



**Clackmannanshire
Council**

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Comhairle Siorrachd
Chlach Mhanann

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

Meeting of Clackmannanshire Council

Thursday 8 March 2018 at 9.30 am

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

Date	Time
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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.

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

Details of all of our Council and Committee dates and agenda items are published on our website at www.clacks.gov.uk

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28 February 2018

A MEETING of the CLACKMANNANSHIRE COUNCIL will be held within the Council Chamber, Kilncraigs, Greenside Street, Alloa, FK10 1EB, on THURSDAY 8 MARCH 2018 at 9.30 am.

**ELAINE McPHERSON
Chief Executive**

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1. Apologies	--
2. Declaration of Interests Elected Members are reminded of their obligation to declare any financial or non-financial interest which they may have in any item on this agenda in accordance with the Councillors' Code of Conduct. A Declaration of Interest form should be completed and passed to the Committee Services Officer.	--
3. Confirm Minutes of Meetings of Clackmannanshire Council (Copies herewith):	
(i) Meeting held on Thursday 8 February 2018	07
(ii) Special Meeting held on Friday 23 February 2018	13
4. Committee Meetings Convened Since the Previous Council Meeting on 8 February 2018 (For information only)	--
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b. Delegation of Functions to the Integration Joint Board - report by Head of Resources and Governance (Copy herewith)	175

Clackmannanshire Council – Councillors and Wards (From 1 January 2018)

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
Vacancy		2	Clackmannanshire North	---
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.



MINUTES OF MEETING of the CLACKMANNANSHIRE COUNCIL held within the Council Chamber, Kilncraigs, Greenside Street, Alloa, FK10 1EB, on THURSDAY 8 FEBRUARY 2018 at 9.30 am.

PRESENT

Provost Tina Murphy (In the Chair)
Councillor Donald Balsillie
Councillor Dave Clark
Councillor Chris Dixon
Councillor Kenneth Earle
Councillor Phil Fairlie
Councillor Ellen Forson
Councillor Darren Lee
Councillor Graham Lindsay
Councillor Kathleen Martin
Councillor Bill Mason
Councillor George Matchett, QPM
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
Celia Gray, Head of Social Services
Anne Pearson, Chief Education Officer
Chris Alliston, Service Manager (Human Resources)
Julie Hamilton, Development Services Manager
Lindsay Sim, Chief Accountant
Lindsay Thomson, Service Manager (Legal and Democracy) (Clerk to the Council)
Margaret Summers, Committee Services

Mr Gordon Smail, Assistant Director, Audit Scotland (Agenda Item 06)

CC.79 APOLOGIES

Apologies for absence were received from Councillor Martha Benny and Councillor Craig Holden.

CC.80 DECLARATIONS OF INTEREST

None

CC.81 MINUTES OF METINGS: CLACKMANNANSHIRE COUNCIL

(i) Minutes of Meeting: Clackmannanshire Council 12 December 2017

The minutes of the meeting of the Clackmannanshire Council held on 12 December 2017 were submitted for approval.

Decision

The minutes of the meeting of the Clackmannanshire Council held on 12 December 2017 were agreed as a correct record and signed by the Provost.

It was noted that notice was given by Councillor Les Sharp at the meeting of the Council on 12 December 2017 under Standing Order 20.7 of the intention to bring to Council proposals to amend Standing Orders. It was confirmed that no substantive report concerning proposals to amend standing Orders was submitted to the meeting on 8 February 2018.

(ii) Minutes of Special Meeting: Clackmannanshire Council 18 January 2018

The minutes of the special meeting of the Clackmannanshire Council held on 18 January 2018 were submitted for approval.

Decision

The minutes of the special meeting of the Clackmannanshire Council held on 18 January 2018 were agreed as a correct record and signed by the Provost.

CC.82 COMMITTEE MEETINGS CONVENED SINCE THE PREVIOUS COUNCIL MEETING ON 12 DECEMBER 2017

The Council agreed to note the Committee meetings that had taken place since the last ordinary meeting on 12 December 2017.

- (i) Scrutiny Committee on 21/12/17
- (ii) Regulatory Committee on 16/01/18
- (iii) Audit and Finance Committee on 18/01/18
- (iv) Clackmannanshire Licensing Board on 23/01/18
- (v) Planning Committee on 25/01/17

CC.83 COMMITTEE RECOMMENDATIONS REFERRED TO COUNCIL

A report which sought Council approval of recommendations made by the Audit and Finance Committee on 16 November 2017 was submitted by the Chief Executive.

Motion

That Council agrees the recommendations set out in the report.

Moved by Councillor Les Sharp. Seconded by Councillor Phil Fairlie.

Decision

The Council agreed:

From the Audit and Finance Committee of 16 November 2017 in relation to the report entitled, "Council Financial Performance 2017/18 August Outturn"

- To approve the rephrasing of the current capital budget for Telecare and the use of the budget to support a new call system within Menstrie House.

Action

Chief Executive

CC.84 CLACKMANNANSHIRE COUNCIL BEST VALUE ASSURANCE REPORT

A report which introduced the formal presentation to Council of the recently published "Clackmannanshire Council Best Value Assurance Report" and the Accounts Commission's findings on that report was submitted by the Chief Executive. The Clackmannanshire Council Best Value Assurance Report was attached as Appendix 1, and the Accounts Commission's findings on that report were attached as Appendix 2.

The Council heard from Mr Gordon Smail, Assistant Director, Audit Scotland, and had opportunity to put questions to Mr Smail.

Motion

That Council agrees the recommendations set out in the report.

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

Decision

Having commented and challenged as appropriate and having had opportunity for questions to the Assistant Director, Audit Scotland, the Council agreed :

- (i) To note the contents of the Best Value Assurance Report.
- (ii) To note and consider the findings of the Accounts Commission on that report.
- (iii) That an action plan is brought to the 8 March 2018 Council meeting to progress the recommendations contained in the Best Value Assurance Report.

Action

Chief Executive

CC.85 SOCIAL SERVICES REVIEW

A report which summarised the actions undertaken in an in-depth review of Children and Families Social Work was submitted by the Head of Social Services.

On 21 April 2016, the then Resources and Audit Committee agreed the scope, approach, resourcing and reporting arrangements for undertaking a social services scrutiny review.

Motion

That Council agrees the recommendations set out in the report.

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

Decision

Having commented and challenged as appropriate, the Council agreed to note the context of the report and the changes to the current caseload allocation system.

The Council also agreed the conclusion of the Scrutiny Review.

CC.86 LOCAL CODE OF GOVERNANCE

A report which sought approval of a revised Local Code of Governance and Internal Control Checklist was submitted by the Head of Resources and Governance.

The Head of Resources and Governance pointed out a typographical error in the Local Code of Governance on page 1 (page 80 of the agenda papers). Paragraph 3 to be amended to read, "Governance comprises the *arrangements* put in place to ensure that the intended outcomes for stakeholders are defined and achieved".

Motion

That Council agrees the recommendations set out in the report.

Moved by Councillor Les Sharp. Seconded by Councillor Phil Fairlie.

Decision

The Council agreed:

- (i) To adopt the revised Local Code of Governance.
- (ii) The revised Internal Control Checklist and adopted it for the 2017-18 Annual Governance Statement process.

Action

Head of Resources and Governance

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 items of business on the grounds that it involved the likely disclosure of exempt information as detailed in Schedule 7A, Part 1, Paragraph 8, 9 and 1.

CC.87 SALE OF LAND AT ALLOA WEST BUSINESS PARK

A report which sought approval for the sale of land at Alloa West to facilitate the relocation and expansion of a local business was submitted by the Development Services Manager.

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 unanimously to support the recommendations set out in the report

Action

Development Services Manager

The Provost adjourned the meeting for 10 minutes at this point in the proceedings (11.20 am)

When the meeting resumed at 11.30 am, fifteen (15) elected members remained present.

All of the Officers in attendance withdrew from the meeting at 11.20 am apart from the Human Resources Service Manager, the Chief Accountant and the Legal and Democracy Service Manager who remained in attendance for the following item of business.

CC.88 CHIEF OFFICER ESTABLISHMENT

A report which presented to Council a proposal in the context of the requirement to achieve required budget savings was submitted by the HR Service Manager, the Chief Accountant and the Legal and Democracy Service Manager.

Motion

That Council agrees the recommendations set out in the report.

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

A counter motion was moved by Councillor Dave Clark and seconded by Councillor Kenneth Earle that Council does not agree the recommendations set out in the report..

Vote on the motion

In terms of Standing Order 14.7, Councillor Kenneth Earle asked for a roll call vote on the original motion. The Council agreed that a vote be taken by calling the roll and at this stage there were 15 members present who were eligible to vote. On the roll being called, the elected members present voted as follows:

For the motion (10 votes)

Councillor Les Sharp
Councillor Ellen Forson
Councillor Donald Balsillie
Councillor Phil Fairlie
Councillor Graham Lindsay
Councillor Darren Lee
Councillor Mike Watson
Councillor Bill Mason
Councillor Chris Dixon
Provost Tina Murphy

Against the motion (5 votes)

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

Decision

The motion was carried on a division of 10 votes to 5.

Accordingly, the Council agreed to support the recommendations set out in the report.

Action

HR Service Manager

Ends 11.45 am.



MINUTES OF SPECIAL MEETING of the CLACKMANNANSHIRE COUNCIL held within the Council Chamber, Kilncraigs, Greenside Street, ALLOA, FK10 1EB, on FRIDAY 23 FEBRUARY 2018 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 Graham Lindsay
Councillor Kathleen Martin
Councillor Bill Mason
Councillor George Matchett, QPM
Councillor Les Sharp
Councillor Derek Stewart

IN ATTENDANCE

Elaine McPherson, Chief Executive
Stephen Coulter, Head of Resources and Governance
Ahsan Khan, Head of Housing and Community Safety
Ashley MacGregor, Team Leader, Finance
Lindsay Thomson, Service Manager (Legal and Democracy) (Clerk to the Council)
Margaret Summers, Committee Services

SCC(18)04 APOLOGIES

Apologies for absence were received from Councillor Darren Lee and Councillor Mike Watson.

SCC(18)05 DECLARATIONS OF INTEREST

None.

SCC(18)06 HOUSING REVENUE ACCOUNT FINANCIAL BUSINESS PLAN 2018-2023

A report which asked Council to review the Financial Business Plan for the Housing Revenue Account (HRA) and associated proposed rent increases for the period 2018-2023 was submitted by the Head of Housing and Community Safety.

The HRA Financial Business plan underpins the financial management of the Housing Service and provides an estimate of the income and expenditure of the service and the capital investment required over a 30 year period. The Plan is reviewed fully every 5 years, with an annual update.

Motion

That Council agrees the recommendations set out in the report.

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

Decision

The Council agreed unanimously to approve:

- (i) The objectives for the 2018-2023 HRA Financial Business Plan including the revised capital replacement cycles.
- (ii) The proposed 2% rent increase to all HRA dwellings, lock-ups and garage sites for the financial year 2018/19.

Action

Head of Housing and Community Safety

Ends 09:55

Report to Clackmannanshire Council

Date of Meeting: 8 March 2018

Subject: Placing Request – Reserved Places

Report by: Chief Education Officer

1.0 Purpose

- 1.1. This paper identifies the number of places requiring to be reserved in Clackmannanshire's schools during academic session 2018/19 to ensure there is sufficient provision for children at their local catchment schools. The Education service annually reviews the number of reserved places it needs in order to manage admission to schools to ensure children who move into school catchment areas after the normal enrolment can still be accommodated.
- 1.2. The Council's placing request policy provides for elected members to give permission for a certain number of reserved places every year. This paper updates the reserved places position for academic session 2018/19.
- 1.3. The paper provides information on the schools where it is recommended that places be reserved.

2.0 Recommendations

Clackmannanshire Council agrees to:

- 2.1 approve the recommended places to be reserved for catchment area children for session 2018/19 at the following primary schools : Abercromby, Craigbank, Park, Redwell, St Serf's, Strathdevon and Sunnyside and Lornshill Academy.
- 2.2 delegate authority to the Chief Education Officer to determine allocation of reserved places at specific year stages in each school.

3.0 Considerations

- 3.1 Under the terms of the Education (Scotland) Act 1980, parents have the right to express a preference for their child to attend a school of their choice other than the local catchment school. The local authority accommodates these requests where it has no resource or other implication for the requested school.

- 3.2 The Education (Scotland) Act 1980 gives Education Authorities the power to reserve places at specific schools for children who move into school catchment areas after enrolment had been completed. Numbers can be significant through build or other factors. Reserved places may be allocated to particular year stages by the Chief Education Officer or nominated officer.
- 3.3 Clackmannanshire Council continues to experience pressure on school rolls in some schools. Provision for pupils moving into the catchment area needs to be made by utilising the reserved places legislation to reserve spaces within establishments and avoid the need for to provide alternative placements.
- 3.4 The Service continues to work closely with colleagues in Planning over the educational implications of new housing developments.
- 3.5 Places are reserved based on a combination of factors including:
- Anticipated capacity pressures due to planned house build within school catchment areas. Information on this is gathered from local land plan audit and meetings with the Council's planning service.
 - A history of late enrolment. In this context a late enrolment is defined as an enrolment that takes place after placing request decisions are made for the following academic year in April and the end of the session in June
 - The number and size of classes in each school.
- 3.6 The schools at which places will be reserved and the number of places to be reserved are reviewed annually.
- 3.7 In Clackmannanshire certain schools are near capacity at certain year stages and it is recommended that places be reserved at the following schools:

3.7.1 Abercromby Primary School

Abercromby Primary School has received 11 late enrolments for 2017/18 and currently only has 2 spaces available at Primary 2 and 3 for next session. It is also recognised that as the work progresses on the new Tullibody South Campus the popularity of Abercromby Primary will increase. 9 spaces were reserved at Abercromby for this session and it is recommended that these places be maintained at 9 for 2018/19.

3.7.2 Redwell Primary School

Redwell Primary School received 10 placing requests last year, 6 of these were accepted from parents of children who have siblings in the school. The school continues to have a high level of late enrolments (10 in 2017/18), partly due to the continuing build of new houses in the area. The school roll is continuing to rise and it is important that admissions are managed to ensure the school can accommodate catchment children. Last year 12 places were reserved and it is recommended that this number be retained

3.7.4 St Serf's Primary School

The current projection for St Serfs shows the school only having 7 spaces available across Primary 1-3. Based on previous years it is anticipated that 4 places will be sufficient to accommodate catchment children enrolling later in the year.

