after six months. The outcome will be reported back to Council as part of the budget monitoring process.

The impact of the move to PIP is unknown at this time although the most likely impact is that associated with the provision of advice and support of those going through reassessment.

The introduction of Universal Credit and Direct Payments is delayed at the time of writing. Once more is known of the outputs of the pilot projects and a timetable for implementation, a more detailed financial forecast will be produced.

The Budget Strategy paper presented at this meeting makes reference to the fact (para 3.12) that the council will need to review models of service delivery for those client groups impacted by Welfare Reforms to ensure integrated, customer focused service delivery. Any duplication between services will be considered and rationalised to minimise the cost of service delivery. Future budget pressure allocations for Welfare Reform could be affected by any changes made.

## 6.0 Debt Position

As at 07.07.13, the position regarding rent arrears was as follows:

Date	31.3.13	02.06.13	07.07.13
Arrears balance	£382,699	£490,756	£525,644
Arrears caseload	1,950	2,606	2,632

The arrears balance shown for March 213 is the cumulative balance carried forward from 2012/13.

The significant increase experienced in caseloads between April and June has steadied with only a 1.22% increase in July. Arrears have increased by 7.1% from June to July.

It has been possible to analyse the under-lying situation and identify those tenants who are experiencing true hardship as opposed to those where payment of the additional rent is due as a result of under-occupancy.

1. The analysis considered high arrears cases of £1,000 and above. Tenants identified in this arrears band are struggling and require considerable support to clear their debt. Many tenants in this group with high levels of arrears have a history of arrears, attempts at clearance and then a build up of further arrears as circumstances change.

There are 99 cases in this category.

The total arrears for this group is £126,190 as at 19/07/2013.

This analysis demonstrates that less than 2% of tenants owe 24% of the reported arrears. Officers will be considering how to divert resources to work with this particular group to tackle the problem. Consideration will be given to how the funds provided to support residents are used and ensuring that eligibility has been tested to the full.

2. Further analysis was made of those accounts which have fallen into arrears since the introduction of under-occupation benefits reduction in April 2013.

There are 500 cases in this category.

The total arrears for this group is £80,000 as at 19/07/2013

Of the 500 cases mentioned above, only 30 tenants had accounts which had fallen into arrears previously.

The Council's debt recovery and write off policy is being used to recover debts where possible. Support is being provided to tenants in both categories to ensure they are receiving appropriate benefits and supplementary awards if eligible.

The numbers of tenants paying rent as a result of the changes has stayed stable at 60 - 70% and reflects the position being reported nationally.

## **7.0 Pilot Projects**

- 7.1. The paper produced for the Council meeting on 16 May gave details of the direct payments pilot projects underway in local authorities in England and Scotland.
- 7.2. There is little to add to what was reported previously. All pilot projects have been extended by a further three months with reports on the outcomes and lessons learnt expected to be available in December 2013.
- 7.3. The planned Universal Credit pilot schemes referred to previously have now been rolled out to a further six Job Centres including Inverness. The Inverness pilot commences in October 2013. Improved access to digital services is also being tested as part of these pilots with the installation of 6,000 computers.

## **8.0 National responses to Welfare Reform**

- 8.1. COSLA released a briefing paper on the Housing impacts of Welfare Reform on 8 July 2013. The key findings of the briefing were:
  - 17% of households in Scotland are under-occupying by two or more bedrooms.
  - 33% of working age local authority tenants in receipt of housing benefit are affected by the penalty of under occupying their property.
  - All but one local authority reported an increase in rent arrears since April 2013.
  - Over 22,000 applications for DHP have been received since April 2013.

The findings have been used to inform meetings between COSLA and Lord Freud. The survey will be repeated at quarterly intervals to monitor emerging trends and confirm the cost and impact of Welfare Reform.

### **8.2. Select Committee Report June 2013**

The Select Committee conducted an inquiry into the implementation of the Welfare Reforms by local authorities. The Committee made four key recommendations and 31 specific recommendations; the key recommendations are summarised below:

1. To make data relating to the social welfare fund available and to improve communication about the changes to the public and claimants.
2. Making reference to New Burdens, requests that Government works with the LGA to assess the cumulative impact of the Welfare Reform changes.
3. Expressed concerns about direct payments and impact on Housing Associations and local authorities. Requires a definition of "vulnerable" to assist in defining tenants before the roll out of UC begins.
4. Expressed concerns about the readiness of the ICT systems. DWP to provide assurance that the potential for fraud is addressed through the system to remove any risk.

A copy of the full report will be provided for the Members portal.

## **9.0 Key Issues for the future**

### **9.1. Advice and support**

A piece of work is underway which will deliver a review of how the provision of advice, information and advocacy is currently provided to ensure it is delivered in the most cost effective and accessible way in the future. This Advice Review is one of the workstreams of the Making Clackmannanshire Better programme.

The pilot location for the Council's Business Improvement Plan, Making Clackmannanshire Better, may provide a model where new solutions could be tested.

