Clackmannanshire Council | Comhairle Siorrachd Chlach Mhanann
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Kilncraigs, Greenside Street, Alloa, FK10 1EB (Tel.01259-450000)

Meeting of Clackmannanshire Council

Tuesday 12 December 2017 at 9.30 am

Venue: Council Chamber, Kilncraigs, Greenside Street, Alloa, FK10 1EB

Resources & Governance, Legal & Democracy Services, Clackmannanshire Council, Kilncraigs, Greenside Street, Alloa, FK10 1EB
Phone: 01259 452106/452004 E-mail: customerservice@clacks.gov.uk Web: www.clacks.gov.uk

Date	Time

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 monthly 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.

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04 December 2017

A MEETING of the CLACKMANNANSHIRE COUNCIL will be held within the Council Chamber, Kilncraigs, Greenside Street, Alloa, FK10 1EB, on TUESDAY 12 DECEMBER 2017 at 9.30 am.

ELAINE McPHERSON
Chief Executive

B U S I N E S S

Presentation (9.30 am – 9.35 am)

Presentation of Certificate on behalf of Clackmannanshire Council to Callum Bonner, Modern Apprentice Painter & Decorator; Regional Qualifier for the UK National Final of Skillbuild 2017.

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1. Apologies --

2. Declaration of Interests --
   Elected Members are reminded of their obligation to declare any financial or non-financial interest which they may have in any item on this agenda in accordance with the Councillors' Code of Conduct. A Declaration of Interest form should be completed and passed to the Committee Services Officer.

3. Confirm Minutes of Meeting held on Thursday 9 November 2017 (Copy herewith) 07

4. Committee Meetings Convened Since the Previous Council Meeting on 9 November 2017 (For information only) --

   (i) Audit and Finance Committee on 16/11/17
   (ii) Regulatory Committee on 21/11/17
   (iii) Planning Committee on 23/11/17
   (iv) Clackmannanshire Licensing Board on 28/11/17

5. Treasury Management Update at 30th September 2017 – report by the Chief Accountant (Copy herewith) 15

6. Scheme for the Establishment of Community Councils – report by the Head of Strategy and Customer Services (Copy herewith) 27

7. Housing Need and Demand Assessment – report by the Head of Housing and Community Safety (Copy herewith) 73

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8.	Strategic Housing Investment Plan 2018 – 2023 – report by the Head of Housing and Community Safety (Copy herewith)	137
9.	Urgent Capital Works – report by the Head of Housing and Community Safety (Copy herewith)	165
10.	Notice of Motion in terms of Standing Order 16.0 – Unsocial Hours - motion submitted by Councillor Dave Clark (Copy herewith)	169

Clackmannanshire Council – Councillors and Wards (From 4th May 2017)

Councillors		Wards		
Provost	Tina Murphy	1	Clackmannanshire West	SNP
Councillor	Darren Lee	1	Clackmannanshire West	CONS
Councillor	George Matchett, QPM	1	Clackmannanshire West	LAB
Councillor	Les Sharp	1	Clackmannanshire West	SNP
Councillor	Donald Balsillie	2	Clackmannanshire North	SNP
Councillor	Martha Benny	2	Clackmannanshire North	CONS
Councillor	Dave Clark	2	Clackmannanshire North	LAB
Councillor	Archie Drummond	2	Clackmannanshire North	SNP
Councillor	Phil Fairlie	3	Clackmannanshire Central	SNP
Councillor	Derek Stewart	3	Clackmannanshire Central	LAB
Councillor	Mike Watson	3	Clackmannanshire Central	CONS
Councillor	Chris Dixon	4	Clackmannanshire South	CONS
Councillor	Kenneth Earle	4	Clackmannanshire South	LAB
Councillor	Ellen Forson	4	Clackmannanshire South	SNP
Councillor	Craig Holden	4	Clackmannanshire South	SNP
Councillor	Graham Lindsay	5	Clackmannanshire East	SNP
Councillor	Kathleen Martin	5	Clackmannanshire East	LAB
Councillor	Bill Mason	5	Clackmannanshire East	CONS

Appointed Members (3)

Rev Sang Y Cha	Church of Scotland
Father Michael Freyne	Roman Catholic Church
Pastor David Fraser	Scottish Baptist Church

Nb. Religious representatives (Appointed Members) only have voting rights on matters relating to the discharge of the authority's function as education authority.

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THIS PAPER RELATES TO ITEM 03 ON THE AGENDA

MINUTES OF MEETING of the CLACKMANNANSHIRE COUNCIL held within the Council Chamber, Kilncraigs, Greenside Street, Alloa, FK10 1EB, on THURSDAY 9 NOVEMBER 2017 at 9.30 am.

PRESENT

Provost Tina Murphy (In the Chair)
Councillor Donald Balsillie
Councillor Martha Benny
Councillor Dave Clark
Councillor Chris Dixon

Councillor Kenneth Earle
Councillor Phil Fairlie
Councillor Ellen Forson
Councillor Craig Holden
Councillor Darren Lee
Councillor Graham Lindsay
Councillor Kathleen Martin
Councillor Bill Mason
Councillor Les Sharp
Councillor Derek Stewart
Councillor Mike Watson

IN ATTENDANCE

Elaine McPherson, Chief Executive
Nikki Bridle, Depute Chief Executive
Garry Dallas, Executive Director
Stephen Coulter, Head of Resources and Governance
Stuart Crickmar, Head of Strategy and Customer Services
Celia Gray, Head of Social Services
Ahsan Khan, Head of Housing and Community Safety
Shiona Strachan, Chief Officer, Health and Social Care Integration
Anne Pearson, Chief Education Officer
Lindsay Sim, Chief Accountant
Chris Alliston, Service Manager, Human Resources
Jennifer Queripel, Service Manager, Housing Operations
Marjorie McFarlane, Service Manager, Sports Development
Leanne Ross, Active School Co-ordinator
Lindsay Thomson, Service Manager, Legal and Democratic Services (Clerk to the Council)
Gillian White, Committee Services

Appointed Members (Religious Representatives)

Pastor David Fraser, Scottish Baptist Church (Items 1-6)
Father Michael Freyne, Roman Catholic Church (Items 1-6)

***

Presentation: Leanne Ross, Active Schools Co-ordinator

Anne Pearson, Chief Education Officer introduced Leanne Ross, Active Schools Co-ordinator. Leanne spoke about her football career from childhood through to playing with Glasgow City. She has earned 133 caps playing for Scotland, including during the recent UEFA European Championships. Leanne has recently retired from international football. At the end of her speech, Leanne presented the Leader of the Council, Councillor Les Sharp with a framed, signed Scotland shirt in recognition of the support the Council has offered her throughout her football career.

***

Presentation: Jennifer Queripel, Service Manager, Housing Operations

Councillor Craig Holden, Spokesperson for Environment and Housing, congratulated Jennifer Queripel, Service Manager, Housing Operations on her recent Excellence in Leadership Award 2017 received from the Chartered Institution of Housing Scotland and presented her with the award. The Provost also presented Jennifer with a basket of flowers on behalf of the Council in recognition of the Award.

***

The Provost intimated that an additional paper entitled 'Resignation from Elected Member Positions and Appointments to Resultant Vacancies) had been submitted by the Chief Executive as an item of urgent business. In terms of Standing Order 11.6, the Provost agreed to accept this item onto the agenda to ensure that there were no gaps in political leadership or in respect of the Council's representation on external bodies. The Provost advised that this item would be taken as Item 10A on the agenda.

***

CC.56 APOLOGIES

Apologies for absence were received from Councillor Archie Drummond, Councillor George Matchett QPM and Rev Sang Y Cha (Religious Representative, Church of Scotland).

CC.57 DECLARATIONS OF INTEREST

None

CC.58 MINUTES OF MEETING: CLACKMANNANSHIRE COUNCIL 28 SEPTEMBER 2017

The minutes of the meeting of the Clackmannanshire Council held on 28 September 2017 were submitted for approval.

Decision

The minutes of the meeting of the Clackmannanshire Council held on 28 September 2017 were agreed as a correct record and signed by the Provost.

CC.59 COMMITTEE MEETINGS CONVENED SINCE THE PREVIOUS COUNCIL MEETING ON 28 SEPTEMBER 2017

The Council agreed to note the Committee meetings that had taken place since the last ordinary meeting on 28 September 2017

(i) Scrutiny Committee on 19/10/2017
(ii) Planning Committee on 26/10/2017

CC.60 EDUCATION GOVERNANCE: FORTH VALLEY AND WEST LOTHIAN IMPROVEMENT COLLABORATIVE

A report, which provided an update to Council on the Scottish Government's Education Governance Review and the progress made in establishing the Forth Valley and West Lothian Improvement Collaborative, was submitted by the Chief Education Officer.

Motion

That Council endorses the establishment of the Forth Valley and West Lothian Improvement Collaborative and the active involvement of Clackmannanshire Council

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

Decision

The Council, including Appointed Members, agreed unanimously to endorse the establishment of the Forth Valley and West Lothian Improvement Collaborative and the active involvement of Clackmannanshire Council.

CC.61 EXPANSION OF EARLY LEARNING AND CHILDCARE

A report, which provided the Council with the background and relevant information to inform the planned expansion of Early Learning and Childcare (ELC) from 600 to 1140 hours from August 2020 for all eligible 2, 3 and 4 year olds, was submitted by the Chief Education Officer.

Motion

That Council notes the draft ELC Expansion Plan and notes that there will be further meetings with the Administration relating to how this plan links to the overall education estates strategy.

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

Decision

The Council agreed to note the draft ELC Expansion Plan and that there will be further meetings with the Administration relating to how this plan links to the overall education estates strategy.

***

Pastor David Fraser and Father Michael Freyne, Appointed Members (Religious Representatives) withdrew from the meeting at 1030 hours following the conclusion of the previous education items.

***

CC.62 BUDGET STRATEGY UPDATE

A report which maintained the Council's regular update on the approved Budget Strategy, was submitted by the Depute Chief Executive. The report provided an update on the fiscal outlook, updated financial planning assumptions, and provided an update on the delivery of approved savings in 2017/18. The report also included a fuller update on the preparation of the Budget and consultation arrangements for 2018/19.

Motion

That Council agrees the recommendations set out in the report.

Moved by Councillor Les Sharp. Seconded by Councillor Ellen Forson.

Decision

The Council agreed to note:

a. the fiscal outlook set out in paragraphs 3.1 to 3.7 of the report;

b. the refined median financial planning scenario set out in Exhibit 1, based on the financial planning assumptions set out in paragraph 4.2 of the report;

c. the high levels of uncertainty which currently prevail with regards the likely level of local government funding and how this potentially impacts the accuracy of the indicative forecast gap (paragraphs 4.3 to 4.5 of the report);

d. the planned dates for the UK Autumn Budget (22 November 2017) and Scottish Draft Budget (14 December 2017);

e. the scheduled all member briefing on 20th December following the local government individual settlement announcement (paragraph 4.5 of the report);

f. progress in implementing 2017/18 approved savings, including Targeted Voluntary redundancy (paragraphs 4.6 to 4.12 of the report);

g. work currently in hand to support the preparation of the 2018/19 budget (paragraphs 4.14 to 4.15 of the report);

h. the Council's targeted Budget consultation activity running from November 2017 to February 2018 (paragraphs 4.16 to 4.18 of the report);

i. Budget preparation feedback and milestones planned for October and November member briefings (paragraphs 4.14 and 4.16 of the report); and

j. the Budget Consultation insert in the annual residents' newsletter, Focus (paragraph 4.16 and Appendix D of the report).

CC.63 CONSOLIDATION OF FORTHBANK AND KELLIEBANK DEPOTS

A report which sought to agree amendments to the budgets for depot consolidation and approved savings was submitted by the Head of Housing and Community Safety.

Motion

That Council agrees to approve the recommendations set out in the report

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

Amendment

The Council is asked to agree the following:

Remove recommendation 2.1 (incorporating recommendations 2.1.1 to 2.1.4 inclusive), and replace with:

Council is asked to agree that:

2.1.1 The Head of Housing and Community Safety undertakes an options appraisal of the current circumstances concerning the financial, operational and staffing factors of Forthbank Depot, Kelliebank Depot and Ward Street Stores, and submit his recommendations based on the review to the Council meeting in December 2017.

2.1.2 The urgent and necessary health and safety improvements to both Forthbank and Kelliebank Depots are undertaken up to a maximum value of £225k (based on the proposals included in paragraphs 5.1 to 5.4 only, excluding the heating system replacement at this stage).

2.1.3 These works (to the value of £225k) are to be financed from the Council's current projected underspend in the 2017/2018 capital programme, with future years' capital projects being reviewed, refreshed and reprioritised to ensure that the overall programme remains within approved limits.

Moved by Councillor Bill Mason. Seconded by Councillor Martha Benny.

***

The Provost adjourned the meeting at this point in the proceedings (1125 hours) to allow members the opportunity to consider the amendment. When the meeting resumed at 1135 hours, sixteen (16) members remained present.

***

Councillor Mason, having sought further information during the adjournment, indicated he wished to withdraw the amendment. The withdrawal of the amendment was unanimously agreed.

Decision

The Council agreed:

1.1 To remove saving DAE 178 011 from this year's approved budget.

1.2 That the £600K capital budget identified for the consolidation of depots is not required and should be released;

1.3 That the Forthbank depot remains open;

1.4 That a capital budget of £315K should be made available to fund necessary improvements at the Kelliebank and Forthbank depots, to be funded from savings on depot consolidation; and

2.1 To note that overspend on budget saving DAE 178 011 will be offset by cash savings made through disposal of Lime Tree House.

Action

Head of Housing and Community Safety

***

The Provost agreed to bring forward Item 10 Chief Social Work Officer's Annual Report 2016-17 to allow the Head of Social Services to attend a further meeting.

***

CC.64 CHIEF SOCIAL WORK OFFICER'S ANNUAL REPORT 2016-2017

A report, which provided an overview of the key priorities, challenges and achievements related to the delivery of the social work and social care services in Clackmannanshire in 2016-2017, was submitted by the Head of Social Services (Chief Social Work Officer). The report also met the statutory requirement to report annually on Social Services complaints.

Motion

That the Council note the report as set out in Appendix 1 and provide comment and challenge of the report as appropriate.

Moved by Councillor Ellen Forson. Seconded by Councillor Les Sharp.

Decision

Having commented on and challenged the report, the Council agreed to note the report as set out in Appendix 1.

CC.65 CLACKMANNANSHIRE AND STIRLING HEALTH AND SOCIAL CARE PARTNERSHIP ANNUAL PERFORMANCE REPORT

A report, which presented the Clackmannanshire and Stirling Health and Social Care Partnership's first Annual Performance Report (APR), was submitted the Chief Officer, Health and Social Care Integration. The report, covering the financial year 2016/17, which was approved in draft form by the Integration Joint Board (IJB) on 27 June 2017, is a statutory document which was required to be published before the end of July 2017.

Motion

That Council notes the Clackmannanshire and Stirling Health and Social Care Partnership's Annual Performance Report for 2016/17 set out in Appendix 1.

Moved by Councillor Ellen Forson. Seconded by Councillor Les Sharp.

Decision

The Council agreed to note the Clackmannanshire and Stirling Health and Social Care Partnership's Annual Performance Report for 2016/17 set out in Appendix 1 of the report.

***

The Provost adjourned the meeting for 30 minutes at this point in the proceedings (1230 hours).

When the meeting resumed at 1305 hours, sixteen (16) members remained present.

***

CC.66 RESIGNATION FROM ELECTED MEMBER POSITIONS AND APPOINTMENTS TO RESULTANT VACANCIES

A report, which advised Council of resignations from certain elected member positions and asked Council to make appointments to the resultant vacancies, was submitted by the Chief Executive.

Motion

To agree the recommendations set out in the report and nominate members to the vacant positions:

Depute Leader of the Council	Councillor Ellen Forson
Chair of the Audit and Finance Committee	Councillor Phil Fairlie
Council Representation on Falkirk Pensions Committee	Councillor Donald Balsillie

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

There were no other nominations.

Decision

The Council agreed to:

a) Note Councillor Drummond's resignation from the positions
b) Elect Councillor Ellen Forson as Depute Leader of the Council
c) Appoint Councillor Phil Fairlie as Chair of the Audit and Finance Committee
d) Appoint Councillor Donald Balsillie as the Council's representative on the Falkirk Pensions Committee.

The Clerk advised that as Councillor Fairlie had been appointed as Chair of the Audit and Finance Committee, this would leave a consequential vacancy for the position of Vice Chair of the Audit and Finance Committee.

Motion

To nominate Councillor Les Sharp as Vice Chair of the Audit and Finance Committee.

Moved by Councillor Phil Fairlie. Seconded by Councillor Ellen Forson.

Decision

The Council agreed to appoint Councillor Les Sharp as Vice Chair of the Audit and Finance Committee.

EXEMPT INFORMATION

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

CC.67 ANNUAL PROPERTY REVIEW 2017/18

Following Council approval of the Annual Property Review for 2017/18 at its meeting on 31 August 2017, the report, submitted by the Development Services Manager, identified additional properties that are recommended for disposal. It also provided an overview of applications received to date for Community Asset Transfer under the Community Empowerment (Scotland) Act 2015.

Motion

That Council agrees the recommendations set out in the report.

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

Decision

The Council agreed the recommendations set out in the report.

Action

Development Services Manager

Ends 1330 hours

THIS PAPER RELATES TO ITEM 05

ON THE AGENDA

CLACKMANNANSHIRE COUNCIL

Report to: **Council**

Date: **12 December 2017**

Subject: **Treasury Management Update at 30th September 2017**

Report by: **Chief Accountant**

1.0 Purpose

1.1 The purpose of this report is to present an update of Treasury Management activity for the period to 30th September 2017.

2.0 Recommendations

2.1 It is recommended that the Council note and consider this mid year review of the Council's Treasury Management activities.

2.2 It is recommended that council approve a change to the Treasury Management Limits contained within the Treasury Management Strategy Statement 2017 as detailed in para. 3.12 of this report.

Considerations

3.1 The CIPFA (Chartered Institute of Public Finance and Accountancy) Code of Practice for Treasury Management recommends that Council be updated on treasury management activities regularly (Treasury Management Strategy Statement, annual and midyear reports). This midyear report therefore ensures the Council is implementing best practice in accordance with the Code.

3.2 The report covers the following:

- The Economy and Interest Rates
- Interest Rate Forecast
- Investment Outturn for 2017/18
- Borrowing Requirement and Debt
- Borrowing Outturn for 2017/18
- Compliance with Treasury and Prudential Limits

The Economy and Interest Rates

3.3 The economy saw strong growth in 2016 but the first half of 2017 has been the lowest of any year since 2012. This is due to the sharp increase in inflation caused by the devaluation of sterling after the EU referendum. The increase in inflation has also reduced consumer's disposable income and spending power.

3.4 The Monetary Policy Committee (MPC) meeting of 14 September 2017 indicated that the Bank Rate was likely to rise in November which is earlier than previously expected. The potential bank rate rise was attributed to the CPI inflation of 2.9% in August which was marginally higher than previously forecast, and unemployment falling to only 4.3%, the lowest level since 1975. Low unemployment has a significant impact on the capacity in the labour market to support growth in the economy therefore the UK will face competition from overseas labour markets.

Interest Rate Forecast

3.5 The Council's treasury advisors - Capita Asset Services, have provided the following interest rate forecast which is in line with the economic outlook set out in paragraphs 3.3 & 3.4 above.

Table1: Investment Forecast provided by Capita Asset Management

	Dec 17	Mar 18	Jun 18	Sep 18	Dec 18	Mar 19	Jun 19	Sep 19	Dec 19	Mar 20	Jun 20	Sep 20
Bank Rate	0.50%	0.50%	0.50%	0.50%	0.75%	0.75%	0.75%	0.75%	1.00%	1.00%	1.00%	1.25%
5yr PWLB Rate	1.50%	1.60%	1.60%	1.70%	1.80%	1.80%	1.90%	1.90%	2.00%	2.10%	2.10%	2.20%
10yr PWLB Rate	2.10%	2.20%	2.30%	2.40%	2.40%	2.50%	2.60%	2.60%	2.70%	2.70%	2.80%	2.90%
25yr PWLB Rate	2.80%	2.90%	3.00%	3.00%	3.10%	3.10%	3.20%	3.20%	3.30%	3.40%	3.50%	3.50%
50yr PWLB Rate	2.50%	2.60%	2.70%	2.80%	2.90%	2.90%	3.00%	3.00%	3.10%	3.20%	3.30%	3.30%

3.6 The MPC increased the bank rate in November 2017 as indicated at the September meeting. The interest rate forecast reflects the changes and estimates the bank rate will rise slowly over the next 3 year increasing by 0.25% per year.

Investment Outturn for 2017/18

3.7 The Treasury Management Strategy Statement (TMSS) for 2017/18, which includes the Annual Investment Strategy, was approved by the Council on 27th March 2017**.** It can be confirmed that the approved limits within the Annual Investment Strategy relating to investments were not breached during the period ended 30th September 2017.

3.8 As at 30th September 2017 the Council held immediately available cash balances of £17.3m (£20m at 31st March 2017). The cash balances have reduced over the first six months of the year which is mainly due to the scheduled repayment of the £3m temporary loan. The average level of funds available for investment during the period to 30th September 2017 was £16.7m. These funds were available on a temporary basis and therefore to ensure the best interest rate was achieved two £5m twelve month deposits have been invested.

3.9 The benchmark investment returns over the 6 months ended 30th September 2017 are illustrated in the undernoted table:

Table 2: Benchmark Investment Returns 2017/18

Benchmark	Benchmark Return
7 day	0.11%
1 month	0.13%
3 month	0.18%
6 month	0.32%
12 month	0.53%

3.10 The Council's budgeted cash investment return for 2017/18 was 0.25%. The Council achieved an actual investment return of 0.45% (£45k) for the period ended 30th September 2017. This comprised of two £5m, twelve month investments with returns of 0.80% and 0.90% outperforming the 12 month benchmark by 0.27% and 0.37% respectively. A return of 0.13% was achieved on everyday cash balances which also outperformed the benchmark return for 7 day investments. The actual investment return is higher than the budgeted return of 0.25% due to an active review of ongoing available deposit rates. Due to the increase in the bank rate this may increase opportunities to maximise investment income for the remainder of the year, depending on how the banks react to the increased bank rate and if they transfer the increase to customers.

Borrowing Requirement and Debt

3.11 The Council's underlying need to borrow to finance capital expenditure, termed the Capital Financing Requirement (CFR) is shown below. This shows a reduction in the General Fund CFR from budgeted due to the re-phasing of spend in the capital programme to future years and an increase in the HRA CFR due to slippage carried forward from 2016/17 increasing the capital spend in 2017/18. Overall this results in a net reduction from the budgeted CFR.

Table 3: Borrowing Requirement (CFR) 2017/18

	31 March 2017 Actual £000	1 April 2018 Budget £000	31 March 2018 Projected as at 30th September 2017 £000
CFR General Fund	120,273	123,640	118,219
CFR HRA	26,729	25,557	29,926
Total CFR	**147,002**	**149,197**	**148,143**

3.12

Borrowing Outturn for 2017/18

New Borrowing

3.13 During the period to 30th September 2017, the Council repaid a maturing £3.0m temporary loan.

3.14 The budgeted capital spend was funded from internal borrowing (cash balances) with no additional external borrowing being undertaken for the first 6 months of the year.

3.15 Repayments of £0.531m were also made in the first six months of the year toward the Council's PFI and finance lease.

3.16 The Council's external borrowing position as at 30th September 2017 and expected year end position is illustrated in the undernoted table:

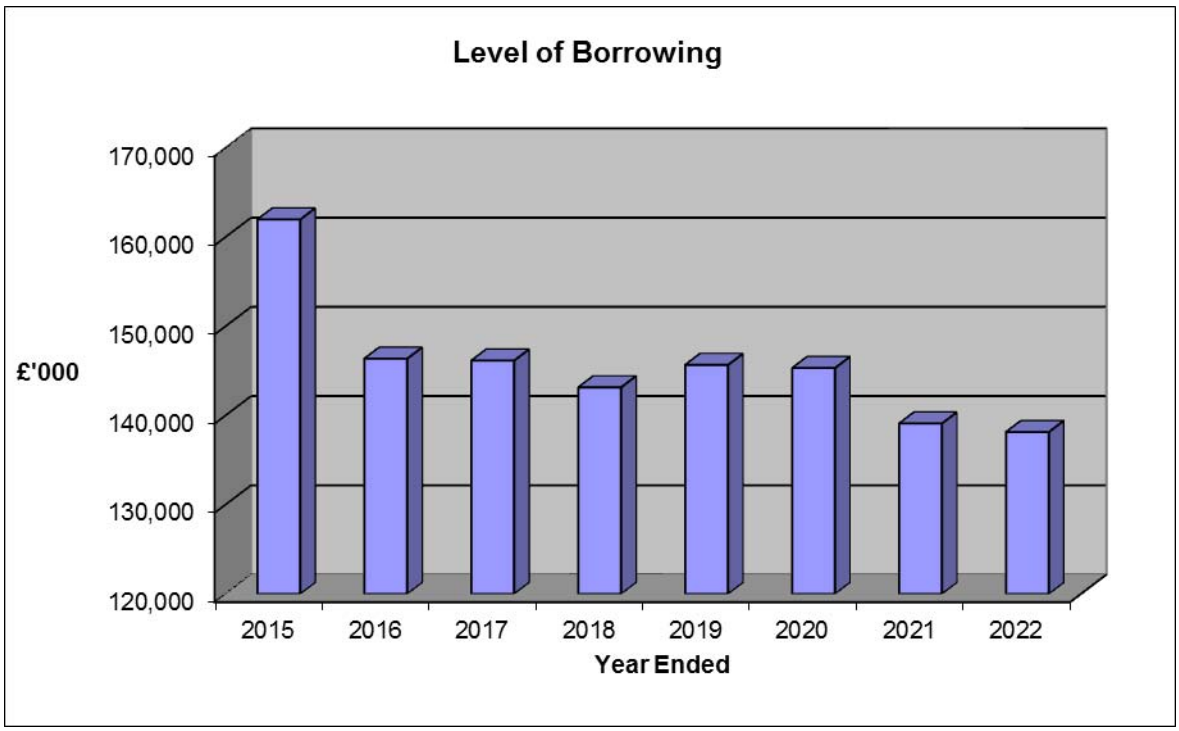
Table 4: External borrowing at 2017/18

	Actual March 2017 £000	Actual September 2017 £000	Projected March 2018 £000
Public Works Loan Board	76,444	76,444	77,516
Market Loans	19,300	19,465	19,462
LOBO Loans	5,000	5,000	5,000
Other long term liabilities	42,404	41,873	41,342
Temporary Loans (<1 year)	3,000	0	0
Total	**146,148**	**142,782**	**143,320**

3.17 The Capital Programme has been set in line with the Council's strategy to reduce long term debt. The level of borrowing is set to reduce by the end of 2018, then increase slightly in 2019 and 2020 before reducing again from

2021 onwards. The increase is due to significant capital projects in these years, including Tullibody South Campus and Kilncraigs final payment. This is illustrated in the following chart, demonstrating actual and forecast level of debt up to the end of 2021/22. In addition to programme capital spend repayment profiles of debt maturity mean there are variations in annual change in debt year on year.

Table 5: External debt (actual and forecast)



3.18 Overall there is a forecasted reduction in cumulative external debt of 14% since 2015, showing that over the longer term the Council is not increasing it's level of debt to finance its capital programme. Repayments towards PFI and finance leases also continue to reduce the Council's overall level of external debt on an annual basis.

Borrowing in advance of need

3.19 The Council has not borrowed in advance of need in the six months ended 30th September and has no intention to borrow in advance in 2017/18.

Debt Rescheduling

3.20 Debt rescheduling opportunities have been very limited in the current economic climate given the consequent structure of interest rates which has impacted on PWLB new borrowing rates since October 2010. Consequently no debt rescheduling has been undertaken.

Compliance with Treasury and Prudential Limits

3.21 It is a statutory duty for the Council to determine and keep under review the affordable capital expenditure limits. The Council's Treasury and Prudential Indicators (affordability limits) are included in the approved Treasury Management Strategy Statement.

3.22 During 2016/17, £18.5m of variable rate Lender Option Borrower Option (LOBO) loans were transferred from variable rate to fixed rate market loans by the lender. Due to this change the council has exceeded the upper limit set in the Treasury Management Strategy Statement. It is therefore recommended that the council approve a change to the treasury management limits for fixed rate borrowing. The current upper limit for fixed interest rate borrowing is 90%. It is recommended that this is increased to 100% for the next 3 years. Due to the current low interest rates and the expectation rates will rise over the next few years the risk to the council of having 100% fixed rate loans is low. This limit will be reviewed annually to ensure the current limit is appropriate.

3.23 All other treasury and prudential indicators set out in the Council's Treasury Management Strategy Statement have been complied with in the financial year to 30th September 2017. The prudential and treasury Indicators are shown in appendix 2.

4.0 Conclusions

4.1 Cash balances have reduced over the first six months of the year which is mainly due to the repayment of the £3m temporary loan.

4.2 The council has repaid £0.531m towards PFI and Finance leases

4.3 The Council continues to outperform the benchmark return in interest on investments and cash balances are at a level of c£17.3m which contributes to supporting the Council's capital financing requirement internally.

4.4 The council is asked to approve the change to the Treasury Management limits on fixed interest rate borrowing.

5.0 Sustainability Implications

5.1 None

6.0 Resource Implications

6.1 Financial Details

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

Yes ☑

6.3 Finance have been consulted and have agreed the financial implications as set out in the report.

Yes ☑

6.4 Staffing

6.5 None

7.0 Exempt Reports

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

8.0 Declarations

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

(1) **Our Priorities** (Please tick ☑)

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)

Treasury Management Policy Statement and Practices

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?

N/A Yes ☐ No ☐

10.0 Legality

10.1 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".

Appendix 1 – Investment Portfolio as at 30th September 2017

Appendix 2 - Prudential and Treasury Indicators as at 30th September 2017

12.0 Background Papers

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

Yes ☑ (please list the documents below) No ☐

Treasury Management Strategy 2017/18 - report to Council March 2017

Author

NAME	DESIGNATION	TEL NO / EXTENSION
Ashley MacGregor	Corporate Accountancy Team Leader	2058
Lindsay Sim	Chief Accountant	2078

Approved by

NAME	DESIGNATION	SIGNATURE
Stephen Coulter	Head of Resources & Governance	Signed: S Coulter
Nikki Bridle	Depute Chief Executive	Signed: N Bridle

APPENDIX 1: Investment Portfolio as at 30 September 2017

Borrower	Principal (£000)	Interest Rate	Start Date	Maturity Date
Bank of Scotland Plc	5,000	0.90%	30/12/16	29/12/17
Bank of Scotland Plc	5,000	0.80%	21/04/17	20/04/18
Bank of Scotland Plc	4,500	0.25%	Instant Access	
Royal Bank of Scotland Plc	2,760	0.01%	Instant Access	
Other Accounts	23	-		
Total Cash and Cash Equivalents	**17,283**			

Short Term Investments	Principal (£000)
CSBP Developments	15
Total Short Term Investments	**15**

Long Term Investments	Principal (£000)
CSPB Investments	1
Clackmannanshire Regeneration	4,906
Coalsnaughton NHT Project	4,048
Total Long Term investments	**8,955**

TOTAL INVESTMENTS	**26,253**

APPENDIX 2: Prudential and Treasury Indicators as at 30 September 2017

Treasury Indicators	2017/18 Budget £'000	2017/18 Outturn as at 30th September 17 £'000
Authorised limit for external debt	162,000	162,000
Operational boundary for external debt	152,000	152,000
Gross external debt	148,943	142,782
Investments	25,008	26,253
Net borrowing	123,935	116,529

Maturity structure of fixed rate borrowing - upper and lower limits (excluding PFI and Finance Leases)	Upper and Lower Limits	Fixed Rate Borrowing as at 31st March 2017 £'000	% of Total Fixed Rate Borrowing
Under 12 months	25% - 0%	0	0.0%
12 months to 2 years	25% - 0%	5,000	5.0%
2 years to 5 years	50% - 0%	412	0.4%
5 years to 10 years	75% - 0%	5,888	5.8%
10 years and above	100% - 0%	89,609	88.8%

APPENDIX 2: Prudential and Treasury Indicators as at 30 September 2017

Prudential Indicators	2017/18 Budget £'000	2017/18 Outturn as at 30th September 17 £'000
Capital expenditure - General Fund Services	15,634	13,778
Capital expenditure - Housing Revenue Account	9,940	8,878
Capital Financing Requirement (CFR) - General Fund	123,640	118,219
Capital Financing Requirement (CFR) - HRA	25,557	29,926
Annual change in CFR - General Fund	1,121	(2,054)
Annual change in CFR - HRA	(1,165)	3,197
In year borrowing requirement	7,160	1,072
Ratio of financing costs to net revenue stream - General Fund	8.24%	8.02%
Ratio of financing costs to net revenue stream - HRA	16.93%	17.07%

THIS PAPER RELATES TO ITEM **06**

ON THE AGENDA

CLACKMANNANSHIRE COUNCIL

Report to Clackmannanshire Council

Date: 12 December 2017

Subject: Scheme for the Establishment of Community Councils

Report by: Head of Strategy & Customer Services

1.0 Purpose

1.1. The purpose of this report is for Council to consider the outcome of the second consultation exercise on the content of a proposed new Scheme for the Establishment of Community Councils.

2.0 Recommendations

2.1. It is recommended that Council approves the proposed new Scheme for the Establishment of Community Councils attached as Appendix 1 to this report to go forward to the next stage of statutory consultation.

3.0 Considerations

3.1. The Scheme for the Establishment provides the framework within which community councils establish and operate. Clackmannanshire Council approved the preparation of a new Scheme for the Establishment of Community Councils at its meeting in January 2017 and in so doing initiated a public consultation on the contents of the document.

3.2. The Council's approach to the content of the Scheme aims to reflect our aspirations to empower communities and help community councils modernise to suit present-day circumstances and attitudes.

3.3. During the second 8-week consultation period, the public were invited to make suggestions on the contents of the Scheme.

3.4. Ongoing dialogue with community councils has generated qualitative information which has helped the analysis of views expressed through an online questionnaire, and informed conclusions. A summary of comments received during the consultation, their analysis and conclusions is contained in Appendix 2

3.5. Many of the suggestions for improving how community councils operate can be accommodated through practice and in other governing documents such as the constitution. Issues emerging on key aspects of community council governance highlighted in the consultation and which are of significance for

the review of the Scheme are set out in paragraph 4. The draft Scheme, appended to this report as Appendix 1 has been amended to reflect conclusions from Stage 2. Paragraphs amended since the earlier draft are highlighted.

4.0 Revisions to the Scheme

Elections & Filling Vacancies

4.1. Whilst the consultation generated ideas for practical steps which can be taken to strengthen the involvement of the electorate in community council elections, there was general support for continuing with Council-run elections and approval for the Top-up Election proposal. There was also support for maintaining the provision for co-option as long as safeguards in the interests of transparency are in place. With the exception of co-opting, there was generally disapproval for the proposal giving community councils more scope to directly engage their own community in filling vacancies.

4.2. Co-options allow community councils to maintain productivity until the next election. Top-up Elections were seen as a way to maintain the emphasis on the electorate choosing their representatives whilst making it easer to fill vacancies within the 4-year election cycle. This proposal has ongoing additional resource implications for the Council in terms of staff time.

Involving residents

4.3. Responses suggest that meeting format should be a matter of judgement for each individual community council and as such it is not relevant to include a provision in the Scheme for meeting structures designed to ensure resident involvement. The consultation confirmed that whilst not containing provision for specific approaches, the current Scheme does not prevent community councils from innovating to secure resident and volunteer involvement.

Provision within the Scheme for a Complaints Procedure

4.4. The consultation showed that there is interest in considering a procedure for dealing with complaints by the public against community councils and community councillors. Whilst this proposal can be agreed in principle, in practice, agreeing the content will require more time for thorough deliberation, especially in relation to complaints escalation and sanctions.

4.5. In addition, the new provisions to maintain members during an election cycle on which there is general consensus are urgently needed, and it is therefore proposed that adding provision for a complaints procedure should not hold up the current review but should instead be progressed, and workable models researched, in preparation for inclusion at the next review of the Scheme.

Other revisions

4.6. The wording of the provisions for the suspension of a community council and for the dissolution of a community council has been amended in the revised Scheme to be clearer about the role and the power of the electorate in both processes.

4.7. The proposal to set maximum community council membership at an odd number was received negatively and has been removed from the revised draft.

4.8. The review of the Scheme is an opportunity to make changes to wording and layout to improve clarity and remove ambiguity. Although they do not affect the governance framework, paragraphs containing minor amendments since the earlier draft are also highlighted.

4.9. A draft model constitution for community councils showing changes to reflect the draft revised Scheme is appended to this report as Appendix 3.