3.7.5 Sunnyside Primary School

Sunnyside Primary School used the reserved places mechanism to refuse 10 placing requests last year . The projected enrolment for Sunnyside for 2018/19 shows a roll reduction of 30 children and a reduction in pressure on the roll and accommodation. However, given restrictions on class sizes as a result of teachers terms and conditions, there remains some pressure on spaces in Primary 1 and 2. It is recommended that number of reserved spaces be reduced from 14 to 7 in 2018/19.

3.7.6. Strathdevon Primary

The projected roll for Strathdevon for next session has reduced by 9 pupils and following a review of the number and size of classes there are fewer free spaces in every class and it is recommended that 5 spaces be reserved for catchment children.

3.7.7 Park Primary

In order to accommodate the increasing roll of Park Primary an additional class was created in 2017, this was formed by converting the former staffroom. This room is smaller than a standard size classroom of 50 square metres and can only accommodate 21 as a result there is pressure on the remaining classes. It is recommended that 5 spaces be reserved for catchment children.

3.7.9 Lornshill Academy

Lornshill Academy was built with a capacity of 1100, although the current roll is only 1,000 given the projected intake from the cluster primary schools the school now needs to manage its intake to ensure it can accommodate all future catchment children. In addition housing sites in the catchment area particularly in Clackmannan and Sauchie will be fully developed within the next years and it is recommended that the Council now use its reserved spaces mechanism in order to manage the intake. The maximum class sizes for secondary schools is 30 in all subjects It is recommended that 10 spaces are reserved for catchment children for next session.

4.0 Sustainability Implications

- 4.1 By reserving places the Education Authority can ensure places are available for children moving into the catchment area, including families who may have been placed in temporary accommodation or from travelling families.

5.0 Resource Implications

5.1 Financial Details

Reserving places supports efficient use of resources and reduces the likelihood of having to deploy additional resources to accommodate catchment pupils at a later date. Failure to secure reserved places could result in resource implications such as additional staffing, transport or building costs.

- 5.2 There will be no financial implications if reserved places are secured in line with recommendations in this report.

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

- 5.3 There will be no staffing implications if reserved places are secured in line with recommendations in this report.

6.0 Exempt Reports

- 6.1 Is this report exempt? No ✓

7.0 Declarations

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

(1) Our Priorities

- | | |
|--|--------------------------|
| Clackmannanshire will be attractive to businesses & people and ensure fair opportunities for all | <input type="checkbox"/> |
| 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 | <input type="checkbox"/> |

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

Not applicable

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 In adopting the recommendations contained in this report, the Council is acting within its legal powers. Yes

10.0 Appendices

Appendix 1 – Placing Requests – Reserved Places (Current and Proposed)

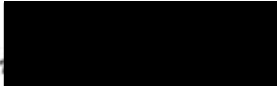
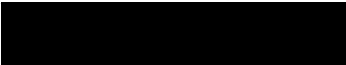
11.0 Background Papers

None.

Author(s)

NAME	DESIGNATION	TEL NO / EXTENSION
Michael Boyle	Education Business Manager	01259 452445

Approved by

NAME	DESIGNATION	SIGNATURE
Anne Pearson	Chief Education Officer	
Elaine McPherson	Chief Executive	

CLACKMANNANSHIRE EDUCATION SERVICE

Placing Request – Reserved Places (Current and Proposed)

School	Reserved Places Current 2017/18	Reserved Places Proposed 2018/19
Abercromby Primary	9	9
Redwell Primary	12	12
St Serfs Primary	8	4
Sunnyside Primary	14	7
Park Primary	0	4
Strathdevon Primary	0	4
Lornshill Academy	0	10

Report to: Clackmannanshire Council

Date of Meeting: 8 March, 2018

**Subject: Clackmannanshire Council Best Value Assurance Report -
Action Plan**

Report by: Chief Executive

1.0 Purpose

- 1.1. The purpose of this paper is to propose to Council an Action Plan to progress the recommendations contained in the Best Value Assurance Report which was published by Audit Scotland in January, 2018, and presented to Council at its meeting of 8 February, 2018.

2.0 Recommendations

- 2.1. It is recommended that Council agrees the Action Plan which is attached as the Appendix to this report.

3.0 Background & Considerations

- 3.1. The Best Value Assurance Report was presented by a representative of Audit Scotland to the Council meeting held on 8 February.
- 3.2. Council agreed at that meeting that an Action Plan would be prepared and presented to the March meeting.
- 3.3 The Best Value Assurance Report for Clackmannanshire Council contained the following four recommendations:
- that councillors and officers should build on their constructive working relationships to provide the coherent, combined leadership necessary to secure the council's financial position
 - that the council should consider savings options and decide how best to direct resources to priorities; it should work with communities to develop options and prepare for the difficult decisions it has to make
 - that the council should further develop its working relationships with community planning partners to ensure their combined resource is directed towards the strategic local outcomes

- that council should balance the drive for savings with the need for sufficient officer time and skills to support change. It should also consider how it could make more use of external assistance to support improvement.

3.4 It was suggested in the Chief Executive's covering paper to the February Council meeting that the Council was well-placed to act, since in the last year a number of strategic decisions on organisational transformation and financial sustainability had been taken, notably:

a) agreed in the *Taking Clackmannanshire Forward* document a three step approach for operating in an increasingly challenging economic and financial environment;

b) agreed an overall Strategic Change Framework within which to undertake whole organisation redesign;

c) agreed a set of organisational design principles and a broad design for the organisation;

d) researched and piloted a number of core operating models to design and build services around; and

e) signed up to a Local Outcome Improvement Plan with community planning partners which sets out key strategic priorities for Clackmannanshire.

3.5 The Action Plan builds on those foundations to move the transformation process to the next stage by committing to (among other things):

a) taking forward whole organisation redesign and service transformation based on already agreed frameworks and principles;

b) agreeing key priorities for future workforce development to enable and support redesign and change;

c) establishing a governance process and structure to drive, oversee and monitor the redesign and change process;

d) putting in place project management and governance arrangements, as well as other capacity, required to support the transformation process.

3.6 It is recommended that Council approves the Action Plan at the Appendix to this report.

4.0 Sustainability Implications - n/a

5.0 Resource Implications - n/a

6.0 Exempt Reports - this report is not exempt.

7.0 Declarations

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

Our Priorities

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

8.0 Equalities Impact

8.1 n/a

9.0 Legality

9.1 In adopting the recommendations contained in this report, the Council is acting within its legal powers.

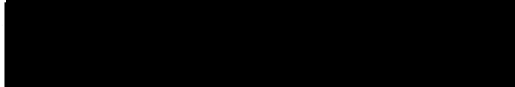
10.0 Appendices

Appendix 1 - Clackmannanshire Council Best Value Assurance Report, 2018 – Action Plan

11.0 Background Papers

1. Best Value Assurance Report for Clackmannanshire Council (Accounts Commission)

2. Report to Council of 8 February, 2018, on Best Value Assurance Report for Clackmannanshire Council

NAME	DESIGNATION	TEL NO / EXTENSION
Elaine McPherson	Chief Executive	

Clackmannanshire Council Best Value Assurance Report, 2018

Action Plan

March, 2018

Audit Scotland Recommendation	Proposed Action(s)	Timescale (by)	Leads
<p>1. councillors and officers should build on their constructive working relationships to provide the coherent, combined leadership necessary to secure the council's financial position</p>	<p>A - uses the agreed strategic change framework and organisational design principles to implement a whole organisation redesign, including:</p>		
	<p>i) agreeing the service functions which should be within the organisation divisions of People, Place and Performance (the Council's agreed strategic design) and associated management structure</p>	<p>March, 2018</p>	<p>Council (all elected members)</p>
	<p>ii) implementing the revised management structure associated within that agreed strategic design</p>	<p>May 2018</p>	<p>Council (Appointments Committee)</p>
	<p>iv) updating the existing Workforce Strategy to include key priorities for future workforce development to enable and support redesign and change</p>	<p>June 2018</p>	<p>Council (all elected members) and Chief Executive</p>
	<p>iv) developing a programme of digitisation to support redesign and service change</p>	<p>June 2018</p>	<p>Council (all elected members) and Head of Resources & Governance</p>
	<p>B - establishes a Programme Management Office to support organisational redesign incorporating: project management, funding and digital support (resourced -in part- from the existing Transformation Fund)</p>	<p>June 2018</p>	<p>Council (all elected members) and Head of Resources & Governance (in consultation with CMT)</p>
<p>C - establishes a governance process and structure to drive, oversee and monitor the redesign and change process, building on existing cross-party and member/ officer engagement</p>	<p>May 2018</p>	<p>Group Leaders and Chief Executive</p>	

Clackmannanshire Council Best Value Assurance Report, 2018

Action Plan

March, 2018

<p>2. the council should consider savings options and decide how best to direct resources to priorities; it should work with communities to develop options and prepare for the difficult decisions it has to make</p>	<p>D -i) building on the approaches agreed in <i>Taking Clackmannanshire Forward</i>, agrees its service priorities and associated standards, using these to inform and direct resources</p> <p>ii) builds on the recent large community engagement in budget consultation to establish regular discussions with communities on financial sustainability</p> <p>iii) adopts an updated Corporate Plan which sets out how what the Council will do to enable improved outcomes and financial sustainability</p> <p>iv) adopts and implements a revised Procurement Strategy to promote financial sustainability and value for money through the use of sound procurement practices and innovative solutions</p> <p>v) facilitates applications for asset transfer and actively supports community empowerment</p>	<p>June 2018</p> <p>May 2018 and ongoing</p> <p>April 2018</p> <p>April 2018</p> <p>Ongoing</p>	<p>Council (all elected members)</p> <p>Head of Strategy & Customer Services</p> <p>Council (all elected members)</p> <p>Head of Resources & Governance</p> <p>Head of Strategy & Customer Services</p>
<p>3. the council should further develop its working relationships with community planning partners to ensure their combined resource is directed towards the strategic local outcomes</p>	<p>E - i) implements new governance arrangements for community planning to focus on joint achievement of Local Outcome Improvement Plan outcomes</p> <p>ii) undertakes a joint baseline strategic financial assessment of community planning partners to identify spending comparative to LOIP ambitions</p> <p>iii) takes forward the City Deal initiative (subject to agreement of Heads of Terms)</p>	<p>June 2018</p> <p>June 2018</p> <p>Ongoing</p>	<p>Clackmannanshire Alliance representatives</p> <p>Depute Chief Executive</p> <p>Executive Director</p>

Clackmannanshire Council Best Value Assurance Report, 2018

Action Plan

March, 2018

4. the council should balance the drive for savings with the need for sufficient officer time and skills to support change. It should also consider how it could make more use of external assistance to support improvement	F - i) carries out a programme of training in leading and managing transformational change (funded from the existing corporate training budget)	August 2018	Head of Resources & Governance
	ii) commissions an external expert report on core funding needs of the Council	April 2018	Depute Chief Executive
	iii) explores opportunities for external support and advice from the Improvement Service, CoSLA, other councils and relevant organisations/individuals	Ongoing	Chief Executive

Clackmannanshire Council Best Value Assurance Report, 2018

Action Plan

March, 2018

Report to Council

Date of Meeting: 08th March 2018

Subject: Recruitment of Head of Paid Service (Chief Executive)

Report by: HR Service Manager

1.0 Purpose

- 1.1. This paper invites Council to agree the process for recruitment to the Head of Paid Service (Chief Executive).

2.0 Recommendations

Council is invited to agree:

- (i) that open recruitment is undertaken to fill the position of Head of Paid Service (Chief Executive) on a permanent basis,
- (ii) to establish a politically balanced Appointments Committee* to appoint the Head of Paid Service (Chief Executive),

* note further recommendations on the political balance will be provided following by-election outcome together with details of proposed training for those members who have not undertaken Recruitment and Selection training previously

- (iii) that the existing Head of Paid Service (Chief Executive) oversees this recruitment process and remains in post until the conclusion of permanent recruitment,
- (iv) that an independent adviser, together with the HR Service Manager, be approached and asked to engage with the recruitment process for the permanent position of Head of Paid Service (Chief Executive) to provide professional advice and guidance to the Appointments Committee,
- (v) that the Society of Local Authority Chief Executives in Scotland (SOLACE) undertake the recruitment assessment centre exercise for the permanent position of Head of Paid Service (Chief Executive),
- (vi) the proposed recruitment processes and timeline as presented in Appendix 1.

3.0 Background/Considerations

- 3.1. Section 4 (a) of the Local Government and Housing Act 1989 outlines that it shall be the duty of every relevant authority to designate one of its officers as the Head of Paid Service.
- 3.2. Paragraph 3.10 of the Council's Scheme of Delegation states that the Council will designate one of our officers as the 'Head of Paid Service' (the most senior council officer, also known as the Chief Executive, who is the main adviser responsible for the smooth running of council services.).
- 3.3. In line with the Scheme of Delegation the Council's Appointments Committee, which is established as required, has the delegated authority to appoint chief officers.
- 3.4. The Head of Paid Service (Chief Executive) is a critical post and one which is key to providing leadership and direction to all officers.
- 3.5. Best practice is that the process for appointing a Chief Executive should demonstrate that the Council appoints the best candidate. Given the critical importance of the post of chief executive to the good management of a Council the public are more likely to have confidence that the best candidate has been appointed if the recruitment process is open to all potential candidates
- 3.6. Previous practice within the Council for the permanent recruitment of Chief Officers involves open recruitment via the myjobscotland website, long leeting, Assessment Centre, short leeting and a competency based interview with the Appointments Committee.
- 3.7. Open recruitment should ensure that a wider range of experience, skills and ideas of future change are presented to the Appointments Committee supported by a robust evaluation from an assessment centre.
- 3.8. The existing Head of Paid Service (Chief Executive) will leave the employment of the Authority at the latest during May 2018.

4.0 Sustainability Implications

- 4.1. None

5.0 Resource Implications

Financial Details

5.1. The financial implications arising from the recommendations will be the cost of (a) any external advertising (b) the involvement of any independent adviser and (c) expenses incurred through involvement of SOLACE. The costs would be met from within the Chief Executive's allocated budget for professional fees

5.2. Finance have been consulted and have agreed the financial implications
Yes

5.3. *Staffing*

None

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

6.0 Exempt Reports

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

8.0 Equalities Impact

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

It is anticipated there will be no adverse impact from the proposals contained in this report.