The previous paper referred to the possibility of an increased use of pay day loan companies and an increase in illegal money lenders within local communities.

Glasgow City Council have recently shared the findings of their Pay Day Loans Sounding Board which includes several recommendations to mitigate the influence and reliance on these companies. Although the scale of the problem is much bigger for a City Council, Officers will be considering how some of the immediate and longer term options might be adopted for use in Clackmannanshire.

It was announced in April that funding totalling £7.45 million is to be made available through a jointly funded programme that will be managed by the Scottish Legal Aid Board. This funding is targeted at supporting organisations helping people in Scotland facing debt and other problems stemming from benefits changes and the ongoing impact of the economic downturn.

The Housing service has submitted two bids for this funding:

In total the bids amounted to £200k. The deadline for submissions was 25 June 2013 with announcements of allocations anticipated in August 2013. Any successful bids are expected to be implemented and operational from 1 October 2013.



## 9.2 Universal Credit (UC)

Reference has already been made to the pilot schemes underway where the concept of UC and Direct Payments is being tested.

Recent communication from the RT Hon David Mundell, MP and the transcript of a speech by Lord Freud demonstrate a change in approach to the matter of arrears resulting from Direct Payments.

It has been stated that action will be taken after the first month of arrears being noted with a return to direct payments to landlords after two months. This action will substantially reduce the risk of non-payment of rents for Councils, Housing Associations and private landlords.

However, although the proposed measures are welcomed, concerns remain over the fact that many tenants could accrue arrears in the one to two month period of direct payments. This would have an adverse effect on the individuals concerned and the landlord's cashflow. Once any arrears are cleared then payments revert to direct payments, potentially creating a repeating cycle of events. Clarity is required as to how DWP can work with landlords to deliver the intensive "budgeting support" to return tenants to direct payments six months after arrears are cleared.

For the Council, the risk of a reduction in the number of Registered Social Lords and Housing Associations ceasing to trade, leading to more demand for public sector housing is reduced. Private landlords are unlikely to be able to sustain even two months worth of arrears and could withdraw from the market or refuse to accept tenants who are benefit claimants.

Initial work has been carried out to try and quantify the additional transactional cost the Council will incur through the move to Direct Payments. This work will be fine-tuned as more information becomes available.

## 9.3 Grand Central Savings

A feasibility study is currently underway to consider whether the costs of engaging with Grand Central Savings, a company that could offer basic bank services for Clackmannanshire residents would be worthwhile pursuing.

There is a cost to setting up this kind of banking service. Discussions are being held with partner organisations to consider whether the costs could be shared. Consideration is also being given to the possibility of reducing costs through the offer of subsidised accommodation or volunteers.

Grand Central Savings are not a Credit Union but are an independent charity providing access to banking facilities for anyone finding it hard to access a mainstream bank account. Charges are very low and they require less evidence to set up a bank account and they provide more customer support than a traditional bank. They compliment the services delivered by a Credit Union in encouraging independence in an individual's approach to managing their finances. For someone who has never operated a bank account, Grand Central savings would provide assistance and support to individuals taking the first steps in responsibly managing their own finances.

## **10.0 Summary and Conclusion**

- 10.1. The impact of the Welfare Reform changes continues to be well documented and understood by Council Officers, elected members and community partners.
- 10.2. Housing and Revenues Services will continue to monitor the impact of the reforms on debt levels, individual circumstances, demand on existing resources and the requirement and demand for advice and support. Recommendation for change or improvement will be fed back to senior managers through established channels.
- 10.3. Council services will adapt and adjust services and resources as required to meet the needs of the community and future changes. Regular reports or briefing sessions will be provided to provide updated information and details of the actual impact on the Council and communities.
- 10.4. The Welfare Reform changes remain a risk to the Council in terms of increased debt levels, unknown demand for resources in the future and the impact of the changes on Clackmannanshire communities. The associated risk is acknowledged as a key corporate risk and remains high on the corporate risk register with appropriate scoring.
- 10.5. The overall cost of implementing and managing the changes appears to be less than originally forecast. This is due to the reduced demand for SWF awards and the allocation of funding for new or upgraded systems. The amount of increase in rent arrears is slightly less than forecast.

## **11.0 Sustainability Implications**

- 11.1. There are no sustainability implications contained within this report.

## **12.0 Resource Implications**

- 12.1. Financial Details
- 12.2. The full financial implications of the recommendations are set out in the report. This includes a reference to full lifecycle costs where appropriate. Yes ☒
- 12.3. Finance have been consulted and have agreed the financial implications as set out in the report. Yes ☒
- 12.4. Staffing
- 12.5. Staffing implications are referred to throughout this report.