5.0 Next Steps

5.1. Subject to Council approval, the draft document will be put out to public consultation for a statutory period of eight weeks. Council will then consider the outcome of the consultation at its meeting in April 2018 to consider recommendations arising from the public response and the approval of a final document

5.2. Four of the eight steps in this process have been completed. An indicative timeline is included as Appendix 4

6.0 Resource Implications

6.1. Financial Details

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

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

6.4. Staffing

7.0 Exempt Reports

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

7.0 Declarations

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

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

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

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

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

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

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

8.0 Equalities Impact

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

9.0 Legality

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

10.0 Appendices

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

Appendix 1 - Draft proposed Scheme for the Establishment of Community Councils

Appendix 2 - Summary of Consultation Comments

Appendix 3 - Draft Model Constitution for Community Councils

Appendix 4 - Indicative Review Timetable

11.0 Background Papers

11.1 Have you used other documents to compile your report? (All documents must be kept available by the author for public inspection for four years from the date of meeting at which the report is considered)
Yes ☐ (please list the documents below) No ☑

Author(s)

NAME	DESIGNATION	TEL NO / EXTENSION
Lesley Baillie	Community Planning Adviser	2012

Approved by

NAME	DESIGNATION	SIGNATURE
Stuart Crickmar	Head of Strategy & Customer Services	Signed: S Crickmar
Elaine McPherson	Chief Executive	Signed: E McPherson

Appendix 1 Revised Draft Scheme

SCHEME FOR THE ESTABLISHMENT OF COMMUNITY COUNCILS

Clackmannanshire Council | Comhairle Siorrachd Chlach Mhanann
www.clacks.gov.uk

1. Introduction

1.1. Community Councils were first established in Scotland following the Local Government (Scotland) Act 1973. Thereafter, the Local Government (Scotland) Act, 1994, which produced the current system of unitary local authorities and made provision for the continuation of community councils. Under the legislation, every local community in Scotland is entitled to petition their local authority to establish a community council in their area.

1.2. The Scheme is designed to enable the establishment of community councils across Clackmannanshire to provide a common minimum basic framework governing their creation and operation.

2. Statutory Purposes

2.1. The statutory purposes of community councils established under this Scheme are set out in Section 51 (2) of the Local Government (Scotland) Act 1973, as follows: -

2.2. ''In addition to any other purpose which a Community Council may pursue, the general purpose of a community council shall be to ascertain, co-ordinate and express to the local authorities for its area, and to public authorities, the views of the community which it represents, in relation to matters for which those authorities are responsible, and to take such action in the interests of that community as appears to it to be expedient and practicable''.

3. Role of Community Councils

3.1. Community councils have a duty under statute to represent the views of their local community. Clackmannanshire Council recognises community councils as the voice of the community on matters which directly affect public services in their areas and as appropriate bodies to participate at all stages of Local Development Planning.

3.2. Community councils have a statutory right to be consulted on planning applications which affect their area.

3.3. Community councils are competent objectors for licensing applications.

3.4. It is the role of community councils to inform the community they represent of matters of public concern and enable and facilitate active community deliberation on key developments affecting their area.

3.5. Clackmannanshire Council also recognises the scope community councils have to promote the well-being of the communities they represent; foster community spirit,

and safeguard and improve the amenities of the community council area, its buildings and its natural environment.

Comment [LB1]: Layout change

4. Boundaries and Membership

4.1. The boundaries for community council areas and names of the community council areas are as outlined below and shown in this map which annexes this Scheme.

4.2. There shall be minimum and maximum membership numbers of elected community councillors in a community council. In addition, there shall be a minimum number of nominations required at a regular election and below which a community council may not establish. These are listed below.

Community Council	Membership maximum	Minimum membership to operate	Minimum nominations at a regular election	Population est
Alloa	16 members	8 members	9 nominations	14085
Alva	14 members	7 members	8 nominations	4824
Clackmannan	14 members	7 members	8 nominations	3716
Dollar	14 members	7 members	8 nominations	3084
Menstrie	14 members	7 members	8 nominations	2826
Muckhart	12 members	6 members	7 nominations	534
Sauchie & Fishcross	14 members	7 members	8 nominations	6425
Tillicoultry	14 members	7 members	8 nominations	5931
Coalsnaughton, & Devonside				
Tullibody, Cambus, & Glenochil	14 members	7 members	8 nominations	9345

Comment [LB2]: Proposed change to odd number removed

5. Eligibility

5.1. To qualify for nomination and election to a community council, and membership, a candidate must:

- Reside in the community council area for which membership is sought and,
- be aged 18 or over and included on the current electoral register for the Community Council Area, or
- be aged 16 or over and included in the roll of 16-18 year olds held by the Returning Officer
- Not be, or within the last 5 years have been, declared bankrupt, convicted of any offence of which the sentence was anything other than a fine
- Not be a Clackmannanshire Council elected member, an MP, an MEP or an MSP.
- Not to have been refused permission or had permission withdrawn if an employee of Clackmannanshire Council.

6. Establishment

6.1. Clackmannanshire Council will invite electors in an area where no community council exists to apply in writing to the Chief Executive for the establishment of a community council in their area.

6.2. Clackmannanshire Council will arrange an election where at least 20 electors, who in their own right would be eligible to stand for election to a community council, notify the Chief Executive in writing within 21 days that they wish to see a community council established for their area. The method of election will be that of a regular election described in Paragraph 8.

6.3. If nominations are received for less than the minimum nomination number, no community council will be formed. Clackmannanshire Council will give a statement of reasons why a community council may not be formed in any area.

6.4. In areas where no community council is established, 20 electors may petition the Chief Executive at any time to hold an election to establish a community council. This will be subject to there being no more than two elections in a twelve month period in any one community council area.

6.5. Clackmannanshire Council will make reasonable arrangements to accommodate establishment of a new community council when a petition is made in the year a regular, National or Local election is scheduled.

7. Election

7.1. The method by which people become community councillors shall be open and transparent. Clackmannanshire Council will support community councils to conduct robust and consistent elections and will conduct community council elections to allow a community to establish a community council. Clackmannanshire Council is committed to exploring with community councils innovative approaches to encourage greater involvement in community council elections and to enhance the democratic process.

7.2. Election to community councils takes place through four methods, the process of which is described in Paragraph 8. They are:

Comment [LB3]: Introduction of Top-up elections

- Regular elections, for all community councils and at which all community councillors stand down and are eligible for re-election
- Top-up elections, for all community councils to fill only vacancies arising between regular elections
- Interim elections, for community councils whose numbers fall below the operating minimum or when the community council fails to receive the minimum nominations at a regular election
- Co-option, to be used to maintain membership numbers as soon as a vacancy arises

7.3. Regular, top-up and interim elections will be conducted by Clackmannanshire Council. Co-options will be conducted by community councils.

8. Election Methods

Comment [LB4]: Layout change

8.1. Clackmannanshire Council will use the following methods of election.

Returning Officer

8.2. The Returning Officer for community council elections carried out by Clackmannanshire Council will be the Chief Executive of Clackmannanshire Council. The Returning Officer may appoint such number of deputes as may be considered necessary for the proper discharge of the relevant functions.

Regular Elections

8.3. Regular elections are held every four years at a time to be determined by Clackmannanshire Council. Clackmannanshire Council will make reasonable arrangements to accommodate community council elections in a year National or Local Elections are scheduled.

8.4. Clackmannanshire Council shall set the schedule for regular elections. The first regular elections following the adoption of this Scheme are scheduled for September 2020.

Regular Election Process

8.5. Step 1 Nominations

All serving Community councillors will stand down and will be eligible for re-election. For all serving community councillors, the term of office will end at midnight of the day prior to the scheduled polling day at the next regular election.

Clackmannanshire Council will advertise a Notice of Election by public notices in the area covered by the community council. This notice will invite residents of the area to put forward nominations for membership of the community council.

Nominations will be in the form decided by the Returning Officer and will be subscribed by one proposer and one seconder, both of whom must be eligible for election in their own right. Nominations require to be submitted with the candidate's consent. Self-nomination is not permitted.

Nominations for election to a community council must be received by the Returning Officer by the time specified.

8.6. Step 2 Election Process

Where nominations are received for between the nomination minimum and 100% of the places to be filled by election, those individuals will be declared elected unopposed and the Returning Officer will produce and display a notice to that effect in the local area.

Where at any election the number of nominations received exceeds the number of places to be filled, a ballot will be held.

8.7. Step 3 Ballot

When a ballot is held, community councils shall be elected on the Block Voting system. The ballot will be secret and will follow the process set by the Returning Officer.

8.8. Optional Step: Nomination deadline extension

Should the total number of candidates nominated be below the minimum nomination number as specified for the community council area, no community council will be established in that area at that time. However, Clackmannanshire Council may, at its discretion, extend the deadline and within 6 months of the closing date for the registration of the first call for nominations issue a second call for nominations for a community council area failing to meet the minimum nomination requirement.

Top-Up Elections

Comment [LB5]: New provision

8.9. Clackmannanshire Council will make arrangements for top-up elections in the January of the second and third years after every regular election to fill only vacancies.

Interim Elections

8.10. Clackmannanshire Council will make arrangement for an interim election to be held to fill all vacancies if the community council notifies the Returning Officer that its number of community councillors has fallen to less than the operating minimum membership number. An interim election within 6 months of a regular election will be at the discretion of Clackmannanshire Council.

Top-Up and Interim Elections Process

Comment [LB6]: New provision

8.11. The process for an interim election and of a top-up election is that of the nominations and ballot process in a regular election but nominations shall be invited only for the number of vacancies. There will be no second call for nominations. A community councillor elected at a top-up election or an interim election will hold office until the next regular elections.

Co-option

Comment [LB7]: Re-wording for clarity

8.12. Should a place filled through an election become vacant, community councils shall take immediate steps through a process of co-option to fill the vacancy to maintain membership numbers until the next election. A community council must not co-opt further members if, as a result, the number of co-opted members would exceed one third of the number of elected community councillors. Places not filled at an election cannot be filled by co-option.

8.13. Co-opted members must meet the eligibility criteria set out in this Scheme. A co-opted member must be elected onto the community council by a two-thirds majority of the elected (regular, top-up and interim) community councillors present and voting. Such co-opted members shall have full voting rights, with the exception of voting on co-option of members, and will serve until the next round of elections (whether regular, top-up or interim). Co-opted members do not count for minimum operating numbers.

8.14. Notice of any proposed co-option procedure is required to be intimated to all of that community council's members and publicly in the community area at least 14 days prior to the meeting when the matter will be decided.

9. Meetings

9.1. The Returning Officer will call the first meeting of the community council after its establishment and after regular elections. This meeting will take place within 4 weeks of the election or as soon thereafter as is practicable. The election of a chairperson for that meeting from amongst community councillors present must be the first item of business at this meeting. Until a chairperson for that meeting is elected, the Returning Officer or a suitable deputy appointed in his/her place will chair the meeting.

9.2. Community council shall determine the format of their meetings subject to meetings being open to the public, with the place, date, time, nature of the business to be conducted at the meeting and draft note of any decisions made at the previous meeting advertised in the community council area at least 7 days before the meeting.

9.3. Each community council will determine the frequency with which it meets subject to a minimum of 4 meetings held in public per year.

9.4. Each community council shall hold a meeting by the end of September of each regular election year and by the end of October in non-election years at which it will account for its activities in the previous year, present its annual accounts for approval and elect its office bearers.

9.5. Each community council will adopt and make available publicly Standing Orders which lay out the procedure and business for its meetings.

10. Constitution

10.1. Each community council is required within 2 months of establishment or as soon thereafter as is practicable to adopt a Constitution which adheres to the terms of this Scheme. The constitution must meet minimum standards of legitimacy, democracy, accountability and transparency relevant to the statutory function of community council and is required to be approved by Clackmannanshire Council prior to adoption by the community council.

11. Resourcing

11.1. Clackmannanshire Council will provide assistance to community councils to support their administrative needs. The details of this assistance and resourcing which the Council will from time to time determine will be set out in the Protocol which accompanies this Scheme.

11.2. Any financial assistance will be made available to community councils following receipt of bank account details and, in the case of established community councils,

approval by the chief finance officer of independently examined annual accounts which the community council can demonstrate have been approved by the community council at a properly-convened meeting which is open to the public.

Comment [LB8]: Layout change and re-wording

12. Dissolution and Suspension

Dissolution

12.1. Clackmannanshire Council will, upon request of the community in question and following due process as set out in the community council's own constitution, assist a community with the process of the dissolution of a community council.

Suspension

12.2. Clackmannanshire Council may move to consider a community council to be suspended where:

- It has demonstrated a major single breach or a series of breaches to the requirements set out in this Scheme or its adopted constitution and where said breach(es) have not been remedied after being brought to the community council's attention.
- A majority of its members collectively or separately have been charged with an offence under the law

12.3. Should Clackmannanshire Council consider a community council to be suspended, it shall publish a public notice in the area giving reasons. Within 2 months of suspension of a community council (or as soon as is practicable) Clackmannanshire Council shall set in motion a process to establish if the community wish to dissolve the community council or take action to re-instate its status. The process will be set out in the public notice.

12.4. A community council which is considered by Clackmannanshire Council to be suspended will not receive further Council resources.

Comment [LB9]: Layout change

13. Exchange of Information

Procedures

13.1. Procedures for the exchange of information on matters of mutual interest will be negotiated, and updated to suit changes in working arrangements, between community councils and Clackmannanshire Council. They are set out in the community council Protocol which accompanies this Scheme.

Single Point of Contact

13.2. Each community council shall elect from among its members a Single Point of Contact for communication with Clackmannanshire Council and other public authorities, and provide the name and contact details of the Single Point of Contact to Clackmannanshire Council for wider publication to the public. The community council shall notify the Community Council Liaison Officer of any changes to the Single Point of Contact.

Community Council Liaison Officer

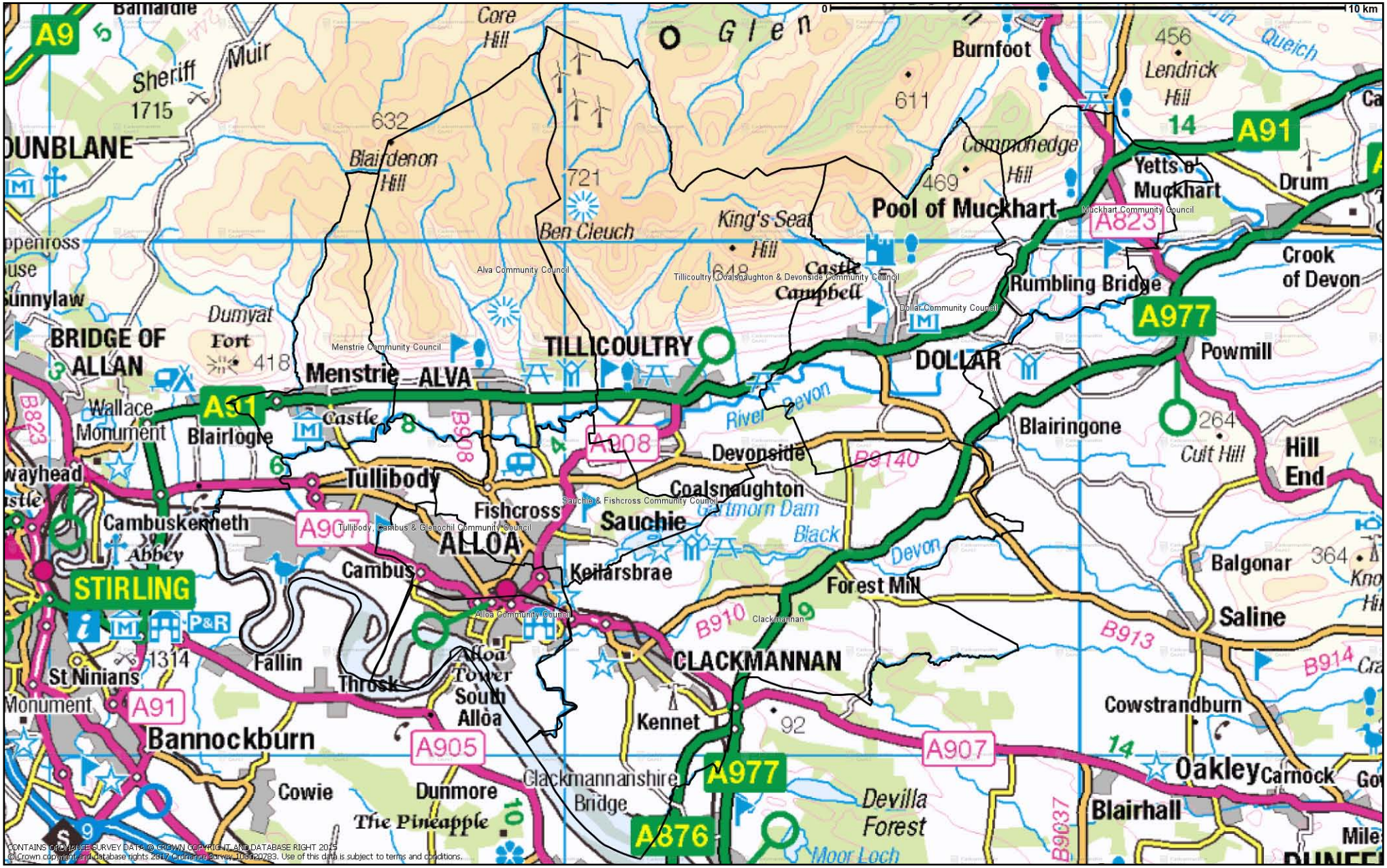
13.3. Clackmannanshire Council will appoint a Liaison Officer who will have prime responsibility for ensuring that information exchange mechanisms between community councils and the Council are operational.

Guidance

13.4. Clackmannanshire Council will provide guidance where relevant to assist community councils to adhere to the terms of this Scheme.

[annex – map of community council boundaries]

DRAFT



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Scale 1:100000

N

Proposed Community Council Boundaries

(no change to 2011 boundaries)

Clackmannanshire Council

Created by Lesley Baillie on 19 May 2017

Questionnaire comment	Analysis	Council Response
How people choose their community councillors		
Voting & Nominations · The nominating of community councillors should be done on a more open and widely available to all residents basis. At present only 2 people can nominate a community councillor. This should be extended to the whole town/village for EVERYONE to participate in the nomination/voting process. Local authorities are alienating the majority (99%) of the community. This ought to have been changed years ago., not now. Hopefully this will be taken on board and put in place before next year. · All residents do not get/have a chance to vote/nominate the best people to serve their town as a community councillor. It seems that there are too many cliques within some. · Allow residents to do an "open public" vote as we do for local councillors. Put nominee's names on a voting sheet and ask residents to put a X against their choice of person to be on as community councillors up to the maximum number allowed.	The nomination process for election to a community council is open and publicly advertised to ensure that all residents have the same chance to nominate people they think will be the best community councillors. The suggestion for the combined nomination and ballot method requires people to be present to nominate and vote and is something we could consider in the future if there was further evidence that people would participate in that way. Serving community councillors can nominate each other but have no control over who else is nominated. As long as residents take part in the nomination they can influence and change membership make-up.	The comments broadly describe the nomination and ballot stage of the current election process and we are not suggesting an alternative method at this point. Views expressed in the questionnaire were supportive of the current nomination and election method. Proceed with existing nomination and election processes.
Office-bearers · For Example. Friends are nominating friends at the AGM's and no one else gets a turn of being an office bearer even although there are people who can carry out the role better and more diligently. The constitution has to be made fairer as well and state that after 4 years maximum, community councillors must step down as office bearers. · The constitution has to be made fairer as well and state that after 4 years maximum, community councillors must step down as office bearers. ·	Community councils do recognise the benefit of rotating office-bearers and strive to do so but setting a maximum has drawbacks as well as benefits. Arrangements for office bearers can be set in the constitution to suit the community council in question. Community councils are generally wary of setting a maximum office term and would prefer to have flexibility on this.	We will continue to allow each community council to agree office-bearer appointments and the process to suit their own arrangements rather than through the Scheme.

.

· Stricter guidelines re: electing office bearers. If a person accepts the position then they should be allowed to take that one up. No second voting needs to be carried out	This appears to be a suggestion that the first person to be nominated for an office should be appointed. If so, it goes against the democratic principle that everyone should have a chance to take on a community council role, and it cuts down options open to a community council for filling an office-bearer position. We would encourage a process which promotes deliberation and choice. However, this process remains in the control of community councils and we do not wish to add it to the Scheme.	Proceed without the addition of guidelines for office-bearer appointments.

How people become community councillors

Election versus appointment

· Election is the best process but I would keep the co-option as this will learn someone about the community council and how to be a community councillor and get them interested is staying on the community council.	We note the role that co-option can play in breaking down perceived barriers to standing for election to a community council.	Add co-option as a means by which people become community councillors.
· Despite willing and best intention to get quality contributions to the community councils we do not always get sufficient representation through election. With this in mind the option of co-opting members better suits the reality of our community availability, awareness and motivation to support community councils. The terminology around "elections" can also put feelings of pressure and discomfort with individuals who don't fully understand the role of the community councils.	Community councils agree with this comment.	
· The timing of elections can often be through periods when likely candidates are on holiday so that we again miss out on good candidates.	It is difficult to find a slot in the year in which to conduct an election process which gives people enough notice and time to take part without coming close to or into conflict with a holiday period. The current nomination process lasts 3 weeks to give people taking the average 2-week holiday a chance to submit nominations. We realise this does not suit everyone but community councils know in advance the schedule of every election to give them time to plan how to publicise it locally.	Although it is not a safety net for catching people who are on holiday at the time of a regular election, we will add co-option as a means by which people become community councillor when a vacancy arising in between elections.

Election Method (Current Process)

· I have been approached by many people in …[redacted].. who think that community councillors should be elected by a public vote NOT by nomination. I suppose in the same way that local councillors are elected. I agree with that totally. This "nomination" procedure does not bode well with the public in general and it would be a fairer and above board way of getting people to become community councillors. In other words, it would be the public's choice not the	The current election process does model the way by which local councillors are elected. We recognise that participation in community council elections ranges from passive to active so we are open to suggestions for approaches which better engage the public and which	Proceed with current process.

local authorities. After the public vote. the local authority would then check the "nominated" cc's for the electoral role. The decision should come back to the public at large. Also the public vote the office bearers too.	apply across the Local Authority area.	
· The community councils method of elections should be an integral part of it's constitution .	We note that it may not be enough for members of the public that the Scheme sets out the process by which people become members of a community council.	We will clarify this in the model constitution.
· people are not interested	Although this did not come out through the questionnaire as a common view, the low response from the public to this consultation does suggest people are not interested in this sort of 'house-keeping ' issue. However, we know the contrary to be true in most of our communities when it comes to matters which concern their community and where they recognise that the community council plays an important role in such matters, people do not remain passive.	We continue to welcome suggestions for new approaches which will motivate people to play an active part in the level of local democracy community councils provide.
Option for community council-run elections		
· Why introduce new methods of election? How will this increase the number of nominations for CCs which MCC believes is the real issue?	This was proposed on the assumption that community councils would know best how to arrange an election to ensure optimum nominations. If this assumption is incorrect, we accept there is less merit in the proposal.	The proposal to allow community council-controlled elections will be removed.
· I do not agree that community councils have this power. In my opinion it would leaves it open to cronyism ! · No. Need a third party to stop rigging, electoral fraud etc. · As long as it is an open and democratic process it would be fine. However, it would need someone to keep an eye on the process to prevent the CC's manipulating things to their own ends. · Very bad idea as some people are community councillors for the wrong reasons i.e. for themselves. They don't seem to understand	We note concerns and perceptions of scope for lack of impartiality. We also note that having more than one election method could cause confusion. If either of these were to lead to reduced participation in the election process by the electorate, it would defeat the purpose of the proposal.	

make themsleves look great! There would have to be very strict guidleines/ disclaimers to the effect put in place and adhered by all concerned. · Having different methods of election, within the Clackmannanshire area, albeit ones that have been approved by the Council, will create confusion in the minds of the electorate and may open up claims of local election 'rigging'!!		
· I do not agree with this as this could allow Community Councils to become insular and set-up elections in a way that would be favourable to the return of the same community Councillors term after term. Terms should be fixed and elections held in the proper manner. Elections should be overseen by Local Authority. · I think this should be kept centralised at Clackmannshire coumcil level to maintain consistency and avoid overburdening already very busy volunteers. Is your suggestion just a cost cutting exercise for the council?	Although the scale and format of elections would be up to the community council, it is inevitable that another piece of work such as this will increase volunteer workload. The proposal gave community councils the option but not the duty, and did make it clear the Council would continue to administer community council elections if asked to do so.	
· I think this is a JOKE, community councils require the Council to organise and arrange elections which as things stand are not working due to lack of general information given to people. · To allow community councils organise their own elections would mean an area like Alloa which originally was split into at 5 sepreate areas would mean which ever area the bulk of its members are from will ultimately use their area rather than request others be invited! · waste of time · Good idea as those who are well enough resourced to run their own will take on this responsibility and those who do not feel ready to do so will still have the original option · Okay give it a try. · Good idea · If they are doing good for the community then by all means yes	The proposal aimed to prevent this, on the basis that community councils would knowhow best to ensure equitable participation from all the areas they represent. The comments in support of this proposal are heavily outweighed by comments against them. Community councils themselves do not support this proposal.	We remain open to suggestions for approaches which strengthen local democracy and improve participation.

How community council vacancies which arise in between elections are filled		
Elections		
· Casual vacancies should be voted on by the public (NOT CO -OPTED) · election · "Clackmannanshire Council will make arrangements for top up elections in the January of the second and third years after every regular election to fill only vacancies arising since the previous election" [proposed paragraph 8] is the most logical and secure way to fill vacancies · By asking neutral people to come on board i.e. non family members/friends. They should be voted on by a public vote by everyone in the town/village. · The vacancies should be public and not done in-house with friends or family member. This is a conflict of interest. · perhaps a fast track mini pop up election process would be more effective in recognising contributions and legitimising membership than more co-option with some of the risks that a looser regime might bring. · MCC also supports the introduction of a Top Up election process to allow members to be elected to bring the CC up to full strength. Also, where circumstances arise, the option of filling a casual vacancy via a Top Up election may be valid, for example, when a casual vacancy arises a few weeks before an arranged Top Up election (see last paragraph of existing Sec.9). · MCC agrees that Interim Elections should take place when the conditions outlined in the draft Scheme occur	We note the interest of the public in openness and transparency. This interest is shared by community councils and confirms our approach that election is the method by which people become community councillors.	Proceed with top-up elections proposal and amend wording to clarify that elections apply to all vacancies.
Co-option		
· Co-option by 2/3 majority of present local councillors. · Co-option onto community councils is a good idea to teach someone and to get them interested. I would continue this. · Should be able to co-opt · Co-opting allows us to ensure we have a full compliment of representation of the community, plenty pairs of hands to under take the numerous activities we under take, and the flexibility to approach	Although not the ideal method by which people become community councillors, and because elections cannot always be arranged at short notice, we accept that community councils need vacancies to be filled in-between elections. Community councils have made strong	Add Co-option as a means of filling vacancies arising between elections.

members of the public who we know would benefit/bolster/strengthen our cohort. Further to this, we would be keen to be allowed to co-opt councillors (albeit without voting rights) up to our maximum of 14 if we do not get the requisite numbers during an election. Given that any nominations that are received below the 14 means that candidates are elected unopposed, it surely follows that any nominated candidate for cooption by dcc would fall under the same process. We don't see that there are any substantive differences between the two. · A co-opted member, voted on with the two- thirds majority safeguard, as outlined in existing Sec. 9, should be allowed to continue until the next regular election · existing limits on how many people can be co-opted, to prevent the number of co-opted members outnumbering the number of elected members, would remain in place. This approach offers the benefit of keeping a CC, when it loses one or more of its members, at the original number elected. · the wording of Sec. 8.5 suggests that Top Up elections, rather than Co-options, are to be used when a vacancy occurs through a resignation, etc.. This would seem to be a retrograde step. Also, waiting until the start of the 2nd year to replace a casual vacancy is, potentially, too long a period to wait for an election to fill a vacant position. MCC supports the re-introduction of Sec. 8 and 9 relating to the reasons why vacancies might occur and to co-opting replacement community councillors (and also Sec. 13, the reasons for disqualification), as soon as a vacancy on the CC occurs · The Scottish Governments' Model SoE and many other Council SoEs, allow for co-options when casual vacancies arise. · In the case of a CC which has not managed to achieve full membership at the regular election, Co-option should only be used if a casual vacancy occurs. · The problem with co-opting is that the community councillors will bring in people they know and who share an ethos. This takes away from an open and democratic process. I'm not sure what the solution is but if it could be advertised locally and open to anyone in the area to put their name forward it may bring a wider range of experience. I don't know who would choose the person to fill the vacancy but it shouldn't be the existing community councillors.	representation on co-options in favour of having a control over a method of replacing people who resign or are no longer eligible without delay and with minimum impact on workload. Co-option not only fills vacancies without delay but it is also a valuable method of building confidence and commitment of people who would not in the first instance stand for election but wish to volunteer. We agree that co-option should only be used for vacancies arising between elections. In the interests of expediency, we are allowing existing elected community councillors to elect people to fill the vacancy. As with all community council business, the process of co-option must be open and transparent.	Proceed with addition of provision for co-option

Other

- Either is okay.
- Using the top-up election method so long as co-opting a small number is still available
- Prefer formal way of becoming a Community Councillor. With regards casual vacancies, there should be a time limit. If say a vacancy comes up within first 2 years of a say 4 year term, then a formal election should be held. If after this then co-opting with approval of the Community Council AND those present at meetings should be allowed.
- Ok as is but not unhappy with interim elections
- They should advertise it to the local community

We are happy that current arrangements and the provision for co-options ensure safeguards will be in place to ensure the process of co-option is fair, transparent and used appropriately.

Involving people in community council business

Meeting format

· The community councils must ensure that their meetings are held in an accessible meeting room by disabled members of the community and the format of the meeting must ensure that blind and other disabled attendees are not excluded due to their disability. · This would ultimately depend on the actual meeting in process, if there is to be a speaker in which a large portion of the electorate attend then it should be a formati in keeping with same! · Depends on the people on board. · They should allow different age groups to chair meetings · Community Councils are best placed to know what format will work with the people they serve . Workshop or small group activity with skillful facilitation allows more voices to be heard and guards against the domination of meetings by one or two assertive voices.	Provisions in the Scheme are consistent with ensuring inclusion of all sectors of the community. We agree that community councils are best placed to choose the appropriate format for each meeting.	Proceed with proposed provision.
· okay with me · I do not see a problem with this as long that the method is within its constitution	It is already the case that community councils cannot take decisions which come into conflict with their constitution.	Proceed with proposed provision
· No they should address their own agendas. · I think this will lead to inconsistency and disputes · They do not always keep to the agenda	We note that traditional meeting format is easier for some members of the public to engage with.	Comments regarding meeting discipline have been shared with community councils.
· Whatever the format, the minimum number of meetings outlined in the current Scheme, namely, 4 plus an 'AGM', should continue. We believe an annual public 'summary' meeting should still be required, though it doesn't need to be called an AGM, per se, in addition to at least 4 other, fully, public meetings.	The minimum has been set to balance the volume of work involved in fulfilling the core function and the spare time of volunteers. Community councils can already increase the number of times they meet per year beyond the minimum.	No change to minimum number of meetings per year
· Setting aside one third of total meeting, to ascertain 'community views', seems to be far too prescriptive. How will such a requirement be calculated and monitored? Members of the community should simply be encouraged to comment upon and/or raise questions to the CCllrs present, at any point, during any CC meeting. Hence, the need to hold a minimum number of public meetings, per annum (e.g. 5, per annum - see Q.7 above).	Community councils have assured us that setting aside time at meetings to ascertain community views is their core function and time to carry out this function should be allocated according to demand, not set out prescriptively. Community comment suggests it is not so much meeting time that allows community views to be ascertained but communication	The proposed provision is unnecessary and has been removed.

	and engagement strategies.	
Better involving residents		
· One way round the problem of not having 14 Community Councillors elected at a regular election within the Community Council Boundaries would be to appoint individuals to a sub-committee who are not elected Councillors. These individuals shall have no voting rights on the Community Council but may be granted voting rights on the sub-committee in question. For example: a) Public transport;b)Education;c) Disablement issues;d) State of public parks;e) Licensing matters.		We will amend the model constitution to give community councils the option to include a specific provision in their constitutions saying this is allowed.
· MCC also suggests the introduction of an 'Associate Member' clause to the Scheme (again, see the Moray and Government Schemes). This would allow CCs to carry out agreed work, for example, by 'subject matter experts', or where a heavy CC workload exists and 'additional' interested members of the community, or members of community organisations, may be required to help complete agreed tasks or assist with delivering against agreed 'Action Plans'. This will become a greater issue, if the reduction in overall maximum CC membership is agreed, per the draft Scheme, and, in particular, from our recent experience, if all CCs in the area are to be encouraged to create and deliver Community Plans!! This may also lead to an increase in members of the community wishing to be nominated and stand at the next election – an additional benefit.	This use of volunteers and sub-groups is already allowed, although volunteers do not affect membership numbers.	The proposal to change membership numbers to an odd number has been removed as it was perceived negatively and caused concern amongst community councils.
· If vacancies arise over the next 3 years I'd like to recognise their contribution by getting them on board. It was put to me after one of our meetings that " some of the people nearer the top of the table were not even full CC members" I'm an advocate of the old saying " By their deeds shall ye know them"		
· Indeed community councils have a duty to seek to broaden both representation and expertise by making it possible for people who can represent within the community council area and people with specific skills to contribute to the work of the community council,where relevant · They must always ensure they involve resident s from ALL AREAS in which they represent and not only those they would rather have attend! · Get the correct minded people who are in touch with the community on the same level as they are. No airy fairy members who have not	We agree with the comment about the community council role in seeking broad representation and in articulating reasons why people should stand for election. Broad representation is also in the hands of the electorate who choose who they nominate in the first place. Ultimately, community councils cannot choose their members even if that means sections of their community are under-represented in	Although it cannot guarantee it, we feel the open election process already facilitates this duty.

got the appropriate experience/know how re: meetings etc.	their composition.	
Communication		
· Be more open, be more organised, be more pro-active, inform the public. · They need to communicate better and be more open. I have no idea who my community councillors are and I never see anything about them in the area. Surely putting minutes in local shops/cafes etc would be a start. At the moment I think the only place to get them is the BCC. They should also be more encouraging about inviting people to attend meetings especially when there is n important topic to discuss. At the moment community councillors appear to be doing there own thing with no interest in the people of [redacted] as long as it suits the select few. · Advertising andpromotion · In my area the Community Council SAY they are engaging with residents but in reality only engage with those who come through the door of [redacted]. I live several streets away and in the 11 years I have been a resident I have NEVER had any letters or communications through my door. I personally feel that communication needs to be vastly improved. Social media should be better utilized, and libraries better used. Also any other local groups should have a representative invited to meetings, local churches and other groups so that the community is better represented and have plenty opportunites to have their voices heard. COmmunity Councils should reach out more to residents through newsletters and publications so more peopel are aware of meetings and also perhaps have informal discussions around particular areas of interest or concern. · More communication of community councils. Idea what they are doing for all areas not just where a community councillor comes from. · By talking to them and taking on board what is said · CCs should also appoint, and make public, a single-point-of-contact who can provide an open channel of communication between the community and the CC.	The need for community councils not to depend on residents seeking information and the importance to respondents of using a variety of communication methods to involve residents is noted.	We are not proposing to include in the Scheme a provision requiring community councils to adhere to a list communication methods as communication approaches will vary from community to community and from one purpose to another. The comments have been shared with community councils.
Public votes and views at meetings		
· Give the public a vote on non procedural items. E.g. Should we have	Community councils are trusted to use their judgement on when to involve the public in	Proceed with current provision stating community council role in

Christmas lights or not. · They should allow public members who attend [to this]* and the Chair should be open and honest to the members present at the meeting · Where the topic or subject matter demands it (e.g. new housing developments or community planning activity) fully open, public meetings should be held where members of the community can raise, and have documented, their issues, concerns, feelings and opinions on matters of importance within the community – for example, recently, MCC has held numerous Open Meetings, Focus Group Meetings, etc., to help shape and inform our new Community Plan and to discuss community thoughts and opinions around the local housing development plan.	decisions and in meeting business, and balance this against the public's expectation that they maintain a level of formality which promotes comprehension of matters of community concern, and that they get through the agenda in an organised way.	facilitating active community deliberation. Comments have been shared with community councils
Other		
· disbanding might be a start · disband them	There is statutory provision for community councils to exist so disbanding them as a concept is not within the power of the Local Authority. Communities are not obliged to establish community councils and may disband theirs if they no longer want one that already exists. Residents of an area have the power every four years to change the entire membership of their community council if they are not happy with how their community council involves them in matters which concern the community.	No requirement to change the Scheme.
· They already do very well	We are aware that the public take an active role in some community council meetings and do not wish to make any changes to the Scheme to discontinue this.	Comments have been passed to community councils

Standards of representation

Integrity

- Some councillors think of thereself's and not there community's
- An idea is for community councillors to sit an aptitude test in order to get the right people on board who have the integrity to do the correct thing for their community.

Clackmannanshire's approach is that the community can be trusted to elect the right people to represent the best interests of the community as a whole. It is also our stance that everyone who is on the electoral register is, without discrimination, qualified to be a community councillor. It would be difficult to devise an aptitude test that does not, at best, act as a deterrent to volunteering and at worst discriminate on some grounds.
Discussions on the subject of mandatory training have to date concluded that it would not be desirable, nor practical.