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".

Recruitment processes and timetables

11.0 Background Papers

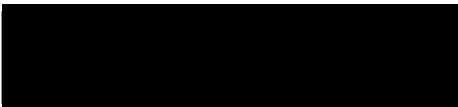
11.1 Have you used other documents to compile your report? (All documents must be kept available by the author for public inspection for four years from the date of meeting at which the report is considered)

Yes (please list the documents below) No

Author(s)

NAME	DESIGNATION	TEL NO / EXTENSION
Chris Alliston	HR Service Manager	2184

Approved by

NAME	DESIGNATION	SIGNATURE
Elaine McPherson	Chief Executive	

Recruitment Process and Timelines (Subject to Change)

(a) Open Recruitment – permanent recruitment

- Advertisement placed onto the myjobscotland portal allowing a 3 week period for candidates to apply
- The Appointments Committee would be convened no later than 1 week after expression of interest/advertisement closing date for the initial long-leet of candidates
- Successful candidates from the long-leet exercise would be advised and invited to attend an Assessment Centre, which would take place no later than 2 weeks after the meeting of the Appointments Committee
- Elected Members would be invited to meet with candidates during the Assessment Centre process
- The Appointments Committee would reconvene no later than 1 week after the Assessment Centre to agree a final short leet of candidates
- Successful Candidates would again be advised and asked to attend a final competency based interview, which would be held no later than 1 week after the Appointments Committee decision.
- The appointed candidate at the end of the process would be subject to the Council's pre employment checks (if required)

Action	Proposed Date (these are subject to change depending on availability)
Council Agree recruitment proposal	08 th March 2018
Advertisement Placed	09 th March 2018
Application period closes	30 th March 2018
Appointments Committee * – to longleet	05 th April 2018
Candidates advised whether or not progressing to assessment centre phase	05 th April 2018
Assessment Centre including break out session with Elected Members	w/c 16 th April 2018
Appointments Committee – to review assessment centre outputs and agree candidates for final interview	w/c 23 rd April 2018
Appointments Committee – Interview	w/c 30 th April 2018
Successful candidate notified and appropriate employment checks undertaken	w/c 30 th April 2018

* Notification of the meetings of the Appointments Committee would be required to be issued by member services 7 days prior to meeting

CLACKMANNANSHIRE COUNCIL

Report to Clackmannanshire Council

Date of Meeting: 8th March 2018

Subject: General Services Revenue and Capital Budget 2018/19

Report by: Depute Chief Executive

1.0 Purpose

1.1. The purpose of this report is to present the Administration's General Services Budget for 2018/19. This report builds on the regular Budget Strategy Update reports and briefings presented to Council, and the Audit and Finance Committee throughout the year. The Council's financial sustainability has continued to be the focus of several member and trade union briefings held during the year.

2.0 Recommendations

2.1. It is recommended that Council agrees:

2.1.1 the corporate redesign, associated management structure and implementation process set out in Appendix A

2.1.2 the proposals for demand pressures (Appendix B)

2.1.3 the General Services Revenue Budget for 2018/19 (Appendix C)

2.1.4 the policy savings set out in Appendix E

2.1.5 the 2018/19 Schedule of Funding to Voluntary Organisations and Income and Charging Strategy and Register of Charges (Appendices H and G)

2.1.6 the 3% increase in the level of Council Tax for 2018/19, resulting in Band D Council tax of £1217.91 (Appendix J) and the change to the payment date from the 1st to 15th of the month.

2.1.7 the utilisation of £0.669m of Capital Receipts Reserve and £0.959m uncommitted General Services Revenue reserves (paragraph 6.9)

2.1.8 to develop a plan to augment the level of the Employment Fund to ensure continued availability of funding for approved severances through ongoing redesign activity (paragraph 6.9)

- 2.1.9 to fund a voting share proportion (25%) of the Health and Social Care Partnership net operating deficit for 2017/18 up to the value of £500k (paragraph 6.24)
- 2.1.10 rent increase of 2% to the weekly rent for the travelling persons site (paragraph 6.4)
- 2.1.11 the continued utilisation of capital receipts to fund permitted elements of severance costs per Finance Circular 4/2015 (paragraph 6.11)
- 2.1.12 net resource transfer of £16.041m in respect of Adult Social Care to the Clackmannanshire/Stirling Health and Social Care Partnership (paragraph 6.20)
- 2.1.13 the financing limits placed on capital investment for 2018/19-2022/23 based on the underpinning assumptions in Table 5 and paragraph 8.8
- 2.1.14 the General Services Capital Budget for 2018/19-2027/28 (Appendices L1 and L2).
- 2.2 It is also recommended that Council **notes:**
- 2.2.1 that the redesign would offer potential staffing and non-staffing revenue savings of circa £1.7m over the next three years based on the proposed reductions detailed in Appendix A
- 2.2.2 that further reports will come to Council with proposals to progress the organisational redesign, including details of Programme oversight by Council
- 2.2.3 the feedback from recent budget consultation and engagement activity detailed in section 4
- 2.2.4 the previously approved savings (2017/18) which deliver benefit in 2018/19 (Appendices D1 to D3)
- 2.2.5 the schedule of management efficiencies (Appendix F)
- 2.2.6 the anticipated level of uncommitted reserves of £4.766m by 31 March 2018, prior to setting this budget (paragraph 6.7)
- 2.2.7 that the full anticipated year end balance of the Capital Receipts Reserve of £0.669m has been applied in setting the 2018/19 Budget (paragraph 6.9)
- 2.2.8 balance of £3.807m in uncommitted General Services Revenue reserves after setting this budget which equates to 3% of net expenditure in line with the minimum level set by the Council's approved Reserve Strategy (paragraph 6.9)
- 2.2.9 the cumulative indicative gap of £29.947m to 2022 following setting this budget, and a funding gap of £12.509m in 2019/20 (Table 4)
- 2.2.10 that the budget proposed for 2018/19 aims to deliver the Scottish Government's settlement package measures (paragraph 6.14 and 6.15)

2.2.11 that the Council's regular Budget Strategy Update reports will update Council on progress with implementing agreed proposals, including those relating to the Corporate redesign

2.2.12 the demand pressures submitted by the Chief Officer HSCP totalling £3.9m (Appendix K).

3.0 Strategic Framework

3.1 The Council's approved Budget Strategy is regularly reviewed and updates are reported to Council on a regular basis. The Budget Strategy sets out the planning assumptions and indicative savings figures for a rolling four year period, currently 2018/19-2021/22. The Strategy focuses on a framework which aims to:

- reduce expenditure
- maximise income
- redesign service provision, and
- implement other targeted initiatives to deliver high quality services from a sustainable cost base.

3.2. This 2018/19 Budget, aims to comply with both the objectives and framework set out within the Council's Financial and Budget Strategies respectively.

3.3 Given ongoing fiscal uncertainty, as well as the likelihood of further cash reductions in future years' funding levels, a strong focus on financial sustainability continues to underpin the preparation of the Council Budget. Specifically, the Budget aims to build on work undertaken in developing Making Clackmannanshire Better (MCB) to implement a corporate redesign of service delivery, Taking Clackmannanshire Forward (TCF). Further details of this are set out in Appendix A.

3.4 The proposals set out in Appendix A are based on a full business case prepared by the Chief Executive as requested by Council in March 2017 as part of setting the 2017/18 Budget. The business case has been consulted on with key stakeholders including elected members, council managers and trade unions.

3.5 A related strand of the Council's approach is focussed on the need for effective workforce planning. In October 2015, Council approved an Interim Workforce Strategy which set out the Council's approach to the recruitment, retention and support and development of its staff. The strategy also provided an indicative figure by which the Council needs to reduce its workforce. Since the approval of the Interim Strategy, detailed workforce planning work has been taken forward at service level. This will be used to inform a refresh of the Interim Strategy and this will be presented to Council in the near future.

4.0 Budget consultation and engagement process

4.1 As in previous years, consultation activity is an important part of the Budget process. For 2018/19, the approach sought to build on previous engagement with communities, communities of interest, partners, staff and Trade Union representatives. Feedback from this engagement is summarised below.

Public and stakeholder consultation

4.2 The public consultation on the budget setting for 2018/19 ran from 27th November 2017 to 2nd February 2018, though written responses continued to be accepted after this period whilst the budget was being finalised.

4.3 Public feedback was received via a variety of methods:

- An on-line public survey using Citizenspace (1250 responses received)
- Written letters and representations
- Seven public consultation events were held which were supported by CTSI
- Engagement meetings with parent councils and organisations/groups impacted by the proposals.
- Three petitions were also received during the consultation period.

4.4 A wide range of communications tools were used to promote engagement and feedback. Communications activity included issue of news releases, a full social media campaign with a total social media reach of 113k and permanent presence on the council front web page which generated 2800 visits to the consultation pages.

4.5 Clackmannanshire Third Sector Interface were consulted on the approach and assisted at the public meetings, and many of the engagement meetings with specific organisations. The sessions retained a focus on the impacts that potential reductions in funding may have on communities and vulnerable people and the refinement of equality impact assessments.

4.6 Responses and analysis from all consultation activity have been made available in full to elected members as background information prior to setting this Budget. This has included an assessment on the impact of each proposal along with amendments and mitigations put forward through the consultation for consideration. Full Equality Impact Assessments have also been made available for review by elected members, along with an assessment on any impact on ability to deliver our strategic outcomes.

Key themes and impacts highlighted are as follows:

- A substantial number of responses indicated that proposals relating to Education would have a high impact on young people, although not all proposals would disproportionately impact equalities groups. Impacts cited related to attainment, choice and development of life long skills, wellbeing, inclusion and stability. The proposal relating to learning assistants was assessed as a high equality impact.

- Closure of community halls will have high equalities impacts although these vary by community and relative levels of deprivation – the general principle of community asset transfer is positive, however a clear approach balancing capacity and support with the development of sustainable business plans is required.
- Proposals relating to voluntary organisations and women’s services are assessed as having high equalities impacts and significant impact on people and communities who are already very vulnerable. In some cases there is a mutually beneficial relationship between community halls and voluntary services being run from those halls. In some cases our ability to deliver on strategic outcomes (and Scottish Government targets) would be impacted.
- Proposals relating to waste and recycling are assessed as having low equalities impacts and many respondents were supportive of alternative service delivery arrangements being implemented. This would need balanced with mechanisms to ensure that environmental problems such as fly-tipping did not escalate.
- There was strong support for the Council to exhaust internal efficiencies first and before making decisions which would impact on vulnerable people and communities.
- Increasing Council taxes for those who can afford (higher bands) would have minimal impact.
- A wide range of suggested mitigations and alternatives have been provided through feedback including: full or partial cost recovery for services; shared services with other councils and partial or phased reductions in some services. Other mitigations include adopting good practice from other council areas.

Staff and Trade Union Consultation

- 4.7 The process of consultation with Trade Union representatives is longstanding and takes place year round. As in previous years, trade union representatives received the same information on areas for proposed savings as elected members. Between November and February, in line with what was presented to elected members, trade union representatives also received information on proposals through budget briefings and these have formed the basis of this proposed Budget. Trade union representatives will continue to be consulted as proposals and timescales are confirmed.
- 4.8 In February 2018, as usual a pre budget staff cascade was prepared and cascaded by CMT. The cascade provided an update on budget consultation activity and preparation. Staff have also been encouraged to contact their Head of Service or line manager to discuss proposals. Further cascade messages are planned for staff following the Council meeting.

5.0 Budget funding 2018/19

- 5.1 Based on the Finance Circular 5/2017 issued on the 14th December 2017, the funding assumed for the 2018/19 General Services Revenue Budget is as follows:

Table 1: General Services Funding 2018/19

	2018/19 £m
General Revenue Grant	71.819
Ring fenced Revenue Grants	4.088
Non-Domestic Rates Income	15.326
Total Grant Funding	91.233
Council Tax Income	21.431
Council Tax Reduction Scheme	3.626
Total Revenue Funding	116.290

Source: Finance Circular 5/2017

- 5.2 This position assumes an increase in Council Tax Income which relates to growth in the council tax base as a consequence of projected increases in the number of properties that will be subject to the tax. For 2018/19, this is estimated to be approximately 150 properties. The assumed collection rate is 97.5% which is a slight reduction on previous years reflecting the long trend and forecast of collection rates.
- 5.3 Since the notification of Finance Circular 5/2017, two further amendments were made to the settlement, resulting in a net increase in the Council's funding of £0.878m to £117.168m for 2018/19.
- 5.4 In addition, in line with the Scottish Government's funding package outlined in Finance Circular 5/2017, alongside the agreement of proposed savings and pressures submitted as part of this Budget, it is proposed to increase Council tax by 3% which provides additional income of £0.820m and which is included in the total of £21.431m council tax income in Table 1 above. This results in a Band D Council Tax of £1,217.91 for 2018/19 with details of the remaining Council Tax Band Charges set out in Appendix J. This year, changes are being made to the Council Tax payment date, resulting in a requirement to move Direct Debit collection dates from the 1st to the 28th of the month to ensure continued compliance with Council Tax legislation and banking regulations. To provide as much notice as possible, letters have already been issued to those council tax payers affected by the potential change informing them that this will be decided as part of this budget.

Rollover Revenue Budget

- 5.5 Each year, the base budget is reviewed to ensure that any adjustment that is required to meet expected costs and demands is properly considered. Table 2 below details the budget for 2018/19 compared to the anticipated level of Government Grant and Council Tax Funding. This results in a cumulative budget 'gap' of £28.285m up to March 2021 and £9.731m in 2018/19 after taking account of the additional £1.502m announced on 31st January 2018.