## **13.0 Exempt Reports**

- 13.1. Is this report exempt? Yes ☐ No ☒

## 14.0 Declarations

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

### (1) Our Priorities

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

### (2) Council Policies

**Allocations Policy**

**DHP Policy**

## 15.0 Equalities Impact

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

Yes ☐ No ☐ N/A for this report

## 16.0 Legality

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

## 17.0 Appendices

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

Appendix A - Comparison of impact of Welfare Reform as reported to 30.6.13, Audit Scotland report May 2013

Appendix B - Discretionary Housing Policy

Appendix C - SWF expenditure, monitoring data produced by Scottish Government

Appendix D - Letter from Lord Freud dated 20.6.13

## 18.0 Background Papers

- 18.1 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 ☐

**Budget Strategy, February 2013**

**"People, Council, the Economy" Rights Advice Scotland, March 2013**

**"Preparing for the bedroom tax and beyond" CIH Scotland**

**Welfare Reform Update, Audit Scotland May 2013**

**The Government response to the Communities and Local Government Select Committee report - Implementation of Welfare Reform by Local Authorities.**

**Budget strategy August 2013**

### Author(s)

NAME	DESIGNATION	TEL NO / EXTENSION
Julie Burnett	Senior Support Services Manager	2022

### Approved by

NAME	DESIGNATION	SIGNATURE
Julie Burnett	Senior Support Services Manager	Signed: J Burnett
Nikki Bridle	Director of Finance & Corporate Services	Signed: N Bridle

# Appendix A: Impact of welfare reform on the Scottish economy by 2014/15

Council	Estimated loss per annum	Loss per working age adult per annum
Aberdeen City	£52,000,000	£330
Aberdeenshire Council	£49,000,000	£300
Angus Council	£30,000,000	£410
Argyll and Bute	£24,000,000	£430
Clackmannanshire	£18,000,000	£550
Dumfries & Galloway	£44,000,000	£480
Dundee City	£58,000,000	£600
East Ayrshire	£43,000,000	£540
East Dunbartonshire	£22,000,000	£340
East Lothian	£27,000,000	£430
East Renfrewshire	£20,000,000	£350
Edinburgh	£135,000,000	£400
Eilean Siar	£6,000,000	£380
Falkirk	£48,000,000	£470
Fife	£113,000,000	£480
Glasgow City Council	£269,000,000	£650
Highland	£60,000,000	£410
Inverclyde	£33,000,000	£630
Midlothian	£25,000,000	£480
Moray	£21,000,000	£360
North Ayrshire	£51,000,000	£580
North Lanarkshire	£123,000,000	£560

Council	Estimated loss per annum	Loss per working age adult per annum
Orkney Islands	£5,000,000	£350
Perth and Kinross	£36,000,000	£380
Renfrewshire	£60,000,000	£530
Scottish Borders	£29,000,000	£400
Shetland Islands	£4,000,000	£290
South Ayrshire	£35,000,000	£500
South Lanarkshire	£104,000,000	£510
Stirling	£22,000,000	£380
West Dunbartonshire	£36,000,000	£600
West Lothian	£57,000,000	£490
<b>Total</b>	<b>£1,660,000,000</b>	<b>£480</b>

*The Impact of Welfare Reform in Scotland - Sheffield Hallam University*

## **Appendix B**

### **DHP policy statement**

1.0 To be eligible to claim a DHP, customers must be in receipt of Housing Benefit and require some further financial assistance with their Housing Costs.

1.1 The Council will follow the DWP good practice guide and allow those customers who meet the criteria set out in the table below such awards where they can demonstrate:

- That they are suffering financial hardship; and
- They have circumstances that merit award from the fund; and
- They have a shortfall between their Housing Benefit and contractual rent charge; and
- What they are applying for is eligible under the terms of the good practice guide; and
- There is sufficient budget remaining for DHP payments to be made.

2.0 Conditions for award of DHP

<b><u>Circumstance</u></b>	<b><u>Maximum award duration/Award to be reviewed</u></b>	<b><u>Amount of DHP (% shortfall between HB and Rent charge)</u></b>
Property significantly adapted to meet needs of tenant of their family.	Until the end of tenancy	100%
End of Life care	6 months after date of death	100%
Children leaving care	Up to end of leaving care status	100%
Vulnerable adults deemed at risk	12 months	100%

Homeless awarded secure/assured tenancy	N/A	One off payments to assist resettlement and sustainable tenancy.
Absent parent who requires bedroom for access to child/ren.	6 Months	50%
Carer who lives close to person receiving care	6 Months	50%
Within 6 months of reaching State Pension Credit age.	6 Months	25%
Medical reasons require additional bedroom.	6 months	50%
Victim of harassment/fleeing violence	6 months	50%
Under 35 in private rented sector	6 Months	25%
Service widows or ex-service personnel (including non dependants)	6 Months	25%
Benefit Cap	6 Months	50%
Other Circumstance wholly relevant to customer/family and judged with merit	6 Months	100%