No implications for the Scheme.

Complaints procedure

- Yes. This is a learning procedure and public should be given ways of complaints procedures against community council etc.
- Residents should have formal procedure to make complaints. This should also apply to community council members as well
- I think this is a good idea. Mostly CC's don't represent the people they represent themselves. It is difficult to access them and what they stand for. How do they know what stance to take if they have not asked the people?
- Good idea go for it.
- This is a good idea
- There should be an authority/public office/agency where community members and community councillors can take their grievance to. Then have it adjudicated accordingly. The results should be published in local newspapers to inform all residents of the community of the outcome.
- I think that members should be [allowed to do this as too many people are]* spoken over and [well-minuted]**illegible*
- The new Community Council should have expence and complaints forms
- MCC suggests that, in the first instance, any CC should be given the

Comments from questionnaire respondents in support of a complaints procedure outnumbered those against.
Community councils are keen to explore the introduction of a complaints procedure but have asked for time for careful consideration before implementation.

In consultation with community councils and with reference to examples of good practice we will look at introducing a complaints procedure that suits local needs and can be adopted by all Clackmannanshire community councils.

opportunity to resolve any 'complaint' which may be raised against it or one of its members. A simple 'complaints procedure' (prepared by the Council) should be outlined and adopted by every CC in its constitution. For example, any complaint, initially, should be addressed to the 'CC Secretary' – or named single-point-of-contact - or the 'CC Chair', if one exists, to resolve the complaint locally within a specified period of time.		
· This proceedure needs to be widened to include those councils which regularly meet without either, a) a quorum of members, b) Allow meetings continue without properly discussing & following the Agenda of the meeting, c) Where councils do not keep their websites updated MONTHLY in which to allow public react to meeting content!	Members of the public can express their expectations of meeting standards direct to community councils. Such active involvement is welcomed by community councils and constructive suggestions do not constitute complaints.	Comments have been shared with community councils.
· Best not to have a formal complaints procedure. Community Councillors are re-elected annually and best to use the ballot box to try to improve the calibre of the councillors if necessary. Perhaps each public meeting should afford those present the opportunity to bring forward criticism in as positive a way as possible so that such suggested improvements become the subject of small group discussions and solutions arrived at collectively. · No complaints process, would discourage people representing their communities	We note comments about how queries can be dealt with outside a formal complaints procedure and that it could counteract the reward people derive from volunteering time and effort on behalf of their community.	Comments will be taken into consideration in the development of a complaints procedure for Clackmannanshire.
· Under NO CIRCUMSTANCES should community council be allowed to have their own formal complaints proceedures!		
· Some of the [redacted] Community Council office bearers are only on for themselves. They forget that they are a community councillor to represent the town. Also, they do not operate in a transparent way within the group as there are things being done underhandedly, which is going against the whole of [redacted] Community Council within and out with the group	The community council is responsible for ensuring that members represent community, not personal, interests, and operate transparently. By observing meetings, the public can and should reinforce this.	No implications for the Scheme at this review.
· Everyone should be treated the same	It goes without saying that community councils are already required to respect the law and this includes observing equalities legislation.	No implications for the Scheme.

the power and responsibility for upholding or rejecting a complaint		
· A complaint raised against the community council should be brought up and discussed and investigated by the Joint community council and recorded against that community council. · It should be the collective responsibility of the councillors to arrive at a consensus solution to any complaint so that the responsibility is shared. · I think it should be independent people, possibly from the local community which could be done in a jury type selection process without being compulsory. So a number of people from the locality are asked if they would be prepared to participate and those that would could be on a register of some sort for when/if a complaint was in place . It would need to have specific regulations and processes around it · The community council shouuld be open and honest and take responsibility · Should the issue not be resolved locally, and, again, this should be documented within every CC constitution, then a Council email / telephone contact should be available for any member of the community to 'register' any unresolved complaint against any CC or CCllr. This would keep any 'problem resolution' process independent and separate from the CC and community involved. Again, existing Councils have similar schemes in place (e.g. Moray). · This should be clacks council function and they alone should decide whether to uphold the complaint or not · NO, role should lie firmly with the LA. · It should lie with the community council with Clacks council being an arbitrstor if required. · Community Councils should NOT have the power themselves. It should be the Community Liaison Officer or another appointed local authority staff member who should be dealing with complaints.	This empowered approach to dealing with complaints aligns with our aspirations for strong local democracy. We feel it is not as straightforward as it might appear to give Clackmannanshire Council the power to uphold or reject a complaint, and we welcome our community councils' proposal to consider this and all other aspects of a complaints procedure carefully before any complaints procedure is introduced.	In partnership with the community councils we will weigh-up both preferences and consult further if necessary

Dissolution and Suspension

· I agree that LA should have the power to dissolve Community Councils, especially if they are not adhering to what they are supposed to be doing. Money is given tot hem to do things for the community and if it's not being done then it's money badly spent (or not spent at all!) . Community should be well advised though if this has been proposed to give them chance to have their say in the matter. · MCC agrees with the addition of a clause on 'Suspension'. However, why replace Sec. 14 from the existing scheme, which outlines the terms for dissolution, and which are different from the terms for suspension, with 12.4? Should this new 'condition' not simply be added to Sec. 14 of the current Scheme and this section re-instated? Also, what would happen if the Council decided to suspend a CC but the community decided not to dissolve it? What then would be the status of the un-dissolved CC? (Also, Sec. 13 should also be re-instated and linked to the re-introduction of Sec. 8 and 9 - see Q.6 above).	We note that respondents are keen for Clackmannanshire Council to have power over community councils but we would argue that the community elected their community council and it should be the community who choose to dissolve it. Clackmannanshire Council will assist communities which through the agreed process wish to dissolve their community council. The power to consider a community council suspended means no further Council resources will be allocated to a community council which is no longer fulfilling the function or adhering to the governance standards of a community council. Should the community choose not to take the action necessary to restore its status, they are choosing to dissolve it.	Proceed with provision for Suspension, the terms for which are set out in the Scheme. The process for dissolution is set out in the model community council constitution. The terms for dissolution

the important aspects of community council governance		
· It should guide community councils with all aspects of how it should be governed, it should also have allowances in which a council office attending meetings could interject when a meeting is not going in correct direction of procedure! · Ensure that ALL community councillors stick to the written guidleines and any of those who don't, can be disqualified immediately without a decision from office bearers necessarily.	We note that many respondents feel the Council should be a higher authority than community councils even at meeting level. We would argue that it is not appropriate to give an external organisation power over the day-to-day operations of community councils and we feel that officer attendance at meetings to oversee governance is generally not necessary andmight be perceived as interference, not guidance.. Community councils are accountable to their electorate who have the right to ask for procedures to be enforced. Clackmannanshire Council will intervene when community councils breach the terms of the Scheme.	Scheme contains safeguards
· Remember community councils are par time and most members work during the day. A spokesperson on the clack's council could be helpful	Procedures for exchange of information already included in the Scheme are set out in the Protocol between community councils and the Council. It is understood that community councils determine their own workload and priorities to suit volunteer time and so these procedures are negotiated with community councils. There is effective two-way communication between community councillors and Elected Members. They are also represented (have a 'spokesperson') on the community planning partnership.	No implications for Scheme at this stage
· The framework should provide a legal structure upon which each community council can safely build the workplan best suited to the needs of its community. That is all. Thus local people own the plan supported by a legal framework. Ownership is arguably the most important (and missing) principle.	We agree with the concept of a sense of ownership which we think is contained in the current principle collectively and in the process by which community councils are formed, elected and dissolved.	We will examine the introduction of these suggestions as tools to guide good governance in partnership with community councils.

· Ownership		
· REPRESENTATION is the most important one here and the one in which many Community Councils fail their communities. ENGAGEMENT should be added which would strengthen their ability to REPRESENT.	Good point. We agree that engagement strengthens representativeness. Engagement with the community they represent is the core function of community councils. Community councils also agree with this point and would point out that engagement also works in two directions.	
· In the Scheme of Establishment, Code of Conduct and Standing Order, there ought to be a mandatory clause re: financial payments to community councillors in respect of their own businesses	As with all community council business there the open and transparent processes by which finances are managed and reported ensures all financial transactions can be vouched for.	This safeguard is already written into the model constitution.
· MCC agrees with all of these principles, particularly, 'Accountability'. This principle, by default, should allow discussion and dialog to take place, preferably, before any important decision is made and requires that the community is involved!!	Good point. We hope we have reflected that community councils are accountable to the electorate in the Scheme, model constitution and other guidance. Our stance is that the electorate elects community councils and that is where the power to remove (or not to elect) community councillors should lie.	No implications for Scheme
· Disqualification · MCC supports the re-introduction of Sec. 13, the reasons for disqualification	Although community councils suggest that the conditions for removal of a community councillor should be the same for all Clackmannanshire community councils, we feel it should be clear that the concept and responsibility for it lies with community councils who wish to have that power.	We will amend the model constitution to include the reasons for disqualification suggested by community councils.

The principles to which community councils are currently working

Option	Total	Percent of All
They are the right principles	5	27.78%
They are right but there are some missing	4	22.22%
Some are right	4	22.22%
None of them are right	0	0%
Not Answered	5	27.78%

Other

Boundaries - there was a preference expressed for a Tillicoultry only CC however an awareness that what was left would not constitute a sufficient " community" to warrant a Coalsnaughton and Devonside CC. The future amalgamation of Coalsnaughton and Devonside will change the dynamics so perhaps this could be looked at again over time	There is an opportunity to re-examine the relevance of community council boundaries to suit demographic changes when the Scheme is next reviewed.	No change to boundaries at this stage.
Taking g overost of the role of Third Sector Forum and take over CSTI.	These third sector organisations all play different but complementary roles. By all accounts, there is more work to do than organisations to do it and we do encourage collaboration.	No implications for Scheme.

**illegible*

Respondent breakdown

Where in Clackmannanshire do you live? Community Council Review Stage 2 Key Aspects

Option	Total	Percent of All	Total	Percent of All
Alloa	3	50%	5	27.78%
Alva	1	17%	6	33.33%
Cambus	0	0%	0	0%
Clackmannan	1	17%	0	0%
Coalsnaughton	0	0%	0	0%
Devonside	0	0%	0	0%
Dollar	0	0%	1	5.556%
Fishcross	0	0%	0	0%
Forestmill	0	0%	0	0%
Glenochil	0	0%	0	0%
Kennet	0	0%	0	0%
Menstrie	0	0%	1	5.556%
Muckhart	0	0%	1	5.556%
Sauchie	0	0%	1	5.556%
Tillicoultry	1	17%	2	11.11%
Tullibody	0	0%	1	5.556%
Not Answered	0	0%	0	0%

Do you have any experience of community councils in the last 4 years either as a community councillor or as a member of the public attending community council meetings?

Community Council Review Stage 2 Key Aspects

Option	Total	Percent of All	Total	Percent of All
Yes, I've attended one or more community council meetings in the last 4 years	5	83%	15	83.33%
No, I've haven't attended a community council meeting in the last 4 years	1	17%	3	16.67%
Not Answered	0	0%	0	0%

Review of Scheme – Community Councils (October 2017)

What helps get members	What doesn't help
• Being able to 'warm-in' volunteers • Keeping volunteers connected until there's an election/vacancy • Giving volunteers confidence to stand for election • Being able to fill casual vacancies immediately • Active communication to inform residents • Safeguards for legitimacy • Contested elections	• Ccllrs being able to pick who becomes a member • Having to wait up to a year to fill a casual vacancy • People waiting until after an election to be co-opted
What we should keep	**What we should change**
• Sub-groups • Convenors • LA considers the cc as a body (in terms of behaviour) • Co-options, top-up elections, interim elections • Elections as the means of change	• Timing of elections (not hols) • Model constitution (to align with new ways of working) • Add a tiered complaints procedure • Clarify wording of interim elections • Make the nomination form statement compulsory • Re-examine proposed paragraphs12.2 & 12.4

Review of Scheme – Community Councils (November 2017)

Further comments on revised drafts

Scheme

1. Concern that increase in the required number of nominations to the minimum number required for the CC to operate plus one will make it harder for some areas to form a CC after an election and is not necessary as long as there is a provision to co-opt, which should be strongly promoted.
2. Confusion over difference between application of Top-up & Co-option to fill vacancies and places left vacant at elections.
3. Preference for cc to decide whether co-opted members remain place until the next regular election or until the next election, whether that is regular, interim or top up
4. Suggestion to reference to Suspension in the model constitution to make clear that all of the current conditions leading to Dissolution apply also to Suspension and preference for wording in current Scheme (Para 14) to be re-inserted and added to the model constitution.
5. Strong suggestion that the Council, ultimately, needs to take responsibility for the dissolution of a CC which is in breach of the Scheme and / or its Constitution and that this should be made clear on the basis that the Council is responsible for establishing a CC through a fair and democratic election process, that it arranges and conducts, as with other LAs, and as with the power the SG/UK Govt has over LAs/ devolved govt
6. Request for process to be followed in the event of dissolution to be added including process when the community chooses not to dissolve a community council in breach of the Scheme, and for nature of assistance provided by Council to be described.

Model Constitution

1. Query regarding the deletion in the provision on removing a member on the grounds of ineligibility
2. [As with comments on Scheme] Reminder of need to align clauses on co-option and election with new provision in Scheme.
3. Agreement on addition of clause covering involvement of volunteers
4. Query on the financial year start/end
5. Query re the removal of the condition relating to Public Liability Insurance
6. [As with comments on Scheme] reminder of need to align clauses on dissolution with new provision in Scheme.

Appendix 3 Revised Draft Model Constitution

{ } COMMUNITY COUNCIL

CONSTITUTION

ONE **Name**

The name of the Community Council shall be **[.....]** **COMMUNITY COUNCIL** (hereinafter referred to as the Community Council).

TWO **Objects**

The objects of the Community Council shall be

a) To ascertain, co-ordinate and reflect the views of the community which it represents, to liaise with other community groups within the area, and to fairly express the diversity of opinions and outlooks of the people;
b) To provide a link between the community and the elected members and officers of Clackmannanshire Council and all statutory bodies.
c) To keep the community informed of matters of public concern.
d) To take such action in the interests of the community it represents as appears to be expedient and practicable
e) [To promote community spirit and the well-being of the community, provide assistance, advice and help to all sections of the community as sought without favour, and to safeguard and improve the amenities of the Community Council area by providing advice and assistance on environmental issues, maintaining and improving public amenities and buildings of historical or cultural importance.]

and unless specifically authorised by the Constitution, for no other purposes whatsoever.

THREE **Area of Jurisdiction**

The boundaries of the Community Council shall be as described in the Scheme for the Establishment of Community Councils approved by Clackmannanshire Council and are shown in the map attached.

FOUR **Eligibility**

To qualify for nomination, election and membership, a candidate must:

- Reside in the community council area and,
- be aged 18 or over and included on the current electoral register for the Community Council Area, or
- be aged 16 or over and included in the roll of 16-18 year olds held by the Returning Officer
- Not be, or within the last 5 years have been, declared bankrupt, convicted of any offence of which the sentence was anything other than a fine

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- Not be a Clackmannanshire Council elected member, an MP, an MEP or an MSP.
- Not to have been refused permission or had permission withdrawn if an employee of Clackmannanshire Council.

FIVE Composition

There shall be a maximum of [sixteen (16) Alloa, twelve (12) Muckhart, fourteen (14) rest] elected Community Councillors (hereinafter referred to as Councillors).

The Community Council shall remove from membership any Councillor who

a) no longer meets the eligibility criteria or

[b) has failed to attend x consecutive meetings for reasons unacceptable to members of the Community Council; or

c) […]]

A decision to remove a community councillor shall be taken by a simple majority of members present on an appropriate motion at a properly-convened community council meeting. In the event of such a decision, the Community Council shall apply in writing to the Returning Officer for that place to be declared vacant.

SIX Membership

a) the term of office of a Councillor shall be four years at a regular election
b) all Councillors are eligible for re-election at the next election, provided that they meet the eligibility criteria

SEVEN Office Bearers

The Community Council will elect from among its members a Single Point of Contact, [Chairperson, Vice-Chairperson, Secretary] and a Treasurer annually by the end of October or in regular election years at the first meeting after a regular election. Office bearers shall be eligible for re-election. Other office bearers may be elected as required.

EIGHT Casual Vacancies

In the event that an elected Councillor resigns within a term of office, the Community Council may fill the vacancy through an open and transparent co-option process. Co-opted Councillors will hold office until the next election.

NINE Appointment of Sub-Committees and Volunteers

The Community Council may, if it deems it appropriate, appoint sub-committees to consider specific items of business. The Community Council shall determine the powers and terms of reference of such sub-committees which must be chaired by a Councillor.

The Community Council may recruit as volunteers interested individuals and experts to assist with its work, and may appoint these individuals to a sub-committee and to agreed tasks and action. The Community Council will determine the duration of such appointments.

These individuals shall have no voting rights on the Community Council but may be granted voting rights on a sub-committee to which they have been appointed.

TEN Meetings

The Council shall hold a minimum of four (4) regular meetings per year. Members of the public (including the press) shall be allowed to attend as observers and may be permitted to address the meeting at the discretion of the chairperson.
One half of the members (where there is an odd number the largest number less than half) in post or 4 whichever is greater shall be the quorum.
The Community Council will conduct its business in accordance with its adopted Standing Orders annexed to the Constitution.

ELEVEN Annual General Meeting

The Community Council shall hold a meeting no later than six months after the end of the financial year each year at which it will account for its activities in the previous year, present its annual accounts for approval and [except in regular election years] elect its office bearers. At least fourteen (14) days public notice shall be given in writing of such a meeting.

TWELVE Special Meeting

A special meeting shall be called when (i) the Community Council, receives a written request containing details of the business to be discussed submitted by at least three (3) Councillors; or (ii) the Chairman of the Community Council submits a written request to the Secretary.]

At least fourteen (14) days written notice shall be given to every member of the Community Council, together with the names of those requesting the meeting and the business to be discussed. The meeting shall be held within twenty one (21) days of notification having been received by the Secretary. No other business shall be in order at that meeting.

THIRTEEN Exceptional Circumstances

In the event of exceptional circumstances which could not reasonably have been foreseen, where a decision must be taken urgently, procedures for meetings and decision-making will not apply provided that the decision to act is made unanimously by the Officer-bearers. The Community Council shall be bound by the decision unless the Office-bearers act outwith the provisions of this clause.

FOURTEEN Finance

a) The Community Council may obtain, collect and receive money and funds and accept and receive gifts of property of any description provided that the acceptance of such gifts does not contravene any applicable rule of law.
b) The income and property of the Community Council shall be applied solely towards the promotion of the objects of the Community Council and no part thereof shall be paid or transferred directly or indirectly to any member of the Community Council other than the reimbursement of out-of-pocket expenses incurred in connection with Community Council business
c) The Treasurer shall keep appropriate accounts of the finance of the Community Council
d) The accounts shall be independently examined by a person approved by the chief finance officer of Clackmannanshire Council.
e) The Community Council shall operate a bank account(s) through which all financial transactions shall be run. There shall be three (3) authorised signatories, one of whom shall be the Treasurer.

FIFTEEN Property

The title of all and any heritable property which may be acquired by the Community Council shall be taken in the names of the [3x office-bearers] for the Council and their successors in office as Trustees for the Community Council.

SIXTEEN Contracts

The Community Council shall, in pursuit of its objects, have the power to contract as it may from time to time determine.

SEVENTEEN Employees

The Community Council shall, in pursuit of its objects, have the power to appoint and dismiss paid officials and such other employees as it may from time to time determine provided any such engagement complies with current employment laws.

EIGHTEEN Liability

The Community Council will only be liable for those actions of members which they have authorised in accordance with the procedures set out in this constitution.

Provided that the Community Council act within the terms of its constitution, the Office Bearers shall be indemnified by the Community Council against any claims arising from the exercise of their powers under clauses 15, 16 and 17.

NINETEEN Dissolution

A process of dissolution will be initiated if

a) the Community Council has been notified in writing by Clackmannanshire Council that it is acting in breach of the terms

of its constitution or the Scheme for Establishment and has not ceased to do so

b) the Community Council decides by a majority that it is advisable to dissolve the Community Council

If the Community Council is to be dissolved a meeting shall be called of all the electors within the Community Council area. Notice of such a meeting shall not be less than twenty-one (21) days and shall be posted in a conspicuous place or places within the area and shall be advertised in a local newspaper circulating in the area, stating the terms of the resolution to be proposed at the meeting.
If such a decision shall be confirmed by a majority of those present and voting at such a meeting the Community Council shall, subject to the consent of Clackmannanshire Council, have power to dispose of any assets held by or in the name of the Community Council.
Any assets remaining after the satisfaction of proper debts and liabilities shall be applied towards charitable purposes for the benefit of the residents of the area as the Community Council may decide, and as may be approved by Clackmannanshire Council. Clackmannanshire Council shall upon request hold any assets in trust for one calendar year in case a new Community Council is formed in the area.

TWENTY **Alterations to the Constitution**

Any proposal to alter this Constitution must be delivered in writing to the [Secretary] of the Community Council not later than twenty eight (28) days before the date of the meeting at which it is to be considered. Any alternation shall require the approval of two thirds majority of the members of the Community Council present and voting.

Where an alteration is approved then the Constitution shall be amended and each member of the Community Council shall be issued a copy of the amended Constitution. Such alternations must be consistent with the provisions of the Scheme for the Establishment of Community Councils and shall not come into force until approved in writing by Clackmannanshire Council.

TWENTY ONE **Acceptance of the Constitution, Standing Orders and rules**

The Community Council accepts the Constitution, Standing Orders and rules laid down subject to any subsequent alternations or additions as provided for by the Constitution.

Constitution accepted as the Constitution of [.....] Community Council.

Chairperson _____

Secretary _____

Date _____

And approved on behalf of Clackmannanshire Council by

.....

..... (signed)

.....(date)

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Appendix 4

Indicative Review Timetable

1.1. The steps involved in this process and proposed timescales are laid out in the Table below.

Date	***Step***
January 2017:	Council agrees to revoke existing Scheme.
February 2017:	Public notice of intention to revoke existing Scheme and statutory minimum 8-week public consultation inviting the public to make suggestions as to the areas and composition of the community councils.
June 2017:	Council meeting considers the outcome of the consultation, recommendations arising from comments gathered during the public consultation and the contents of a draft new Scheme.
August 2017:	Public notice of second statutory minimum 8-week public consultation inviting the public to make representations on the aspects of governance of community councils and their relationship with Clackmannanshire Council which the Scheme details.
December 2017:	Council consider any revised draft proposals on the contents of a proposed new Scheme. If there are none, Council may consider adopting a new Scheme.
February 2018:	If required, the public will have a 4-week period in which to make any final representations on the proposed document.
April 2018:	Council will consider any final representations and will formally adopt a new Scheme.
April 2018:	Public notice of the adopted Scheme and invitation for electors to apply for establishment in areas where no community council exists.

1.2. The eventual Scheme is timetabled for implementation in 2018.

CLACKMANNANSHIRE COUNCIL

THIS PAPER RELATES TO ITEM 07

ON THE AGENDA

Report to:	**Council**
Date of Meeting:	**12 December 2017**
Subject:	**Housing Need and Demand Assessment**
Report by:	**Head of Housing and Community Safety**

1.0 Purpose

1.1. To approve an updated Housing Need and Demand Assessment (HNDA). This sets out the research undertaken to identify housing needs in the area, and the governance and consultation process needed to achieve 'robust and credible' status from the Scottish Government.

2.0 Recommendations

2.1. Members are asked to approve the Housing Need and Demand Assessment (HNDA), commenting and challenging as appropriate.

3.0 Governance and consultation

3.1. The HNDA production, consultation and sign-off is overseen by a 'Housing Market Partnership'. External stakeholders are central to the HNDA consultation process. A mix of housing developers, RSLs, tenant organisations, estate and letting agents, private landlords and service users were consulted directly. A summary and short questionnaire has been published on the council's online consultation database, 'Citizen Space'. However, a very limited number of responses were received which has not altered the main findings.

3.2. A full copy of the HNDA is attached as appendix 1. This paper summarises key findings.

3.3. The HNDA will inform future housing policy in the revised versions of the Local Housing Strategy and the Local Development Plan (Planning Service).

4.0 Background

4.1. The Government provided a new software toolkit to calculate the figures contained within this report. The HNDA is designed to give broad, long-term estimates of future housing requirements and to provide the evidence base to underpin policy decisions for future Local Housing Strategy (LHS) and development plans.

4.2. The new HNDA guidance states the following core elements are to be included in the completed document:

- Key Housing Market Drivers.
- Housing Stock - profile and pressure.
- Estimate of additional homes required (HNDA Toolkit).
- Specialist Provision.

4.3. The six main processes to achieve a quality output are:

- A Housing Market Partnership (HMP) has been set up to oversee production (in Clackmannanshire, the partnership includes Housing, Planning and Social Services).
- Housing Market Areas defined using guidance outlined below and verified by the HMP.
- Methodology and limitations are given full explanation in the HNDA document.
- Assumptions, judgements and scenarios to be well reasoned and transparent.
- All key findings will be summarised.
- HNDAs are to be signed off by relevant senior officials in Housing and Planning.

4.4. The HNDA toolkit is populated with the Housing Market Areas that local authorities have provided. The boundaries initially derived in 2010, have been updated in line with boundaries used in the Local Development Plan. Forestmill is now in the Dollar HMA rather than Alloa HMA. This has no significant impact on the study due to the current small number of households contained in Forestmill.

Housing Market Area (HMA) Explanation

4.5. The origin and destination of house buyers is used to identify migration patterns across settlements and the containment areas they are likely to search in when moving property. The analysis shows three areas of market connectivity within the Clackmannanshire boundary, as follows:

HMA 1 (Alloa): Alloa/Clackmannan/Sauchie/Tullibody,

including the 'adjoining' settlements of:

Kennet, Cambus, and Fishcross.

HMA 2 (Hillfoots): Alva/Menstrie/Tillicoultry

including the 'adjoining' settlements of:

Coalsnaughton and Devonside.

HMA 3 (Dollar): Dollar

including the 'neighbouring' settlements of:

Muckhart and Forestmill.

5.0 Key Housing Market Drivers

5.1. This section sets out the evidence on key demographic and economic drivers in our local housing markets. The purpose of this is to improve understanding of key issues, and the evidence is used to estimate housing need and demand. Key facts and issues were identified as follows:

5.1.1. 68% of households in Clackmannanshire are one or two persons.

5.1.2. The 2012 based population projections show a small increase of around 0.1% annually to 2021, which is an average increase of around 38 people a year. From 2022, the population is set to decrease by -0.2% annually to 2037. This reverses the trend from the previous HNDA based on 2008 population projections of annual growth of 1%.

5.1.3. The 2012 household projections set out a 0.4% rise of around 100 new households every year. Of these newly forming households, 100% will be single or couple households. There will be fewer heads of population but more, smaller, households.

5.1.4. Out-migration from Clackmannanshire is highest among 16-29 year olds, resulting in a projected decrease of 12% of the working population to 2037.

5.1.5. In the owner occupied market, house prices have remained fairly flat between 2011 and 2016, with average house prices rising around £1,000 annually which is less than 1% each year. The housing market in Clackmannanshire is taking longer to recover from the downturn in 2008 than the rest of Scotland.

5.1.6. The lower end of the market, related to first time buyers, is again showing modest increases of around 1% annually, from £57,000 in 2011 to £60,000 in 2016.

5.1.7. Since 2013, unemployment in Clackmannanshire has dropped from 9.5% (2,300 people), almost double the Scottish average, to 5.5% (1,400 people) and in line with the average unemployment rate across Scotland.

5.1.8. Despite rising employment, average household income in Clackmannanshire has fallen from £25,289 in 2010 to £24,693 in 2016. Six in ten (59%) local authority and RSL tenants are claiming housing benefit (59%).

6.0 Housing Stock Profile, Pressures and Management issues

6.1. This section profiles local housing stock and identifies pressures, such as the mismatch between supply and demand, or housing management issues such as overcrowding.

6.1.1. The 2011 census data puts the number of households in Clackmannanshire at 22,734. Of these, 62% are owner occupied, 21% rented from the Council, almost 8% other social landlords and 8.3% are privately rented.

6.1.2. Owner occupation in Clackmannanshire and Scotland, rose consistently between 1991 and 2009, then dropped by 4% between 2009 and 2011. (Census 1991, 2001 & 2011, Assessors data, 2009.)

6.1.3. Census information and assessors data shows that the private rented sector in Clackmannanshire remained unchanged at 5% of stock over the last 20 years then increased by over 3% to 8.3% between 2009 and 2011. The rest of Scotland showed a similar trend.

6.1.4. There is a high proportion of large properties in the owner occupied sector; 31% have 4 or more bedrooms and nearly 79% of owner occupiers are under occupied by 1 or more bedrooms. Less than 1% of owner occupiers are overcrowded. (Private Sector stock condition survey, 2009.)

6.1.5. There are currently 38 transfer social housing applicants on the waiting list, 5% of those in need, with overcrowding points.

6.1.6. Between 36% and 47% of all Council lets go to homeless applicants, the majority of whom are single households. There are around 130 - 160 one bedroom council properties available to let each year. There are currently 511 people on the housing list in need of a one bedroom property. This makes up 70% of the waiting list need.

6.1.7 The majority of Council properties that become available each year have two bedrooms. The stock profile is:-

27% 1 bed,
45% 2 bed
25% 3 bed
3% 4+ bed.

There are only two 5 bedroom properties in the council's stock.

7.0 Estimating Housing Need and Demand

Table 1. Clackmannanshire Council and Housing Market Areas

Annual Estimates of Future Additional Housing, by Tenure, 2016 to 2035

Number of household who can afford:	Annual[1] estimates of future additional housing			
	Clackmannanshire			
	2016 - 2020	**2021 - 2025**	**2026 - 2030**	**2031 - 2035**
Social rent	53	15	3	-4
Below market rent	22	11	2	-2
Private rent	11	5	1	-1
Owner occupation	36	18	4	-4
Total	**122**	**50**	**10**	**-11**
	Alloa HMA			
Social rent	34	10	2	-3
Below market rent	14	7	2	-1
Private rent	6	2	0	0

Owner occupation	21	11	2	-2
Total	**75**	**30**	**6**	**-6**
	Dollar HMA			
Social rent	3	1	0	0
Below market rent	1	0	0	0
Private rent	2	1	0	0
Owner occupation	2	1	0	0
Total	**8**	**3**	**0**	**0**
	Hillfoots HMA			
Social rent	16	4	1	-1
Below market rent	7	3	1	-1
Private rent	3	1	0	0
Owner occupation	13	7	1	-1
Total	**39**	**15**	**3**	**-3**

7.1. The results in the above table are shown for 5 year time intervals. Results in bold signify the number of additional housing units needed each year. Key findings from the HNDA model are:

7.1.1. 122 new homes are needed per annum, which results in 610 over the 5 years to 2020.

7.1.2. There is a need for 180 owner occupied properties in the period to 2020. This compares with the figure of 950 for owner occupied properties for the same period in the existing HNDA. This decrease has been influenced by reduced population projections stemming from the low number of new build completions in recent years and subsequent slow down of inward migration to the area. As a small area, Clackmannanshire is heavily influenced by the ability to attract new households from neighbouring areas with new housebuilding.

7.1.3. The additional demand for private renting over 5 years will be 55 new lets. This is a comparatively healthy private rented market compared with historic trends.

7.1.4. The Housing Market breakdown shows that 61% of demand is for the main population centre in the Alloa, Tullibody, Clackmannan corridor. The Hillfoots demand is around half that at 32%.

7.1.5. The need for social rented housing as a proportion of overall housing need is broadly similar across all HMA's at around 43%. The need for new owner occupation is slightly lower at 30%.

7.1.6. The most noteworthy finding from the model is the significant reduction in the projected need for affordable housing. ('social rent' plus 'below market rent'). Need is now assessed at 505 units in the 10 year period to 2025. This is reduction of over 3,000 units from the current HNDA which projected need for 4,770 affordable properties in 10 years to 2025. Whilst this is still a sizeable number, it does support the anecdotal evidence reported by officers of demand softening for certain house types and locations, making some properties harder to let. Proposed new build and refurbishment programmes

will need to carefully consider such factors, rather than being solely driven by the projected demand.

7.1.7. The model also shows the long term need for additional housing is likely to decline by around a third to 2035. This trend is driven by low or declining long term population projections.

8.0 Specialist Provision

8.1. To cater for future specialist housing provision that occurs with an aging population, careful consideration will be required on suitable types of housing to assist independent living at home.

8.2. Clackmannanshire will experience a sharp increase in older people over the next two decades. The older population aged 65+ is due to increase by 62% by 2037.

8.3. More than 97% of older people live in the community rather than a care home or other institution. Aspirations and policy drivers will mean that the proportion of older people living in the community will continue to grow.

8.4. Fuel poverty continues to be an issue for older households and can adversely effect the health and wellbeing of older people.

8.5. The majority of older households live in the private sector so there is merit to encourage the private sector to provide small, well designed mainstream homes to meet the needs of older people.

8.6. More than half of people aged 65+ felt their daily activities are limited by health or disability, increasing need for assistance to maintain independent living.

8.7. The incidence of dementia has grown in recent years and this trend is projected to continue. Alzheimer's Scotland estimates around 724 people currently live with dementia in Clackmannanshire (just over 3% of all households have at least one person suffering with the condition).

8.8. Evidence points to a stagnated supply in the overall numbers of specialist housing for older people and a decline in care home places.

8.9. Qualitative information on housing preferences shows older people would prefer to live in their own home as long as possible. Where there is a preference to move, smaller, low rise homes in good locations are the aspiration.

8.10. Demand for adaptations across all tenures will continue to grow.

8.11. The changing demographic over the next two decades will put pressure on the suitability of existing stock to meet needs and the associated range of support required to maintain independent living.

9.0 Care & Support Services

9.1. Almost 4,700 people in Clackmannanshire carry out some form of unpaid care, just over 4,000 provide care for a family member and the majority for a partner.

9.2. A further 2,500 people receive some sort of social care service in their home to help with meals, shopping and personal care. Of those in receipt of care 78% are over 65.

9.3. 1,800 homes in Clackmannanshire have a community alarm system.

9.4. Physical disability is driven by frailty in old age and the over 75 group will see a steep increase in demand over the next 20 years. Complex care is masked within physical disability trends as they are in low in prevalence but high in unit cost. The cost of such services increases with age as clients will have multiple contacts with services such as MECS and support workers.

10.0 Sustainability Implications

10.1. None

11.0 Resource Implications

11.1. None

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

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

11.4. Staffing

11.5. There are no staffing implications arising from this report

12.0 Exempt Reports

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

13.0 Declarations

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

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

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

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

14.0 Equalities Impact

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

Yes ☐ No √

15.0 Legality

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

16.0 Appendices

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

Appendix 1 – Housing Need and Demand Assessment

17.0 Background Papers

17.1. 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).

Appendix 1 Housing Need and Demand Assessment

Yes ☐ (please list the documents below) No ☐

Author(s)

NAME	DESIGNATION	TEL NO / EXTENSION
Kate Fleming	Senior Housing Strategy Officer	2361

Approved by

NAME	DESIGNATION	SIGNATURE
A Khan	Head of Service	Signed: A Khan
Nikki Bridle	Depute Chief Executive	Signed: N Bridle

Appendix 1

Clackmannanshire Council

Housing Need and Demand Assessment

CHAPTER 1

1.0 Introduction

Establishing a clear picture of housing need and demand in Clackmannanshire is essential to inform Council policy in relation to future housing provision and stock management.

As such, this Housing Needs and Demand Assessment (HNDA) has been carried out in line with the national HNDA Guidance (Scottish Government, June 2014). The findings of this study will be appraised by the Scottish Government Centre for Housing Market Analysis (CHMA), to ensure a robust and credible assessment.

Clackmannanshire Council last carried out a HNDA in 2010, with the information forming the basis for the Council's Local Housing Strategy (2012- 2017).

Through the analysis it contains, the Housing Needs and Demand Assessment (HNDA) will allow the Council and its partners to develop a greater understanding of how the local housing market operates.

1.1 Content

1.1.1 Outputs

The HNDA is made up of four key outputs

- Key housing market drivers
- Estimate of additional homes required
- Specialist provision
- Housing stock - profile and pressures

1.1.2 Process

There is a six point process checklist

- A Housing Market Partnership has been set up to oversee production of the HNDA and other stakeholders have been engaged with separately.

- Housing Market Areas (HMA) have been agreed with the Housing Market Partnership HMP) and are considered in the productions of all core outputs.

- The methodology, limitations and quality control mechanisms are given full technical explanation.

- Assumptions, judgements and scenarios are well reasoned and transparent.

- Key findings have been summarised, using the template provided and in no more than 2 pages.

- HNDAs have been officially signed off by the Head(s) of Housing and the Head(s) of Planning or the designated senior official.

1.2 Methodology

Data sources are suggested in the HNDA guidance. Where there are several data sources, they will be compared to decide which is the highest quality and full reference to the source data is available throughout the document.

1.2.1 Governance and Consultation

The HNDA will be overseen by a Housing Market Partnership (HMP). The membership of the HMP includes housing, planning and social service officials. It is not a requirement for the HMP to include external stakeholders, but members are responsible for ensuring stakeholder consultation during the production of the HNDA.