Table 2: General Services Budget 2018/19-2020/21 Indicative funding gap

	2018/19	2019/20	2020/21
	£000	£000	£000
Net expenditure	126,899	133,324	140,346
Net Funding	117,168	113,804	112,061
Cumulative indicative Funding Gap	9,731	19,520	28,285
Indicative Annual Gap	9,731	9,789	8,765

5.6 The main assumptions included within Table 2 are:

- 3% increase in the level of Council Tax for 2018/19 and 3% in both 2019/20 and 2020/21
- Pay inflation at 2.7% for 2018/19 and 3% for 2019/20 and 2020/21
- a reprofiling of the assumed amounts in respect of contract inflation and general demand pressures in line with new trends over the last few years. Contract inflation assumption is £482k in 2018/19 and £600K in both 2019/20 and 2020/21
- general demand pressures of £1.791m (Appendix B) in 2018/19 , with an assumption of £2.4m and £3.0m in 2019/20 and 2020/21 respectively
- Cash reduction on general fund grant of 3.5% in financial years 2019/20 and 2020/21
- that the additional £1.217m received in 2017/18 is baselined for future years
- recurrent share of additional social care funding of £250m baselined each year
- that the additional £1.502m received for 2018/19 is not at this stage baselined for future years.
- Maintenance of the commitment to implement Minimum Living Wage (currently **£8.45** rising to **£8.70** from the 1st April 2018, assuming 3% increase).

6.0 General Services Revenue Budget

6.1. The 2018/19 General Services Revenue Budget is summarised at Appendix C. The budget proposes expenditure of £118.796m against income of £118.796m providing a balanced position.

6.2 Each year demand pressures are advised by services which reflect any increasing demand for mandatory services, new duties and responsibilities, the demographic change affecting the area and specific provisions for inflation. For 2018/19, the proposed pressures total £2.273m (£1.791m for general pressures, and £482K for contract and other inflation) and these are set out in Appendix B for approval as part of this Budget. This level of proposed pressures is £727k below the level assumed and has been reflected as a reduction in paragraph 6.9.

6.3 The 2018/19 budget proposes savings of £7.376m. These comprise:

- £0.492m of savings approved in 2017/18 delivering 2018/19 budget reduction (summarised by Service at Appendix D1)
- £1.176m of 2017/18 approved cash savings which provide a 2018/19 benefit comprising £0.083m permanent savings from 2018/19 (Appendix D2) and £1.093m continued cash savings for 2018/19 (Appendix D3)
- £2.931m policy savings requiring Council approval (Appendix E)
- £1.618m management efficiencies (Appendix F)
- £1.159m from corporate and service redesign activity (Appendix A), based on an estimated take up rate of 45% for TVR where posts are not vacant.

6.4 Additional detail is provided in respect of the revised Income and Charging Policy (Appendix G) and as agreed with the Council's External Auditors, the Budget also includes a schedule of Funding to voluntary organisations in 2018/19 (Appendix H). Appendix G also includes an increase of 2% for the Council's Travelling Persons site.

6.5 Table 3 below shows how the combined savings are distributed across services:

Table 3: General Services Revenue Budget 2018/19: Distribution of planned savings by service.

Service	Current 2017/18 Budget (£000)	Service savings Proposals 2018/19 (£000)	Savings as % reduction in service expenditure
Housing, Revenues and Community Safety	5,981	1,311	21.9
Strategy and Customer Services	6,066	687	11.3
Education	47,517	1,596	3.4
Development and Environment	14,782	1,371	9.3
Social Services	14,286	1,266	8.9
Resources and Governance	5,900	462	7.8
Corporate	9,912	683	6.9
TOTAL	104,444	7,376	7.1

Balances and reserves

- 6.6 The un-earmarked reserves at the start of 2017/18 were £4.892m. The current outturn suggests that there is an expected net contribution of £0.661m by 31 March 2018. This balance, along with released earmarked reserves of £192k, and new earmarked items of £0.979m (which includes a sum of £500k in respect of the HSCP 2017/18 operating deficit) results in total anticipated uncommitted reserves of £4.766m by 31 March 2018.
- 6.7 The Council's approved Finance Strategy is to retain uncommitted non HRA reserves of a minimum of 3% of net expenditure. The anticipated total reserves of £4.766m by 31 March 2018, is £0.959 above the minimum threshold of the Council's approved Reserves Strategy of £3.807m (based on 2018/19 net expenditure) and equates to 3.7% of net expenditure.
- 6.8 The Capital Receipts Reserve opening balance at the start of the year was £0.885m. During 2017/18, £2.074m Capital Receipts were utilised from the Reserve and an additional £0.975m of receipts have been received, with a further £0.255m of capital receipts being anticipated before the end of March 2018. Additionally, £0.628m has been released from the Capital Balance of the Employment Fund. This results in a total anticipated Capital Receipts Reserve of £0.669m by 31 March 2018.
- 6.9 After taking account of the planned savings of £7.376m detailed at Appendices A and D to F, there is a residual budget gap of £2.355m. It is therefore, recommended that the Council approves utilisation of the £0.669m of anticipated Capital Receipts Reserve and applies the £0.727m reduction in anticipated demand pressures, resulting in a residual budget gap of £0.959m to be met from uncommitted revenue reserves. Based on the most up to date outturn position, this would result in a revised sum of £3.807m of anticipated uncommitted reserves by 31 March 2018 which is equivalent to 3% of net revenue expenditure and the minimum reserve level set by Council in the approved Reserves Strategy.
- 6.10 At the start of 2017/18 the Employment Fund was £4.437m (£1.852m capital, £2.585m revenue). During 2017/18, it is anticipated that £1.063m will have been utilised and £0.628m has been released to the General Capital Receipts Reserve, leaving a balance of £2.746m to fund the costs of continuing the managed contraction in staffing. It is considered prudent to retain the Employment Fund Reserve as the Council seeks to deliver a more sustainable cost base for the future. Given the release of some funds from the Fund to the Capital Receipts Reserve, the Administration intends that plans will be developed to add to the Fund for future years as plans for corporate redesign are further developed.
- 6.11 Local Government Finance Circular 4/2015 sets out the financial flexibilities which are currently available to local authorities in funding Equal Pay and Severance. Scottish Ministers have clearly expressed reservations about the use of capital receipts to fund severance costs whilst at the same time acknowledging the pressure on the public sector to reduce costs and that severance schemes by their nature, give rise to savings. There are certain technical restrictions on the

use of capital receipts for this purpose, however, those elements not covered by these flexibilities would be legitimately funded through application of the revenue reserve portion of the Council's Employment Fund.

- 6.12 The Circular states that there is no application or approval process required by the Scottish Government. However, the Circular requires the utilisation of capital receipts for this purpose to be explicitly reported and approved through the Council's Committee reporting structure. Council is, therefore, asked to reaffirm its approval of this proposed treatment.
- 6.13 On 14 December 2017, Local Government Finance Circular 5/2017 was issued setting out the local government settlement for 2018/19. Councils were requested only to write to the Cabinet Secretary for Finance and the Constitution if they did not agree the offer and accept the full package of measures and benefits by 19 January 2018. This initial deadline was subsequently extended to 26 January 2018.
- 6.14 The full details of the offer and the package of measures and benefits is set out in Appendix I.
- 6.15 This budget has sought to make adequate provision for meeting the assumptions set out in the Finance Circular, and aims to deliver the package specified.
- 6.16 Subject to the approval of this budget, the indicative funding gap for 2019/20 and beyond is set out in Table 4 below. Council will note that the gap has increased by £2.721m for 2019/20 due to one off cash savings and utilisation of reserves to balance the 2018/19 Budget:

Table 4: General Services Budget 2019/20-2021/22 Indicative funding gap

	2019/20	2020/21	2021/22
	£000	£000	£000
Net expenditure	126,313	133,335	140,370
Net Funding	113,804	112,061	110,423
Cumulative indicative Funding Gap	12,509	21,274	29,947
Annual indicative Funding Gap	12,509	8,765	8,673

Health and Social Care Integration

- 6.17 Strategic finance meetings have continued to be held with the Chief Officer, Chief Finance Officer of the Integrated Joint Board (IJB), the Chief Finance Officer of NHS Forth Valley and the two Section 95 Officers from Stirling and Clackmannanshire Councils during 2017/18. These meetings have provided the basis for an open and productive dialogue throughout the year.
- 6.18 The Council's Basic General Revenue Grant has reduced by 0.9% compared with 2017/18 excluding the additional new monies identified for social care (see paragraph 6. 19), teachers' pay and early years' commitments. It is intended that

a similar reduction be applied to the level of funding allocated to the Health and Social Care Partnership. This equates to a reduction of £138k, bringing the Resource Transfer baseline to £15.203m.

- 6.19 Additionally, the Scottish Government has nationally provided new funding of £66m for social care as part of the local government grant settlement. This additional funding is to fund additional cost pressures, specifically around implementation of the Carers' Act, the Living Wage and Sleepover Allowances. The Council's share of this sum is £0.604m and it is proposed to pass on £512k of this sum to the HSCP, with the balance being utilised to fund pressures in respect of Children's Services implementation of the Carers' Act from 1 April 2018.
- 6.20 The Council also proposes to fund pay inflation pressures to the HSCP. This provides a further £0.326m, resulting in a proposed Resource Transfer of £16.041m. This position represents 4.6% growth over the 2017/18 resource Transfer.
- 6.21 In considering this, however, the Council is asked to note that a cash uplift of this level will not be sufficient to meet significant cost and demand led pressures that the Partnership is facing in respect of the Adult Social Care budget. These arise from a number of different service areas, but principally reflect an increasing number and complexity of care demands, as well as demographic trends and the full year cost of current year activity.
- 6.22 Appendix K summarises the demand pressure bids prepared by the Chief Officer and Chief Finance Officer of the HSCP, and indicates that additional funding of £3.902m is required to avoid making significant service reductions. This level of pressures equates to 25% growth over the 2017/18 budget. Savings totalling £625k have been identified which it is intended to pass on to the Partnership in full, however, clearly these savings do not mitigate the full impact of the pressures identified. It is proposed that the HSCP considers prioritisation of the following areas of pressure identified in Appendix K:
- care provider inflationary uplifts, including the National Care Home Contract
 - Living Wage costs
 - Unachieved TVR saving.

The £625k of savings identified cover these pressures and leave a balance of £139k available to mitigate additional pressures from within those identified at Appendix K.

- 6.23 A key issue during 2017/18 has been the level of overspend on adult social care. Whilst all partners have been experiencing pressure on budgets, a significant proportion of the increased level of demand for services has been in the Clackmannanshire locality. Options, in line with the Integration Scheme, are being explored for how the Board's resultant in-year deficit will be managed. These options were discussed at a Board Development Session on the 14 February 2018 where it was indicated that in the absence of any other agreement, the default approach to resolving such an issue would be for the

Board to request a voting share contribution from each of the partners.

- 6.24 It is proposed that the Council seeks to continue to support the Partnership to the best of its ability whilst being mindful of affordability in the wider context of the Council's financial challenges. On this basis it is proposed that the Council agrees to fund a voting share of the net deficit in respect of the 2017/18 financial year on the basis that this strikes a balance between scale, level of demand and affordability. If the Partnership adopts the voting shares apportionment of the net deficit for 2017/18, on the basis of the most recent financial information from the Partnership, the Council's share would equate to approximately £400k with other options discussed ranging between £150k and almost £700k in respect of the Council's potential contribution. On this basis, it is proposed to earmark £0.500m from uncommitted reserves (see para 6.6).
- 6.25 It is clear that urgent action is necessary to ensure that service delivery is sustainable. Whilst some of the funding shortfall could potentially be met from efficiency savings across the Partnership area, Partnership efficiencies of scale have, to date, been limited given that Clackmannanshire Council is the only partner to have transferred operational responsibility to the Chief Officer. As a consequence, this suggests that significant changes in models of care will be required. These changes are likely to cause challenges with local communities and will have to be delivered at pace to meet the financial constraints outlined.
- 6.26 Should members wish to provide additional funding to the Health and Social Care Partnership in respect of Adult Social Care then the value of such additional funding will have to be found from savings in other Council services that currently do not form part of these budget proposals.
- 6.27 In setting the IJB Budget in March 2018, it is anticipated that the Chief Officer for HSCP and Chief Finance Officer will set out their proposed approach for managing service delivery within the IJB's available financial resource envelope.

7.0 Financial monitoring

- 7.1 As in previous years, work continues to improve the financial and management information available within the Council. It is hoped that improvements will continue to be seen during 2018/19, as the new finance system embeds and progress is made to procure a new Social Care Management System. A significant focus will be on ensuring that timely, accurate and relevant financial monitoring is undertaken. This will allow potential slippage in planned savings activities to be identified at an early stage and remedial action to be implemented as required. A further development priority for the TechOne system is to implement functionality which will ensure that expenditure cannot be committed beyond the level of the approved budget.

8.0 General Services Capital Programme 2017/18

8.1 This section of the report sets out the General Services capital programme and associated budget for 2018/19 which is summarised at Appendices L1 and L2.

8.2 In setting the Capital Budget for 2018/19 onwards, Council will be reconfirming the following key drivers:

- the Council's approved Investment Strategy to ensure that the programme is affordable and complies with the objective of reducing the Council's overall levels of borrowing
- maximising the revenue benefits of planned capital investments by taking an holistic view of investment across the Council's available resources
- implementation of the capital investment priorities set out in asset management strategies.

8.3 The financial planning timeframe for this Programme has been extended to 10 years in order that the Council is taking a longer term view of planning to deliver its stated priorities. During 2018/19 there are a number of key strategic inputs being prepared which will allow for a fundamental review and realignment of the Programme. These strategic drivers are:

- The proposed new Corporate Plan due to be submitted to Council in the near future, aligned with the recently approved LOIP priorities
- a refresh of the Council's significant asset strategies covering school estate, property, fleet, IT, Roads and Lands
- further progress with the Council's City Deal bid
- further development of the Corporate Redesign Programme.

Borrowing and Investment Strategy

8.4 The current General Services Capital Programme has been developed within a financial strategy of minimising new borrowing. This strategy is underpinned by the Council's Treasury Management Strategy Statement (June 2012). The Council's strategy continues to be to reduce the level of debt (relative to our revenue). Since the Strategy was introduced, there has been a reduction of £33m in the Council's level of debt. The Council's borrowing as a proportion of income is now relatively low compared to other Scottish councils.

8.5 The ratio of the cost of borrowing relative to our income stream as at 31 March 2017 was 8.12% compared to the Scottish Average of 7.76%. In 2017/18 to date, the council repaid existing loans of £3.032m and took out new loans of £1.272m. The total external debt forecast to be repaid by 31 March 2018 is £4.131m which includes scheduled repayments of £1.062m towards PFI Leases. This will result in a net decrease of £2.859m in external borrowing since the start of the year.

Further additional external borrowing may be undertaken during the remaining part of the year to support the capital programme.