## CRISIS GRANT SPEND from April 2013

## APPENDIX C

	Crisis Grants	Crisis Grant 12	Crisis Grant Spend	Crisis Grant Spend	Crisis Grant Spend	% of monthly	% of annual
Local Authority	ANNUAL BUDGET 13/14	MONTHLY PROFILE	Apr-13	May-13	Jun-13	average	budget ytd
	rounded to nearest £	rounded to nearest £	rounded to nearest £	rounded £	rounded £	rounded %	rounded %
Aberdeen City	359,055	29,921	8,253	11,072	9,535	32	8
Aberdeenshire	163,061	13,588	4,915	5,790	6,995	51	11
Angus	145,866	12,155	9,628	8,283	7,023	58	17
Argyll & Bute	108,853	9,071	2,806	7,511	4,345	48	13
Clackmannanshire	129,545	10,795	2,959	1,147	2,914	27	5
Dumfries & Galloway	193,225	16,102	8,396	10,204	9,564	59	15
Dundee City	350,457	29,205	13,316	15,753	12,974	44	12
East Ayrshire	274,974	22,914	7,349	13,107	15,014	66	13
East Dunbartonshire	94,718	7,896	4,320	2,887	2,720	34	10
East Lothian	125,757	10,480	2,624	2,490	2,207	21	6
East Renfrewshire	75,629	6,302	1,039	808	707	11	3
Edinburgh, City of	757,891	63,158	14,182	18,786	17,404	28	7
EileanSiar	11,803	984	0	46	324	33	3
Falkirk	293,480	24,457	5,186	8,390	8,640	35	8
Fife	640,440	53,370	17,240	12,739	11,686	22	7
Glasgow City	1,964,745	163,729	36,199	15,468	17,583	11	4
Highland	245,538	20,461	2,232	3,364	2,141	10	3
Inverclyde	278,763	23,230	5,985	6,725	5,500	24	7
Midlothian	131,877	10,990	4,782	7,054	5,934	54	13
Moray	101,858	8,488	3,219	4,406	6,117	72	13
North Ayrshire	362,552	30,213	6,565	7,837	10,130	34	7
North Lanarkshire	830,751	69,229	11,883	13,256	10,252	15	4
Orkney Islands	8,452	704	182	337	109	15	7
Perth & Kinross	172,096	14,341	3,199	7,265	5,546	39	9
Renfrewshire	454,938	37,911	23,306	28,947	23,621	62	17
Scottish Borders	122,551	10,213	4,214	6,542	6,660	65	14
Shetland Islands	16,904	1,409	258	169	22	2	3
South Ayrshire	179,236	14,936	4,650	6,252	6,205	42	10
South Lanarkshire	604,302	50,358	37,420	33,167	33,430	66	17
Stirling	136,831	11,403	2,810	815	2,605	23	5
West Dunbartonshire	267,105	22,259	14,970	21,691	24,642	111	23
West Lothian	391,987	32,665	6,639	5,539	8,624	26	5
<b>Scotland Total</b>	<b>9,995,240</b>	<b>832,937</b>	<b>270,726</b>	<b>287,847</b>	<b>281,173</b>	<b>34</b>	<b>8</b>

## COMMUNITY CARE GRANT SPEND from April 2013

	Community Care Grants	CCG 12 MONTHLY	CCG Actual	CCG Actual	CCG Actual	% monthly	% ytd
Local Authority	ANNUAL BUDGET 13/14	PROFILE	Apr-13	May-13	Jun-13	average	budget
	rounded to nearest £	rounded £	rounded £	rounded £	rounded £	rounded %	rounded %
Aberdeen City	540,786	45,065	7,511	14,811	22,732	50	8
Aberdeenshire	301,674	25,139	2,182	5,167	9,535	38	6
Angus	273,205	22,767	21,279	24,217	6,002	26	19
Argyll & Bute	263,907	21,992	6,278	33,908	9,927	45	19
Clackmannanshire	230,847	19,237	10,434	11,540	5,418	28	12
Dumfries & Galloway	430,012	35,834	4,717	62,841	30,756	86	23
Dundee City	986,180	82,182	21,540	59,911	40,922	50	12
East Ayrshire	650,528	54,211	23,722	62,003	20,997	39	16
East Dunbartonshire	242,097	20,175	11,506	7,001	14,642	73	14
East Lothian	264,481	22,040	6,256	9,305	6,590	30	8
East Renfrewshire	182,290	15,191	2,065	7,462	6,902	45	9
Edinburgh, City of	1,429,737	119,145	66,405	103,563	109,648	92	20
EileanSiàir	36,160	3,011	1,591	3,151	82	3	13
Falkirk	634,342	52,862	8,657	13,940	10,600	20	5
Fife	1,219,553	101,629	41,022	49,132	28,995	29	10
Glasgow City	5,756,371	479,698	118,866	167,464	312,968	65	10
Highland	555,135	46,261	8,092	11,062	14,206	31	6
Inverclyde	453,774	37,814	20,928	24,198	28,214	75	16
Midlothian	253,461	21,122	6,583	3,592	3,529	17	5
Moray	285,259	23,774	26,433	18,569	16,704	70	22
North Ayrshire	705,972	58,831	33,168	33,275	31,030	53	14
North Lanarkshire	2,125,263	177,105	17,729	45,151	85,860	48	7
Orkney Islands	47,868	3,989	0	7,581	2,793	70	22
Perth & Kinross	420,828	35,069	7,578	11,202	14,105	40	8
Renfrewshire	693,919	57,826	19,831	38,083	51,162	88	16
Scottish Borders	283,996	23,666	8,715	15,925	20,327	86	16
Shetland Islands	42,588	3,549	1,700	240	3,309	93	12
South Ayrshire	533,669	44,472	12,925	20,241	22,104	50	10
South Lanarkshire	1,539,479	128,290	53,852	31,154	74,114	58	10
Stirling	379,733	31,644	4,805	18,085	10,366	33	9
West Dunbartonshire	562,482	46,873	19,984	68,325	43,054	92	23
West Lothian	674,404	56,200	20,889	50,421	42,679	76	17
<b>Scotland Total</b>	<b>23,000,000</b>	<b>1,916,663</b>	<b>617,243</b>	<b>1,032,520</b>	<b>1,100,272</b>	<b>57</b>	<b>12</b>