1.2.2 Housing Market Areas

The study is based on housing market areas (HMA) identified within the Clackmannanshire boundary. Housing market areas were previously defined in 2010, using house price data to examine patterns of household movement across the Forth Valley area.

Looking at origin and destination of buyers identified trends in migration patterns across settlements and identified areas of containment, pressure in terms of high prices, and high levels of inward / outward migration.

Households in Alloa mainly move within Alloa (33%), but 17% will purchase in Clackmannan, 21% in Sauchie and 11% in Tullibody/Cambus. As a large percentage of people moving home in these settlements sought a dwelling within this area, it would conclude that these settlements make up the Alloa HMA.

The Coalsnaughton/ Devonside/ Fishcross area has links to the settlements of both Alloa (13%) and Tillicoultry (11%) as a destination. Due to the very small number of transactions involved, the analysis at this level is inconclusive. Geographically, Fishcross is more likely to be influenced by the Alloa HMA and Coalsnaughton and Devonside by the Hillfoots HMA. Fishcross will therefore move into the Alloa HMA.

Menstrie is also only showing tenuous links to the rest of the Hillfoots HMA, and is probably more linked to Stirling's HMA. There is further evidence to suggest this as 63% of purchasers of properties in Menstrie are not from Clackmannanshire i.e. inward migration. However, as this study is primarily relating to the predefined Clackmannanshire local authority area, Menstrie remains in the Hillfoots HMA.

Dollar remains unlinked to any other settlement and has it's own unique stand-alone housing market, 83% of purchasers in Dollar originate from Dollar.

Forestmill is allocated as a new settlement in the Local Development Plan. The current settlement has only had 6 house sales in the past 7 years, so there is no

evidence that places Forestmill. As it is currently a rural settlement, it has been placed with other rural settlements of Dollar and Muckhart. This is a slight adjustment from 2010, when Forestmill was within the Alloa HMA.

The analysis shows three spheres of influence existing within the Clackmannanshire boundary, these are the three HMAs and are identified as follows:

HMA 1: Alloa/Clackmannan/Tullibody, including the 'lower level' settlements:

- Sauchie;
- Kennet;
- Cambus, and;
- Fishcross.

HMA 2: Alva/Menstrie/Tillicoultry including the 'lower level' settlements:

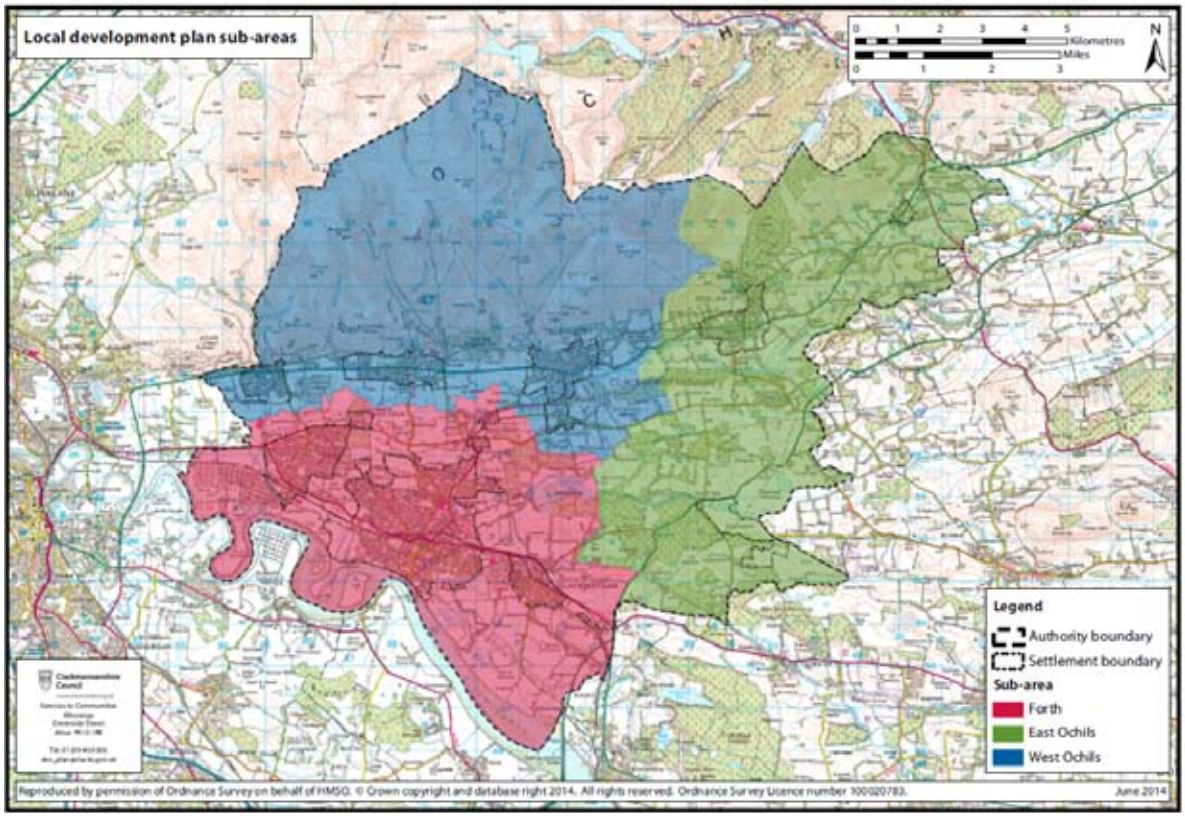
- Coalsnaughton, and;
- Devonside.

HMA 3: Dollar including the 'lower level' settlements:

- Muckhart.
- Forestmill.

The defined housing market areas are set out on the map below.

Map 1 Housing Market Areas



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CHAPTER 2

2.0 Key Housing Market Drivers

2.1 Demographic trends

The population in Clackmannanshire grew slowly from 50,480 in 2008 to 51,422[1] in 2011. This is an average of 0.6% annual increase, or 942 people over 3 years, compared to the 1% growth over the same period that was predicted in the 2008 based population projections.

One of the reasons for smaller growth in population could be the considerable drop in private house completions in Clackmannanshire. Between 2008 and 2011, 252 new houses have been completed in the private sector (around 63 per annum), this was the fewest completions of any other Scottish Local Authority. The downturn in housing development means the area will fail to attract inward migration and new households.

There has been an upturn since 2012 with an average of 77 new private homes per year to 2016, 309 in total, this is still far short of the pre-2008 levels of house building when there were between 300 to 400 completions a year.

2.1.1 **Household Composition** (size, age, type)

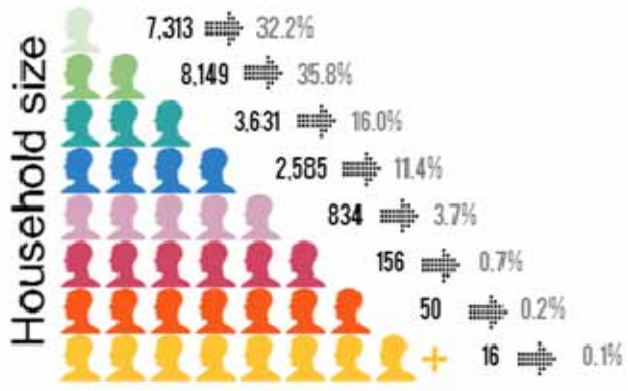
National Records of Scotland estimated 22,950 households in 2010, while the 2011 Census reports 22,734. (Not all households will have been resident at the time of the Census.)

At the 2011 census, the majority of households in Clackmannanshire, 68%, consist of one or two persons. Single person households make up around a third of all households, this is the same as the rest of Scotland. The graph below shows the full breakdown of household size in Clackmannanshire.

Infographic 1

Households by size

2011



2001

Total number of households (with residents)	20,558
- % 1 person	31.32
- % 2 people	33.55
- % 3 people	16.57
- % 4 people	13.31
- % 5 people	3.96
- % 6 or more people	1.30

[1] Census 2011

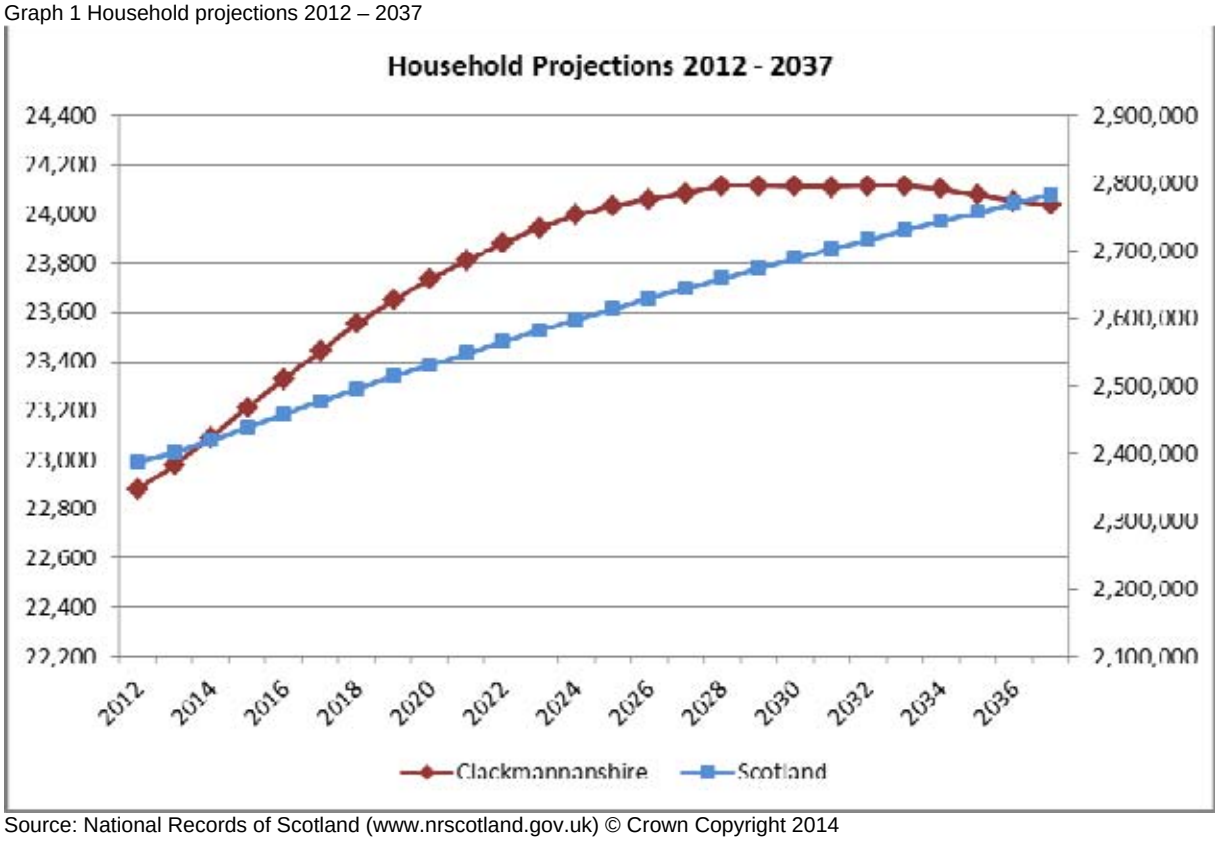
© Crown Copyright 2014

2.1.2 **Household projections**

Graph 1 below sets out the overall 2012 based household projections for Clackmannanshire. The number of households is set to rise slowly from 22,881 in 2012 to 23,881 in 2022, which is around an extra 100 new households every year, just over 0.4% growth per annum.

Over the 25 years, 2012 to 2037, the number of households in Clackmannanshire is predicted to grow just 5%. This is compared to the numbers of Scottish households growing by 17% in the same period.

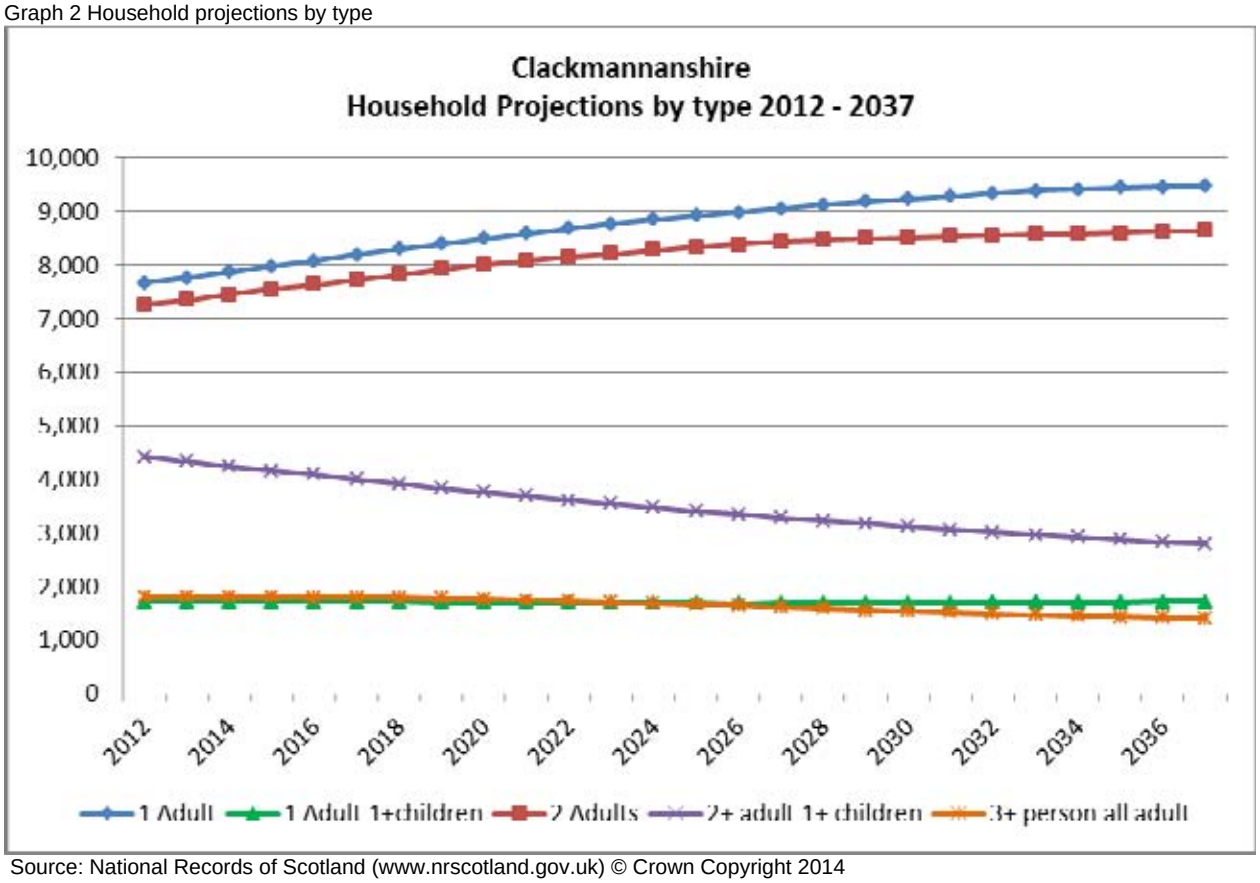
Graph 1 Household projections 2012 – 2037



Source: National Records of Scotland (www.nrscotland.gov.uk) © Crown Copyright 2014
Household Projections for Scotland 2012 based

Of the additional 100 households forming per annum, 100% will be either single person or couple households. Households containing 2+ adults and 1+ children are predicted to decline the most of all household types at around 80 every year. The rise in 1 and 2 adult households, will mean that by 2037, 75% of all households will be made up of single people and couples.

Graph 2 Household projections by type



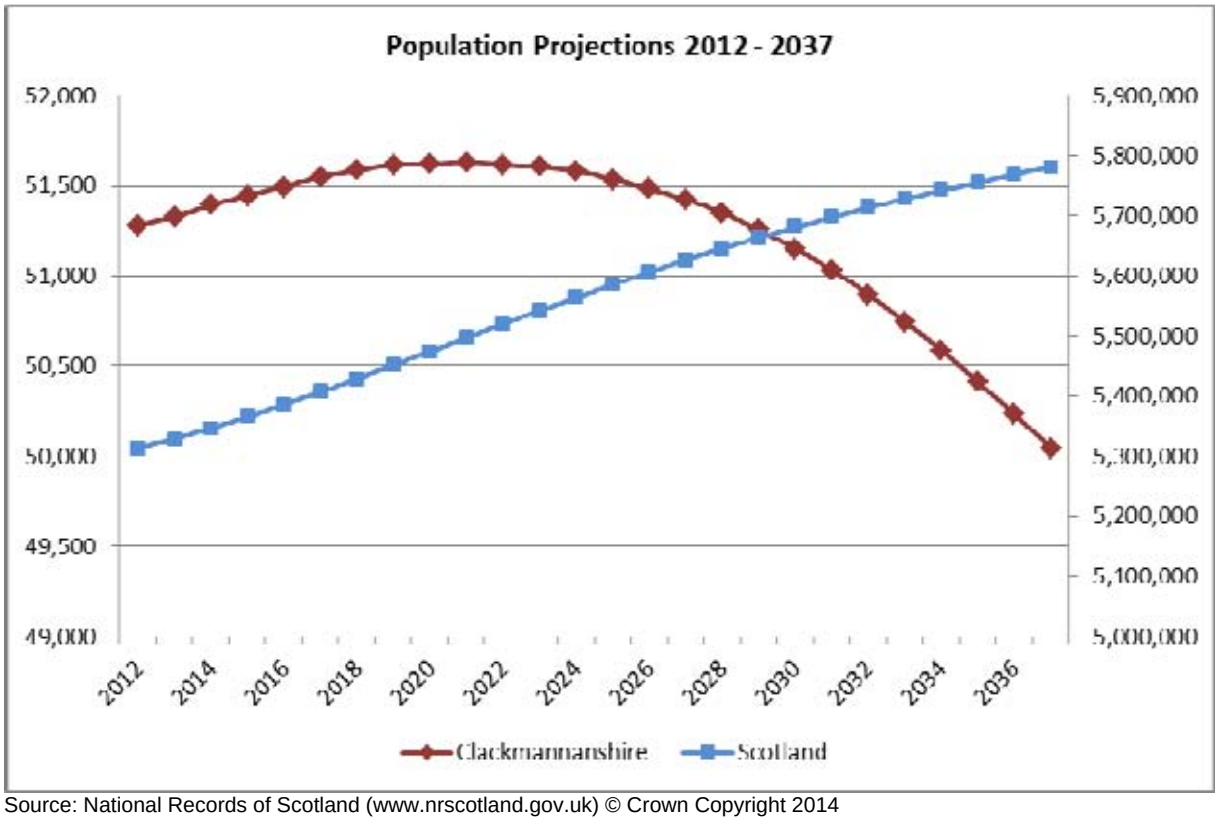
Source: National Records of Scotland (www.nrscotland.gov.uk) © Crown Copyright 2014
Household Projections for Scotland 2012 based

2.1.3 **Population projections (2012 based)**

The 2012 based population projections predict a slight increase in the population from 51,280 in 2012 to 51,629 in 2021. This is around 39 people per annum on average, less than 0.1% annually until 2021. From 2022 onwards the population is predicted to decline to 50,043 by 2037. This is an average of 105 people fewer each year, or -0.2%.

Population projections in Clackmannanshire fall well below the predicted increase in Scotland of around 0.3% per annum between 2012 and 2037, an overall growth of 9% of the population over 25 years. In comparison, the population in Clackmannanshire will have fallen by around 2.5%.

Graph 3 Population Projections 2012 - 2037



Source: National Records of Scotland (www.nrscotland.gov.uk) © Crown Copyright 2014
Population projections for Scotland 2012 based.

2.1.4 **Percentage change in population (2012 based) by Age group**

By 2037, there will be just over 7,300 people of working age in Clackmannanshire, which is a reduction of 12%, suggesting that younger people are moving out of the area. Additionally, there will be an increase of just over 6,900 people over the age of 65, an increase of around 16%.

Although the population is predicted to fall, household numbers are due to rise. As previously stated, this is due to household size falling with all newly forming households being single people or couples. The tables 1 to 4 below show the annual changes in the age of the population.

Tables 1 and 2 show the annual percentage changes in the population by all ages and split into working age and over 75s.

Table 1

	All Ages				
	2017	2022	2027	2032	2037
Scotland	1.8%	2.1%	1.5%	1.6%	1.2%
Clackmannanshire	0.5%	0.1%	-0.4%	-1.0%	-1.7%

Table 2

	Working Age					75+				
	2017	2022	2027	2032	2037	2017	2022	2027	2032	2037
Scotland	1.2%	0.1%	0.4%	0.2%	-0.3%	9.8%	16.3%	11.0%	11.9%	12.9%

Clackmannanshire	-0.7%	-3.2%	-2.2%	-2.5%	-4.0%	16.3%	26.9%	14.9%	12.2%	12.9%

Source: National Records of Scotland (www.nrscotland.gov.uk) © Crown Copyright 2014
2012-based principal population projections for Council areas by sex and single year of age, by Council area, 2012-2037

Tables 3 and 4 demonstrate the age of the population as a percentage of the total population by all ages and split into working age and over 75's.

Table 3

	All Ages				
	2017	2022	2027	2032	2037
Scotland	1.8%	3.9%	5.9%	7.5%	8.8%
Clackmannanshire	0.5%	0.7%	0.3%	-0.8%	-2.4%

Table 4

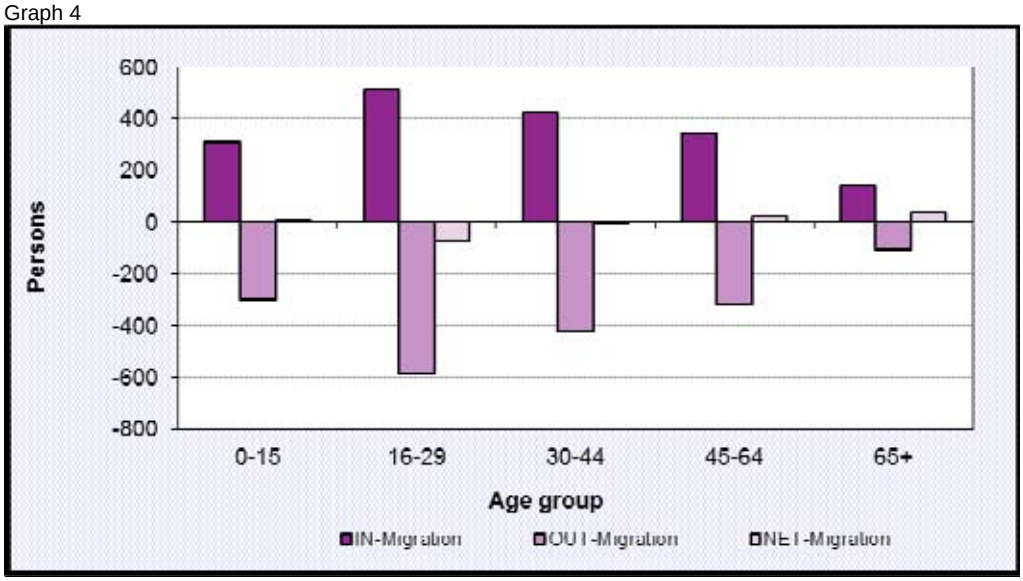
	Working Age					75+				
	2017	2022	2027	2032	2037	2017	2022	2027	2032	2037
Scotland	1.2%	1.3%	1.6%	1.8%	1.4%	9.8%	27.8%	47.3%	64.8%	86.1%
Clackmannanshire	-0.7%	-3.9%	-6.7%	-9.1%	-12.7%	16.3%	47.6%	78.6%	100.4%	126.3%

Source: National Records of Scotland (www.nrscotland.gov.uk) © Crown Copyright 2014
2012-based principal population projections for Council areas by sex and single year of age, by Council area, 2012-2037

2.1.5 **Migration (net)**

Net migration is greatest amongst 16-29 year olds who are generally the most transient age group there was a total outward migration of 73 16-29 year olds the past 3 years. There were 36 additional people aged over 65 coming in to Clackmannanshire and overall, during this period, there was a net out migration of 6 people.

Migration, in, out, and net, Clackmannanshire, annual average 2013-15*
Graph 4

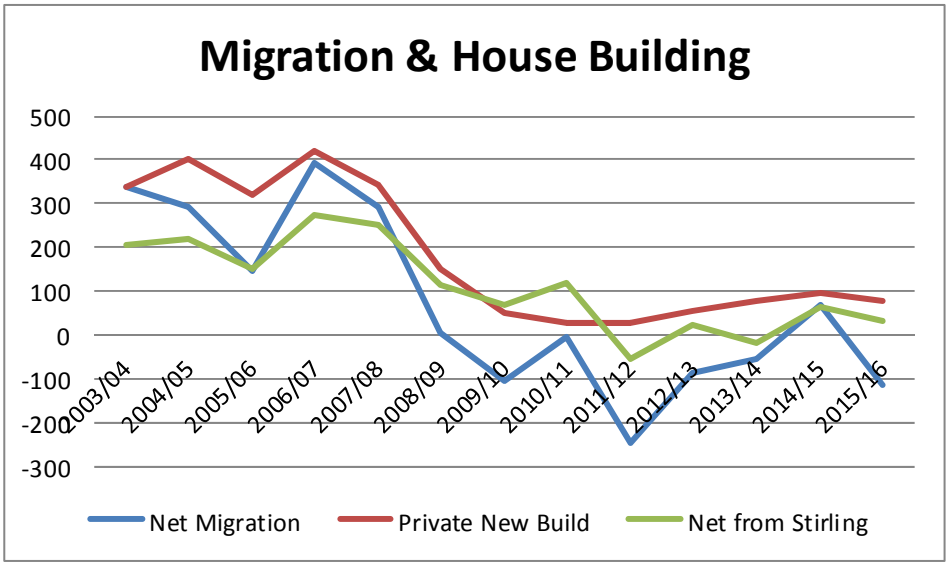


*Migration figures are based on a 3-year average and include migration within Scotland, between Scotland and the rest of the UK, and between Scotland and overseas. They do not include asylum seekers and armed forces movements.
Source: National Records of Scotland (www.nrscotland.gov.uk) © Crown Copyright 2014
Council Area Profiles

Longer term migration trends show net migration very closely linked to new house building and this is very apparent in Clackmannanshire' where the number of new houses being built peaks in 2006/07, so too do the number of people coming in to the Local Authority area. Migration in the area is heavily influenced by neighbouring Stirling with more than double the number of people originating from Stirling than any other neighbouring authority.

Clackmannanshire is heavily reliant on its housing market to attract new people in to the area, more so than employment or educational opportunities.

Graph 5



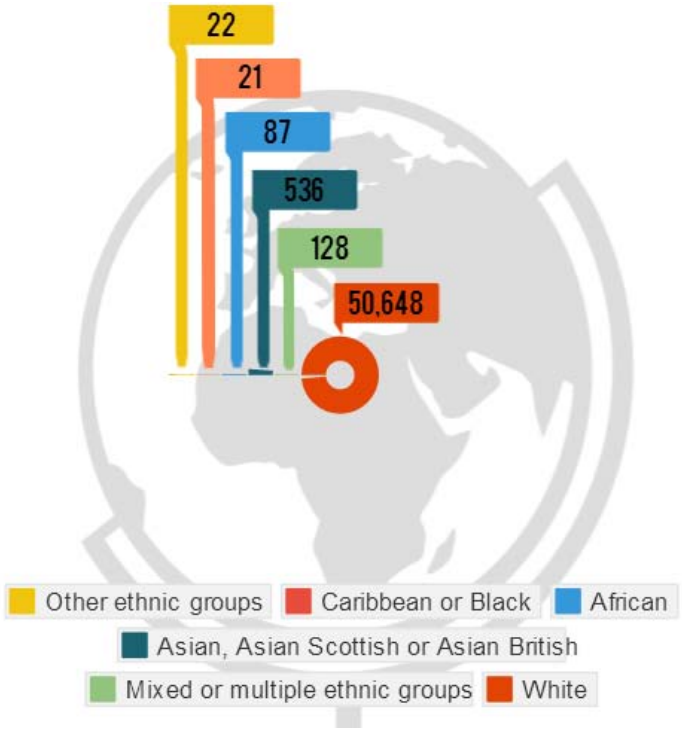
Source: National Records of Scotland (www.nrscotland.gov.uk) © Crown Copyright 2014
Council Area Profiles

2.1.6 **Population profiles for equality groups by ethnicity**

According to the 2011 census, the ethnic population of Clackmannanshire was around 1.5%, compared to 7.6% ethnic minorities living in Scotland. 45,387 (88%) of residents in Clackmannanshire are white Scottish, compared to 84% in Scotland.

The Gypsy Traveller population at the 2011 census was 68 or 0.1% of the population, comparing to 1% Gypsy Travellers living in Scotland overall.

Infographic 2



Source:2011 Census © Crown copyright 2014

2.2 Affordability trends

Affordability of housing is based on the cost of buying or renting a property compared to household income. Mortgages are generally measured at 4 times gross household income and rents are considered affordable at 25% of gross weekly income.

2.2.1 Average House Prices

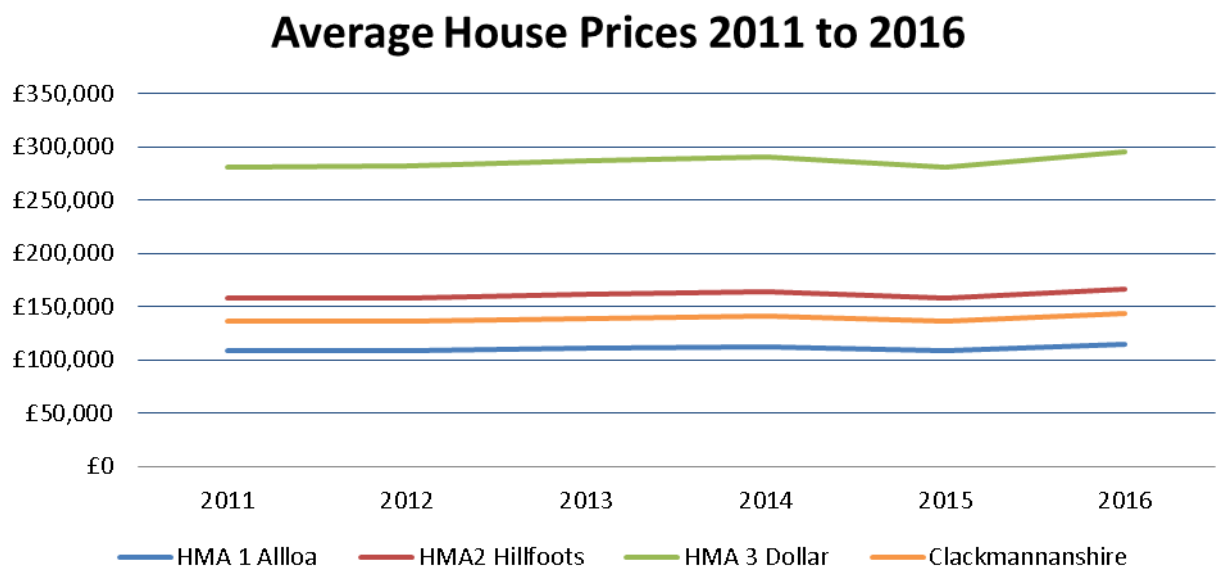
House prices in the area had fallen every year from 2007 until 2011 before rising slightly. Generally, house prices have recovered from the housing slump but over the past 6 years have remained somewhat static. The increase over 6 years, 2011 to 2016, in total is only around £8,000 on average which is just under 6%.

Table 5
Average House Prices

	2011	2012	2013	2014	2015	2016
HMA 1 Allloa	£108,396	£108,830	£110,680	£112,450	£108,396	£114,108
HMA2 Hillfoots	£157,797	£158,428	£161,122	£163,700	£157,797	£166,105
HMA 3 Dollar	£280,562	£281,685	£286,473	£291,057	£280,562	£295,334
Clackmannanshire	£135,894	£136,438	£138,787	£140,997	£135,894	£143,049

Source: Register of Sasines & HNDA Tool, Scottish Government December 2016

Graph 6



Source: Register of Sasines & HNDA Tool, Scottish Government December 2016

2.2.2 **Lower Quartile House Prices**

Lower quartile house prices are a measure of how the first time buyer market looks. In line with average property prices in the area, there are modest increases year on year and 5% increase over the 6 year period.

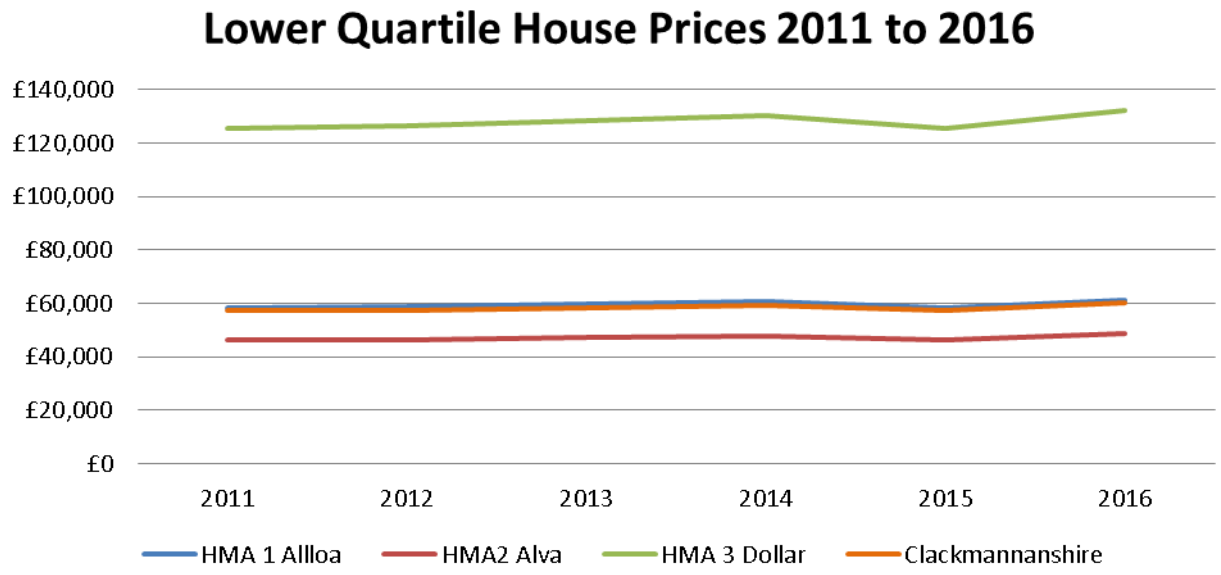
Table 6

Lower Quartile (lowest 25%) House Prices

	2011	2012	2013	2014	2015	2016
HMA 1 Allloa	£58,277	£58,510	£59,505	£60,457	£58,227	£61,346
HMA2 Alva	£46,067	£46,251	£47,038	£47,790	£46,067	£48,492
HMA 3 Dollar	£125,676	£126,179	£128,324	£130,337	£125,676	£132,293
Clackmannanshire	£57,101	£57,330	£58,304	£59,237	£57,101	£60,108

Source: Register of Sasines & HNDA Tool, Scottish Government December 2016

Graph 7



Source: Register of Sasines & HNDA Tool, Scottish Government December 2016

2.2.3 **Volume of house sales**

The volume of sales seems to be increasing at a higher rate than prices. The increasing volume shows that households are more willing to move and able to access the finance to do so.

Table 7

	2011	**2012**	**2013**	**2014**	**2015**	**2016**
HMA 1 Alloa	310	335			407	406
HMA2 Alva	39	113			318	220
HMA 3 Dollar	47	41			79	52
Clackmannanshire	396	491	791		804	678

Source: Register of Sasines (no area figures for 2013 and 2014)

2.2.4 **Rental prices**

The tables below shows the average weekly rental prices by tenure and size. Council rates have increased at a higher rate than any other rented tenure. As the Council's pricing structure is fairly flat, there is only a marginal difference in price of £7 per week between a 1 apt Council property and a 5 apt Council property. In the private sector, the difference between the cost of a 1 apt and 5 apt property is almost £100 per week.