- 8.6 The Treasury Management Strategy Statement, also on this Special Council meeting agenda, sets out the effect of this strategy in more detail. In terms of the General Services Capital Programme it is proposed that the new borrowing requirement is restricted to under £28.529m for the duration of the programme. The level of borrowing in the proposed programme is £21.929m leaving a balance of £6.600m below the programme borrowing limit. This is in line with the sum budgeted for the annual repayment of debt thus ensuring that there is no requirement to incur further external debt over the life of the programme. This strategy will ensure that capital financing costs do not increase over the programme period with the consequential impact on the Councils General Services Revenue budget.

General Services Capital Grant 2017/18

- 8.7 The general capital grant allocated to Clackmannanshire Council in 2018/19 is £5.495m, This is augmented by additional specific grant income streams totalling £650k, resulting in total grant income of £6.145m being available in 2018/19. However, the specific capital grant funding for the expansion of early learning and childcare to meet the 1140 hours commitment has not yet been notified.
- 8.8 Restricting new borrowing in line with the strategy set out in paragraph 8.6 results in a recommended gross programme limit for each year. Table 5 below sets out the current programme against the gross programme limits. As stated, the programme is managed within the limits set to ensure that the council is not cumulatively increasing the level of external debt.

Table 5: General Services Capital Funding 2018/19-2022/23

	2018/19	2019/20	2020/21	2021/22	2022/23	Total
	£000	£000	£000	£000	£000	£000
Grant Income	6,145	7,413	6,495	6,495	6,495	33,043
Gross Programme Limit	11,875	12,989	12,236	12,236	12,236	61,572
Current Revised Proposed Budgets including C/F from 2017/18 approved programme	18,792	14,792	7,098	7,407	6,883	54,972
Balance Below/(Above) Gross Programme Limit	(6,917)	(1,803)	5,138	4,829	5,353	6,600

- 8.9 Table 5 also indicates that over the period to 2022/23, there is a total of £61.572m available for capital investment. The Council's proposed programme (including carry forward from 2017/18) for the period 2018/19 – 2022/23 accounts for £54.972m of this sum. Consequently, some £6.600m is available for

investment in projects (including new priorities), and/or to deliver a cumulative revenue saving in loans/charges.

- 8.10 The programme is increased in years 2018/19 and 2019/20 taking investment above the gross programme limit, this is in order to complete projects carried forward from 2017/18 and significant investments including Tullibody South and Kilncraigs (BPRA). Years 2020/21 to 2022/23 are currently below programme limit consequently bringing the overall programme to £6.600m below its limit.

Summary of Programme

- 8.11 The Capital Programme for 2018/19 is set out at L1 and the programme to 2027/28 is detailed at Appendix L2. The programme is shown in detail for 2018/19 with years 2019/20 to 2027/28 consolidated by total value for each strategic asset plan. As indicated in paragraph 8.3, during 2018/19 a fundamental review of the Programme will be undertaken to realign it with new and refreshed strategic plans which are currently being prepared. Inevitably such a fundamental review could result in changes to previously approved priorities and this will need to be carefully monitored by officers responsible for committing capital spend over this period.
- 8.12 The Programme highlights the Council's key strategic investment priorities as Schools, including ICT investment in schools; Roads and Footpath Infrastructure and Community Regeneration, including the implementation of organisational redesign. Of the capital Budget allocated over the next five years, these priorities account for 67% of the proposed Programme (Schools 40%%; Roads 24%% and Regeneration 3%).
- 8.13 Table 6 below summarises the proposed Capital programme by asset plan with the full 10 year totals provided in Appendix L.

Table 6: General Services Capital Programme by Asset Plan 2018/19 to 2022/23

	2018/19	2019/20	2020/21	2021/22	2022/23	Total
	£000	£000	£000	£000	£000	£000
Corporate	911	512	472	207	162	2,264
IT	1175	741	741	741	475	3,873
Land	967	165	380	673	155	2,340
Property including School estate	12,299	9,025	1,545	1,960	2,597	27,426
Roads	2,482	2,638	2,545	2,840	2,790	13,295
Fleet	958	1711	1415	986	704	5,774
TOTAL	18,792	14,792	7,098	7,407	6,883	54,972

9.0 Sustainability Implications

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

10.0 Resource Implications

10.1. *Financial Details*

- 10.2. 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**

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

10.4. *Staffing*

Staffing implications have been considered within individual service savings proposals and there is an ongoing dialogue with HR, Service Managers and trades union representatives as appropriate.

11.0 Exempt Reports

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

12.0 Declarations

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

(1) **Our Priorities**

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)

Financial Regulations

Scheme of Delegation

13.0 Equalities Impact

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

As part of developing proposals for the Budget preparation, all services are required to consider Equalities impacts in regard of groups with protected characteristics. Equalities Impact Assessments have been completed and made available for elected members. These will also be published online as part of the overall 2017/18 budget consultation.

14.0 Legality

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

15.0 Appendices`

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

Appendix A	-	Corporate Redesign
Appendix B	-	Corporate Demand Pressures
Appendix C	-	General Services Revenue Budget 2018/19
Appendix D1	-	2017/18 Approved Savings for 2018/19
Appendix D2	-	2017/18 Cash savings with permanent budget reduction from 2018/19
Appendix D3	-	2017/18 Cash savings continuing as cash savings in 2018/19
Appendix E	-	Policy Savings
Appendix F	-	Management Efficiency Savings
Appendix G	-	Income and Charging Register and Strategy
Appendix H	-	Funding to Voluntary Organisations 2018/19
Appendix I	-	Local Government Settlement Letter
Appendix J	-	Council Tax Charges 2018/19 (All Bands)
Appendix K	-	HSCP Demand Pressures
Appendix L1	-	General Services Capital Budget 2018/19 – 2026/27
Appendix L2	-	General Services Capital Budget by asset plan 2019/20–2027/28

16.0 Background Papers

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

Financial Strategy June 2012

Budget Strategy August 2010

Consultation November 2017 to February 2018

Organisational Redesign Proposals, March, 2017

General Services Revenue Budget 2017/18

General Services Capital Budget 2018/19 Budget Update reports to Council

Finance Circular No 5/2017, December 2017

S(95) Officer Advice Note



Employment Fund

EQIA

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Approved by

NAME	DESIGNATION	SIGNATURE
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Elaine McPherson	Chief Executive	

ORGANISATIONAL REDESIGN & ASSOCIATED MANAGEMENT STRUCTURE

1.0 Introduction

- 1.1 This appendix provides details of the savings assumed in the proposed 18-19 revenue budget which relate to organisational redesign and associated management structure.
- 1.2 The appendix provides an overview of more detailed proposals which are contained in the background papers:
- *Redesign & Associated Management Structure, Final Proposals & Business Case*
 - *Organisational Change & Redesign Proposals.*

2.0 Recommendations

- 2.1 It is recommended that Council:
- a) agrees the functions which should be within the respective divisions of People, Place and Performance as set out in this appendix;
 - b) agrees the corporate management structure associated with strategic organisational design as set out in this appendix;
 - c) notes that the employment costs of the proposed corporate management structure are circa £756k less than the existing management arrangements;
 - d) agrees the implementation process and timescale for putting in place and recruiting chief officers to the new corporate management structure as set out in section 6 of this appendix; and
 - e) notes the basis of other savings arising from the proposed organisational redesign as set out at section 7 of this appendix.
 - f) notes that savings from corporate redesign of £289k are included in the 18/19 budget.

3.0 Background

- 3.1 Council previously agreed that the Chief Executive should develop proposals for organisational redesign.
- 3.2 Council has taken a number of recent decisions which have set out a clear direction and framework for redesign.

A *Strategic Change Framework & Redesign Principles* - Council agreed in February, 2017 a Strategic Change Framework covering the *How, What, Why* and *Who* of redesign. It is within this framework that the proposed organisation design and associated structure have been developed.

B *Overall Strategic Design* - in March, 2017, at its budget meeting, Council agreed the overall strategic design for the organisation which is based on the Council's diverse and varied range of functions being consolidated into three broad service areas, viz: *People, Place & Performance*. This design dispenses with traditional departments and instead focuses on integrated management of multi-disciplinary teams and a core operating model, the underpinning assumptions of which are:

- more integration in redesigned roles at all levels
- more generic working where appropriate across all People, Place and Performance divisions
- clearer managerial focus on outcomes and performance across integrated services
- increased performance oversight generally.

C *Taking Clackmannanshire Forward* - at its August, 2017, meeting, Council noted the updated *Taking Clackmannanshire Forward* document which further developed the agreed *Making Clackmannanshire Better* framework. *Taking Clackmannanshire Forward* stated:

The combination of increased demand for services and reductions in public spending means that the Council can't carry on doing everything it currently does in the same way it currently does. To get maximum benefit from available resources and to have a sustainable cost base, the Council's approach to Taking Clackmannanshire Forward is to:

- *focus on clear priorities and target resources to greatest effect*
- *transform services, to improve their responsiveness and accessibility*
- *be as efficient and effective as possible in everything that we do.*

4.0 Considerations – Proposed Corporate Design

4.1 Within the agreed strategic redesign agreed by Council, functions have been reviewed and grouped with a view to closer alignment of:

- i) those which have similar customer bases
- ii) where there is evidence of customers having multiple and different contacts and touch points within the Council; and
- iii) where there is potential to:
 - develop a more customer centric approach
 - promote system-wide and collective achievement of outcomes
 - remove cultures of silo working
 - better co-ordinate activities
 - promote problem-solving as part of service provision

- pool staff resources to address challenges
- develop organisational leaders.

4.2 Across the agreed divisions of *People, Place & Performance* the following broad service delivery themes have been identified:



4.3 Details of the functions proposed to be within those divisions, and consistent with the above service delivery themes, are set out on the next page.

4.4 The proposed organisation design is predicated on more integrated, generic and flexible role design, as well as flexibility of working and deployment of staff. This approach will maximise the efficiency and effectiveness of service delivery for communities and the employment opportunities for staff.

4.5 Given the varying nature of the functions the Council performs and the services it provides, not all areas of activity will fit neatly into a consistent organisational design. The new design, however, does not create rigid silos but rather provides a mechanism for more effective organisation of services and functions. It is anticipated, therefore, that management will facilitate a joined up approach so that functions which might span more than one division are delivered on a joint, multi-disciplinary and matrix-managed basis.

PROPOSED ORGANISATIONAL DESIGN

PEOPLE

Child Care	Housing	Adult Care#
Pre School	Homelessness	Community Learning
School Education	Employability	Libraries
Youth Services	Community Justice	Sport & Leisure

CARE & PROTECTION
 EDUCATION & LEARNING
 SUPPORT & WELL-BEING

PLACE

Waste & Refuse	Roads & Transport	Building Standards
Land Services	Town Planning	Building Management
Street Cleaning	Housing Development	Property Contracts
Fleet	Regeneration	Cleaning & Catering

ENVIRONMENT
 PROPERTY & FACILITIES
 DEVELOPMENT

PERFORMANCE

Finance	Environmental Health	IT
Payments	Trading Standards	Corporate Policy
Human Resources	Licensing	Communications
Internal Audit	Legal	Registrars

RESOURCES
 STRATEGIC SUPPORT
 RISK & GOVERNANCE

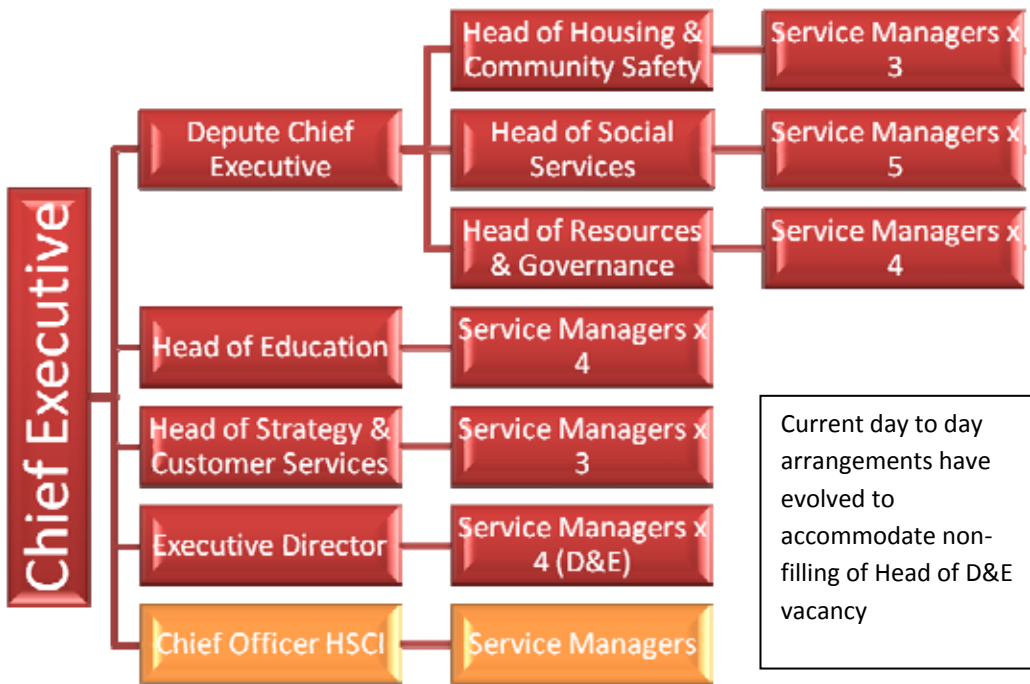
while Adult Care is the responsibility of the Integration Joint Board, the Council retains a role via resource transfer, the role of the Chief Social Work officer and membership of the IJB.