***Council 15.8.13***  
***Welfare Reform update***  
***Appendix D***

20 June 2013

Local Authority Chief Executives

**Re-designation of properties and the removal of the Spare Room Subsidy**

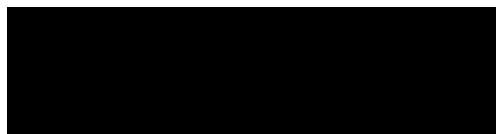
As you may be aware there have been a number of reported cases of local authorities re-designating their properties, without reducing the rent to reflect the loss of a bedroom. Such action could lead to incorrect Housing Benefit subsidy claims being submitted to my Department at the end of the financial year.

In principle my Department has no objections to re-designating properties where there is good cause to do so, for example where a property is significantly adapted to cater for a disabled persons needs. However, we would expect the designation of a property to be consistent for both Housing Benefit and rent purposes. Blanket redesignations without a clear and justifiable reason, and without reductions in rent, are inappropriate and do not fall within the spirit of the policy.

Between 2000 and 2010 expenditure had doubled in cash terms, reaching £21 billion. Unreformed, by 2014-15 Housing Benefit would cost over £25 billion. By removing the Spare Room Subsidy £500 million a year can be saved through greater efficiency and better use of social housing stock. It is therefore vital that local authorities adhere to their statutory responsibility to implement this policy on behalf of the Department.

I would like to stress that if it is shown properties are being re-designated inappropriately this will be viewed very seriously. If the Department has cause to believe this is the case we will commission an independent audit to ascertain whether correct and appropriate procedures have been followed. I wish to state clearly that these audits would be separate from the subsidy audits already undertaken, which carry out sample checks on the assessment of Housing Benefit.

Where it is found that a local authority has re-designated properties without reasonable grounds and without reducing rents, my Department would consider either restricting or not paying their Housing Benefit subsidy.



**Lord Freud**  
**Minister for Welfare Reform**



**CLACKMANNANSHIRE COUNCIL**

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**Report to Council**

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**Date of Meeting: 15th August, 2013**

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**Subject: Making Clackmannanshire Better**

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**Report by: Director of Finance and Corporate Services**

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**1.0 Purpose**

- 1.1. The purpose of this report is to maintain Council's regular update on the establishment, development and implementation of *Making Clackmannanshire Better (MCB)*, the Council's business transformation programme. There are linkages between this paper and the Budget Strategy Update paper also under consideration as part of this on this Council agenda.

**2.0 Recommendations**

It is recommended that Council:

- 2.1 Notes the progress made since the last update report
- 2.2 Endorses the Programme workstreams set out in Exhibit 1
- 2.3 Notes the planned activity in the coming months.

**3.0 Considerations**

- 3.1. On the 27th June, Council considered a paper which provided an update on the progress and activity to date to establish, develop and implement MCB. The key focus of this early work was to put in place appropriate programme governance and to seek initial engagement with community representatives from Tullibody in respect of the initiation of the Tullibody pilot. Work had also been undertaken to start to promote awareness of the developing MCB programme with partners and staff.
- 3.2 Since the last update, activity has focussed on:
- the development of Programme Workstreams
  - defining the resourcing requirements and roles and responsibilities to allow the Programme to be delivered

- development of a draft project scoping document for the Tullibody Pilot
- developing a format for the planned publicity event involving Sir Harry Burns
- commencement of Phase 1 of the Tullibody Pilot which focuses on data collection, collation and analysis to establish the current range of services and providers in the area.

Some of these developments are considered in more detail in the rest of this report.