Table 8

Council Rent rates 2009 & 2016

Apt. Size	Council (2009/10)		Council (2016/17)		% Increase between 2009 and 2016
	House	Flat	House	Flat	
1	£51.80	£50.86	£72.47	£71.15	40%
2	£53.05	£52.08	£74.23	£72.84	40%
3	£54.33	£53.36	£76.03	£74.65	40%
4	£55.44	£54.51	£77.56	£76.27	40%
5	£56.82	£55.89	£79.49	£78.18	40%
6+	£58.21		£81.43		40%

Table 9

RSL Rent rates 2009 & 2016

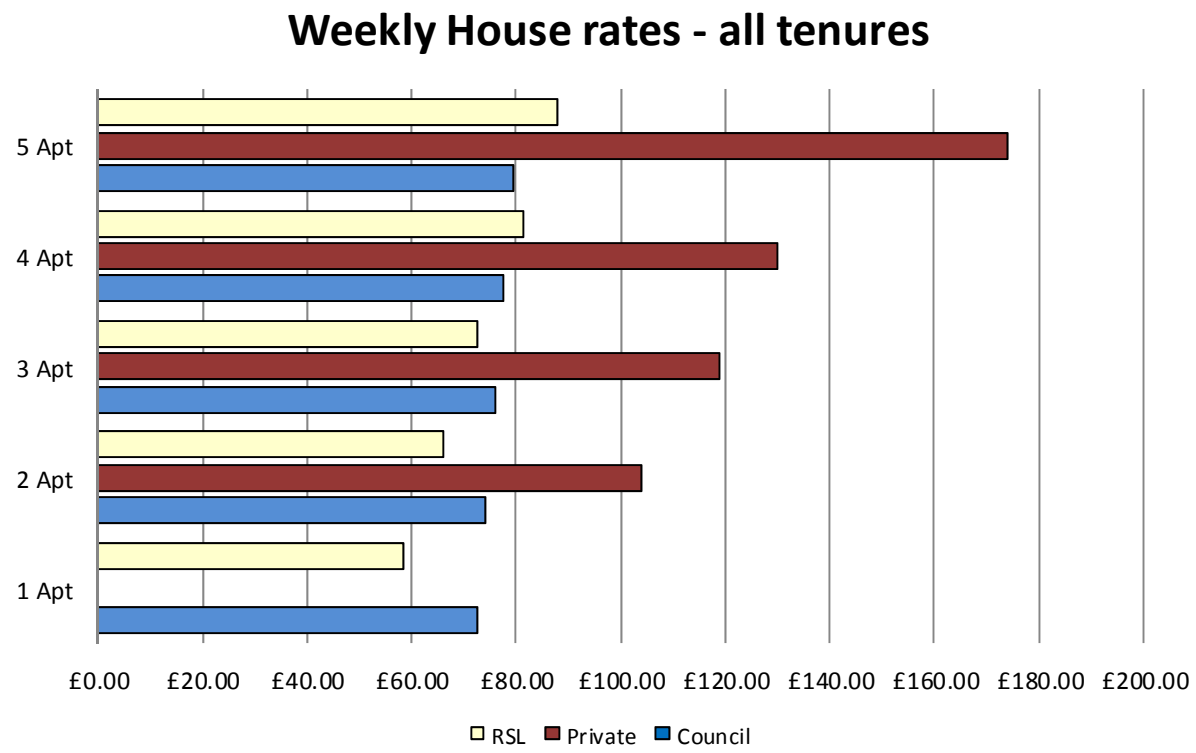
Apt. Size	RSL (2009)		RSL (Scottish Housing Regulator 2016)	% increase (on house)
	House	Flat	All	
1	£48.18	£53.39	£58.33	21%
2	£57.47	£52.96	£65.99	15%
3	£57.95	£55.48	£72.41	25%
4	£60.41	£62.77	£81.27	35%
5	£65.51	£65.78	£87.77	34%
6+	£65.51	£63.04		N/A

Table 10

Apt. Size	Private Rented (2009)		Private Rented (June 2014, Zoopla)		Private Rented (December 2016, Zoopla)		
	House	Flat	House	Flat	House	Flat	% Increase (approx.)
1						£87.00	
2		£62.88	£77.88	£82.88	£104.00	£83.50	32%
3	£78.08	£84.39	£100.73	£99.38	£119.00	£100.00	35%
4	£114.34	£101.60	£131.00	£121.15	£130.00	£121.50	16%
5	£127.54	£113.88	£137.31		£174.00		35%
6+	£176.01	£114.23	£298.85				N/A

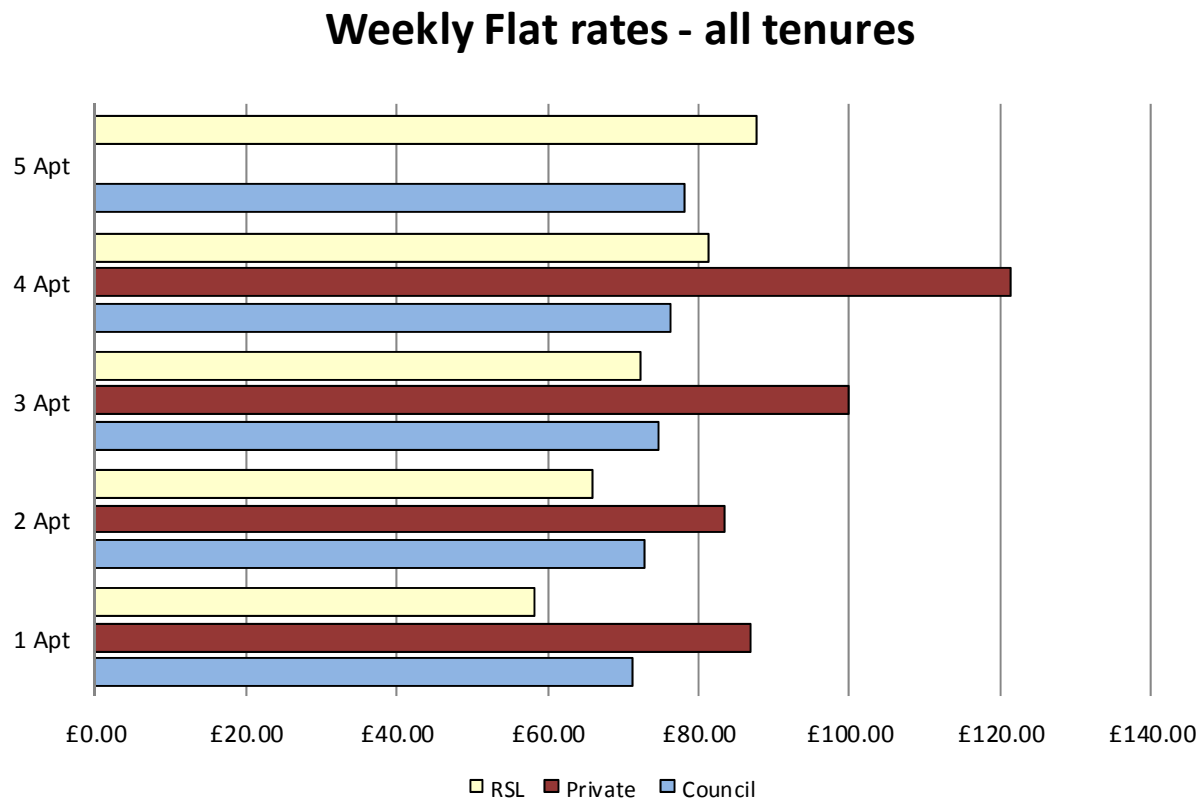
Graph 8

Rent Rates 2016



Graph 9

Rent Rates 2016



2.2.5 **Income (lower quartile and median)**

Median (mid point) Household Income

Households in Clackmannanshire have not seen any significant rise in household income since 2012 and households in the Alloa and Hillfoots areas are actually worse off than in 2010. This may be one of the reasons for house prices remaining constant as households are not in a position to increase borrowing on mortgages.

Table 11

	Median Income		
	2010 (CACI)	2012 (CACI)	2016 (HNDA Tool)
HMA 1 Alloa	£26,506	£22,044	£22,466
HMA2 Hillfoots	£30,048	£25,159	£25,713
HMA 3 Dollar	£31,408	£39,501	£40,019
Clackmannanshire	£25,289	£23,520	£24,693

Source: CACI, HNDA tool Kit - Scottish Government

Lower quartile households will tend to be households on some kind of benefits and or employed in minimum wage jobs. Even although the minimum wage has risen over the years, some benefits have been cut, so households on the lower end of the income scale have not seen any real change and will feel worse off in real terms.

Lower Quartile (lowest 25%) Household Income

Table 12

	Lower Quartile Income		
	2010 (CACI)	2012 (CACI)	2016 (HNDA Tool)
HMA 1 Alloa	£14,921	£13,492	£13,825
HMA2 Hillfoots	£16,010	£14,986	£15,358
HMA 3 Dollar	£19,233	£17,848	£18,381
Clackmannanshire	£14,620	£14,144	£14,625

Source: HNDA tool Kit - Scottish Government

2.2.6 **Loan to value mortgage rates for first time buyers**

The average First Time Buyer in Scotland in 2015 paid £127,000, with loan to value being around 85%. These figures equate to FTBs paying around 17% of their income on mortgage payments.

Source: CML regulated mortgage survey. www.cml.org.uk

2.2.7 **Number of first time buyers**

First-time buyers took out 8,500 new loans in Scotland in the third quarter of 2015, up from 5,900 the previous year. These loans totaled £920m in this period which was up almost 60% from £580m the previous year.

First-time buyers in Scotland tend to borrow less relative to income compared to the UK overall, due to comparatively lower property prices. First-time buyers in Scotland typically borrowed 3 times their income, still considerably less than the 5 times UK average seen in the second quarter of 2015.

Source: CML regulated mortgage survey. www.cml.org.uk

2.3 **Economic trends**

2.3.1 **LIBOR**

Current rates 09.06.16

UK 1 Month LIBOR - 0.27%

UK 3 Month LIBOR **-** 0.38%

Source:www.global-rates.com

2.3.2 **Interest Rates**

Current (04.08.16) Official Bank Rate 0.25%

Source: Bank of England

2.3.3. **Unemployment and employment rates**

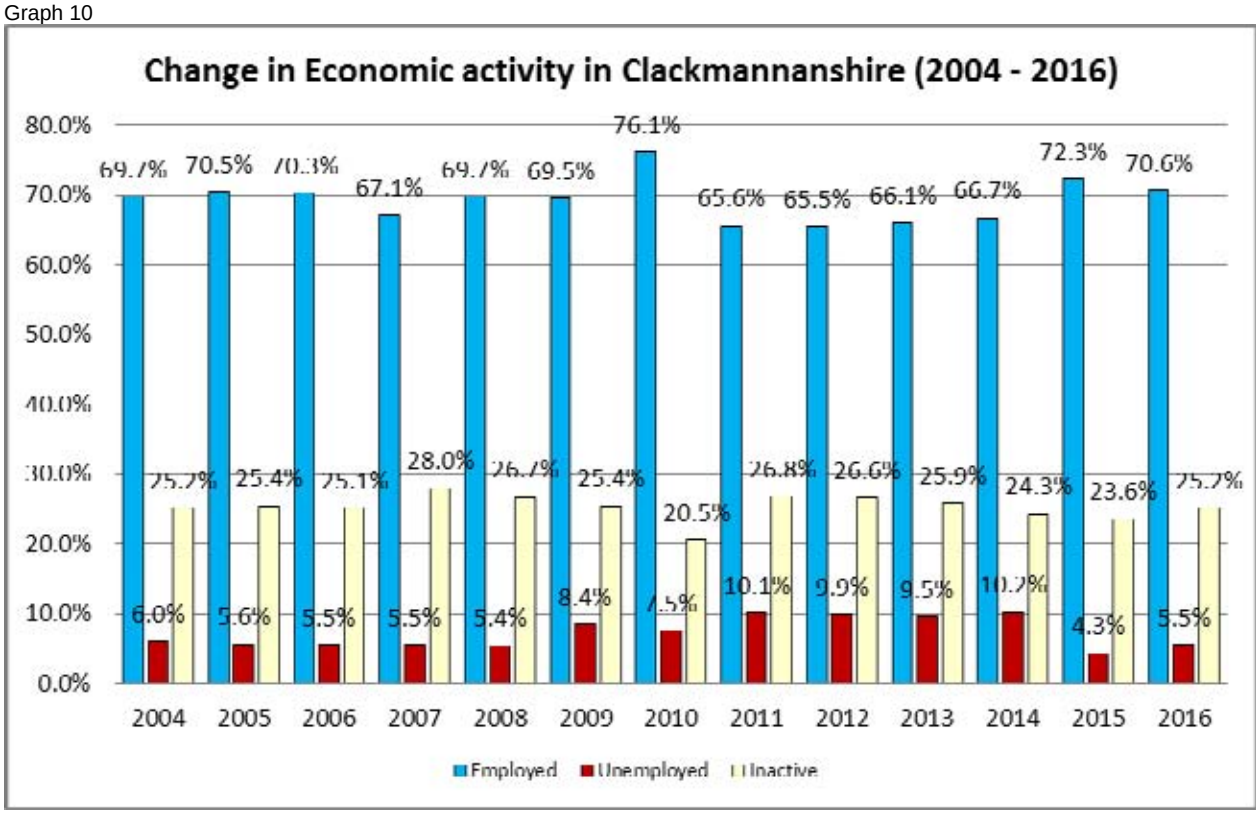
Employment rates in Clackmannanshire are currently around 70%, this is lower than the Scottish average of 72.9%.

Around 5.5% (1,400 people) of the working age population in Clackmannanshire are unemployed. This is very slightly higher than the Scottish average of 5.4%.

2.3.4 **Economic inactivity rates**

The economic inactivity rate in Clackmannanshire is around 25.2% (8,100 people), this is higher than the Scottish average of 22.8%.

Graph 10



Source: Annual population survey 2013 and NOMIS

2.3.5 **Number claiming housing benefit**

In December 2016, almost 3,100 Council tenants are claiming housing benefit, which means 64% of the 4,796 households renting from the Council are either on a low income or are claiming other benefits such as income support, job seekers allowance or pension credits etc.

2.3.6 **Welfare Reform**

Research carried out for the Scottish Government by Sheffield Hallam University found that Clackmannanshire is the 6th most affected of all local authorities in Scotland. The report has found that Clackmannanshire is losing £18m per year from its economy, an average loss of £520 for each working age person annually.

Delays in introduction and processing of new benefit payments such as Personal Independence Payment (replacing Disability Allowance) and Universal Credit being delayed to late next year, means we have not yet seen the full impact of reform and won't for the next few years.

HOUSING MARKET DRIVERS - Key Issues Table

LHS & Development Plan	Key Issues Identified in the HNDA
Demographic issues for the local housing market(s)	1. The 2012 based population projections show a small average increase of around 39 people a year to 2021 and from 2022,a decline of 105 people per year to 2037.-0.2%. This is a huge downwards shift from the figures used in the current HNDA based on 2008 population projections of annual growth of 1%. 2. There is to be a rapid rise in 75+ age group, and a decrease in the number of working age households. 3. Recent migration statistics show out-migration from Clackmannanshire is highest among 16-29 year olds.

Affordability issues for the local housing market(s)	1. In Clackmannanshire overall, house prices are nearly 6 times salary. 2. 64% of all Council tenants claim housing benefit or income support, and so are on low income. The numbers are rising over time. 3. The Dollar Housing Market area has an average house price of £295K, with income of just over £40K, making the average house price more than 7 times salary.
Economic issues for the local housing market (s)	1. Unemployment in Clackmannanshire is slightly higher than the rest of Scotland but the gap has closed over the last few years. Around 5.5% (1,400 people) of the working population are unemployed, compared to 5.4% average in Scotland. There are 900 more people in employment in Clackmannanshire than there were in 2013. 2. Reduction in the future numbers of working age households, coupled with the present issue of a higher than average unemployment rate could put a strain on the future economy of the area. 3. House prices in the local market have remained fairly flat over the last few years, and don't appear to be recovering in line with Scotland.

CHAPTER 3

3.0 Housing Stock Profile, Pressures and Management Issues

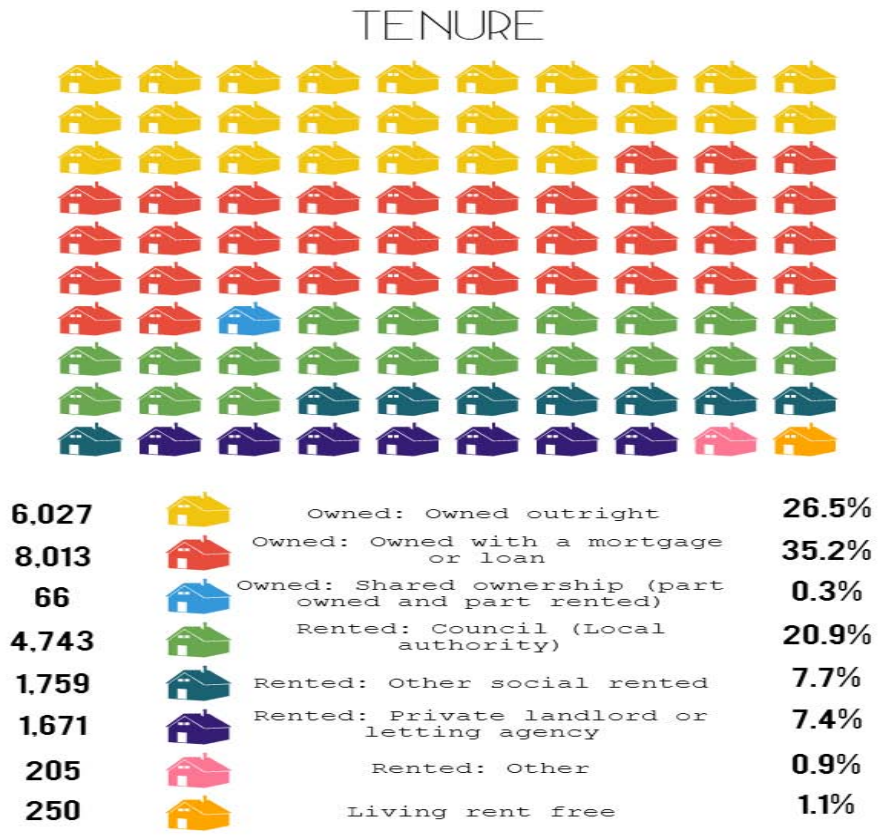
3.1 Purpose

This chapter will profile the local housing stock and identify stock pressures by size, type, tenure and location. Particular housing issues may be addressed by altered management of the stock to meet local needs i.e. transfers or improved house conditions.

3.2 Stock profile

According to the 2011 Census there are around 22,734 households, the infographic below shows these dwellings by tenure.

Infographic 3

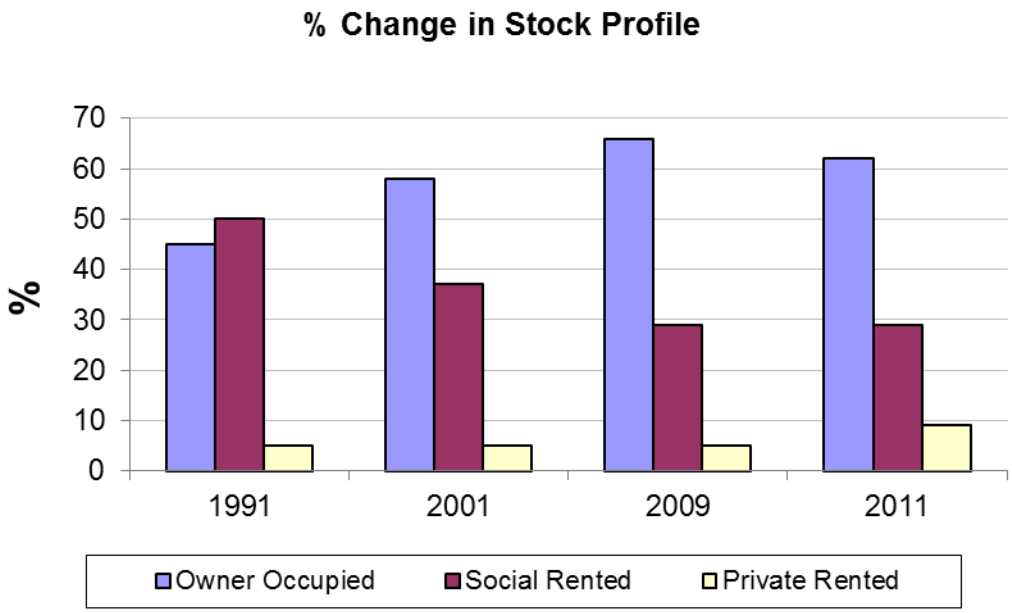


Source: Census 2011 © Crown Copyright 2014

The vast majority of properties in Clackmannanshire are owned, 61.7% (with a mortgage or owned outright). Almost 21% of homes are rented from the Council and 7.7% rent from other social landlords. The private rented sector is around 8.3% (private landlord or letting agency and rented) and 1.1% are living rent free.

Long Term Stock Profile in Clackmannanshire

Graph11

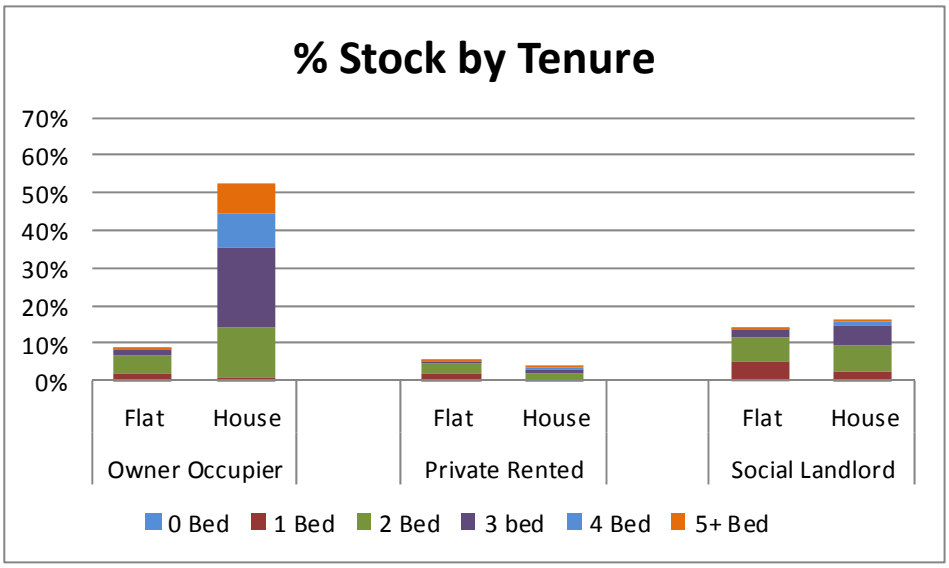


Source: Census, 1991, 2001, 2011. Assessors data 2009 & 2014.
© Crown Copyright 2014

Longer term trends in housing tenure show that owner occupation rose from 45% in 1991 to 66% in 2009, before falling by almost 4% to 62% in 2011. Private renting, after staying at 5% of the overall market for the past 18 years, increased by over 3% between 2009 and 2011 to 8.3% of the current market. The private rental market in Scotland has also grown, nearly doubling from 5.8% in 2001 to 11.1% in 2011, with the majority of the increase between 2009 and 2011.

The trend for increasing private renting seems to be a national reaction to the downturn in the housing market and limited access to finance. The reason for this could be twofold; some households are unable to secure a new mortgage to move on, and are forced into the private rental market, alongside professional private landlords taking advantage of low prices to expand their portfolios.

Graph 12



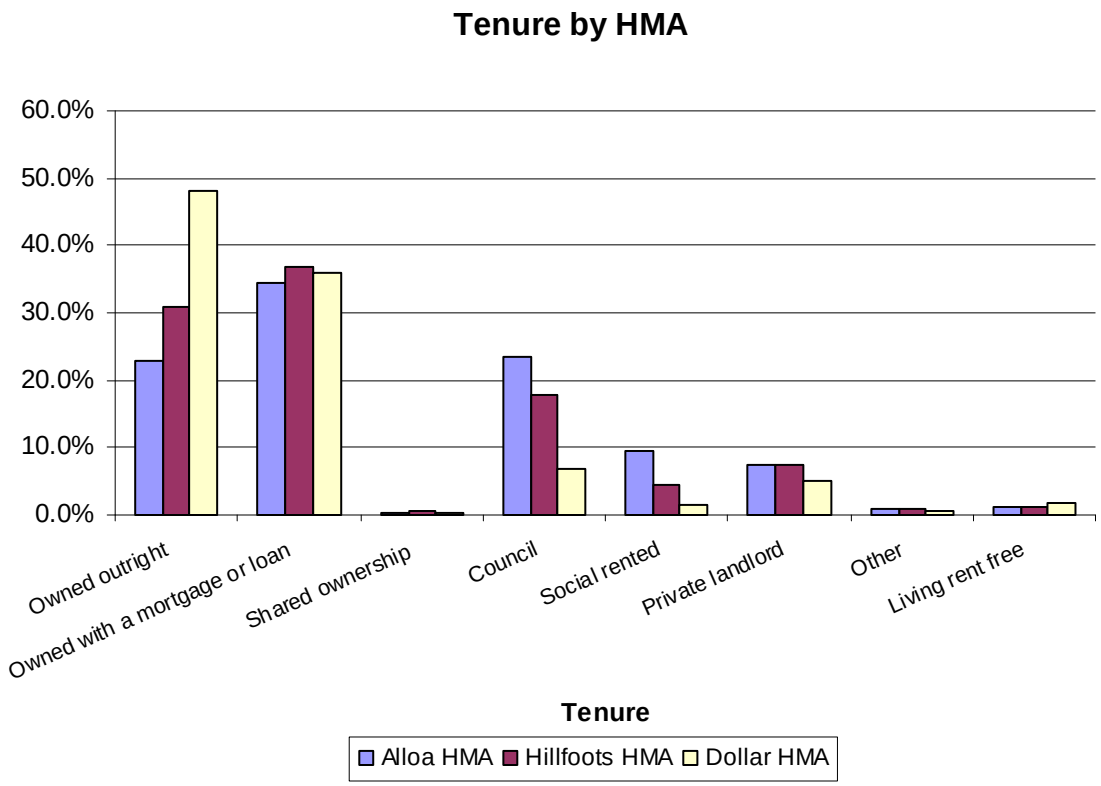
Source: Assessors data 2014, RSL Data. LA data & PRS DATA

The owner occupied and private renting sector of the housing market has a higher proportion of larger properties (especially houses) available. There are around 31% of 4 + bedroom properties in the owner occupied sector, compared to less than 3% in the social rented sector.

At the other end of the scale, only 5% of all properties available for owner occupation are 0 or 1 bedroom, while the private rented sector consists of 36% small flats and 40% of all social rented flats are 0 or 1 bedroom.

3.3 **Stock profile by Housing Market Area**

Graph 13



Source: Census 2011 © Crown Copyright 2014

The graph above shows the tenure profiles of each housing market area (HMA). The % of properties owned outright over Clackmannanshire is 26.5%. Alloa is below this at 23%, Hillfoots is 31% owned outright, while in Dollar 48% of all properties are owned with no mortgage. The number of properties owned with a mortgage is fairly similar over the 3 areas.

The highest % of council tenants live in Alloa HMA, 23.3%. 18% of all households in the Hillfoots are council tenants, but the figure is less than 7% in Dollar. Other social landlords make up 9.5% of tenants in Alloa, 4.5% in Hillfoots and only 1.4% in Dollar. Private renting is slightly lower in Dollar at 5%, compared to around 7% in the other 2 areas.

3.3.1 **Size / type by HMA and Tenure**

3.3.1.1 **Council Stock**

Graph 14

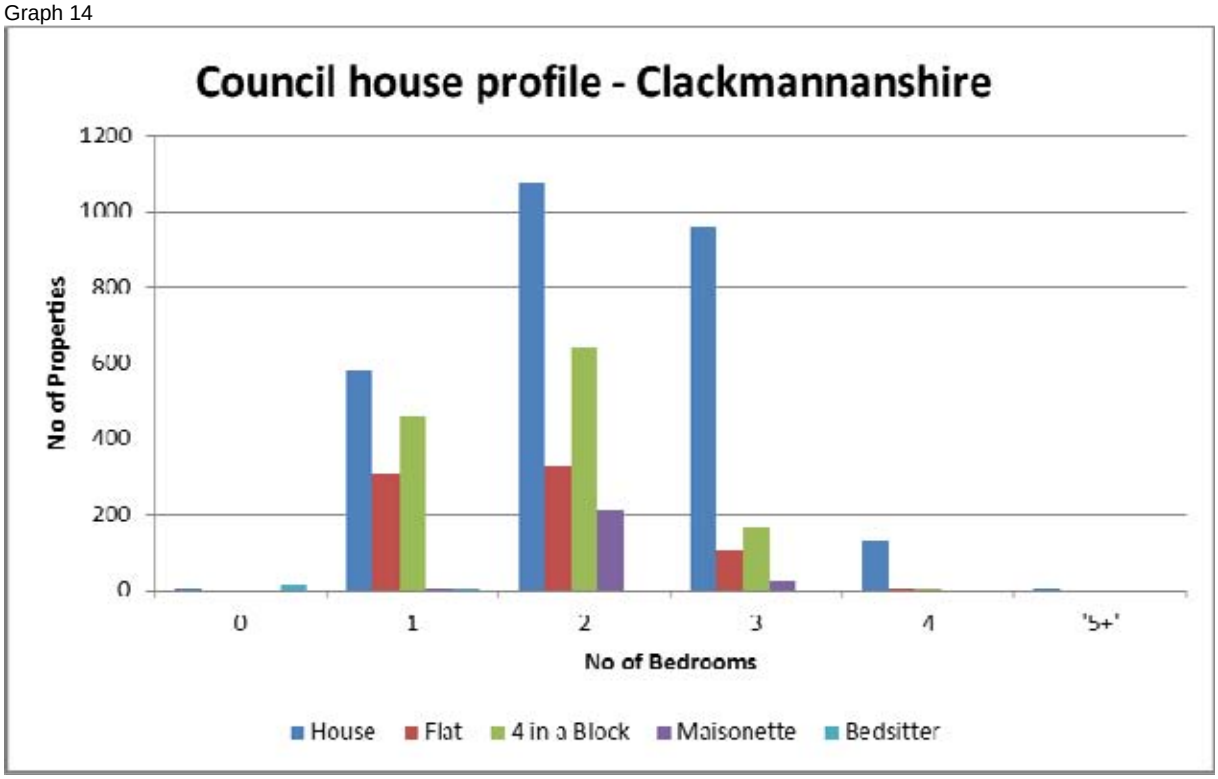


Table 13

No of Bedrooms	House	Flat	4 in a Block	Maisonette	Bedsitter	Total	%
0	8	0	0	0	17	**25**	**0%**
1	576	308	455	2	2	**1343**	**27%**
2	1072	329	643	211	0	**2255**	**45%**
3	959	103	164	25	0	**1251**	**25%**
4	130	1	7	0	0	**138**	**3%**
'5+'	2	0	0	0	0	**2**	**0%**
Total	**2747**	**741**	**1269**	**238**	**19**	**5014**	

Source: Clackmannanshire Housing Database

The Council stock in Clackmannanshire is made up of 28% small, bedsit or one bedroom properties, 45% are 2 bedroom properties and 25% have three bedrooms. Only 3% or 132 properties have four bedrooms and there are 2 five bedroom properties across the overall stock, both in Alloa.

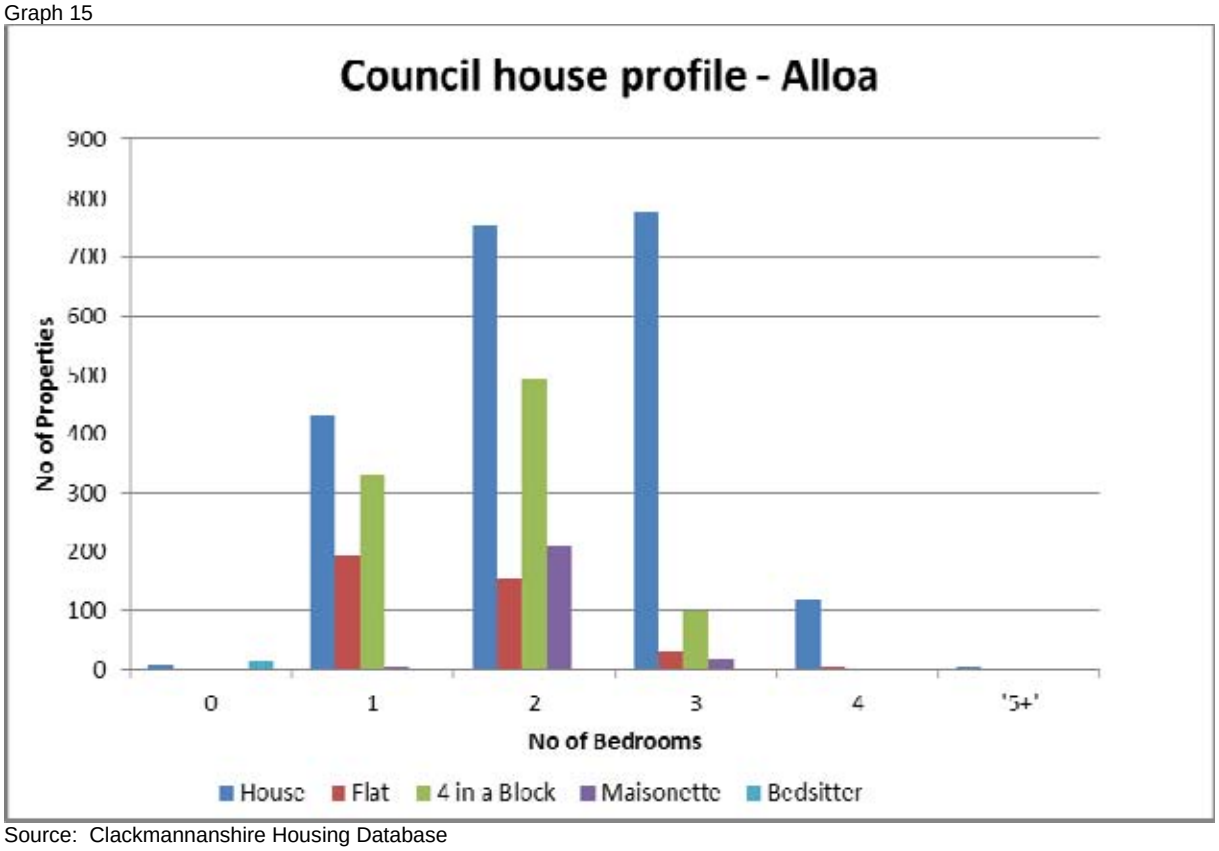
Stock profiles in the Alloa and Hillfoots areas are very similar, with only Dollar having a higher percentage of small, one bedroom properties, which are mainly bungalows tending to be popular with older tenants.