There are links with other functions within People which need to be taken into account hence adult care being included in the design

5.0 Considerations – Proposed Associated Senior Management Structure

- 5.1 A design is not the same as a structure but any structure needs to complement the approved design.
- 5.2 At present the Council does not have a whole organisation design from which its structure flows; rather it has a structure which has been determined by traditional service imperatives.
- 5.3 The current structure (and the systems and processes which flow from it) are fairly traditional and based primarily on discrete professional areas which provide defined services.
- 5.4 There are no explicit links between the overall structure and the Council's current declared objectives, nor necessarily between the organisation's overall service configuration and the needs and preferences of service users taken in the round.
- 5.5 Existing design and structures support narrow leadership, managerial, operational and political accountabilities and do not promote a wider and shared common purpose amongst officers or members.
- 5.6 Within existing services there can be fragmentation, with teams focused only on specific duties; across services it can be even more difficult to achieve cohesion and co-ordination of multi-faceted activities and tasks which require leadership of outcomes rather than functions.
- 5.7 This approach is also reflected in the Council's financial structures where budget is allocated by function as opposed to outcome or priority.
- 5.8 Redesign and restructure over many years have generally been *ad hoc* and usually carried out within discrete functional areas. At corporate level, management restructures have tended to focus on reducing the number of senior managers by widening remits without addressing wider issues of whole organisational design.
- 5.9 The diagram overleaf summarises the current corporate management structure, as well as current arrangements, the key features of the former being:
 - there are 8 chief officer posts (excluding chief officer for HSCI which is a joint post)
 - there are 23 manager posts (excluding those in adult care who are part of the wider health and social care partnership delegated to the Integration Joint Board)
 - total costs are c. £2.435m (excluding adult care)
 - there are 4 tiers of management
 - there are generally small spans of control
 - there are some large differences in portfolio sizes

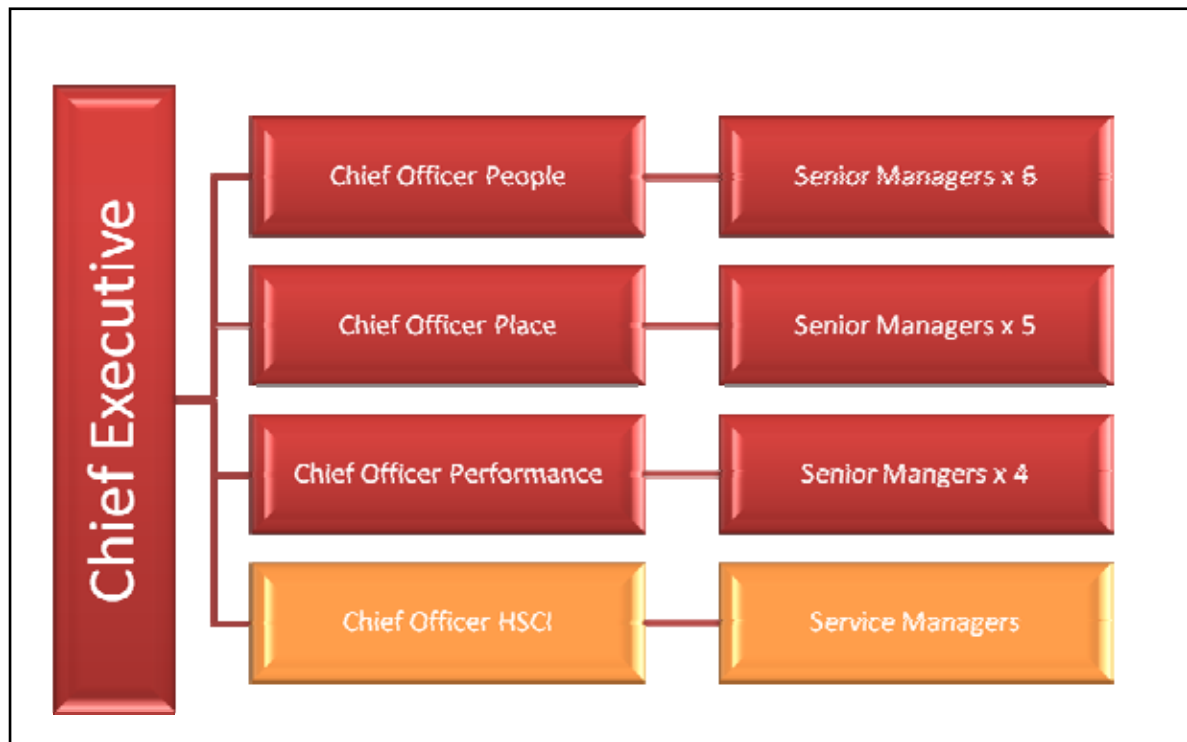
Current Structure & Actual Arrangements (below)



Current day to day arrangements have evolved to accommodate non-filling of Head of D&E vacancy

Proposed Structure

- 5.10 Organisational design and structure should help employees understand how they fit into the bigger picture. The Council wants to provide the **best services** it can for the **people** of Clackmannanshire and ensure Clackmannanshire is a great **place** to live and work.
- 5.11 The broad strategic organisational design which Council has agreed derives, from those basic objectives and the following diagram sets out the proposed corporate management structure associated with that design.



- 5.12 The proposed structure dispenses with traditional departments and instead focuses on integrated management of multi-disciplinary teams to prioritise the system-wide and collective achievement of outcomes through:
- clearer managerial focus on outcomes and performance across integrated services
 - increased performance oversight generally.
 - a more customer-centric approach
 - better co-ordination of activities
 - improved problem-solving
 - pooling of staff resources
 - development of organisational leaders
 - creation of staff development opportunities

- 5.13 Compared to the current management structure, the proposal represents:

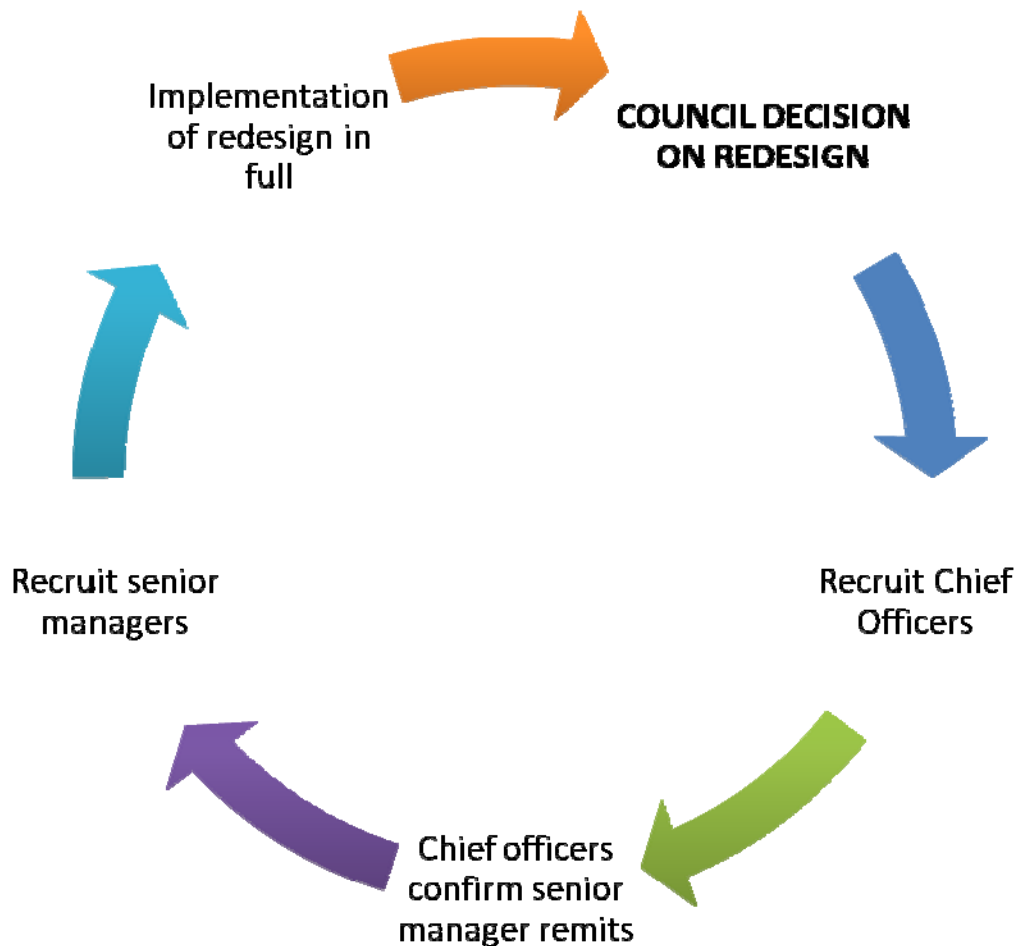
- a reduction in the number of management tiers from four to three
- a reduction of 12 management posts
- reduced management costs of £756,000

5.14 A SWOT analysis of the proposals was undertaken by the Council's management over three day sessions to critique and analyse proposals and the perceived strengths, weaknesses, opportunities and threats are set out in the background papers referred to in paragraph 1.2 of this appendix.

5.15 In addition, informal and formal consultation was undertaken with management and trade unions. Details of the consultation feedback are included in the background papers referred to in paragraph 1.2 of this appendix.

6.0 Implementation & Chief Officer Recruitment

6.1 Organisational redesign will be a which has different phases as follows:



6.2 The first stage after Council has approved the proposed structure is the recruitment of chief officers. It is recommended that this is undertaken internally, with posts being ring-fenced to existing members of the corporate management team (i.e. Heads of Service and above) with the following provisional timetable to

dovetail in with the recruitment to the post of Chief Executive (see other report on this meeting's agenda):

Action	Proposed Date
Council agrees recruitment proposal	8 March 2018
Notes of interest asked for	30 April
Deadline for notes of interest	7 May
Appointments Committee reviews notes of interest and agrees candidates to go forward for further assessment	9 May
Appointments Committee Interviews	14 May

- 6.3 It is recommended that an Appointments Committee is established for the purpose of recruiting to the chief officer positions and that members are appointed to that committee based on the Council's political balance. (Note - this will be confirmed after the by-election on March 1, 2018.)

7.0 Other Organisational Redesign Savings

- 7.1 As the redesign gathers pace at the levels below senior management, it is anticipated that greater efficiencies and savings will be released through integration of services and processes and the pooling of resources across common client groups. Preliminary work has been carried out in two particular areas, viz:

- i) family/individual support roles in what will be People Services; and
- ii) operative roles in what will be Place Services

- 7.2 It is estimated (see confidential background paper) that there are over 40 support worker posts and over 50 operative posts which could form pools of staff who could be deployed across the broad divisions.

- 7.3 A reduction of between 15-17% of these posts (8 posts from each pool) could be achieved through integration and would offer potential savings of over 500k. Pro-rated by 45% to take account of the update of voluntary severance and targeted voluntary redundancy, this would equate to potential savings of around 233k.

Annex A - Current Arrangements Costs

The total costs of the current arrangements, including employers costs of c. 30% as well as salaries, come to £2.435m, as follows:

Executive Team (3)			Education (5)	
	133000	Total	113000	Total
	120000		79500	
	115000		79500	
		<u>368000</u>	78200	
			62700	
				<u>412900</u>
Social Services (ex HSCI) (6)			Resources & Governance (5)	
	96500	Total	94100	Total
	79400		73900	
	66600		66600	
	66600		64600	
	66600		62700	
	64600			<u>361900</u>
		<u>440300</u>		
Development & Environment (4)			Housing & Comm Safety (4)	
	*66600	Total	94100	Total
	*66600		66600	
	66600		64651	
	66600		#66620	
		<u>266400</u>		<u>291971</u>
Strategy & Customer (4)				
	94100	Total		
	66600			
	66600			
	66600			
		<u>293900</u>		

* - post is vacant

- postholder currently seconded to Education

Annex B - Costs of Proposed Structure

The total costs of the proposed management structure, including employers costs of c. 30% as well as salaries, are estimated as £1.670m broken down as follows:

People (7)			Place (6)		
	115,400			115,400	
	79,429			79,429	
	79,429			79,429	
	79,429			79,429	
	79,429			79,429	
	79,429			79,429	
	79,429				<u>512545</u>
		<u>591974</u>			
Chief Ex (1)	133000		Performance (5)	115,400	
		<u>133000</u>		79,429	
				79,429	
				79,429	
				79,429	
					<u>433116</u>

This represents around a 765k saving on the cost of the existing arrangements.

For the purposes of cost modelling, the following assumptions have been made:

- chief officer salaries are based on the mid point of existing salary range (17-18)
- senior manager salaries are based around the mid point between current service manager and Head of Service
- in the absence of specific remits, all senior manager salaries are at this stage the same
- depending on the specifics of individual remits, there could be variations in senior manager salaries.

There will be non-recurring voluntary severance and redundancy costs associated with the new management structure. At this stage, it is impossible to say exactly what these will be as they will be unique for each individual who might leave the organisation based on their personal circumstances (e.g. length of service, membership of pension scheme, age etc).

In addition to severance costs, there may also be salary preservation costs (1 year) for those whose new posts may be paid less than their existing posts.

For those who are unsuccessful in gaining positions in the new structure and who do not opt to leave under TVR, the Council will continue to pay those individuals on the redeployment register while they await a suitable or reasonable alternative position. There is no time limit on this under the Council's severance policy.

SERVICE REDESIGN PROPOSALS

1.0 Introduction

1.1 This Appendix summarises the service redesign savings options, which are in addition to the options arising from wider organisational redesign.

1.2 The service redesign options come into the following priorities set out in the Council's approved Strategic Change Framework:

- managed contraction of the staffing establishment
- efficiencies in contract management
- savings through alternative service provision

1.3 The total of the savings proposed is £870k as per the table below

Service Reference	Description of Saving	£ 2018/19	£2019/20	£2020/21	Total	
EDUR01	Education Assets Team	52,640			52,640	Non-filling of vacancy
SSR01	Remove 3 Assistant Team manager Posts	150,000			150,000	Some posts already vacant via TVR
SSR02	Child Psychology Assessment Team (CPAT) Payment to NHS	68,000			68,000	Will utilise in house staff and spot purchasing arrangements if required
SSR03	Redesign within Management/Strategy - deletion of 2 posts	60,124	34,876		95,000	
SSR04	Early years redesign:	290,000			290,000	Commission service from third sector and transfer of staff to education vacancies
SSR05	Replace External Agency Foster Carers with In House Carers X 4 Places	146,000			146,000	
HCSR01 HCSR02 HCSR03	Contract management savings	0	50000		50,000	Potential Cash Saving via stringent management of compliance contracts, long term contracts for refurbishment and repair as well as in-house contracts
SCSR01	Redesign Member Services Support	3,150	11,766		14,916	Reduction of 0.5 FTE (TVR)
SCSR02	Redesign Kilncraigs Reception model	11,513	22,601		34,114	Reduction of 1.4 FTE (TVR) Consider turn-style technology.