- 3.3 The key aim underpinning the development of the workstreams was to avoid as far as possible the establishment of an additional layer of corporate improvement activity over and above that already being taken forward in many parts of the Council. The Programme aims to organise largely existing improvement activity into related corporate improvement themes and workstreams. As a consequence, much of the activity should be recognisable. Given the scale of the Council's operations and pressures, it was considered that this pragmatic approach provides a 'best fit' approach.
- 3.4 The establishment of a corporate framework for this activity, plus the robust programme governance arrangements in place, also seek to ensure that a wider range of options may be considered than would possibly have been taken forward within individual services working alone, potentially constrained by existing operating parameters, structures and funding.
- 3.5 Exhibit 1 below sets out the Programme Workstreams and Key Themes. These were developed through the Budget Challenge process and through further discussion with individual service management. Once collated, the information was organised into the themes detailed. These have been discussed and shared with the Steering Group and managers.

**Exhibit 1: Making Clackmannanshire Better Programme workstreams**

# Programme Workstreams & Key Themes

under which each initiative/project sits

Workstreams & Key Themes			Incorporating the following:
~External focus~	1	Making It Happen	
		The Tullibody Pilot	<p>Reviewing service provision in the Tullibody, Cambus and Glenochil areas. This is inter-linked and has various inter-dependencies with all other workstreams and will have priority focus / delivered in 3 Phases:</p> <p>Phase 1 - Data collection &amp; mapping</p> <p>Phase 2 - Data analysis &amp; options formulation</p> <p>Phase 3 - Recommendations &amp; lessons learned</p>
	2	Focusing on Prevention & Early Intervention (for Better Outcomes)	
	Key Themes	(i) Supporting Early Years	<p>Early Years Collaborative, GIRFEC, Private Sector Nursery Provision, Foster Carers, Residential Care for Children, Review of Children's Services, Multi-agency Protection HUB</p>
		(ii) Supporting Adults	<p>Reshaping Care for Older People, Health &amp; Social Care Integration, Redesign of Learning Disability Services, Personalisation - including Self-Directed Support (SDS), Multi-agency Protection HUB, Homelessness Assessment, Early Intervention, Criminal Justice services</p>
		(iii) Providing Advice & Information	<p>Advice Services &amp; Information (provided across all service providers), Corporate Advice Service Delivery Models, ClacksWorks (Model), Channel Shift</p>
	3	Developing Integrated & Sustainable Services	

	<b>Key Themes</b>	(i)	<b>Working in Partnership &amp; Developing Our Communities</b>	Learning Communities (not solely about children / education) Community Partnerships
		(ii)	<b>Providing Accessible &amp; Effective Services</b>	Services may be best provided either centrally or locally - not 'one size fits all' for all services - Locality Management approach (person-centred service provision) Sport & Leisure Fit for purpose service models
		(iii)	<b>Driving Service Improvements</b>	Improvements that Service areas have identified to improve efficiencies and/or reduce costs - Customer Contact Management Strategy, Corporate Procurement, Commissioning, Shared Services, Extend current business models, Curriculum planning/time-tabling, Playground Asset Review, Fleet, Street Lighting, PPP Contract Negotiation, Fair Rent Policy, Extend Catering Income Generation
	<b>4</b>	<b>Making Best Use of Assets &amp; Resources</b>		
	<b>Key Themes</b>	(i)	<b>Making Better Use of Public Buildings &amp; Facilities</b>	To review community use of facilities; public services shared assets; school catchments Corporate Procurement, Settlement Plan Review (asset focused), Strategic Planning of School Estate; Utilisation of School Estate, CAMS
		(ii)	<b>Reviewing Community / Subsidised Transport</b>	To review capacity for offering free/subsidised transport to improve access to public services / to optimise capacity by pooling resources across providers rather than limiting criteria for each transport channel) Corporate Transport Capacity, Review of Supported & Subsidised Transport
		(iii)	<b>Optimising Fees, Charges &amp; Funding</b>	Corporate Funding (external), Income & Charging, Review of Voluntary Organisations, Clacks Business & BIDs, Fees, Discretionary Grant Funding, Voluntary sector grants and revisiting all SLAs, Maximising VFM in procurement



~Internal focus~	5	<b>Making Our Organisation Stronger</b>		
	<b>Key Themes</b>	(i)	<b>Developing Our Organisation</b>	Organisational Values, Job Families, T&Cs, Voluntary Severance, Organisational Design, Alignment of Support Models, Outcome Focused Budgeting, Better Ways of Working, Corporate improvement approaches (e.g. CSE, CIM), <b>ICT enablers</b> .
		(ii)	<b>Developing Our People</b>	Leadership & Management Development, Employee Induction, Competency Framework (Behaviours, Technical and Management Competencies), Performance Framework (PRDs), Employee Recognition, Employee Engagement