Alloa

Table 14

No of Bedrooms	House	Flat	4 in a Block	Maisonette	Bedsitter	Total	%
0	8	0	0	0	13	**21**	**1%**
1	432	193	330	2	0	**957**	**26%**
2	752	157	492	211	0	**1612**	**44%**
3	776	33	99	15	0	**923**	**25%**
4	118	1	0	0	0	**119**	**3%**
'5+'	2	0	0	0	0	**2**	**<1%**
Total	**2088**	**384**	**921**	**228**	**13**	**3634**	

Graph 15



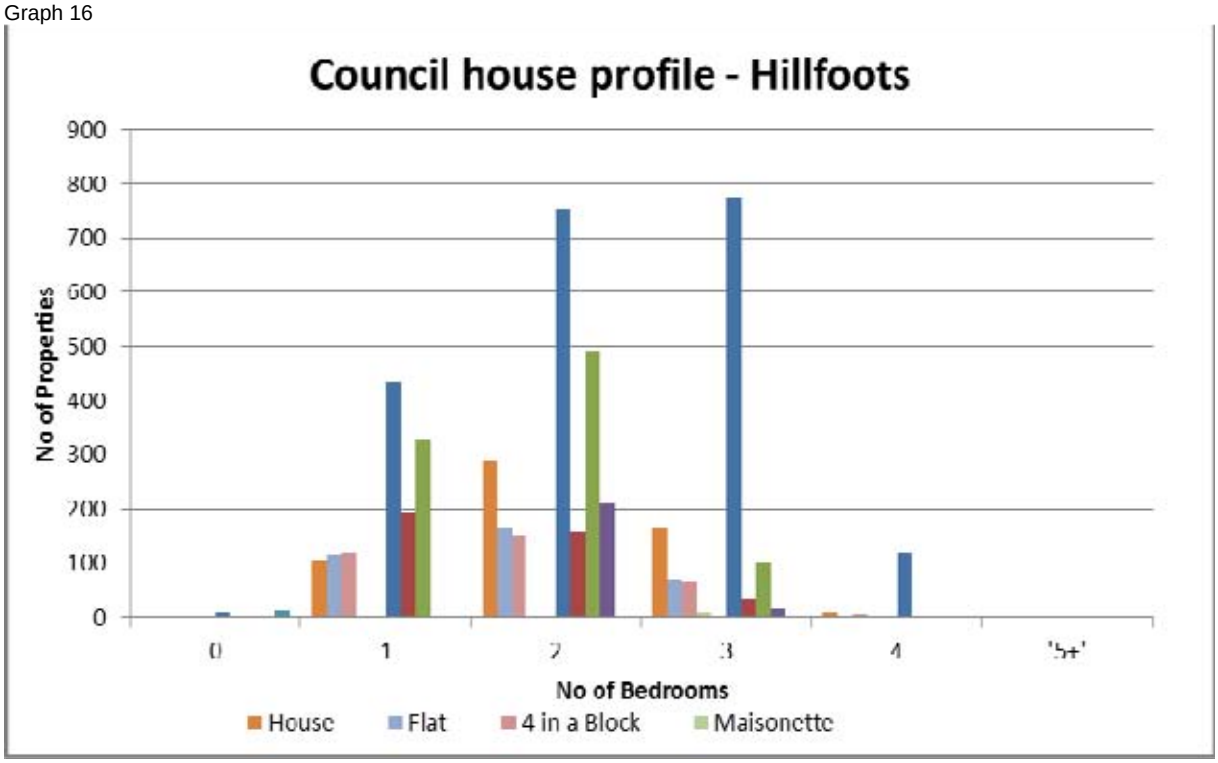
Source: Clackmannanshire Housing Database

Hillfoots

Table 15

No of Bedrooms	House	Flat	4 in a Block	Maisonette	Bedsitter	Total	%
0	0	0	0	0	4	**4**	**<1%**
1	105	113	121	0	2	**341**	**27%**
2	290	166	150	0	0	**606**	**47%**
3	166	70	65	10	0	**311**	**24%**
4	11	0	7	0	0	**18**	**1%**
Total	**572**	**349**	**343**	**10**	**6**	**1280**	

Graph 16



Source: Clackmannanshire Housing Database

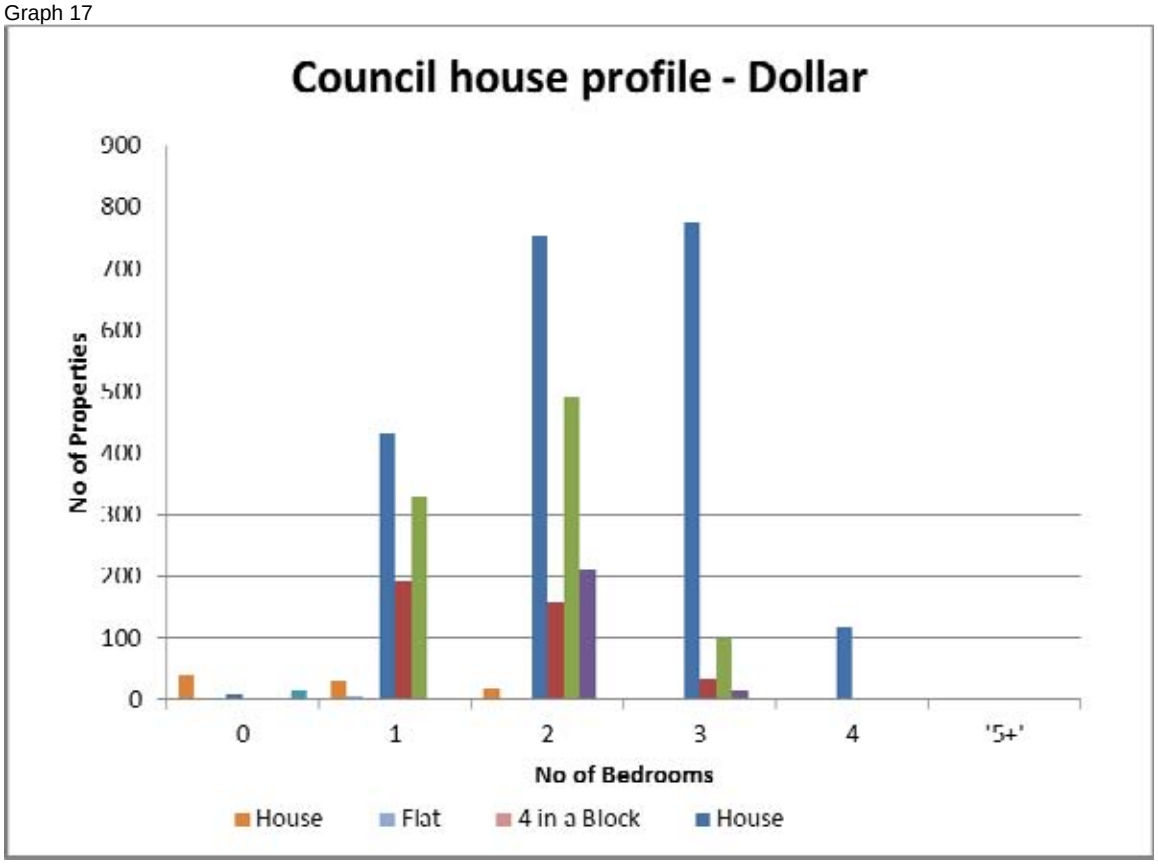
Appendix 1

Dollar

Table 16

No of Bed	House	Flat	4 in a Block	Total	%
1	39	2	4	**45**	**45%**
2	30	6	1	**37**	**37%**
3	17	0	0	**17**	**17%**
4	1	0	0	**1**	**1%**
Total	**87**	**8**	**5**	**100**	

Graph 17

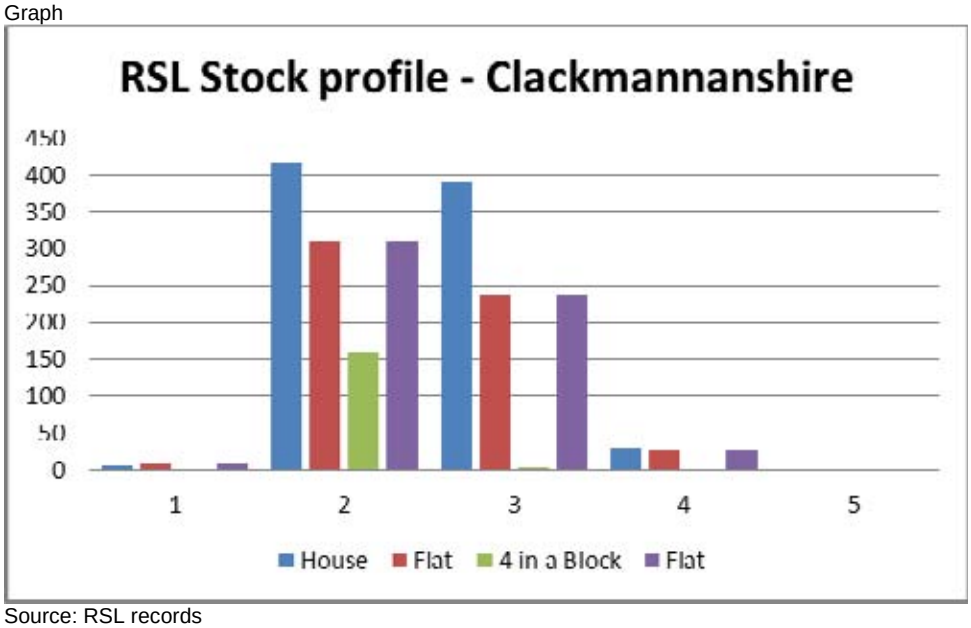


Source: Clackmannanshire Housing Database

3.3.1.2 **RSL Stock**

There are around 1,900 various Housing Association properties in Clackmannanshire. The two largest landlords are Ochil View and Paragon Housing Associations with around 1,150 and 450 respectively. The majority of the other housing providers have amenity stock which is discussed as part of the specialist housing provision section of the report.

Graph



Source: RSL records

The RSL stock has a larger proportion of 3 bedroom properties than council stock, making up 37% compared to 25%, but a smaller percentage of 1 bedroom properties.

No of Bedrooms	House	Flat	4 In a Block	Maisonette	**Total**	%
0	0	10	0	0	**10**	1%
1	7	309	0	0	**316**	20%
2	416	239	1	2	**658**	41%
3	390	27	161	8	**586**	37%
4	29	0	2	0	**31**	2%
5	1	0	0	0	**1**	<1%
7	0	1	0	0	**1**	<1%
Total	843	586	164	10	**1603**	

3.4 **Condition of dwellings**

3.4.1 **Scottish Housing Quality Standard (SHQS) Attainment**

Overall, around 81% of all stock in Clackmannanshire meets the SHQS. The information on the private sector has been taken from the Private Sector House Condition Survey and information on Social stock is taken from the 2016/17 annual return on the Charter.

- 97.2%[2] of Council stock,

[2] Includes exemptions.

- 87.4% of RSL stock,
- 57.9% of Private Stock.

Social housing in Clackmannanshire has benefitted from extensive upgrading over the past few years and is high quality, with modern facilities and services. The final phase of the SHQS work is to start shortly on installation of secure common access doors and door entry systems.

3.4.2 **Private Sector House Condition**

Analysis contained in the Private Sector House Condition Survey showed that the presence of visible signs of disrepair in the private sector is above average in the Alloa and the Hillfoots HMAs.

Presence of Disrepair by HMA (Private Sector Housing)
Table 17

	No Repairs Required		Repairs Required		Total	
	Dwgs	**%**	**Dwgs**	**%**	**Dwgs**	**%**
HMA 1 Alloa	4,615	45	5,531	55	10,146	100
HMA2 Hillfoots	2,192	44	2,814	56	5,006	100
HMA 3 Dollar	849	58	608	42	1,457	100
Clackmannanshire	7,656	46	8,953	54	16,609	100

Source: Clackmannanshire PSHCS (2010)

It was reported in the survey that 6.5% of all private dwellings are Below Tolerable Standard (BTS), which is just over 1,000 properties. The vast majority of the failures are down to electric systems that are inadequate or unsafe to use.

3.5 Stock Pressures

3.5.1 Occupancy - Overcrowding

Of the 722 people on the Council transfer waiting list, 37 (5.1%) are overcrowded.

The extract below, from the private sector stock condition survey carried out by Adamson's for the Council in 2009, reports that there is very little overcrowding in the private sector. Less than 1% of people living in their own homes experience overcrowded conditions but 8% of those housed in private lets are over-crowded.

Overcrowding and Under-occupation in the Private Sector
Table 18

	Bedroom Standard								Total	
	Overcrowded		Bedrooms equal needs		Under-occupied 1 bedroom		Under-occupied 2+ bedroom			
	H'hold	%	H'hold	%	H'hold	%	H'hold	%	H'hold	%
Housing Market Area										
Alloa	213	2.2	2470	25.4	3485	35.9	3538	36.5	9706	100
Hillfoots	112	2.3	1075	22.3	1846	38.3	1783	37.0	4816	100
Dollar	36	2.7	175	13.1	301	22.5	827	61.7	1339	100
Dwelling Tenure										
Private O/O	90	0.8	2203	20.7	3337	31.4	4997	47.0	10627	100
Private RTB	152	4.1	919	24.5	1685	45.0	991	26.4	3747	100
Private Rent	119	8.0	596	40.1	610	41.1	160	10.8	1485	100

Source: Clackmannanshire Council Private Stock Condition Survey 2010

3.5.2 Occupancy - Under Occupation

Of the 722 people on the Council transfer waiting list, 29 (4%) are under occupied. These tenants go in to Band 1 as priority for housing, so freeing up larger homes for those families who are over crowded and making the best use of the stock available.

The owner occupied sector shows a large percentage, 47%, are under-occupied by 2 bedrooms or more. It may be that owner occupiers have greater housing choice, but it may also suggest that there are more larger houses in this tenure with little scope for downsizing.

3.6 Concealed Households

A concealed family can be *a couple (with or without children) or a lone parent; an adult child living without a partner or child is not a family.*

According to the 2011 census, there are **141** such concealed families living in Clackmannanshire. The information is not yet available at smaller area level.

3.7 Stock Turnover

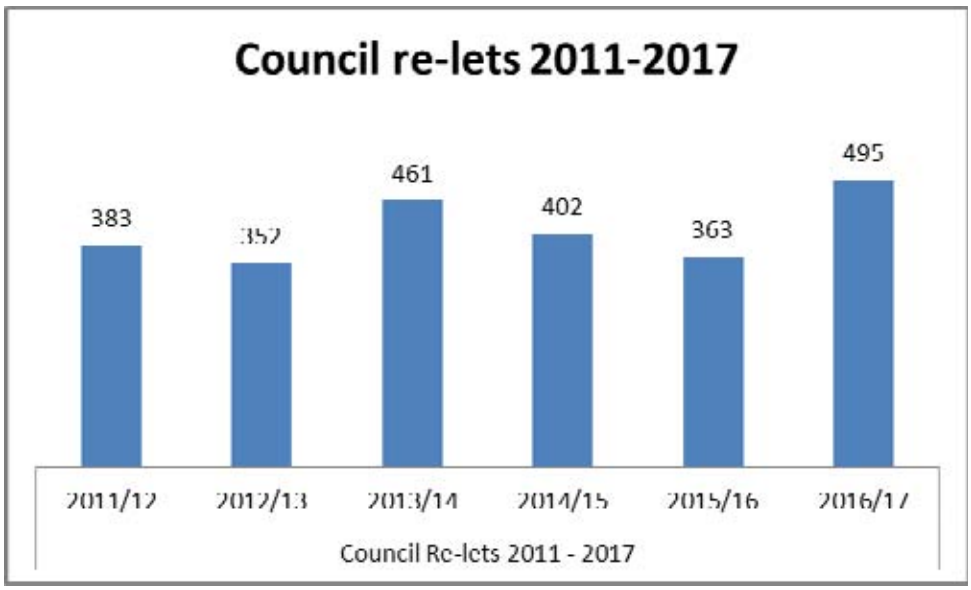
3.7.1 Voids

At 31 March 2017, there were 42 council voids available.

3.7.2 Turnover

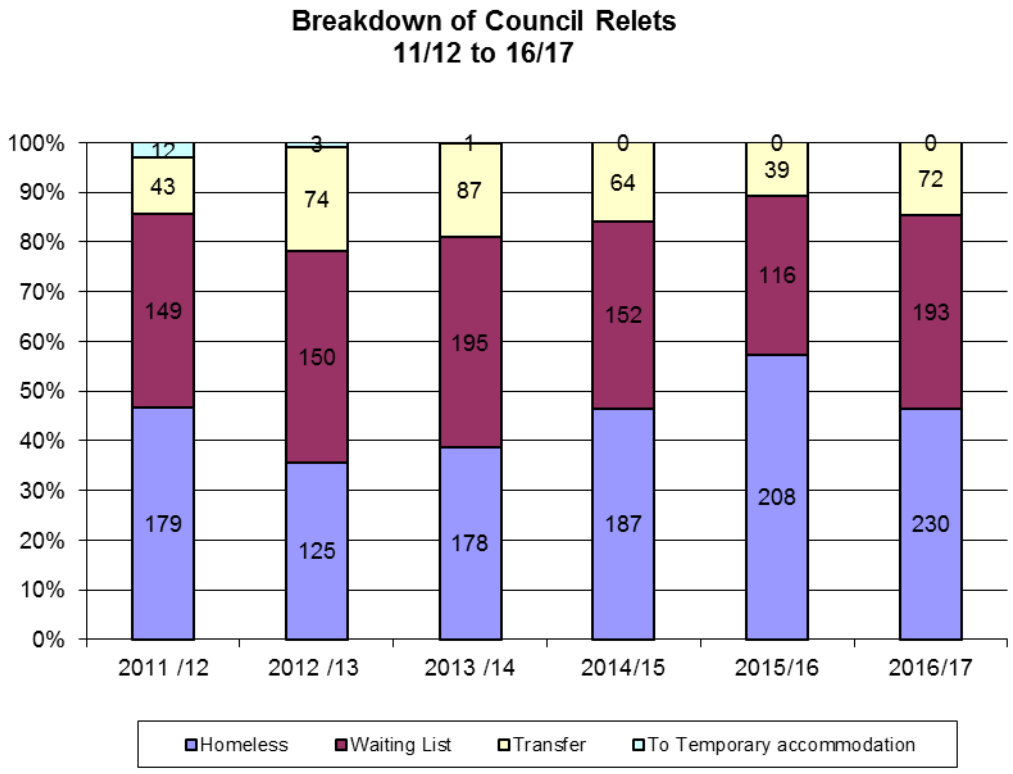
Re-lets are high in 2013/14 and also 2016/17, well exceeding 400. These peaks coincide with new council houses completed in those years.

Graph 18: Counci re-lets



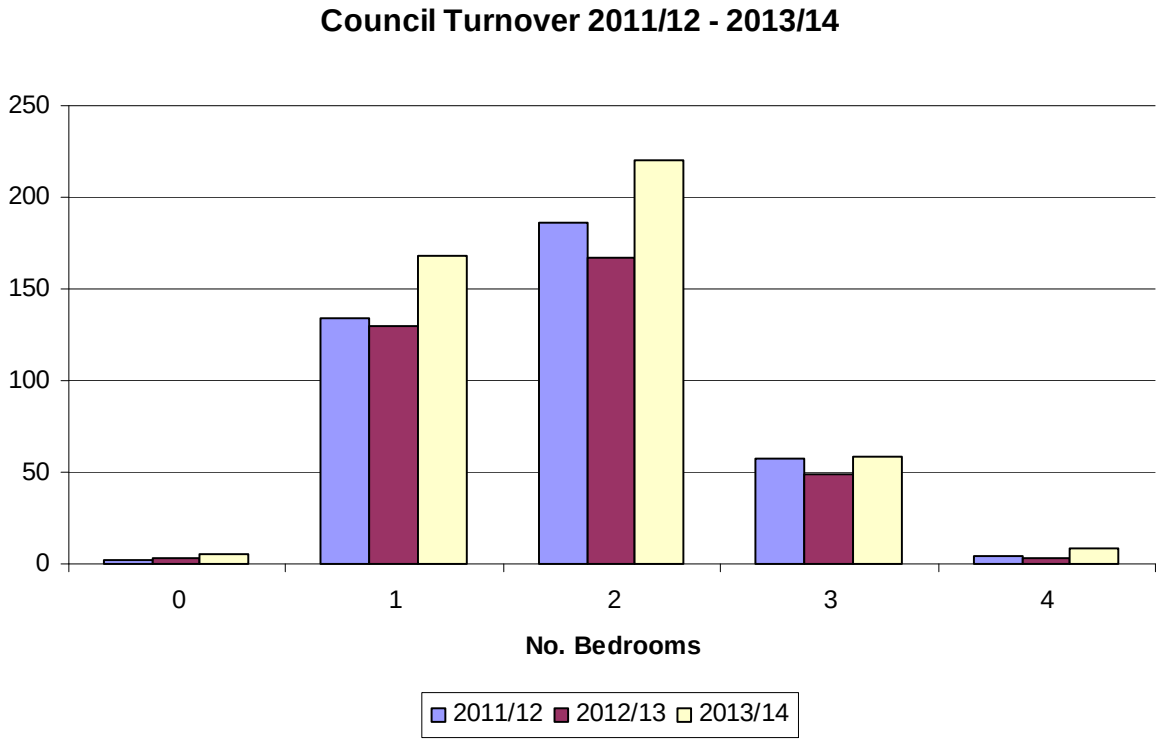
Source: Council Housing Database

Graph 19



Source: Council Housing Database

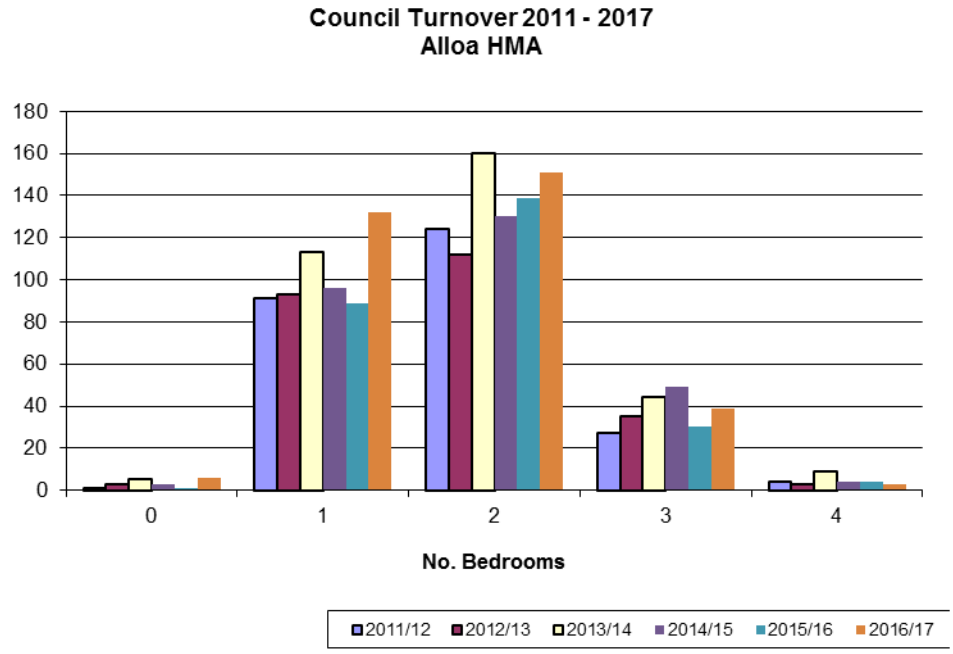
Graph 20



Source: Council Housing Database

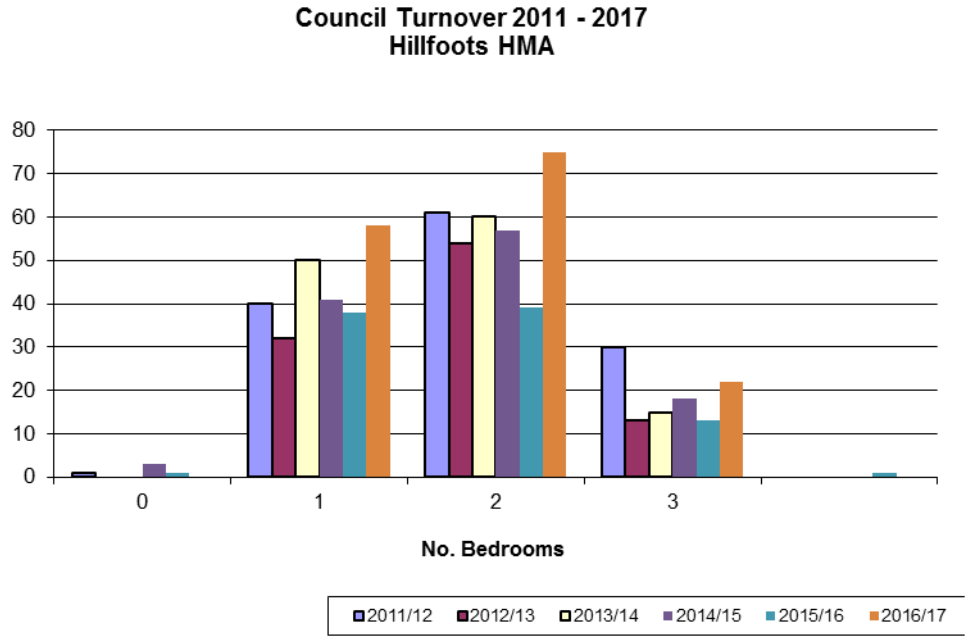
Graph 21

Appendix 1



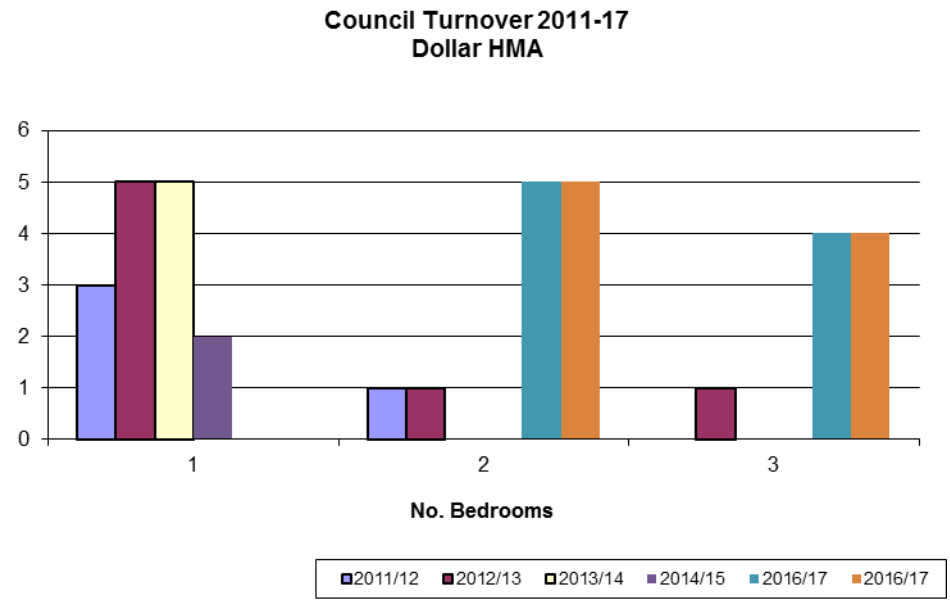
Source: Council Housing Database

Graph 22



Source: Council Housing Database

Graph 23



Source: Council Housing Database

3.7.3 **Turnover v's Housing Need**

The housing need is the number of applicants on the Common Housing Register with a housing need (awarded housing points) and for the sake of the requirement of additional new housing, transfer applicants are discounted as they have a house to give up and don't create a net additional need for housing.

As a common housing register is in operation in Clackmannanshire, it is assumed that all applicants will accept an offer of accommodation from the Council or a Housing Association.

In 2016/17, there were a total of 622 re-lets, 495 lets made to council properties and 127 to Paragon and Ochil View properties combined.

HOUSING STOCK PROFILE AND PRESSURES - Key Issues Table	
LHS & Development Plan	**Key Issues Identified in the HNDA**
Housing quality	1.The quality of the private stock is very much poorer than the social rented sector. Only 58% of private housing meets SHQS (at 2009), compared to 97% of council and 87% of RSL stock. 2.6.5% of privately owned housing is below tolerable standard. 3.
Housing stock pressures	1. Lack of small properties - especially for single, homeless people. 2. Between 36% and 47% of all Council lets go to homeless applicants, the majority of which are single households. There are around 130 - 160 one bedroom council properties available to let each year. There are currently 511 people on the waiting list in need of a one bedroom property. 3. The majority of Council properties that become available each year have two bedrooms. Overall, our stock profile consists of 27% 1 bed, 45% 2 bed, 25% 3 bed and 3% 4 bed. There are two 5 bedroom properties in the council's stock.
Size, type, tenure and location of future social housing supply	1. 2. 3. 4. 5.
Sustaining communities e.g. using tenure diversification/ regeneration	1. 2.

	3.

CHAPTER 4

4.0 Specialist Provision

4.1 Purpose

This chapter is to examine the scale and type of specialist provision required in Clackmannanshire. Specialist provision covers three broad categories of need which are:

- Property Needs - Accessible and adapted housing
  Wheelchair Housing
  Non-permanent housing e.g. for students, refugees etc.
- Care & Support Needs - Supported provision such as Care Homes, Sheltered Housing, Hostels and Refuges
  Care and support services for independent living
- Location or Land Needs - Site provision for Gypsy Travellers / Show people and Student Accommodation.

This section will focus on the scale and type of specialist provision required rather than individuals' conditions. The main groups considered when evidencing the above should be:

- Older people
- People with a physical disability
- People with a mental health condition
- People with a learning disability
- Homeless people
- People fleeing or at risk of domestic violence
- People who require non-permanent accommodation – homeless, students, migrant workers, refugees, care leavers and offenders
- Minority ethnic including Gypsy Travellers
- Travelling Show people

4.2 Introduction

The Public Bodies (Joint Working) (Scotland) Act 2014 establishes the legal framework for integrating Health and Social Care in Scotland. A key aim of integration is to shift the balance of care and use services and resources to better meet need, including the challenges around an aging population.

The legislation includes a requirement for Health Boards and Local Authorities to prepare a Strategic Commissioning Plan which must include a Housing Contribution Statement. Housing plays a major role in the integration process, ensuring that, *'People…..are able to live, as far as reasonably practicable, independently and at*

home or in a homely setting in their community.' (National Health & Wellbeing Outcome 2.)

The Stirling and Clackmannanshire Strategic Commissioning Plan sets out high level outcomes for both areas. Work done in this chapter of the HNDA will help give insight in to the type, number and tenure of specialist housing that should be provided over the next 10 years to assist people to live within their own home for longer. The information will be fed in to the next Local Housing Strategy and closely link to the housing outcomes of the Joint Strategic Commissioning Plan (JSCP).

Clackmannanshire & Stirling Health & Social Care Partnership commissioned a study into Specialist Housing Needs, focussing on older people and homeless people. The study has been undertaken focussing on supplementary guidance to the HNDA, 'Making the Connection: a guide to assessing the housing related needs of older and disabled households' published by the Joint Improvement Team (JIT) in 2015.

This section of the HNDA therefore draws on much of the information contained in this study working around the key lines of enquiry outlined in supplementary guidance:

- How are the numbers of older and disabled households changing?
- What are the housing arrangements of older and disabled households, including those in receipt of social care?
- How is the structure and shape of care homes and the specialist housing market changing?
- In what ways does the operation of the housing system create barriers for older and disabled households?
- What volume of care homes, specialist and suitably designed ordinary housing might be added to the housing stock?

In summary, some of the main findings drawn from the report in relation to Clackmannanshire are that:

- Clackmannanshire will experience a sharp increase in older people over the next two decades. The older population aged 65+ is due to increase by 62% by 2037.
- More than 97% of older people live in the community rather than a care home or other institution. Aspirations and policy drivers will mean that the proportion of older people living in the community will continue to grow.
- Fuel poverty continues to be an issue for older households and can adversely affect health and wellbeing of older people.
- The majority of older households live in the private sector so there is merit to encourage smaller and well designed mainstream homes to meet the needs of older people.
- More than half of people aged 65+ felt their daily activities are limited by health or disability, increasing need for assistance to maintain independent living.
- The incidence of dementia has grown in recent years and this trend is projected to continue. Alzheimer's Scotland estimates around 724 people currently live with dementia in Clackmannanshire (just over 3% of all households have at least one person suffering with the condition).

- Evidence points to a stagnated supply in the overall numbers of specialist housing for older people and a decline in care home places.
- Qualitative information on housing preferences shows older people would prefer to live in their own home as long as possible. Where there is a preference to move, smaller, low rise homes in good locations are the aspiration.
- Demand for adaptations across all tenures will continue to grow.
- The changing demographic over the next two decades will put pressure on the suitability of existing stock to meet needs and the associated range of support required to maintain independent living.

4.3 Population Aging and Living with a Health Condition in Clackmannanshire

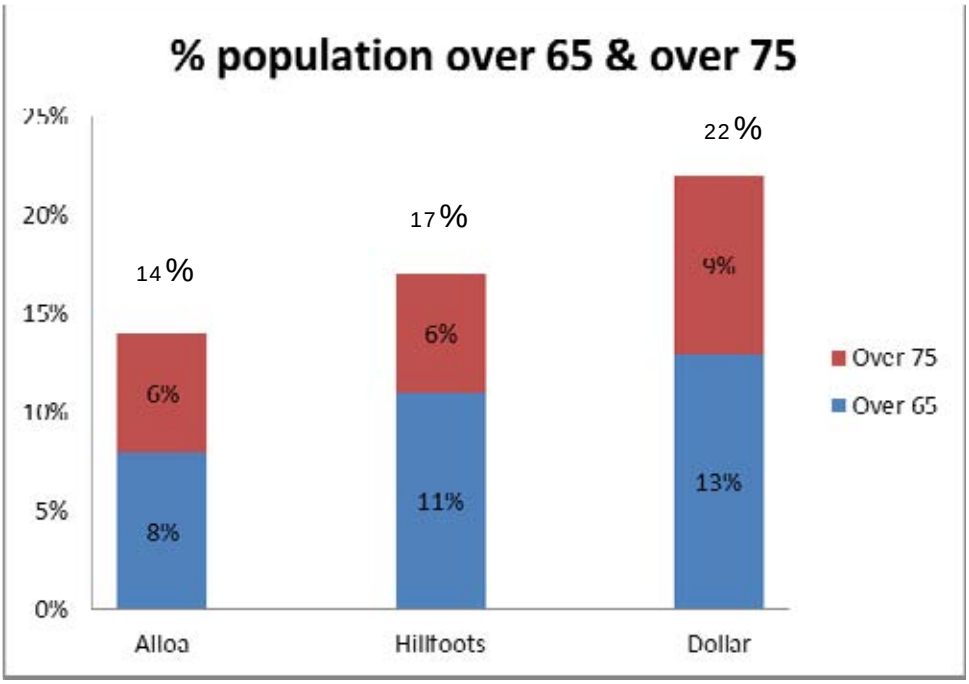
4.3.1 Current Population by Housing Market Area

According to National Records of Scotland (NRS) in 2016, just under 6,823 or 19% of the population in Clackmannanshire is over 65. This has grown from an average of 17% since the 2011 census below.

Looking at the 3 housing market areas, graph 23 shows the concentration of older people by area, showing Dollar to have the highest percentage of older people in the community. In Dollar, 22% of the total population are over 65 (764 people) and 9% of these are 75 plus. This is high compared to the other areas of Clackmannanshire, 14% (3,500) of the whole population in Alloa HMA and 17% (2,500) in the Hillfoots are over 65.

It is interesting that there is an older population in Dollar, as the area also has the highest average household income and housing costs both to buy and rent, additionally there are low numbers of social rented houses. It could be concluded that there are many older households who are rich in equity and who may be attracted to new, energy efficient retirement homes provided by the private sector.

Graph 23



Source: Census 2011 © Crown Copyright 2017

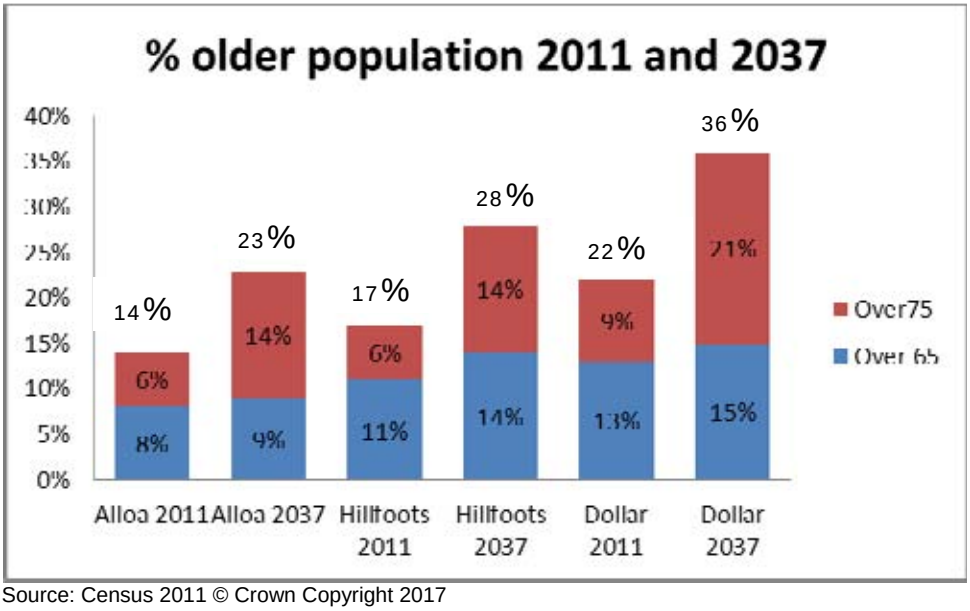
4.3.2 **Population Projections**

As stated above, 18.8% of Clackmannanshire's population is over 65, roughly in line with the rest of Scotland at 18.3%. The 2012 based population projections shows that this will increase significantly to 31.3% in Clackmannanshire and to 36.5% in Scotland overall by 2037.

In terms of numbers, there will be 5,980 more people aged 65+ in the Clackmannanshire area, giving an increase in this age group of 62%. Those aged 75+ is due to increase by 126% from 2012 to 2037, an additional 4,197 heads of population.

Applying these projections to the base housing market area figures shown on Graph 23, by 2037 the majority of those of retirement age will be 75 and over.

Graph 24



Source: Census 2011 © Crown Copyright 2017

In addition to the increasingly aging population, those of working age, and potentially economically active, is predicted to decrease by almost 13% from 38,500 down to 33,650. This puts substantial pressure on the local economy and locally provided services traditionally accessed more often by an older population such as health and care services.

4.3.3 **Population living with a physical disability**

Table 19 below shows that the 2011 census records a total of 3,717 people in Clackmannanshire with a physical disability. Less than 1% of the population aged 0-24 has a physical disability, compared to almost 36% of those 85 plus.
As expected, older households are therefore more likely to require a home that is suitable for physical disability with facilities such as ground floor shower rooms and bedrooms.

Table 19

Age	Male	Female	All	% of age group with physical disability
0 to 15	43	33	76	0.8%
16 to 24	29	24	53	1.0%
25 to 34	82	51	133	2.2%
35 to 49	265	272	537	4.5%
50 to 64	547	599	1146	10.8%
65 to 74	434	431	865	17.7%
75 to 84	272	344	616	24.4%
85 +	77	214	291	35.8%

Source: Census 2011 Table DC3106SC © Crown Copyright 2017

4.3.4 **Population living with a mental health condition**

Table 20 below, shows 2,374 people in Clackmannanshire living with a mental health condition. Poor mental health doesn't appear to increase with age, indeed the 35 to 49 age group has the highest rate of mental health conditions.