Service Reference	Description of Saving	£ 2018/19	£2019/20	£2020/21	Total	
SCSR03	Re-provisioning of Community Access Points	16,000	48,000	0	64,000	Alva CAP to relocate to Primary School, Clackmannan CAP for Community Asset Transfer, Dollar CAP for Community Asset Transfer, Sauchie CAP to relocate to Sauchie Hall, Dumyat Centre for Community Asset Transfer and/or education use. Implementation per Community Empowerment Act.
SCSR05	Community Asset Transfer for Cochrane Hall Alva, Dollar Civic Centre and tullibody Civic Centre	47,702	86,187		133,889	Work with Communities with a view to achieving transfer by September 2018 following Community Empowerment Act provisions
SCSR07	Redesign Leisure Services on Expiry of ALB Contract September 2019	0	100,000	450,000	550,000	Full option appraisal underway. Full implications, savings and costs to be confirmed.
DER02	Pursue SLA for Lighting maintenance (subject to agreement being reached)	25,000			25,000	Deletion of vacant post and proposal to form partnership with Falkirk Council to carry out work. The saving will come from Falkirk Council delivering the service cheaper than the contractor.
		870,129	353,430	450,000	1,673,559	

Service Reference	Description of Demand	Contract/General	£ 2018/19
CORP	2017/18 Unachieved saving re Unsocial Hours	General	363,000
CORP	Cash saving 17-18	General	22,500
CORP	Loans Fund: additional cost of borrowing to support Capital programme	General	235,000
D&E	2016/17 Yr 2 Unachieved Saving re TVR (Cleaning and GIS)	General	49,900
D&E	Cessation of Ochils Landscape Project- shortfall of income	General	291,000
D&E	2018/19 element of unachieved savings relating to Forthbank/ Kelliebank depot consolidation no longer being pursued	General	75,000
D&E	Landfill tax increase	Contract	27,546
D&E	Loss of cleaning income: Alloa Fire station	General	17,497
D&E	Catering - purchasing officer costs budget realignment	General	15,000
D&E	Budget realignment - cleaning costs Menstrie House	General	50,000
EDU	PPP contract inflation	Contract	198,000
EDU	ASN Transport contract inflation	General	115,000
EDU	Transport (assistance to pupils) contract inflation	Contract	73,000
HCS	Homeless Rents- anticipated reduction in income from changes to Housing Benefit legislation	General	495,000
RG	Insurance premium contract inflation	Contract	28,695
RG	IT Central Budget Software Charges (contractual)	Contract	30,000
RG	Scotland Excel contract inflation	Contract	469
RG	SW System: additional revenue pressure re user licences	General	10,000
scs	Budget realignment: Scottish Certificates income shortfall	General	52,300
scs	Contractual Inflation Alloa Leisure Bowl (RPI)	Contract	28,952
SS	Fostering/Adoption Payments uplift	Contract	60,000
SS	Residential Schools uplift	Contract	30,000
SS	Tayavalla contract	Contract	5,212
	TOTAL APPROVED		2,273,071

General Revenue Budget Appendix C

	2017/18 Base Budget	2018/19 Opening Budget	Savings	General Pressures	Contract Inflation	2018/19 Final Budget	2019/20 Final Budget	2020/21 Final Budget	2021/22 Final Budget
	£'000	£'000	£'001	£'000	£'000	£'000	£'000	£'000	£'000
Service									
Resource & Governance	5,900	6,012	(462)	10	59	5,619	5,803	5,982	6,167
Strategy & Customer Services	6,079	6,131	(687)	52	29	5,525	5,759	5,996	6,241
	11,979	12,143	(1,149)	62	88	11,144	11,561	11,977	12,408
less allocated to non general fund	(1,305)	(1,305)				(1,305)	(1,305)	(1,305)	(1,305)
	10,674	10,838	(1,149)	62	88	9,839	10,256	10,672	11,103
Executive Team	437	445				445	459	474	489
Development & Environmental	14,800	15,157	(1,371)	28	498	14,312	14,870	15,305	15,753
Education Service	47,517	49,907	(1,596)	115	271	48,697	50,811	52,618	54,410
Housing & Community Safety	5,968	6,821	(1,311)	495		6,006	6,766	6,879	6,995
Social Services	14,286	14,318	(1,266)		95	13,147	13,462	13,766	14,074
Corporate Services	(1,371)	(1,107)	(545)	386		(1,266)	2,072	6,004	9,930
Misc Services - Non Distributed Costs	1,312	1,312				1,312	1,312	1,312	1,312
Services Expenditure	93,623	97,692	(7,238)	1,086	952	92,492	100,008	107,031	114,066
Central Scotland Valuation	381	381				381	381	381	381
Health & Social Care Partnership	15,341	16,179	(138)			16,041	16,041	16,041	16,041
	109,345	114,252	(7,376)	1,086	952	108,914	116,431	123,453	130,488
Add/Deduct									
Interest on Revenue Balances	(91)	(91)				(91)	(91)	(91)	(91)
Loans Fund Contribution	9,538	9,538		235		9,773	9,773	9,773	9,773
Contribution to Bad Debt Provision	200	200				200	200	200	200
	118,992	123,899	(7,376)	1,321	952	118,796	126,313	133,335	140,370
Sources of Funding									
General Revenue Funding/Non-Domestic Rates	(91,416)	(92,111)				(92,111)	(88,117)	(85,712)	(83,392)
Council Tax	(20,611)	(21,431)				(21,431)	(22,061)	(22,723)	(23,405)
Council Tax Reduction Scheme	(3,207)	(3,626)				(3,626)	(3,626)	(3,626)	(3,626)
Contribution from Reserves	(1,457)	0				(959)	0	0	0
Capital Stimulus Fund	(622)	0				0	0	0	0
Application of unapplied Capital receipt	(1,452)	0				(669)	0	0	0
Contribution from Earmarked Reserves	(104)	0				0	0	0	0
Contribution from Uncommitted Reserves	(123)	0				0	0	0	0
	(118,992)	(117,168)	0	0	0	(118,796)	(113,804)	(112,061)	(110,423)
Projected (Surplus)/Shortfall			(7,376)	1,321	952	0	12,509	21,274	29,947

Year 2 savings (2018/19 savings agreed in 2017/18)

Appendix D1

Reference	Saving description	2018/19 saving	2019/20 saving	2020/21 saving	Cumulative saving	Service comments /impact
DAE 178 00	Street Lighting	100,000			100,000	Council approved acceleration of street lighting improvements in October 2016 The figure is reduced from the approved £110,000 to £100,000 due to increases in energy prices
MCB SCS 00	Roll out of hub model	23,000	39,000	78,000	140,000	This saving is aligned with SCSR03 Redesign Local Services - Shift to Digital in line with changing customer preferences.
R&G	Managed Contraction TVR	46,843			46,843	TVR saving achieved through non-filling of vacancies
SCS	Managed Contraction TVR	174,275			174,275	TVR saving achieved
HCS	Managed Contraction TVR	38,979			38,979	TVR saving of reduction of 7 posts achieved
Education	Managed Contraction TVR	33,983			33,983	TVR saving in respect of 6 vacated posts by end March 2018 achieved by end March 2018
D&E	Managed Contraction TVR	75,064	26,973		102,038	TVR saving based on 6 posts vacated by 31st March 18
	TOTAL	492,144	65,973	78,000	636,117	

Cash Savings Agreed 2017/18

Appendix D2

Reference	Saving description	2018/19 saving	2019/20 saving	2020/21 saving	Cumulative saving	Service comments /impact
Permanent	Housing staffing costs	31,474			31,474	Secondment of redeployed Team Leader to IJB. TL has accepted a TVR package and will leave after August.
Permanent	D&E Modern Apprentice	40,000			40,000	Scheme ends March 2018
Permanent	Strategy and Customer Services vacancy management	11,242			11,242	Business support vacancy management converted to permanent budget saving
	TOTAL	82,716	-	-	82,716	

Cash Savings Agreed 2018/19

Appendix D3

Reference	Saving description	2018/19 saving	2019/20 saving	2020/21 saving	Cumulative saving	Service comments /impact
CASH	Education Budget alignment	50,250			50,250	Postholder continues on secondment during 2018/19
CASH	Housing Budget alignment	650,000			650,000	Realignment of approved council budget and the income received from DWP to pay HB claims
CASH	Education staff budget	258,000			258,000	Cash saving for 2018/19 based on 2017/18 outturn re staffing budget
CASH	R&G External Audit Fee	4,000			4,000	Annually negotiated: fee reduction subject to negotiation
CASH	D&E vacancy management	70,000			70,000	Continue annual vacancy management/ turnover cash saving
NEW	D&E Budget Alignment	60,399			60,399	Continuing secondment of postholder
	Total	1,092,649	-	-	1,092,649	

Schedules of Savings

APPENDIX E

Policy

Service Reference	Description of Saving	£ 2018/19	£2019/20	£2020/21	Total	Narrative/Impacts
RGP01	Charge for legal services when advice or work done on behalf of third parties	5,000			5,000	Policy is being developed to support opportunities for charging fees on areas such as: corrective conveyancing, sale of plots of ground for consideration, variation of leases from tenants and licences to occupy.
RGP02	Changes in Terms and Conditions	200,000	215,000		415,000	Savings based on changes to contractual and non-contractual unsocial and weekend hours and review of overtime. If no agreement is reached with staff then dismissal and re-engagement mechanism will be implemented.
RGSR01	Cancel mobile phone insurance.	13,894			13,894	Introduce charges for lost phones and maximisation of staff Bring Your Own Device led by CMT in favour of greater use of messaging.
RGSR02	Reduce corporate training budget	25,000			25,000	Reduction in training budget based on previous years outturn
EDUP01	Full cost recovery for non SQA music tuition	69,090	41,454		110,544	Increase in the size of tuition groups and increase level of charges for those paying full fees to £17.45 per lesson (£524 per annum). Concessionary rates retained for those eligible and SQA students unaffected
EDUP02	Peripatetic Early Years Teachers model	100,000	60,000		160,000	This would ensure all children were able to access a teacher, currently teachers are being moved into primary classes to cover absences
EDUP03	Revised Primary school class configurations	366,750	141,810		508,560	
EDUP05	Full cost recovery breakfast clubs	11,640	6,990		18,630	Increase in charge to £1.20 per day.
EDUP07	Sports development	54,584	32,751		87,335	Service redesign, budget realignment and income generation measures to ensure focus on priority areas such as Active Schools Programme, Sports development classes, ski centre and funding from Sports Council.
EDUSR01	Kidzone	20,000			20,000	Increase uptake by reducing waiting lists
EDUSR02	10% reduction in learning assistants	218,810	18,770		237,580	Equates to approx 15 posts to be achieved through non filling of vacancies, cessation of temporary contracts and VR if required.
SSP01	Residential Schools	500,000	500,000	43,000	1,043,000	Develop local community based alternatives. Reduce no. of places by 9. (net saving after allowing for re-providing in local services)
SSP02	Development of Self Directed Support	5,000			5,000	
HCSSR03	Staff reduction	59,083			59,083	Remove public building property inspectors
SCSSR01	Digital communication model accelerated	4,000	0		4,000	Communications with staff and customers would migrate to online in line with digital transformation.
SCSSR02	Share costs of Clacks 1000	8,000	0		8,000	Share costs with Community Planning Partners resulting in income of £8k.
SCSSR04	Staffing cost reduction	101,033	0		101,033	Reduce Business Support Services - Residual/Vacancies
SCSSR05	Stop Purchase of Corporate Gifts	1,600	0		1,600	Removal of residual budget
SCSSR06	Reduce Printing & Photocopying	500	0		500	Reduction in paper usage
SCSSR07	Reduce Stationery	2,000	0		2,000	Reduction in paper usage
SCSSR08	Reduce PA Support by 3 FTE	44,143	50,000		94,143	Only provide PA support to CEO/Chief Officers (People, Place, Performance)
SCSSR09	Reduce Business Sup in Education by 1.0 FTE	10,000	10,794		20,794	Reduction in Business Support in Education in line with direction of travel on National Decentralisation Developments. Support to be retained in schools.
SCSSR10	Reduce Business Sup in Adult Care by 1.0 FTE	15,000	14,595		29,595	Reduction in delivery of service currently 3.5 FTE
SCSSR11	Reduce Contact Centre staffing by 1.8 FTE	49,179	0		49,179	Non replacement of vacancies.
SCSSR12	Reduce Library Book Budget	5,000	0		5,000	
SCSSR13	Remove Community Engagement Budget	9,000	0		9,000	The Council's support would be Capital Funding, which remains substantial, and the income that could be brought in via grant applications.
SCSSR14	Continue Coalsnaughton Café Society for 6 mths	9,910	0		9,910	Funding provided for 6 months. Support to become self sustaining provided during the transition. Create post from within existing resources to support transition to self sustaining in consultation with CTSI.
SCSSR15	Continue Clackmannanshire Healthier Lives for 6 months	83,495	0		83,495	Funding provided for 6 months. Support to become self sustaining provided during the transition. Create post from within existing resources to support transition to self sustaining in consultation with CTSI.
SCSSR16	Stop - Life Skills Coach - CHL	13,500	13,500		27,000	Cease coaching services
SCSSR17	Continue Sauchie Active 8 for 6 months	16,000	0		16,000	Funding provided for 6 months. Support to become self sustaining provided during the transition. Create post from within existing resources to support transition to self sustaining in consultation with CTSI.
DEP01	Additional income- various roads activities	6,000			6,000	miscellaneous additional income generation