- 3.6 The workstreams are underpinned by a strong focus on improving the customer experience. Options and recommendations arising from the programme of activity will aim to focus on minimising the number of separate engagements necessary for customers and service users to access the services they require. This in turn aims to reduce the cost of maintaining separate and duplicate processes and arrangements both within the Council and in working with our communities and partners.
- 3.7 At this stage, Workstreams 1 and 5, the Tullibody Pilot and Making our Organisation Stronger have been prioritised, though much work has already been taking place which contributes to other workstreams, for instance the review of Advice, Support and Guidance services has been commissioned and is making good progress. The main rationale for this initial prioritisation is that these two workstreams have the potential to impact significantly the remaining workstreams in terms of both the scope and approach to the planned activity.
- 3.8 Project Managers for workstreams 1 and 5, The Tullibody Pilot and Making our Organisation Stronger, have also been agreed. For the Tullibody Pilot, work is now being taken forward to more formally establish the core project team, embed the engagement with the Community, finalise the Pilot Scope and review and analyse the data analysis activity undertaken to date. Similarly in respect of workstream 5, work is in hand to develop the workstream scope and agree and allocate wider responsibilities for the workstream tasks.
- 3.9 Work has also been undertaken to develop the more formal launch event mentioned in the last update report. Sir Harry Burns has confirmed his sustained interest in our

approach to service improvement and will visit the area on the 22nd October. The detailed programme of activity which will involve the community, elected members, partners and staff is currently being worked up.

#### **4.0 Conclusions**

- 4.1 The Making Clackmannanshire Better Programme is gathering momentum. A number of practical developments have been progressed since the last report to Council. Specific work is now being progressed in terms of the explicit programme workstreams.

#### **5.0 Sustainability Implications**

- 5.1. The Council's budget and its approval will allow services to deliver against sustainable outcomes.

#### **6.0 Resource Implications**

##### *6.1. Financial Details*

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

##### *6.3. Staffing*

as above

#### **7.0 Exempt Reports**

- 7.1. Is this report exempt? **No**

#### **8.0 Declarations**

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

#### **(1) Our Priorities**

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

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

Financial Regulations

Scheme of Delegation

**9.0 Equalities Impact**

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

**10.0 Legality**

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

**11.0 Appendices**

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

None

**12.0 Background Papers**

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

**Yes**

**Author(s)**

NAME	DESIGNATION	TEL NO / EXTENSION
Nikki Bridle	Director, Finance and Corporate	01259 452373

**Approved by**

NAME	DESIGNATION	SIGNATURE
Nikki Bridle	Director of Finance and Corporate Services	Signed: N Bridle
Elaine McPherson	Chief Executive	Signed: E McPherson



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**Report to: Clackmannanshire Council**

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**Date: 15 August, 2013**

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**Subject: Alloa Football & Athletic Club Ltd - Request for Funding**

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**Report by: Chief Executive**

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## **1.0 Purpose**

- 1.1 The purpose of this report is to advise Council of a request for sponsorship from Alloa Football & Athletic Club Ltd and to seek a decision from Council on this request.

## **2.0 Recommendations**

- 2.1 It is recommended that Council takes a view on whether or not to sponsor Alloa Football & Athletic Club Ltd and on any other matters set out in this report as appropriate.

## **3.0 Background**

- 3.1 Further to a report to Council of 18 August, 2011, by the Chief Executive seeking Council's view on a request for sponsorship from Alloa Football & Athletic Club Ltd, Council agreed sponsorship totalling £12,000 over the two seasons 2011-12 (£7,000) and 2012-13 (£5,000). That sponsorship agreement has now expired.
- 3.2 Subsequently, the Provost received a letter on 21 June, 2013, from the club President requesting that Council sponsorship is continued at £5,000 per annum for either a two year or a four year period (letter is attached as the Appendix to this report). The sponsorship monies would be used to promote youth football and youth access to Recreation Park. To date, the Council's name has also appeared on the back of players' shirts as part of the sponsorship arrangement.

## **4.0 Considerations**

- 4.1 There is no specific budget provision for the sponsorship in 2013-14 although there is a small Chief Executive's budget from where previous Council approved sponsorship of the club has been funded. This budget is, currently, largely uncommitted and could, therefore, be used as a source of sponsorship for a one year period.
- 4.2 If Council were minded to sponsor Alloa Football & Athletic Club Ltd, it is suggested that this should be for only a one year period given the ongoing

budget process for 2014-15 and beyond as set out in various previous reports to Council by the Director of Finance & Corporate Services.

- 4.3 If Council were minded to sponsor Alloa Football & Athletic Club Ltd, a Service Level Agreement would require to be drawn up in keeping with the Council's normal practice when making financial awards to external organisations.

## **5.0 Sustainability Implications**

NA

## **6.0 Resource Implications**

*Financial Details* - agreeing to sponsor Alloa Football & Athletic Club Ltd would utilise otherwise uncommitted available resources. The amount is within available budget for one year.