Table 20

Age	Male	Female	All	% of age group with mental health condition
0 to 15	18	11	29	0.3%
16 to 24	72	100	172	3.2%
25 to 34	173	222	395	6.6%
35 to 49	385	483	868	7.3%
50 to 64	255	341	596	5.6%
65 to 74	61	90	151	3.1%
75 to 84	49	64	113	4.5%
85 +	8	42	50	6.2%

Source: Census 2011 Table DC3106SC © Crown Copyright 2017

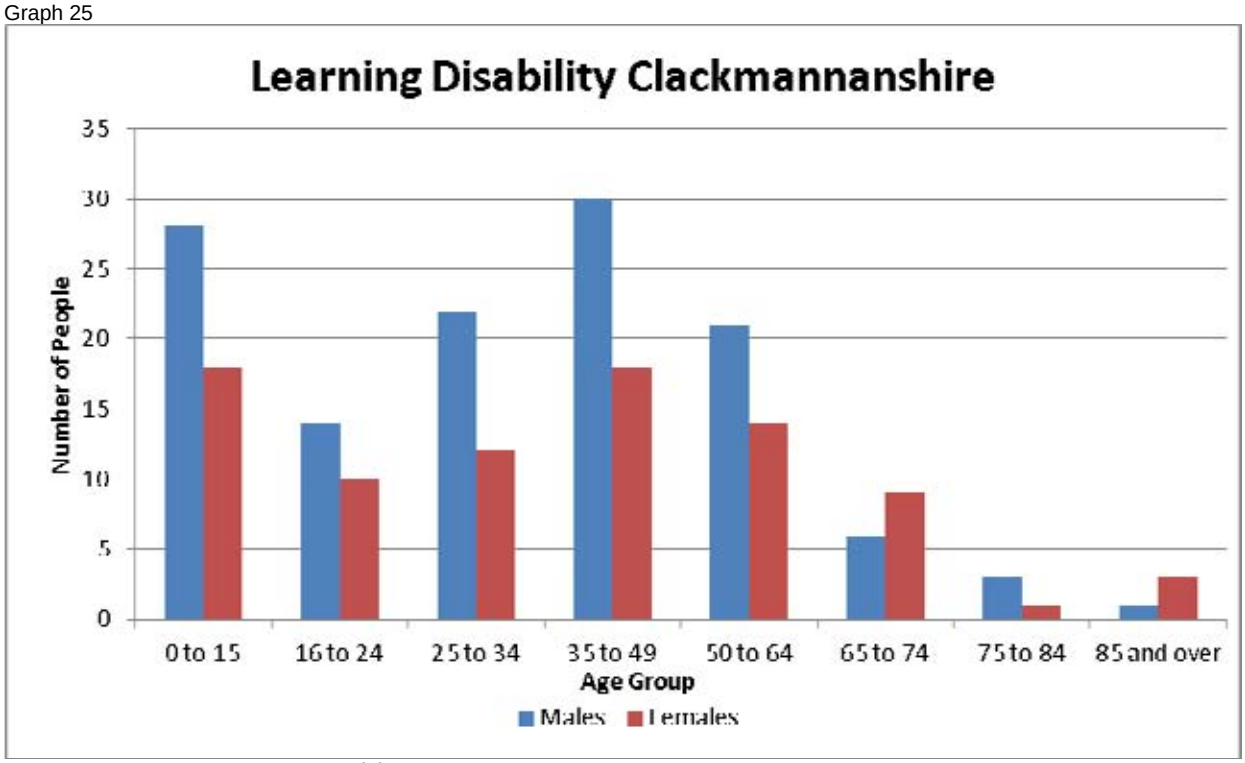
4.3.5 **Dementia**

According to the Clackmannanshire and Stirling Strategic Needs Assessment, there are 424 individuals known to GP practices as having dementia in Clackmannanshire. Alzheimer Scotland produced estimates in 2015 which suggests that around 757 people have dementia in the area, 725 of whom are over 65. This implies that around 46% of individuals with dementia are not yet diagnosed by their GP.

4.3.6 **Learning Disability**

Graph 25 shows that a total of 210 people in Clackmannanshire were recorded as having a learning disability, shown by gender and age group, at the time of the census in 2011. The age group with the highest number of people for both genders is the 35-49 age groups. After the age of 49 the number of people with a learning disability steadily decreases. This reflects research that tells us that people with learning disabilities are more likely to die at a younger age than the general population, around 20 years earlier than average.

Graph 25



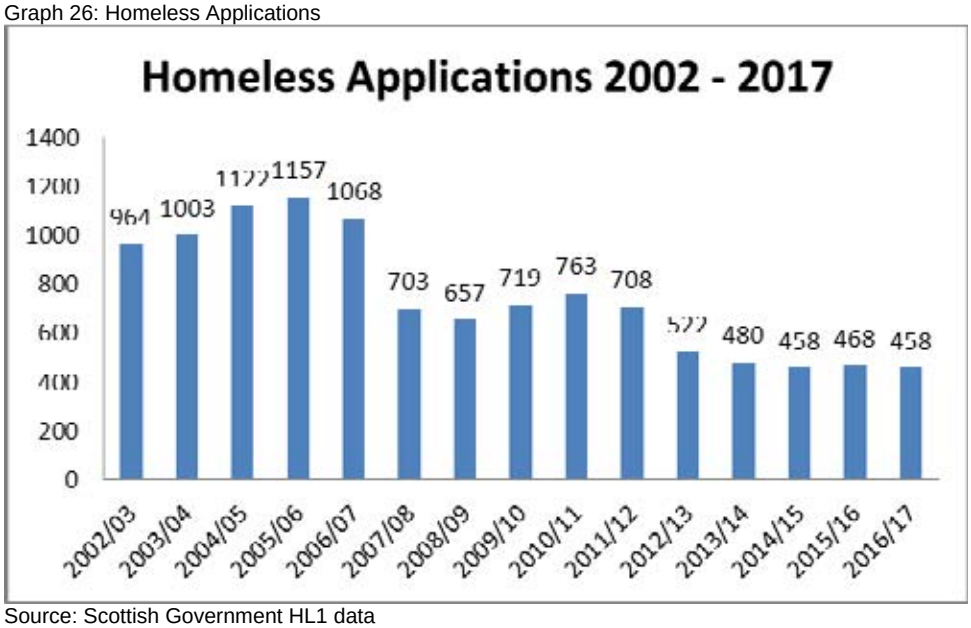
Source: Census 2011 © Crown Copyright 2017

4.4 Homeless Households

4.4.1 Homeless Applications

In line with national trends, homeless applications have been reducing in the last 15 years. The trend at the beginning of the period (2002/03) was an increasing number of applications in Clackmannanshire (and Scotland) peaking at 1,157 in 2005/06 and a subsequent fall in applications down to 657 in 2008/09. Numbers rose slightly over the next few years before falling to 522 in 2012/13 and continuing to fall to 458 in 2016/17.

Graph 26: Homeless Applications

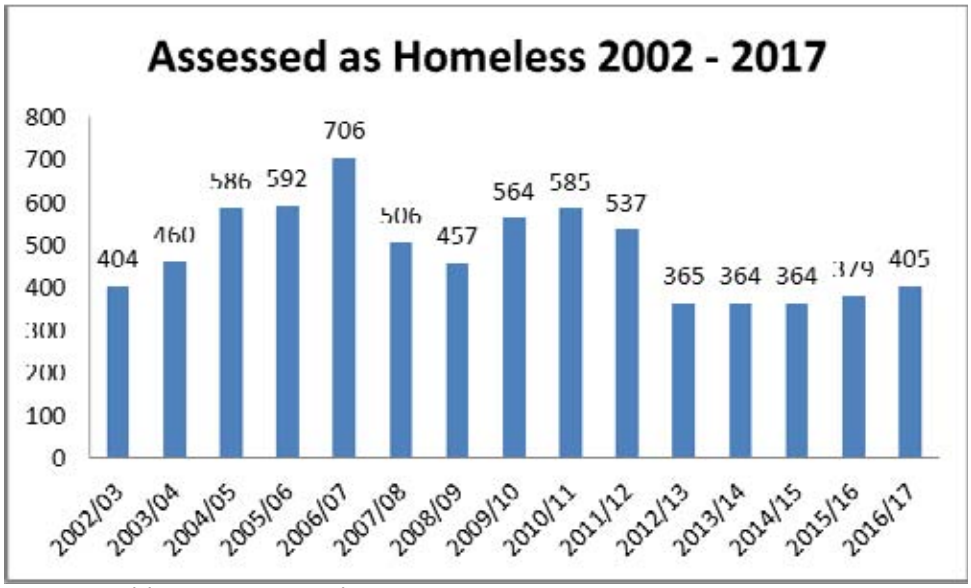


Source: Scottish Government HL1 data

4.4.2 **Homeless Assessments**

Homeless assessment decisions are the cases where the Local Authority has deemed that the applicant is homeless or threatened with homelessness. The figures below show the trend in the area since 2002. The numbers assessed as homeless or potentially homeless peaked in 2006/07 at 706 and were also relatively high in 2010/11 at 585. Since then there has been a significant decline with figures between 2012/13 to 2015/16 remaining reasonably stable between 365 and 379 in 2015/16. The number of applicants assesses as homeless in 2016/17 rose by almost 7% to 405 in 2016/17. There is no apparent reason for the additional numbers this year and will continue to be monitored.

Graph 27: Assessed as Homeless



Source: Scottish Government HL1 data

4.5 **People fleeing or at risk of domestic violence**

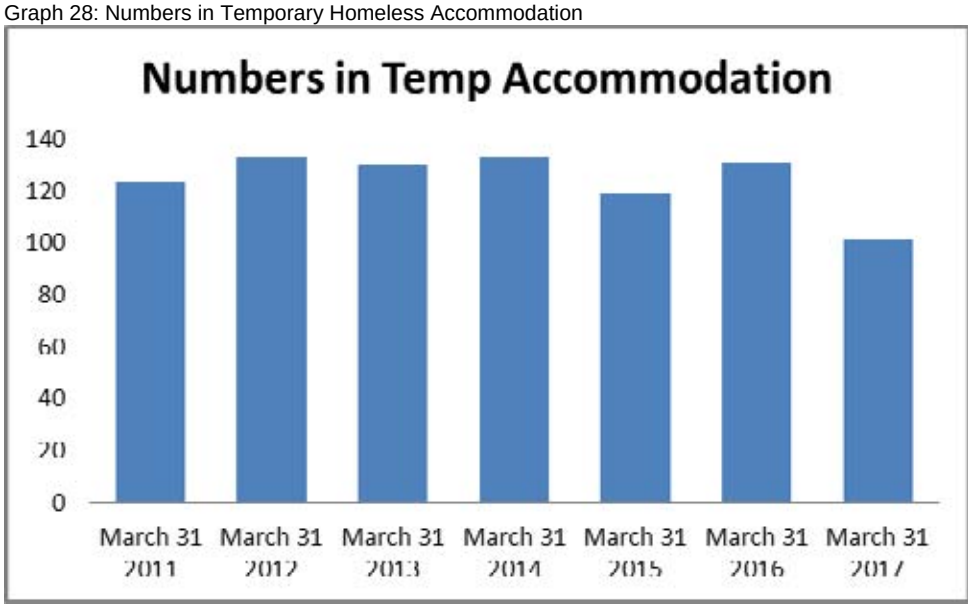
Clackmannanshire Woman's Aid offers refuge accommodation for adults and children and currently has 3 shared flats in the area.

4.6 **People who require non-permanent accommodation – homeless, students, migrant workers, refugees, care leavers and offenders**

4.6.1 **Homeless Temporary Accommodation**

As at March 2017 there were 101 households across the area in temporary accommodation, approximately 0.3% of the adult population. While overall the quality of temporary accommodation has generally improved in recent years for many people this period of flux in their housing situation can lead to negative impacts on health, education and employment circumstances.

Graph 28: Numbers in Temporary Homeless Accommodation



4.6.2 **Temporary Accommodation for Students**

Clackmannanshire does not currently have a significant student population, despite it's proximity to Stirling University as Stirling has a high number of specific student accommodation blocks on campus and within the city.

The area is home to a private school in Dollar with around 100 boarding pupils.

4.6.3 **Temporary Accommodation for Refugees**

Following the Syrian refugee crisis in 2015, Clackmannanshire Council has been pro-active in welcoming a number of families. So far, provision has been made in the Council's own permanent stock with several families already re-settled in the area, with plans for more in the future.

4.6.4 **Temporary Accommodation for Care Leaver**

Young people coming out of care who require housing are placed in temporary accommodation until a permanent place can be found. Support is provided from social services, through-care, after-care team. Young people taking on their first tenancy will be supported by the housing support team to help sustain the tenancy.

Around 20 young people each year are accommodated in supported accommodation until permanent tenancies can be found.

4.6.5 **Temporary Accommodation for Offenders**

Many people leaving custody are homeless or threatened with homelessness and as a local authority, Clackmannanshire Council has a duty to deal with housing applications on these grounds. As there is high demand for temporary accommodation, it is uncommon for there to be empty accommodation for pre-release allocation to a SST and general, mainstream temporary accommodation is usually allocated on release.
Keeping specific accommodation vacant for use as temporary housing for offenders would place a large financial burden on the council which it is unable to provide for given the current climate.

Alternative, cost effective methods of housing could be explored in the future.

4.7 **Accessible and Adapted Housing**

4.7.1 **National Policies**

There are a number of national policies designed to influence specialist housing supply and how properties are designed. These include:

- Equality Act 2010
- Age, Home and Community: A Strategy for Housing Scotland's Older People, 2012 – 2021
- Public Bodies (Joint Working) (Scotland) Act 2014 and the Integration of Health and Social Care
- Reshaping Care for Older People
- Scotland's National Dementia Strategy 2013 – 2016
- Adapting for Change: Final Report of the Adaptations Working Group, 2012

The main focus of these policies is to keep people in their own home as long as possible and to eliminate discrimination across groups or housing tenure.

Introduced from April 2016, the integration of health and social care is impacted by the majority of national policies; as such existing policies may require to be reviewed and amended, to deliver a new integrated service.

Recent research into the specialist housing needs of older people by Tony Donohoe and Gillian Young, on behalf the Clackmannanshire and Stirling Health & Social Care Partnership, highlighted, 'the provision of the right type of specialist housing is key to delivering the national outcomes.'

4.7.2 **Local Policies**

Clackmannanshire has developed a range of policies incorporating social service and health service delivery locally, which include the Clackmannshire and Stirling Strategic Plan and Housing Contribution Statement. The current Local Housing Strategy features a section on specialist housing and aims to expand on this into the next LHS due for completion by the end of 2017.

4.7.3 **Current Supply of Adapted & Accessible properties**

4.7.3.1 **Council Adapted & Accessible Stock**

An ongoing survey is being conducted into the Council's own stock to assess the numbers and types of adaptations, whether minor work or fully wheelchair or disabled accessible. The numbers of adapted properties will be higher than currently reported and will be adjusted as records continue to be updated.

At the end of 2016, details of 578 properties have been updated in the council's own database. A total of 94 have been coded as 'ambulant disabled', the majority of which have adapted bathrooms, widened doorways and level or ramped access to the property. Included in this figure are 17 fully accessible bungalows built in 2016 by the Council.

The remaining properties have some form of adaptation however remain in the category of general needs due to some sort of steps to the front or back door.

Table 21

Local Authority Stock	Amenity	Elderly Amenity	Sheltered	Very Sheltered	Total
	247				**247**

4.7.3.2 **RSL Adapted & Accessible Stock**

The current stock of sheltered or very sheltered social rented housing across the area is concentrated in the housing association sector. The main providers include Hanover (Scotland) HA and Trust HA. The Local Authority role is more limited although this reflects the important and growing role of housing associations in this type of provision over the last two to three decades.

Table 22: Specialist Housing Type (Sheltered & Very Sheltered) by Area: 2001 -2016

Specialist Housing Type (LA & RSL)	**2001**	**2005**	**2010**	**2015**	**% change 2005-15**
Clackmannanshire					
Sheltered Housing	239	166	170	168	
Very Sheltered	9	27	41	14	
Clackmannanshire Total	248	193	211	182	-20%
Source: Scottish Government Statistical Returns & Scotland's Housing Network Returns					

Looking at the wider categories of specialist housing for older people, the housing association contribution is again significant with a range of providers including Ochil View, Trust and Hanover.

Table 23 Specialist Housing by HA

Housing Association	Amenity	Elderly Amenity	Sheltered	Very Sheltered	Total
Hanover			86		**86**
Margaret Blackwood	8				**8**
Ochill View Housing Association	24	258			**282**

Trust Housing Association	17	26	82	14	**139**
	49	**284**	**168**	**14**	**515**

Source: HA Records 2016

Properties becoming available in the RSL sector are an important source of supply but nationally sourced and reliable information is limited on this. In particular the 'specialist' RSLs that operate in several LA areas across Scotland do not readily break this information down for Clackmannanshire. As a proxy the application of an 8% annual turnover rate to the current specialist RSL stock in the area, 515, would give an annual let figure of 41 properties becoming available each year.

Table 24: Permanent Stock and Lettings (LA Stock Only): 2011-2015

Local Authority Housing Stock & Lets	2011	2012	2013	2014	2015
Clacks (LA Stock)	4,969	4,963	4,978	4,993	5,018
Clacks (LA All Lets)	360	383	352	461	403
Clacks - Lets as % of stock	7%	8%	7%	9%	8%
Source: Scottish Government Annual S1B Return – Supported Housing & SG Housing Statistics Annual Return "Summary of Lettings of Local Authority Dwellings". Notes: * Older people stock & lets only refer to sheltered or very sheltered housing.					

There is a lack of data in respect of private sector 'specialist' housing and there are no purpose built private retirement property developments in Clackmannanshire.

Housing, health and social care policies for older people that live in private housing focus on maintaining independence within their own home, which is consistent with the desire of most current older homeowners. Service responses such as the provision of adaptations or technology to enable independent living will therefore remain vital. Nevertheless, some older households in the private sector want or need to move to a more suitable and accessible home.

Some older homeowners 'express demand' through applying for social housing but housing register data offers little insight into whether they are turning to social housing because moves within the private sector are hampered by lack of choice, affordability pressures or other supply constraints. A lack of awareness of other potential 'intermediate' housing options (shared equity, mid-market rent etc.) may also be suppressing the expressed demand through housing register data.

There are currently 148 owner occupiers over the age of 60 on the Council waiting list. These households are in band 4 and are not considered in need due to being adequately housed and therefore have no real chance of being re-homed in the social sector.

The LA Housing Land Audits suggest the in the period to 2023-24 there are a plans for 3,140 new homes in Clackmannanshire. Most are anticipated to be private homes intended for owner occupation.

Table 25: Housing Land Audits – Projected Programme (no. of homes) 2015/16 – 2023/24

Year	Clackmannanshire
2015/16	235
2016/17	223
2017/18	311
2018/19	320
2019/20	383
2020/21	515
2021/22	473
2022/23	340
2023/24	340
Total	3,140

Source: LA Housing Land Audit 2016

The tenure breakdown, property type and size of new homes will be shaped by local demand, policy imperatives and private developer assessments of viability. However, the fact that older people are the fastest growing group of households in the housing market points to the need to ensure planning policies widen the housing choices available to older households in all tenures, especially the private sector, and boost the supply of new housing suitable for older households across the HSCP area. Such policies should consider size and type of property as well as issues around accessibility and design to meet changing housing requirements as well as wider health and social care needs.

4.7.3.3 **Private Adaptations**

Private Sector grants have contributed towards 64 major adaptations between 13/14 and 15/16. The majority of the works carried out have been bathroom adaptations, where a bath has been replaced with a level access shower. This work enables the property to be more suitable for the existing resident to remain at home for longer. It should also help the property remain relevant in any future housing market as it will be suitable for an older homebuyer.

4.8 **Wheelchair Accessible Housing**

National Policies

- Scottish Building Standards
- Lifetime Homes Standards

Local Policies

There are no specific policies directly relating to the provision of fully wheelchair accessible housing, however, it is something which is taken into consideration for any new build properties due to national policies. Future developments will be encouraged, where possible, on an individual basis to include measures to make new homes wheelchair accessible.

4.8.1 **Wheelchair Adapted property**

Table 26: Other Specialist Housing Type by Area: 2001 -2015

Specialist Housing Type (LA & RSL)	2001	2005	2010	2015
Clackmannanshire				
Wheelchair	78	117	113	53
Ambulant Disabled	65	212	51	94
Amenity	347	409	568	322
Other Specially Adapted	450	8	8	332
Clackmannanshire Total	940	746	740	801
Source: Scottish Government Statistical Returns & Scotland's Housing Network Returns				

*Classification of properties changes over the years which will show up some inconsistencies in data.

Again, applying an 8% turnover in stock, would give an annual let figure of 64 wheelchair or amenity properties becoming available each year. It is not possible to pinpoint the exact number or people on our waiting list that require these types of houses as housing requirements are different for specific medical needs. It could be assumed that applicants with high medical needs would be most suitable for these properties and there are currently around xx people with high medical points on the waiting list.

4.9 **Non-permanent Housing**

National Policies

- The Homeless Persons (Provision of Non-permanent Accommodation) (Scotland) Regulations 2010
- Policy on refugees?

Local Policies

4.9.1 **Homeless Temporary Accommodation**

The Council currently uses 120 of it's own stock for temporary accommodation.

Table 27 Temporary Accommodation used for Homeless Households

Temp Accom	**Clacks 2014/16**	**Clacks 2015/16**
Social Sector	89	120
Hostel	0	0
B and B	29	10
Other	1	1
Total	**119**	**131**

Source:

4.9.2 **B & B Accommodation**

The Council made a conscious decision in to reduce the use of B & B for homeless households using this type of accommodation for 10 cases in 2015/16.

4.10 **Supported Provision (Care Homes, refuges)**

National Policies

- Scotland's National Dementia Strategy
- Regulation of Care (Scotland) Act 2001

Other

4.10.1 **All Care Home Places**

Tables 28 & 29 below show the number of care spaces Care Commission registered at October 2015.

Table 28 Care Places - All

Client Group	
Older People	229
Learning Disabilities	68
Mental Health	17
Young People	6
Respite	13
	333

Source: Care Commission

Table 29 Care Places - All by HMA

Client Group	Alloa HMA	Hillfoots HMA	Dollar HMA	
Older People	159	64	6	229
Learning Disabilities	61	7	0	68
Mental Health	17	0	0	17
Young People	6	0	0	6
Respite	13	0	0	13
	256	71	6	**333**

Source: Care Commission

4.10.2 **Care Home places for Older People**

Table 30 confirms that between 2003 and 2015 the numbers of older long stay residents in Clackmannanshire have fluctuated from year to year with no obvious upward or downward trend. This goes against the trend in Scotland at a 6% decline nationally.

Table 30

Older people 65+	**2003***	**2005**	**2010**	**2014**	**2015**	**Change 2003-2015**	
						%	**No**

Clackmannanshire							
All older residents	221	211	200	206	228	3.2%	7
Older Long-Stay Residents	213	204	170	196	214	0.5%	1
Source: Scottish Government Statistics (as at March 2015) Notes: *long stay residents only separately identified from 2003 onwards							

The median age on admission is now 84 years in Clackmannanshire, which is slightly above the Scotland wide median age of 83 years. This is interesting in that it supports a view that increasingly the care home sector is being utilised for people in the oldest age groups with more 'younger' older people continuing to live independently in the community. At the same time, it does raise issues in light of the demographic projections (i.e. the increases in 85+yrs group) with potential pressures on both care homes as well as more accessible and 'age friendly' homes in the community. * **Clackmannanshire and Stirling Health & Social Care Partnership Specialist Housing Needs: Older People.**

4.11 Care / Support Services for Independent Living at Home

National Policies

- National Telehealth & Telecare Delivery Plan for Scotland to 2016
- Reshaping Care for Older People
- Scotland's National Dementia Strategy 2013 – 2016
- Caring Together: The Carers' Strategy for Scotland, 2015
- The Carers (Scotland) Act, 2016

4.11.1 Care & Support Needs

Care and support services allow people to live independently in their own mainstream home and are in addition to the specialist housing types detailed above. The services include:

- Unpaid caring
- Telecare
- Home help
- Housing support
- Social work help
- Respite care

4.11.2 Unpaid Care

According to the 2011 census, there are almost 1,900 people in a caring occupation in Clackmannanshire and almost 4,700 people provide unpaid care of some kind. Most unpaid carers (4,100) care for people in their family and the vast majority (81%) for their partner, in fact, 13% of all households in Clackmannanshire contain a member of a couple caring for their partner in an unpaid capacity.

Of all unpaid carers 1,798, or 38% provide 35 hours or more care each week.

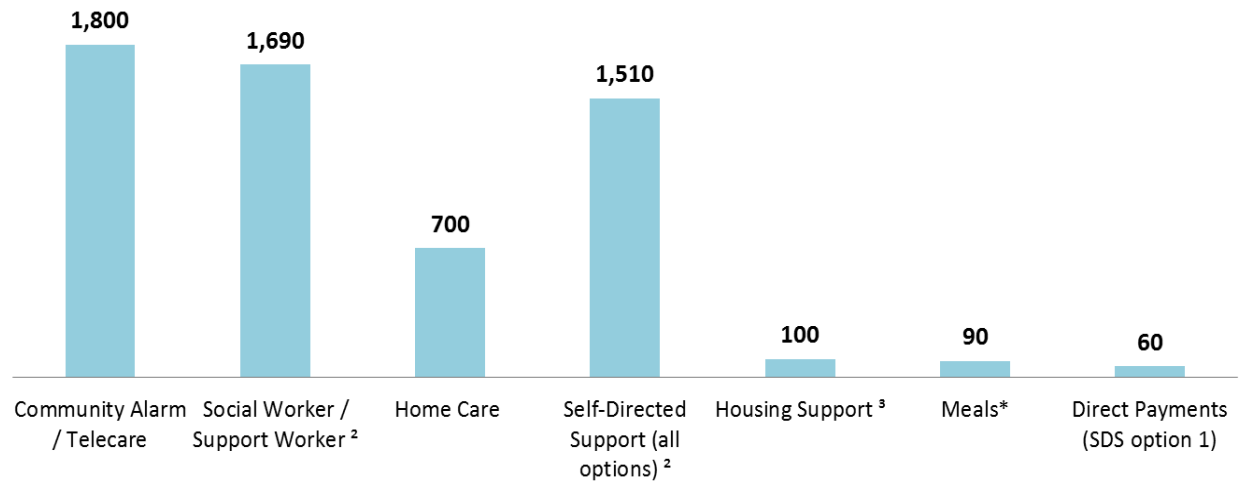
The census also reports that just over 6,500 households contains at least one person whose day to day activities are limited by some sort of disability.

4.11.3 **Summary of Paid Care**

The graph below shows the overall level of care at home received in Clackmannanshire in 2016. As clients can receive more than one social care service, there are a total of 2,510 individuals in receipt of at least one form of care at home. Of these, 1,980 or 78% are over the age of 65, however this remains less than 30% of all residents 65+ currently receiving paid support.

By providing various types of support to older people in their own home many other, more costly interventions such as hospital stays or care home placements may be avoided for longer. Suitable housing, alongside access to services is likely to lead to more people living independently for longer.

Graph 29: Care received in home by type



Notes on chart

[1]Community Alarm/Telecare, Direct Payments, SDS and Social Worker/Support Worker information are for the financial year. Home Care, Housing Support and Meals data is for the March Census week.

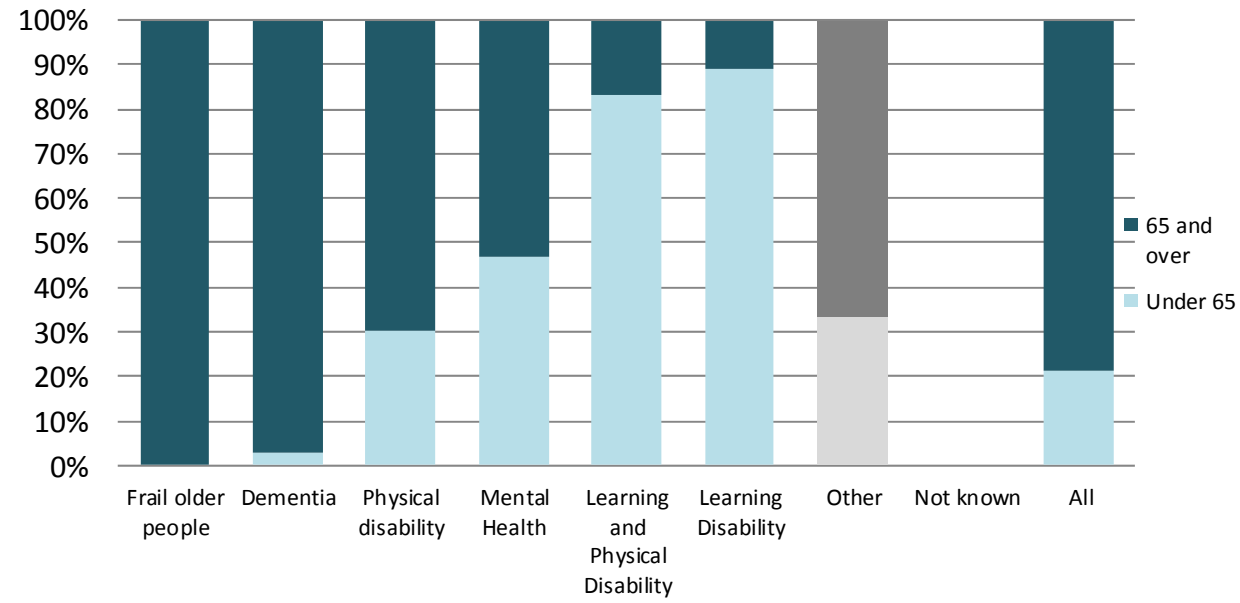
[1]Clients can receive multiple social care services.

[2]Data on Social Worker / Support Workers and Self-Directed Support is in development, and not reported on in detail in this release. Follow-up analysis on these topics will be published at a later date.

Source: Scottish Government, Social Care Services 2016, Statistical Release, November 2016

The graph below shows that 80% of clients receiving paid care in their own home are over the age of 65. The most common reason is to help with general frailty in older age, dementia or some kind of physical disability.

Graph 30: Over 65's in receipt of care by condition



Source: Scottish Government, Social Care Services 2016, Statistical Release, November 2016

4.11.2 **Telecare**

There are 1,800 clients in Clackmannanshire with either a community alarm or telecare. The majority of these, 1,220, are over the age of 75.

4.12 **Site Provision for Gypsy Travellers and Travelling Show people**

National Policies

- Scottish Government Equality Outcome (Equality Act 2010)
- Scottish Social Housing Charter

- Scottish Planning Policy

Local Policies

- Local Housing Strategy
- Local Development Plan, 2015: Policy SC3

4.12.1 **Gypsy Travellers**

Since 2012, the Scottish Housing Regulator monitors social landlords responsible for Gypsy Travellers. Social landlords must give the same level of service to Gypsy Travellers and housing tenants and sites are well maintained and managed.
The regulator sets two specific indicators relating to official Gypsy/Traveller sites requiring social landlords to report annually to help monitor and assess landlords' performance against the Charter. The indicators are about the average weekly pitch rents paid by residents and resident satisfaction with the landlord's management of the Gypsy/Traveller site(s).

Clackmannanshire Council have a well maintained site at Westhaugh in Alva,
With pitches available all year round. The site has 16 pitches 2 of which are adapted for disabled travellers.

The 2011 census recorded a Gypsy Traveller population of 68 living in Clackmannanshire, equating to around 17 households. Gypsy Travellers not only live in authorised sites but in fixed housing and a few scattered private sites. The authorised site in Alva is rarely full and no waiting list is in operation. The Council will continue to operate, maintain and monitor the site to ensure that any future housing needs are addressed.

4.12.2 **Travelling Showpeople**

Travelling Showpeople require permanent sites for accommodation and storage of equipment. There are no identified specific issues around demand in Clackmannanshire.

CLACKMANNANSHIRE COUNCIL

THIS PAPER RELATES TO ITEM 08

ON THE AGENDA

Report to:	**Council**
Date of Meeting:	**12 December 2017**
Subject:	**Strategic Housing Investment Plan 2018 - 2023**
Report by:	**Head of Housing and Community Safety**

1.0 Purpose

1.1. To approve the Strategic Housing Investment Plan (SHIP) and to note the intention to consider appointing a preferred development partner. The SHIP sets out the policy framework for affordable housing development in Clackmannanshire over the next 5 years, establishing the investment priorities. The programme of sites is agreed in line with the SHIP framework.

2.0 Recommendations

2.1. It is recommended that Council:

2.1.1 Approves the Strategic Housing Investment Plan for 2018-2023, including the 5 year programme of housing sites, detailed in Appendices 1 and 2.

2.1.2 Notes the intention to carry out a process to appoint a Registered Social Landlord as preferred development partner.

2.1.3 Notes the remainder of the report, commenting and challenging as appropriate.

3.0 Background

3.1. Local Authorities are required by the Scottish Government to prepare a Strategic Housing Investment Plan (SHIP) annually, setting out the strategic investment priorities for affordable housing over a 5 year period, to achieve the outcomes set out in the Local Housing Strategy. The SHIP informs the Scottish Government's housing investment decisions and is the key document for identifying strategic housing projects to assist the achievement of the target for 50,000 affordable homes across Scotland, which was announced in March 2016 and discussed below.

3.2. The national 'More Homes Scotland' approach provides a £1.754 billion commitment by the Scottish Government over the next 3 financial years (2018/19 to 2020/21). This includes increased subsidy levels for councils, accompanied by 3 year Resource Planning Assumption to help with forward planning of development sites. The 'More Homes Scotland' approach also includes new policy initiatives including: more mid-market homes; supporting home ownership; establishing the new Housing Infrastructure Fund which will

provide loans and grants to allow strategically important housing sites to be unlocked and increase the scale of housing delivery; and reviewing the planning system with a focus on improving planning processes to support the delivery of good quality housing.

4.0 SHIP 2018-23

4.1. The increase in resources for new housing is very welcome, and will support the Council's wider regeneration aims. The intention is to spread investment throughout Clackmannanshire, whilst directing it to the areas of greatest housing need. The draft SHIP (attached at appendices 1 & 2) proposes 404 new homes to be built in Clackmannanshire over the next five years.

4.2. Appendix 2 sets out the sites proposed for development and the financial resources available to deliver these houses. Work is underway to identify new opportunities in the private sector, and potential development sites held on the Housing Revenue Account, such as lock-up/garage sites and amenity areas.

4.3. This builds upon the current SHIP approved in December 2016. The plan has been developed in consultation with key stakeholders, including Registered Social Landlords (RSL).

4.4. Funding for these sites will mainly come through the Scottish Government's Affordable Housing Investment Programme, the Council's own resources (income from empty homes Council Tax), and RSLs own private finance to these schemes. Other grant funding (for example for infrastructure) may also be available for some projects.

4.5. The additional funding also provides the opportunity to consider the condition and popularity of some of the Council's existing housing stock. Some of this stock is nearing the point where it may no longer be financially viable to make the substantial investment required to meet modern standards. The plan therefore includes funding for regeneration areas, which could involve programmes of selective demolition and replacement housing, and / or voluntary sales. However, at this stage these are only indicative sums. Detailed work will be carried out, and further reports brought back to Council prior to any formal consultation on such proposals.

4.6. The Housing Needs and Demand Study elsewhere on this agenda highlights the area's ageing population. The Clackmannanshire and Stirling Health and Social Care Partnership has set up a Housing Contribution Group which will assist in identifying housing needs across the Partnership area. It is intended that the programme will provide significant numbers of housing for older people, those with disabilities and others with support needs. It is likely that these will be integrated into most new developments.

5.0 Preferred Development Partner

5.1. As with all affordable housing projects, development proposals for Clackmannanshire are scrutinised by the Housing Supply Division of the Scottish Government, for quality and value for money, prior to them awarding grant funding. In addition to this a number of local authorities have appointed

particular RSLs as preferred development partners to ensure delivery of the affordable housing programme. It is intended to investigate the benefits of this approach. This will not preclude us from working with other RSLs where it is considered they are better placed to develop, for reasons of specialism, funding, capacity, etc.

5.2. In order to take forward the appointment of preferred development partner the appropriate process will be followed, taking into account the experience of other local authorities. The appointed RSL will enter into an agreement with the Council. The performance of the preferred development partner could also then be measured against an agreed set of performance indicators. A further report will be provided to Council as the appointment process progresses.

6.0 Funding

6.1. The funding for 2017/18 is £3.88 million with the expected spend to be in the region of £4.238 million.

6.2. As previously reported, the Scottish Government has provided a funding target of £16.94 million over the three years from 2018/19 to 2020/21. The Government expect local authorities to over-commit at least 25% to absorb any additional available grant.

6.3. The identified spend for Clackmannanshire over the same period is currently £17.512. We would expect this figure to increase by bringing additional sites forward and working with private developers to provide additional units.

7.0 Sustainability Implications

7.1. The supply of affordable housing is a central contributor to the Council's commitment to reduce carbon emissions. The projects are all built to 'Greener Standards' and the Council will pursue the inclusion of renewable energy on sites where possible.

8.0 Resource Implications

Financial Details

8.1. There are no funding implications from this report that will not be met from within existing resources. A report will be brought to a future meeting on detailed regeneration proposals.

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

8.3. Finance has been consulted and have agreed the financial implications as set out in the report. Yes ☑

Staffing

8.4. There are no staffing implications arising from this report

9.0 Exempt Reports

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

10.0 Declarations

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

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

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

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

11.0 Equalities Impact

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

Yes ☑ No ☐

12.0 Legality

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

13.0 Appendices

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

Appendix 1 Strategic Housing Investment Plan (SHIP) 2018-2023

Appendix 2 Affordable Housing Supply Programme (SHIP tables)

14.0 Background Papers

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

Yes ☐ (please list the documents below) No ☐

Author(s)

NAME	DESIGNATION	TEL NO / EXTENSION
Kate Fleming	Senior Housing Strategy Officer	2361

Approved by

NAME	DESIGNATION	SIGNATURE
Ahsan Khan	Head of Housing	Signed: A Khan
Nikki Bridle	Depute Chief Executive	Signed: N Bridle

Appendix 1

CLACKMANNANSHIRE COUNCIL

STRATEGIC HOUSING INVESTMENT PLAN 2018- 2023

1.0 Introduction

1.1 The Strategic Housing Investment Plan (SHIP) 2018/23 defines the priorities for housing investment, as set out in the Clackmannanshire's Housing Strategy (CHS) 2012- 2017 vision, that;

"Every household in our area should have access to a good quality and affordable home, with advice and support services that meet their needs."

1.2 To achieve this vision through investment, our aim is to create a more effective local housing system, which delivers both economically balanced and sustainable communities. This in turn shapes our key objectives of providing the right houses, in the right location, delivering both choice and affordability. Supporting this is the commitment from the Scottish Government of an increasing annual grant allocation. For Clackmannanshire, the allocation increased to £16.94 million for the next 3 years.

1.3 Under the Scottish Government's initiative of 'More Homes Scotland', £3 billion has been committed over the next 5 years for the delivery of 50,000 affordable homes across Scotland. To help achieve this aim, the Government has introduced a Housing Infrastructure fund of £50 million, to help unlock blockages to development sites due to infrastructure constraints. The scheme is open to private developers, Registered Social Landlords (RSLs) and councils offering a five year flexible grant or loan. The Council will work with colleagues at the Scottish Government and developing RSLs to progress sites assessed as being eligible for such funding.

1.4 The 'More Homes Scotland' approach also includes new policy initiatives including: more mid-market homes; supporting home ownership; establishing the new Housing Infrastructure Fund which will provide loans and grants to allow partners to unlock strategically important housing sites and increase the scale of housing delivery; and reviewing the planning system with a focus on improving planning processes to support the delivery of good quality housing. The Council will work to maximise resources and delivery of new homes, to meet the priority needs of the area.

2.0 Housing Need and Demand

2.1 Early indications from our updated Housing Needs and Demand Assessment, using the 2012 based population projections, confirms some key findings that will influence future policy:

- Although the population is in decline, the number of **households** remains on the increase, because households are getting smaller. By 2037, 75% of all households are predicted to be either single person or a couple.

- Demographically, the future population of Clackmannanshire will be older and the consequent demand for specialist housing provision will increase.

- Longer term population projections reveal a decline particularly in younger, working age households. This means fewer people to support the ageing population.

- Houses in Clackmannanshire are around the Scottish average of £146k. The current average house price is around £35k lower than Stirling's average price of £186k.

- Housing need within settlements in Clackmannanshire is particularly self contained, so investment to meet needs is required across all settlements.

2.2 This SHIP details an investment programme of almost £17 million over the next 3 years, from 2018 to 2021. As well as confirmed funding of £5.074 million for 2018/19, the Scottish Government has provided Resource Planning Assumptions (RPA) to 2020/21 totalling £11.866 million. The Scottish Government expect councils to over commit by at least 25% in their programmes.

3.0 Clackmannanshire Housing Strategy

3.1 A revised Local Housing Strategy is due to be published early 2018, drawing on the full findings from the HNDA which is currently out for consultation. In the meantime, the eight priority areas and outcomes to be achieved remain:

- **New Housing Supply** - Quality, affordable housing is maximised
- **Best Use of Existing Housing** - The housing we already have is optimised and effective in providing choice and meeting need
- **Homelessness** - Homelessness is reduced and homeless and potentially homeless households have access to effective and appropriate housing option
- **Support for Independent Living** - Those requiring assistance to live independently at home have access to effective housing support
- **Specialist Housing** - People have access to specialist or adapted accommodation where there is an assessed need
- **Energy Efficiency and Fuel Poverty** - Energy efficiency is improved and fuel poverty and carbon emissions are reduced across all tenures
- **Improving Neighbourhoods and Communities** - Organisations and partnerships working with communities will improve the quality of life for all households
- **Housing Investment** - New, improved and innovative funding opportunities will ensure a flow of funds to achieve essential housing priorities.

3.2 There has been plenty of activity since the Local Housing Strategy was approved in 2012. Some key achievements over the last 3 years are:

Completed Actions	
The allocated Affordable Housing Budget spend was exceeded in 2015/16 and 2016/17 and is looking well on track again in 2017/18.	
88 new and 'buy back' properties were added to the affordable housing stock in 2016/17, the highest annual total in Clackmannanshire since 1997.	
Completion of 17 affordable bungalows on former Community Centre land in Tillicoultry, funded by £782k Town Centre funding received from the Scottish Government.	
Adding to the success of phase one, a further 14 houses for Mid Market Rent in Coalsnaughton were completed in 2017. This is funded as part of the National Housing Trust initiative in partnership with the Scottish Futures Trust and the Council.	
RSL developing partner Kingdom Housing Association completed their first 27 units in Alloa Road, Tullibody in February 2016.	
Kingdom are on site for a second phase in the Tullibody development with a further 31 properties, which include disabled adapted bungalows and amenity housing.	
In May 2017, Kingdom completed 16 new flats for mid market rent on derelict land at Primrose Place in Alloa town centre to achieve the successful first stage of further town centre regeneration plans.	
The Council's off the shelf house purchase initiative has added a total of 64 new council properties for rent and 20 for use as homeless temporary accommodation. Successful 'buy back' and off the shelf new build purchases by RSLs have added a further 30 affordable properties.	
Castle Rock Edinvar has made a start on a site in Clackmannan to build 35 units through the Falkirk Pension fund. The site is in partnership with a private developer to deliver a mixed tenure site.	
Engage with the multi disciplinary Developer Contribution Group to ensure that affordable housing is on the agenda for new developments.	

3.3 In addition to the above, the Local Housing Strategy confirms further broad actions which are being delivered through this investment programme;

LHS Key Actions	Progress
Develop a flexible Affordable Housing Policy, including commuted sums, with a settlement focus to maximise developer contributions towards affordable housing	✔
Continue to develop and support innovative and flexible models for providing cost effective new housing	▶
Agree a partnership with Falkirk and Stirling Council's and Castle Rock Edinvar to deliver Forth Valley a Pension Fund investment programme	▶
Maximise the impact of new housing, including affordable housing in areas of demand	▶
Optimise the Council's investment potential of its land and non-residential assets	▶
Work with local Housing Associations to deliver new affordable housing and maximise funding from their resources	▶
Promote and increase low cost home ownership and shared equity schemes with public funding or private developer cross subsidy, especially to promote tenure diversification	▶
Promote town centre development and regeneration through compatible investment in housing in Alloa, Alva, Tullibody and Tillicoultry	▶
Define the need for specialist housing and agree best way to supply gaps in provision	▶
Maximise the funding for new housing through private sector investment, match funding and bidding for challenge funds	▶
Maintain a programme to purchase existing housing for social stock	▶
Use income from reduction in Council Tax discounts to provide additional affordable housing, including bringing empty homes back to use	▶
Deliver specialist housing on all appropriate new housing developments	▶

4.0 Local Outcomes Improvement Plan (LOIP)

4.1 Replacing the Single Outcome Agreement (SOA), The Council and it's partners have set out their strategic outcomes for the next 10 years in the Local Outcomes Improvement Plan 2017 /2027. Focussing on tackling the inequalities that exist in Clackmannanshire around poverty and socio-economic disadvantage, the four strategic outcomes driving strategic partnership working are:

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

4.2 We know that poor housing has a negative impact on health, well being and quality of life. Our commitment to provide additional good quality, affordable housing goes a way to contribute to improving the life outcomes of vulnerable families by reducing inequality and disadvantage in the housing market and making Clackmannanshire an attractive place to live.

The 5 year SHIP contains plans for new housing development in the 4 most deprived areas identified in the LOIP; Alloa South & East, Tullibody North, Tullibody South and Forrestmill, Devon Village and Coalsnaughton. A proportion of new housing will be provided for older people and those with disabilities.

4.3 Continuing and new priorities for the Council and its partners will be accommodated within the SHIP and the revised Local Housing Strategy. This will include work as part of the City Deal with Stirling Council and plans for future regeneration in Clackmannanshire.

5.0 New Housing Supply Targets

5.1 An updated Housing Need and Demand Assessment (HNDA) is currently out for consultation. Findings so far show a reduction in the level of housing requirements since the last Assessment. This is due to a number of reasons, primarily the reversal in the population projections for 2012, showing an anticipated decline in the population to 2037. This, in turn, is influenced by a dramatic drop in new house building in Clackmannanshire since 2008. This has had a significant effect on population as low house building in the area fails to attract inward migration from households seeking new housing.

5.2 Up to 2020, the annual estimated need for additional affordable housing in Clackmannanshire is around 75 homes, 53 of these for 'social renting' and 22 for mid market rent. It shows11 properties required for rent by a private landlord and the remaining 36 required for sale on the open market.

5.3 Social housing demand in Clackmannanshire is fairly self contained within settlements, so the location of new developments needs to be carefully considered. Availability of housing sites does not always match housing need and demand - something that will be considered in the revised Housing Strategy.

6.0 Housing Needs

6.1 Initial findings from the HNDA research confirm some specific features of demand for Clackmannanshire;

- The latest 2012 household projections to 2037 for Clackmannanshire show a fall in population.
- Despite a falling population, 100 new households will form every year. Every one of these (100%) will be either single person or couple households, meaning additional, smaller houses are required.
- The area has one of Scotland's steepest declines in private house building since 2008/09 and new private developers should be encouraged in to the area where possible.
- Net outward migration of 16 to 29 year olds sits at around 100 annually, which is the highest for any age group.
- By 2037 there will be 126% more people aged 75+, which is far above the Scottish average of an 86% increase.
- By 2030 the number of people over 85 years will double, with a corresponding need for suitable / adapted housing.

7.0 Specialist Housing

7.1 The Council will continue to provide an element of specialist housing on suitable sites. Most recently, the former Tillicoultry Community Centre was redeveloped providing 17 level access bungalows, which proved to be very popular with tenants. Additional bungalows and amenity housing are under construction on the second phase on Kingdom's Tullibody development.

7.2 One of the main drivers of the housing market is the ageing population and their requirement for specialist housing. This is the result of older people who need care (low cost but high volume) and higher infant survival and longevity for those with a learning disability (low volume and high cost).

7.3 The Clackmannanshire and Stirling Health and Social Care Partnership has supported additional research into specialist needs, discussed below.

8.0 Partnership Working

8.1 There is continued emphasis on partnership working to deliver the SHIP. We continued working with Hadden Construction, and the Scottish Futures Trust (SFT) to deliver National Housing Trust (NHT) houses for mid market rent in

Coalsnaughton. Ochil View Housing Association is acting as management and maintenance agents for the properties.

8.2 The Council, Paragon and Link Housing Associations and private developers, have worked in partnership to provide 48 new, affordable, high quality, highly energy efficient housing in Alva completed in October 2017. The funding has been provided, in part, from the Greener Homes Innovation Scheme.

8.3 The Council continues to work with Kingdom Housing Association as the main RSL developer to build a programme of affordable housing delivery.

8.4 Ochil View Housing Association has entered into a new agreement with Kingdom Housing Association to manage their development work. As such, sites that are in Ochil View's ownership at Todd's Yard, Sauchie and Elm Grove, Alloa have been brought back into the programme for development within the next 5 years.

8.5 The Council is working alongside Stirling and Falkirk councils to jointly deliver 207 new social rented homes being developed by Castle Rock Edinvar, using £15m of Falkirk (Forth Valley) Pension funding. 35 units will be located in Clackmannanshire within a private developer site.

9.0 Health and Social Care Integration

9.1 The Clackmannanshire and Stirling Health and Social Care Partnership, which is governed by the Integration Joint Board, has set up a Housing Contribution Group which takes responsibility for identifying and addressing the priority housing related needs across the 3 localities within the Partnership area. Clackmannanshire is a single locality.

9.2 The Partnership takes the issue of housing very seriously, recognising that housing is a critical aspect of good quality of life. The Partnership has assisted with funding specialist research to help identify the housing needs of older people and of homeless people across the Partnership area. This has been incorporated into the HNDA.

10.0 The Planning Context

10.1 Any new housing development should address the needs of the people of Clackmannanshire, regardless of tenure. The key mechanism for this is the planning system. We are working alongside planning colleagues to create a mix of housing sizes and tenures with the aim of providing housing opportunities for all and helping to prevent further market failure.

10.2 The Local Development Plan was adopted by Council in August 2015. This includes provision for the delivery of affordable housing, which is supported by the Housing Needs and Demand Assessment. The Affordable Housing Policy (SC2) includes that housing proposals for 20 or more homes, or over 1 hectare, will be expected to include a range and choice of house types, tenures and sizes, including affordable housing.

11.0 Particular Policy Initiatives

11.1 Council purchase of existing housing for social renting

The Council maintains its commitment to make 'off the shelf' purchase a means of delivering affordable housing with 15 new social rented houses delivered in 2015/16,14 in 2016/17 and 4 so far in 2017/18. Funding is available from the HRA Business Plan and Affordable Housing Supply Budget. This method of providing additional affordable homes will be continued as required by the programme.

11.2 RSL purchase of existing housing for social renting

Both Ochil View and Kingdom Housing Associations are buying properties 'off the shelf'. Of particular interest to Ochil View has been buying back their own stock sold through Right to Buy. Opportunities to purchase 'off the shelf' new build properties, direct from the developer, are also of interest, with Kingdom successfully completing such purchases in 2016/17.

11.3 Adaptations

The Health and Social Care Partnership is now responsible for some of the housing related functions as detailed in the Partnership Integration Scheme. In particular, the Housing Contribution Group is developing a Service Level Agreement (SLA) for the delivery of these services, which remain operationally managed through the Housing Service. The SLA will agree priorities for adaptations in private and council housing, in terms of funding, works, numbers and outcomes, in line with the Strategic Plan.

Clackmannanshire Council's Housing Contribution Statement has been agreed by the Partnership Board and highlights the priorities to be addressed in relation to housing need and the link with health and social care needs. The specialist housing needs research has helped to further define local requirements going forward to meet the growing number of older people in Clackmannanshire.

12.0 Resources

12.1 The RPA for Clackmannanshire for 2018/19 to 2020/21 is £16.94 million. The spend identified against projects at this time is £17.512 million which, as encouraged by the Scottish Government, is over the allocated budget but allows for slippage and mitigates the risk of underspend.

The Council and RSL partners are progressing sites for the future programme in anticipation of additional resources being made available.

Affordable Housing Supply Budget RPA		
Year	Budget	Planned Spend
2018/19	£5,074,000	£5,254,750
2019/20	£5,741,000	£6,684,000
2020/21	£6,125,000	£5,573,757
Total	£16,940,000	£17,512,507

13.0 HRA

13.1 The Council made a decision in February 2015 to remove future new build programmes from the HRA Capital Programme from 2019 onwards. This decision was recommended to Council to ensure that RSL partners could maximise their stock acquisition in the area. In future, where the situation will allow, the Council will undertake further open market targeted purchases to match local needs and demands.

14.0 Housing Associations

14.1 The Council continues working with Kingdom Housing Association to develop a clear programme of activity to establish their presence in Clackmannanshire.

14.2 Ochil View Housing Association has recently entered into an agreement with Kingdom Housing Association to manage development work on their behalf, allowing them to participate in new development again. Ochil View can therefore assist to meet the increased unit target with sites in their ownership at Todd's Yard, Sauchie and Elm Grove, Alloa.

15.0 Falkirk (Forth Valley) Pension Fund

15.1 Falkirk Pension Fund, which operates across Forth Valley, agreed to allocate a total of £30m for housing in Scotland. It has been agreed that £15m of this should be spent on social rented housing in Forth Valley, with Castle Rock Edinvar delivering the housing, 35 units of which are on site in Clackmannan.

16.0 Affordable Housing Supply Programme

16.1 The table at appendix A sets out the Council's criteria and method used to prioritise housing sites. Sites are ranked by meeting priority criteria based on key actions from the LHS as well as applying practical criteria such as land constraints, planning permission or listed in the Local Development Plan. Sites become nearer to delivery as the constraints are overcome.

16.2 The Council continues to work with its RSL partners and the Scottish Government to maximise the number of new affordable homes in Clackmannanshire. The programme in 2016/17 and to date in 2017 has delivered 152 units. This has been supported by approximately £3.7million of affordable housing grant; £782k of Town Centre regeneration funding and £2.267million Greener Homes Innovation Funding. This is a significant boost to new provision in the area and provides a sound platform for future partnership schemes.

16.3 Details on individual sites are included in the proposed Strategic Local Programme tables attached to the SHIP, also summarised below.

17.0 New Supply

17.1 Primrose Place, Alloa

In keeping with the Council's commitment to targeted investment, 16 mid market rent flats were delivered in May 2017 on this prominent site, the first phase of a wider regeneration plan for a derelict area of Alloa town centre.

17.2 'Off the Shelf'

Kingdom purchased a development of 21 new builds from a developer in 2016/17. There is scope from them to purchase further new build properties in the future, with 20 units scheduled in Harbour View, Alloa in 2018/19.

The HRA capital plan includes funding for up to 20 off the shelf purchases a year for the next 3 financial years. Which could allow the Council to acquire 60 additional units to support the SHIP.

17.3 Pension Fund

The Scottish Government remains supportive of the Falkirk Pension Fund mandate to invest £30m into affordable housing. The RSL for the scheme, Castle Rock Edinvar, successfully negotiated on a private site in Clackmannan which will deliver 35 units.

17.4 Delph Road, Tullibody phase 2

Kingdom purchased this site in March 2016 to deliver a second phase of 31 units, started in February 2017. The development includes some larger wheelchair adapted units and houses suitable for older people - a priority to meet the demands of an ageing population.

17.5 Todd's Yard, Sauchie, phase 2

This site is owned by Ochil View, who built 16 houses on phase 1 in 2012. Kingdom will develop 11 units for Ochil View, starting early in 2017/18.

17.6 Lock-up site at Gartmorn Road, Sauchie

A site investigation and feasibility study will be commissioned for this site as part of the wider lock-up strategy.

17.7 Potential Lock-up sites / Council owned land

There are various potential sites in Council ownership that have the capacity to be developed for housing. Sites will be considered as they arise.

17.8 Former Police Station, Tullibody

The Council, Police Scotland and Kingdom are currently in negotiations to acquire this site. Indicative drawings show the site capable of holding around 20 flats, although other layouts are currently being considered.

17.9 Park Street, Tillicoultry

Land is being assembled to allow Kingdom to develop 8 units on the site, adjacent to the popular recent development of amenity bungalows.

17.10 Lochies Road, Clackmannan

This small site in Clackmannan will complement the wider regeneration of the town centre. The preference for the site will be for low level specialist housing.

17.11 Primrose Street, Alloa

Feasibility work continues on the options for this site which is phase 2 site of the town centre redevelopment proposals.

17.12 Elm Grove, Alloa

This site, owned by Ochil View, will likely provide a mixed tenure development, potentially including mid-market rent and low cost home ownership, to assist with the ongoing regeneration of the area. Kingdom will progress proposals for the site.

17.13 Potential HRA development/regeneration sites

Work is underway to identify development sites owned by the Housing Revenue Account which, as well as providing new housing which meets local needs, will be part of wider initiatives to improve local areas. This might include lock-up/garage areas, amenity areas considered surplus to requirements and potentially selective demolition of unpopular or difficult to manage housing which is no longer financially viable and or to unlock a larger scale development.

18.0 Shadow Programme (Potential Sites)

18.1 It is inevitable that some priority sites will not be deliverable for various reasons, such as ground conditions or financial viability. To help avoid slippage in the main programme, or in the event of additional Scottish Government funding being made available, potential sites are included in the 'shadow' programme. These sites may be substituted or added to the main programme, should the opportunity arise.

18.2 This approach allows additional flexibility to help ensure that the number of units and spend in Clackmannanshire is maximised. Below is a list of sites identified to date, however, it should be noted that the Council and its RSL partners are actively looking for further opportunities. Other proposals, including purchasing units from a developer, may be brought forward in addition to those listed.

18.3 The Orchard, Tullibody

This HRA-owned site was in the main programme but has been placed in the shadow programme pending further consultation and agreement on school

provision in the area. The site capacity is around 12 units to replace the demolished block of flats.

18.4 Forest Mill

The section 75 agreement sets a requirement for 22% of the 1,250 homes to be affordable. There are no affordable homes programmed by the developer in phase 1 or 2, so it is likely that it will be several years before affordable housing can be expected on this site.

18.5 Former FV College, Sauchie

A section 75 agreement for 7 affordable houses exists for this site. It is possible that the affordable housing element could be increased if a mid market rent proposal for the site is taken forward.

18.6 Craigview Shop, Sauchie

There is a commitment to conduct a feasibility study on this site. This could be progressed with Ochil View as it owns adjacent properties.

18.7 Devonpark Mills, Devonside

This is a small site that has previously been in the programme but was removed because of site constraints. It is being marketed for sale by the Council, but has been placed on the shadow programme in case an affordable development solution can be delivered.

18.8 Coalsnaughton North, Coalsnaughton

This Council owned site is next to the current National Housing Trust site being developed for mid market rent by Hadden Construction. Work is ongoing, in conjunction with a private developer, to determine the numbers and types of units most suitable for this development.

18.9 Lower Mill Street, Tilicoultry

Kingdom has recently looked at this land with a view to taking forward. It is currently on the market for £273k with a capacity of around 86 units. On investigation there are currently a large number of requirements on the site making it unviable at the present time. There could be further discussion with planning colleagues to allow the site to be developed and it remains in the shadow program at present.

18.10 Alva Academy / East Castle Street, Alva

The site is under discussion with developers and will remain in the shadow program in the meantime.

19.0 Units in Addition to Affordable Housing Supply Programme

19.1 North Street / Main Street, Clackmannan

The Council has received regeneration funding for the site with work underway to demolish 2 old shop units on Main Street and the former print works on North Street. The redevelopment will provide 4 retail and 5 residential units. The work will complement the program of streetscape improvements.

19.2 National Housing Trust, The Glen, Coalsnaughton,

Following approval at Council in June 2015, Hadden Construction, the Council and the Scottish Futures Trust in the National Housing Trust Initiative will deliver a further 14 houses for Mid Market Rent in Coalsnaughton.

19.3 Greener Homes, Former Alva Academy

The Greener Homes Initiative development benefited from £2.879m funding from the Scottish Government for the development of 48 highly energy efficient homes in Alva. The project was significantly delayed but was completed in October 2017.

19.4 National Mid Market Rent (MMR) Initiative

The Scottish Government has invited prospective MMR providers to submit proposals for an expanded mid-market rented housing initiative. In line with the priorities set out in the Housing Strategy, we will look to incorporate potential feasible sites into our Programme if the opportunity arises.

20.0 Consultation

20.1 This document has been developed by housing and planning colleagues in consultation with local RSLs and Scottish Government officials.

21.0 Ensuring Equalities

21.1 An equalities impact assessment is carried out on each SHIP. The SHIP has no negative impact on the six equality groups; in fact it is likely that these groups will benefit from a positive impact.

22.0 Strategic Environmental Assessment

22.1 The SHIP is part of the LHS, which had a pre-screening as required by the Environmental Assessment (Scotland) Act 2005. Clackmannanshire Council as a "responsible authority" for the purpose of the Act has determined that no SEA submission is required for this document. Specific environmental issues will be considered as part of the Local Development Plan process or when planning applications for sites are submitted.

SHIP 2018-21 PRIORITIES FOR INVESTMENT

Site	Ownership	Effective Land Supply	Regen. / Town Centre Area	High Demand Area	Homeless Needs	Particular Needs	Planning Permission	Creating Mixed Comms	No Land constraints	Resources Available	VFM	Deliverable Now	Deliverable within 5 years
MAIN PROGRAMME													
Former Police Station, Tullibody	**Police Scotland**	No	No	Yes	Yes	Yes	No	Yes	Unknown	Yes	Yes	Yes	Yes
Lock up sites, Sauchie	**Council**	No	No	Yes	Yes	Yes	No	Yes	Unknown	Yes	Yes	No	Yes
Park Street, Tillicoultry	**Council / Private**	No	Yes	Yes	Yes	Yes	No	Yes	No (ownership)	Yes	Yes	No	Yes
Primrose Street, Alloa	**Council**	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Unknown	Yes	Yes	No	Yes
Elm Grove, Alloa	**Ochil View**	Yes	Yes	No	Yes	Yes	No	Yes(mix tenure)	Yes	Yes	Yes	No	Yes
Regeneration Sites	**HRA**	No	Yes	No	Yes	Yes	No	Yes	Unknown	Yes	Yes	No	Yes
Lochies Road, Clackmannan	**Kingdom**	No	Yes	Yes	No	Yes	No	Yes	Unknown	Yes	Yes	No	Yes

Site Name	Ownership	Effective Land Supply	Regen. / Town Centre Area	High Demand Area	Homeless Needs	Particular Needs	Planning Permission	Creating Mixed Comms	No land constraints	Resources Available	VFM	Deliverable Now	Deliverable within 5 years
SHADOW PROGRAMME													
The Orchard, Tullibody	**Clacks Council**	No	No	No	Yes	Yes	No	Yes	Yes	No	Yes	No	Possible
Forest Mill	**Private Developer**	Yes	No	No	Yes	Yes	Yes	Yes	No*	No	Yes	No	Yes
Former FV College, Sauchie	**College**	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	No	Yes
Craigview Shop, Sauchie	**Clacks Council**	No	No	Yes	Yes	Yes	No	Yes	No*	No	Yes	No	Yes
Devonpark Mills, Devonside	**Clacks Council**	Yes	No	No	No	Maybe	No	Yes	No*	No	Yes	No	Yes
The Craigs, Coalsnaughton	**Private Developer**	Yes	No	No	No	Yes	Yes	Yes	No	No	Yes	No	Yes

* Potential additional infrastructure funding to overcome this

Definitions of Criteria for Priorities

Effective Land Supply	Listed in the Local Plan as a site that can be developed for housing. No known constraints.
Regeneration / Town Centre Area	The site is situated within an area identified through the SIMD as a regeneration area or an identified Town Centre site, as identified in the LHS.
High Demand Area	Little or no social housing in the area or high demand / low turnover of existing social housing. *LHS Action: 'Maximise the impact of new housing, including affordable housing in areas of demand.'*
Homeless Needs	The site will provide accommodation for at least one homeless household. *LHS Action: 'Reduce Homelessness and homeless households have access to appropriate housing.'*
Particular Needs	The site will provide at least 10% of particular needs accommodation. *LHS Action: ' Deliver specialist housing on all appropriate new housing developments.'*
Planning Permission	The site has planning permission for housing.
Creating Mixed Communities	The site will provide a desirable balance of tenure in the wider area or will provide a mix of types of houses for different households within the site. *LHS Action: ' Promote and increase low cost home ownership and shared equity schemes with public funding to promote tenure diversification.'*
No Land Constraints	Land has no infrastructure blockages.
Resources Available	Are there resources available now ie human resources or financial resources. *LHS Action: 'Work with local Housing Associations to deliver new affordable housing and maximise funding from their resourses.'*
Value for Money	The site is capable of delivering the units with benchmark HAG funding or below. *LHS Action: 'Continue to develop and support innovative and flexible models for providing cost effective new housing.'*
Deliverable Now	If the site meets 8 or more of the above criteria, it will be considered to be deliverable now.
Deliverable Within 5 years	If the site meets 6 or more of the above criteria, it will be considered to be deliverable in the coming years when resources become available.

AFFORDABLE HOUSING SUPPLY PROGRAMME - Years 1-5 2018/19-2022/23 **Appendix 2**

PROJECT	SUB-AREA	PRIORITY	DEVELOPER									TOTAL COMPLETIONS	SCOTTISH GOVERNMENT FUNDING REQUIREMENTS					
		Low / Medium / High		Total Units	General Housing	Specialist Provision	2018/19	2019/20	2020/21	2021/22	2022/23		2018/19	2019/20	2020/21	2021/22	2022/23	
KHA Delph Road Ph 2	Alloa	High	**Kingdom Housing Association**	**31**	**23**	**8**	**31**					**31**						**£0**
KHA Harbour View, Alloa	Alloa	High	**Kingdom Housing Association**	**28**	28		28					**28**	£1,526,750.00					**£1,526,750.00**
KHA for OVHA Todds Yard Ph 2	Alloa	High	Kingdom Housing Association	**11**	11		11					**11**	£800,000.00					**£800,000.00**
Pension Fund, Clackmannan	Alloa	High	Castle Rock Edinvar / Places for People / Amassador Homes	**35**	29	6	35					**35**						**£0**
Off The Shelf Purchases	Various	Medium	Council	**60**	60		20	20	20			**60**	£700,000.00	£700,000.00	£700,000.00			**£2,100,000.00**
Old Police Station, Tullibody	Alloa	High	Kingdom Housing Association	**8**	6	2		8				**8**	£100,000.00	£524,000.00				**£624,000.00**
Lock up site	Various	High	Kingdom Housing Association	**12**	10	2		12				**12**	£948,000.00					**£948,000.00**
Kingdom Lochies Road, Clackmannan	Alloa	High	**Kingdom Housing Association**	**6**		6		6				**6**	£280,000.00	£188,000.00				**£468,000.00**
KHA Park Street, Tilli	Hillfoots	High	**Kingdom Housing Association**	**8**	8			8				**8**	£200,000.00	£422,000.00				**£622,000.00**
Kingdom Primrose St, Ph 1	Alloa	High	**Kingdom Housing Association**	**25**		25			25			**25**	£500,000.00	£950,000.00	£800,000.00			**£2,250,000.00**
Kingdom Lock-up sites	Alloa	High	**Kingdom Housing Association**	**30**	20	5			30			**30**	£200,000.00	£1,140,000.00	£1,000,000.00			**£2,340,000.00**
KHA OVHA Elm Grove, Phase **1**	Alloa	High	Kingdom Housing Association	**26**	20	6			26			**26**		£1,400,000.00	£628,000.00			**£2,028,000.00**
HRA land for regeneration (AO)		High	**Kingdom Housing Association**	**7**	7				7			**7**		£546,000.00				**£546,000.00**
Ochil View Elm Grove Phase **2A**	Alloa	High	Kingdom Housing Association	**15**	15				15			**15**		£320,000.00	£370,000.00			**£690,000.00**
Ochil View Elm Grove Phase **2B**	Alloa	High	Kingdom Housing Association	**19**	16	3				19		**19**		£494,000.00				**£494,000.00**

PROJECT	SUB AREA	PRIORITY	DEVELOPER	Total Units	General Housing	Specialist Provision	2018/19	2019/20	2020/21	2021/22	2022/23	TOTAL COMPLETIONS	2018/19	2019/20	2020/21	2021/22	2022/23	
Kingdom Primrose St, Ph 2	Alloa	High	Kingdom Housing Association									**25**			£950,000.00	£1,300,000.00		**£2,250,000.00**
HRA land for regeneration Phase 1 (A)	Hillfoots	High	Kingdom Housing Association	**29**	25	4					29	**29**			£872,757.00	£1,389,243.00		**£2,262,000.00**
HRA land for regeneration Phase 1 (TC)	Hillfoots	High	Kingdom Housing Association	**29**	25	4					29	**29**			£253,000.00	£2,009,000.00		**£2,262,000.00**
HRA land for regeneration Phase 2 (A)	Hillfoots	High	Kingdom Housing Association	**29**	25	4						**0**					£2,262,000.00	**£2,262,000.00**
HRA land for regeneration Phase 2 (TC)	Hillfoots	High	Kingdom Housing Association	**29**	25	4						**0**					£2,262,000.00	**£2,262,000.00**
TOTAL				**457**	353	104	**125**	**54**	**123**	**44**	**58**	**404**	**£5,254,750.00**	**£6,684,000.00**	**£5,573,757.00**	**£4,698,243.00**	**£4,524,000.00**	**£26,734,750.00**

THIS PAPER RELATES TO ITEM 09 ON THE AGENDA

CLACKMANNANSHIRE COUNCIL

Report to:	**Council**
Date of Meeting:	**12 December 2017**
Subject:	**Urgent Capital Works**
Report by:	**Head of Housing & Community Safety**

1.0 Purpose

1.1. This report requests funding for proposals to deal with problems identified at the Speirs Centre, and ABC Nursery.

2.0 Recommendations

2.1. It is recommended that the Council agrees:-

2.1.1. To approve an additional £20K of capital funding for additional heating in the Speirs Centre.

2.1.2. To bring forward from 2020-21 to this year, the £102K of capital funding previously identified for works to ABC nursery.

2.2. And to note the remainder of the report, commenting and challenging as appropriate.

3.0 Speirs Centre

3.1. Since the building opened it has been clear that the heating in the lower library hall area (the former pool area) is insufficient. The area is very cold in winter and not a suitable environment for the staff and public.

3.2. A cost of £20,000 has been provided by the original contractor to add additional radiators to this part of the building. Additional quotations are being obtained. The work is supported by the Head of Strategy and Customer Services, and was requested last year. However, it appears that due to an oversight this was not included in the capital plan. Members are asked to approve an additional £20K borrowing to extend the heating system.

4.0 ABC Nursery

4.1. A potentially serious issue was identified with the roof at the ABC Nursery School in Alloa.

4.2. Following concerns raised with regards to deterioration to the gable ends, a visual inspection was carried out on 14th September 2017, followed by internal inspection of the main roof space on 23rd November 2017. This found that the roof generally is in poor condition and requires immediate attention.

4.3. Works are being undertaken to remove immediate danger. More extensive works required include repair, replacements and strengthening of the blind gables and structure of the roof, and likely removal of the bell tower, as opposed to repair and re-cladding.

4.4. Other works include re-slating, replacement flashings, lead work, sarking and possible rafter end replacements. In order to progress the identified works full safe access is also required to the rear roof space, along with the two wings to either side. A full assessment can then determine appropriate strengthening recommendations.

4.5. The capital plan included £31K worth of roof work in 2020/21, within a total budget of £102,000. However, it is estimated that roof replacement will be at least £80K (costs are awaited). It is recommended that the fully £102K be brought forward to this year and specifically identified for the roof works. This will allow the work to be tendered now with a view to commencing as soon as possible. The additional works required will then be subject to a later capital bid.

5.0 Sustainability Implications

5.1. None

6.0 Resource Implications

6.1. Financial Details

6.1.1. The £20k for Speirs can be absorbed within the underspend with no impact on borrowing.

6.1.2. The works to the ABC roof will add value to the building and/or extend the useful life of the building so can be capitalised. Bringing forward the £102k from later years would not impact on the budgeted level of borrowing in the current year due to the projected slippage in the programme. However if this was to overlap into 18/19 or if additional funding was required this would need to be considered within the overall programme for 18/19 and would put more pressure on the programme and the borrowing required in that year.

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

6.2. Staffing

There are no additional staffing implications associated with this report.

7.0 Exempt Reports

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

8.0 Declarations

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

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

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

(2) Council Policies (Please detail)

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? No √

10.0 Legality

The Capital programme for 17-18 is currently projecting an underspend of £4.399m per the last reported Outturn in November. Due to this slippage, bringing forward the £102k would have no impact on the budgeted level of borrowing as the overall projected spend would be less than budgeted. If the work could not be completed within the 17-18 financial year this would need to be reflected in the 18-19 programme and would put more pressure on the programme and the borrowing required in that year.

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.

Background Papers

11.2. 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√

As referenced in the report.

Author(s)

NAME	DESIGNATION	TEL NO / EXTENSION
Ahsan Khan	Head of Service	2473

Approved by

NAME	DESIGNATION	SIGNATURE
Ahsan Khan	Head of Housing & Community Safety	Signed: A Khan
Nikki Bridle	Depute Chief Executive	Signed: N Bridle

Clackmannanshire Council | Comhairle Siorrachd Chlach Mhanann
www.clacks.gov.uk

Councillor Dave Clark
Ward 2 Clackmannanshire North (Multi Member Ward)
Kilncraigs, Greenside Street, Alloa, FK10 1EB
Telephone: 01259 452241 Mobile: 07814 174 516
Email: daveclark@clacks.gov.uk

THIS PAPER RELATES TO ITEM 10 ON THE AGENDA

Motion for Clackmannanshire Council
Meeting on 12th December 2017

This Council celebrates its staff and applauds their commitment to delivering services to the people of Clackmannanshire. It recognises, in humility, that they contribute 3% of their income voluntarily towards addressing the Councils financial difficulties. This Council, therefore, considers it abhorrent that their income is further attacked in the form of the withdrawal of the unsociable hours allowance paid to staff working antisocial hours and desists from implementing such a policy.

In doing so this motion proposes the reversal of the decision of Clackmannanshire Council of 27th March 2017 to remove the antisocial hours allowance as set out in Paper 3 of the Council Meeting of 27th March 2017, namely the general Services Revenue and Capital Budgets 2017/18.

Councillor Dave Clark
Ward 2, Clackmannanshire North

16th November 2017

Rec'd 16/11/17
1225 hrs LT