*Staffing* N/A

## **7.0 Declarations**

- 7.1 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 ☒)

Our communities are more cohesive and inclusive



Health is improving and health inequalities are reducing



- (2) **Council Policies** (Please detail) N/A

## **8.0 Equalities Impact**

- 8.1 N/A

## **9.0 Legality**

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

## **10.0 Appendices**

- 10.1 1 - Letter dated 18 June, 2013, to Provost Murphy from Club President

## **11.0 Background Papers**

Report to Council dated 18 August, 2011 - *Alloa Football & Athletic Club - Sponsorship Request*

**Author(s)**

<b>NAME</b>	<b>DESIGNATION</b>	<b>TEL NO/EXTENSION</b>
Elaine McPherson	Chief Executive	452001

**Approved by**

<b>NAME</b>	<b>DESIGNATION</b>	<b>SIGNATURE</b>
Elaine McPherson	Chief Executive	Signed: E McPherson







TM.  
21 JUN 2013

## Alloa Football & Athletic Club Limited

Recreation Park, Alloa FK10 1RY

Telephone: 01259 722695 Fax: 01259 210886 E-mail: [fcadmin@alloaathletic.co.uk](mailto:fcadmin@alloaathletic.co.uk)

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18<sup>th</sup> June 2013

Mrs Tina Murphy  
Provost  
Clackmannanshire Council  
Greenfield  
Alloa  
FK10 2AD

Dear Tina,

### **Alloa Athletic Football Club**

As you will be aware Alloa Athletic and Clackmannanshire Council have enjoyed a very successful joint working relationship with yourselves. One major part of this has been the shirt sponsorship for the first team kit over the past few years. This has seen our County advertised and promoted both by viewers and the media who film and photograph our games throughout Scotland and even within Britain. Historically the club has viewed this privilege as so important that we have discounted the amount that we charge for this by 50%.

We would like to ask if the Council is agreeable to the renewal of this and continue working together to promote our County.

For your information these monies that we receive from the Council are ring fenced to promote youth football and youth access to Recreation Park. We would request that this sponsorship is taken again for two or four years at the price initially agreed some years ago of £5000 per annum paid in advance (this being 50% discounted).

Should you wish to discuss this matter further, please do not hesitate to give me a call.

Yours sincerely,

  
George Ormiston  
President



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**Report to Council**

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**Date of Meeting: 15 August 2013**

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**Subject: Variation of noise control period applied under Part 5 of Antisocial Behaviour etc. (Scotland) Act 2004**

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**Report by: Director of Services to Communities**

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**1.0 Purpose**

- 1.1. To approve a variation to the existing Noise Control Period specified in the Resolution made by the Council on 6 November, 2008, to align the periods within which the Council may issue fixed term penalty notices for noise nuisance with the reconfigured practices agreed by Council earlier this year.

**2.0 Recommendations**

- 2.1. It is recommended that Council makes the Resolution set out at paragraph 3.3 of this report.

**3.0 Considerations**

- 3.1. Further to the decision taken in February by the Council, there has been a re-configuration of the out of hours noise control service to incorporate work which was previously carried out by a Joint Noise Team into the work of the Community Wardens.
- 3.2. To reflect this operational change, the Council must formally vary the Noise Control Period set by the previous Resolution (ref - Council, 6 November, 2008) which gives the authority specific power to issue fixed penalty notices to deal with antisocial noise.
- 3.3. Accordingly, the Council is asked to resolve as follows:  
*"Clackmannanshire Council ("the Council") resolves in terms of Section 42(1)(c)(ii) of the Antisocial Behaviour etc (Scotland) Act 2004 that with effect from 01 November 2013 the noise control period for the purposes of the Resolution passed by the Council on 6 November 2008 shall be 0800 hours to 2359 hours Monday to Sunday for every week in the year."*
- 3.4. The revised noise control period set by this Resolution covers the times of the week that the Community Wardens provide a service in relation to noise nuisance. Incidents involving antisocial noise nuisance arising outwith the noise control period can be dealt with by the Police.

- 3.5 The proposed date for commencement of the varied Resolution is 1 November 2013 as the legislation requires a two month period to elapse between the passing of the variation and its commencement.

#### **4.0 Sustainability Implications**

- 4.1. N/A

#### **5.0 Resource Implications**

- 5.1. *Financial* - None.

- 5.2 *Staffing* - None

#### **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 ☒)

The Council is effective, efficient and recognised for excellence ☒

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

None

#### **8.0 Equalities Impact**

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

Yes ☐ No ☒

#### **9.0 Legality**

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

#### **10.0 Appendices**

- 10.1 None

#### **11.0 Background Papers**

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

1 - Minute of meeting of Council of 6 November, 2008

**Author(s)**

NAME	DESIGNATION	TEL NO / EXTENSION
Garry Dallas	Director	2581

**Approved by**

NAME	DESIGNATION	SIGNATURE
Elaine McPherson	Chief Executive	Signed: E McPherson
Garry Dallas	Director	Signed: G Dallas