Service Reference	Description of Saving	£ 2018/19	£2019/20	£2020/21	Total	Narrative/Impacts
DEP02	Cease Christmas lights subsidy in Alloa	14,500			14,500	In line with other towns and villages
DEP03	Close all public toilets	73,000			73,000	Property and staff costs.
DEP04	Reduce subsidy to Bandeday stry dog shelter	5,000			5,000	Service retained, cost reduced reflecting usage
DEP05	Alternative funding planned community infrastructure/maintenance (cash saving for 2 years)	55,000		-55,000	0	Use of developer contribution funding
DEP07	Reduce parking subsidies			400,000	400,000	Policy approval required to pursue decriminalised parking enforcement powers. This requires prior consultation with Police Scotland and Transport Scotland and evidence of financial sustainability. Transport Scotland would assess the application on behalf of Scottish Ministers. Subject to approval, thereafter decriminalise parking related offences and develop business case for town centre traffic management. Estimated income across range of potential options.
DESR01	Funding for Clackmannanshire Business	23,000			23,000	Remove support for Clackmannanshire Business
DESR02	Funding for Tourism	10,500			10,500	Remove support for Clackmannanshire Tourism.
DESR03	Subsidy to Alloa Tower	5,000			5,000	Ending of subsidy to National Trust for Scotland as per previous Council approval.
DESR04	OLP Staff savings	17,673			17,673	Saving reflects project ended
DESR05	Cessation of OLP project	354,000			354,000	End of project
DESR07	Kerbside collection	159,000			159,000	Stop the kerbside box collection, but continue to provide a weekly food waste collection using purpose built vehicles
DESR09	Recycling	26,000			26,000	Reduce opening hours at recycling centre
DESR10	Recycling	1,700			1,700	Close recycling centre on Boxing Day and 2 January
DESR11	Recycling	3,500			3,500	Stop accepting tyres at Forthbank recycling centre
DESR12	Commercial waste	5,000			5,000	Charge commercial customers for bins
DESR13	Waste	12,730			12,730	Cease short term hire for refuse collection vehicles
CORPP01	Health and Social Care decrease in Resource Transfer 2018/19	138,000		0	138,000	To reflect 0.9% reduction in Council basic general revenue grant funding 2018/19
		2,930,814	1,105,664	388,000	4,424,478	

Schedules of Savings

Appendix F

Management Efficiencies

Service Reference	Description of Saving	£ 2018/19	£2019/20	£2020/21	Total
RGME01	Release Fraud post on VR. Backfill governance officer vacancy with fraud skilled officer at G6	52,643			52,643
RGME02	Release 2 ICT Officers (G6)	34,954			34,954
RGME03	Release 2XG6 (ICT Technical Support Officers) and create 1XFTE Project Support Officer (G7)	35,449			35,449
RGME04	Release Committee Service officer post (G6) on retirement of post holder	31,345			31,345
RGME05	Budget realignment :Release unused budget from governance post	10,859			10,859
RGME07	Procurement Income	2,000			2,000
EDUME01	Additional full year impact of 2017/18 savings	134,418			134,418
EDUME02	Early Years Seniors included in pupil: teacher ratios	225,640			225,640
SSME01	Staff travel. Increased use of lease cars	15,000			15,000
SSME02	Development of Call Handling Approach	0	20,000	40,000	60,000
SSME03	Budget Realignment - childcare income	32,000			32,000
HCSGFME01	Staffing (deletion of vacant posts)	126,000			126,000
HCSGFME03	Storage costs (Homeless) based on current trend in spend	12,000			
HCSGFME04	Re-alignment of B&B budget in line with current forecast of expenditure	20,000			20,000
HCSGFME05	Homeless Repairs (budget re-alignment)	60,000			60,000
HCSGFME06	Gas/Electric costs homeless lets	8,000			8,000
HCSGFME07	Profile Security (budget re-alignment)	36,000			36,000
HCSGFME08	Staff on redeployment list deployed into current vacant posts	124,500			124,500
HCSAME01	Budget realignment re buildings already sold/closed: LTH; 15/15A Mar Street, Tullibody Rent Office, Greenfield	117,228			117,228
HCSAME02	Budget realignment re Social Work property vacated – 2A Main Street Cambus; 2 Eden Road, Alloa; Katrine Court	8,861			8,861
HCSAME04	Nursery Rates Relief	18,590			18,590
SCSME01	Reduce Emergency Planning Budget	18,000			18,000
SCSME02 (prev SCSSR03)	Budget realignment of Health Policy Officer budget	10,000			10,000
DEME02	Reduce staff costs in Planning & Building Standards through turnover and redesign	20,000			20,000

Service Reference	Description of Saving	£ 2018/19	£2019/20	£2020/21	Total
DEME03	Remove 2 FTE posts in Regulatory Service (Sustainability)	78,000			78,000
DEME04	Budget realignment re janitorial overtime	5,000			5,000
DEME05	Streetcare overtime budget for weekend working	35,000			35,000
DEME06	Streetcare external maintenance budget	30,000			30,000
DEME07	Streetcare short term vehicle hire	7,280			7,280
DEME08	Remove Gartmorn Dam building costs	40,000			40,000
DEME10	Modern Apprentice Scheme Ending March 18	13,450			13,450
CORPME02	Mileage & Expenses Efficiencies	78,000			78,000
CORPME03	No increase in Superann Contribution 2018/19	178,000			178,000
		1,618,217	20,000	40,000	1,666,217



**Clackmannanshire
Council**

www.clacksweb.org.uk

Charging Policy

This policy sets out Clackmannanshire's policy regarding service fees and charges for services for the 2018/19 financial year.

Introduction

Clackmannanshire Council has a statutory duty to provide certain services to the public. There are no charges for these services except where charges are set by statute. (e.g. planning applications, building control, licensing).

The Council provides other, discretionary services, some of which are provided at a cost to the customer. Others have, historically, been provided free of charge.

Principles

- 1: The Council must provide services which are defined as a statutory duty.
- 2: The Council may also choose to provide discretionary services, depending on the identified needs of the population of Clackmannanshire.
- 3: The Council will agree the charges for each discretionary service provided as part of the budget process each year and these are published annually in the Council's Register of Charges.
- 4: The Council will benchmark the charges it makes against other Scottish Councils to ensure fees and charges are reasonable and affordable.
- 5: Services identify and aim to recover the full cost of providing discretionary services to ensure that such costs are covered by the charges made.
- 6: The Council consults with the public and identified stakeholders each year through a Budget Consultation process covering the provision of Services incorporating any changes to fees and charges.

- 7: The Council can choose to provide services through a third party supplier or provider. Any such arrangement will be procured through the agreed procurement arrangements and in compliance with Council Standing Orders.
- 8: The ability of those in receipt of services to pay proposed rates is taken into account as a factor when proposals for increased charges are being considered. Consideration is also given to the competitive environment in which particular services operate.
- 9: The cost of invoicing and recovering income due is taken into account when considering fees and charges for services. Low volume activity will cost the Council more to process than the income generated. This figure will reduce as more transactions are carried out electronically.
- 10: The Council encourages customers to pay for services, in advance and electronically or through on-line facilities.

Summary

The Council seeks to ensure best value for all residents of Clackmannanshire.

Statutory services will be provided free of charge to residents of Clackmannanshire, except where statute or legislation requires a charge to be made.

Discretionary services will be provided on a full cost recovery basis subject to financial assessment where appropriate.

Fees and charges are reviewed on an annual basis as part of the budget setting process.

Income and Charging 2018/19

Rationale for changes in 2018/19

The annual review of the Council's Income and Charging Policy has taken place as part of the budget challenge process. All aspects of the Council's income and expenditure were taken into account including comparison with other councils, discussion with Services and consideration of service proposals to introduce a service charge or increase charges in some areas.

Charges for 2018/19

A general increase in fees and charges of 2.3% is proposed in line with the previous years increase taking account of cost pressures. Some charges have been rounded to simplify the charging process.

Exceptions

Social Services

In 2015/16 Mobile Emergency Care Services charges were increased by 10% as part of a five year agreement. Charges have therefore been increased by a further 10% for 2018/19.

Leisure Services

This years pricing strategy will adopt a combination of approaches to help increase usage and income and help recover the full cost of the services where appropriate.

Parks

Increases in Bond charges have been applied to cover the damage to public parks caused by commercial and non-commercial events. The bond for West End and Cochrane Park has been set at £1,500 in line with previous years rectification costs. The bond for all other parks has been increased by 50% for commercial use and 40% for non-commercial use to £750 and £350 respectively. All bonds are refundable if no damage is incurred.

Park hire charges have increased to meet the Council's stated requirements of ensuring that charges are based on the full cost of delivering services. The daily charge of hiring West End Park and Cochrane Park has increased from £102.50 to £300. The daily charge for the hire of all other parks has increased from £102.50 to £150.

Pitches

Higher charges have been applied to the hire of grass pitches for football and other sporting activities. The revised charges are based on the full cost of running the pitches and bring our charges in line with other local authorities.

Environment Health

The shelter for stray dogs is run by Stirling Council and charges for stray dogs are still to be confirmed.

Trading Standards

This charge is set by Stirling Council and will be confirmed once their budget has been set. The proposed increase is 3%.

Income Opportunities

A number of new potential income streams have been proposed for implementation during 2018/19. The proposals include:

- the introduction of skip permits for hiring a skip kept on the public road.
- Charging a bond for the hire of sport pitches / parks for events such as, boot camp and other keep fit classes;
- waste collection.

Working with Communities

During 2018/19 proposals to implement a dynamic pricing strategy will be submitted for approval. This aims to:

- (a) help those individuals and groups that are financially constrained and may otherwise cease to operate services that support Council objectives; and
- (b) encourage the use of promotional and marketing initiatives to increase usage and income, along similar lines to commercial operators. This may involve discounted sales days, last minute deals and 'flash sales' for under-utilised facilities, targeted marketing promotions at current and new users, incentive schemes for loyal customers, membership schemes etc.

The 'Trusted Partner Model' will be rolled out further in 2018/19, whereby authorised community groups can reduce their booking costs by becoming key holders and open/close the building without the need for council staff to be present. Key holders will be required to follow agreed protocols and have the agreement of the local Community Council.

Secondary Support Service

Other Local Authorities will continue to be charged on a full cost recovery basis.

Development & Environmental

Some fees are set by statute and cannot be increased by the Council. Where this is the case, the Council charges the maximum charge.

Other charges made within Development and Environmental Services will continue to be made on a commercial basis taking account of affordability and level of demand.

Education

Firpark Ski Centre – proposed increase from £1.20 to £2.00 per hour for a block practice session for 1 hour.

The price of milk has decreased from 22p to 15p per carton. This is based on supplier prices through Scotland Excel.

Music tuition prices have increased from £258.50 to £524 per academic year, where additional sessions are purchased. The concession price remains unchanged. The SQA element of lessons continues to be fully funded by the Education Service.

Sports

The school holiday sports camp charges have increased to make further progress towards a full cost recovery model.

Housing

The rent charge for temporary accommodation and support has decreased by 12%. This is in line with the demand and type of accommodation provided. This is effective from 16th April 2018 due to notice requirements.

Registrars

Ceremonial fees have increased between 2.86% and 6.25%, dependent on date and time of ceremony.

Vehicle Testing

Carrying out an MOT test will no longer form part of this service. Taxi operators will now source their own MOT test independently and present the certificate to the council. The inspection charge has been revised accordingly to £50. This recovers the full cost of the service.

HRA

Housing rents have increased by 2%. This is effective from 9th April 2018 due to notice requirements.

Other charges

Where the Council recharges customers for works, these are levied based on actual costs plus an administration fee of £30 to cover the cost of invoicing and debt collection.

General Comments

Some services have increased charging out with the 2.3%, this is to take account of rounding and ease of payment for customers.

Summary

The Register of Charges will be available on the Council's website following approval of the Budget and this will set out the charges for fees and services provided from 1st April 2018 to 31st March 2019 with the exception of Sports Development Holiday Camps booked in advance of this date.

An annual review of fees and charges will take place as part of the 2019/20 budget challenge process.

Appendix G1

Income and Charging Rates 2018/19

Fee	Unit	Rate
Social Work		
Adult Service - Day Care (based on 5 hours)	Per Day	£62.40
Adult Service - Deli Bag Service	Per Bag	£2.70
Adult Service - Meals on Wheels	Per Meal	£3.50
Adult Service - Care at Home	Per Hour	£12.40
Adult Service - OT Equipment	Per Item	No Charge
Adult Service - Minor OT Adaptations	Per Item	No Charge
Adult Service - Mobile Emergency Care Service	Per Week	£2.90
Adult Service - Nursing Care	Per Week	Variable - Financially Assessed
Adult Service - Residential Care	Per Week	Variable - Financially Assessed
Adult Service - Local Authority Residential Care for Under 65s	Per week	Variable - Financially Assessed
Adult Service - Local Authority Residential Care for over 65s	Per Week	Variable - Financially Assessed
Adult Service - Respite Care	Per Week	Variable - Financially Assessed
Children Service - Respite Care	Per Week	No Charge
Education		
ABC Nursery - 0-2 Years (per day)	Per Day	£42.90
ABC Nursery - 2-5 Years (per day)	Per Day	£40.20
ABC Minibus Journey (if applicable)	Per Journey	£1.60
Kidzone Out of School Care (term time) (per hour)	Per Hour	£3.80
Kidzone Out of School Care (term time) (per minibus journey)	Per Journey	£2.15
Kidzone Out of School Care Holidays (per day)	Per Day	£34.40
Kidzone Out of School Care Holidays (per 1/2day)	Per 1/2 Day	£17.20
Note: There is a 10% discount for a sibling		
Additional Nursery Hours 0 - 2 year olds	Per Session	£11.60
Additional Nursery Hours 2 - 3 year olds	Per Session	£10.80
Additional Nursery Hours 3 - 5 year olds	Per Session	£9.90
Additional Nursery Hours 0 - 2 year olds	Per Hour	£3.70
Additional Nursery Hours 2 - 3 year olds	Per Hour	£3.40
Additional Nursery Hours 3 - 5 year olds	Per Hour	£3.20
Instrumental Music Tuition Scheme	Per Year	£524.00
Instrumental Music Tuition Scheme - Concession	Per Year	£117.00
Primary Milk	Per Carton	£0.15
School Meal - Traditional Lunch	Per Meal	£2.00
Breakfast	Per Meal	£0.84
Replacement School Bus Pass	Per Pass	£5.50
Concessionary Bus Pass	Per Journey	£1.40

Fee	Unit	Rate
Sports Development		
Active Start - Pre-School Physical Activity	1 Hour	£4.00
Active Start - Pre-School Physical Activity	9 week block	£39.50
Sports development classes including ASN	9 week block	£39.50
Zone 50s	Per Session	£4.50
Running Club	Per Session	£3.40
Circuit Class	Per Session	£4.50
Mature Movers	Per Session	£4.50
OTAGO	Per Session	£3.40
Social Badminton	Per Session	£4.50
Active 50s	Per Session	£4.50
Chi Kung	Per Session	£4.50
Yoga (Beginners)	Per Session	£4.50
Tai Chi	Per Session	£4.50
Boxfit	Per Session	£4.50
HITT	Per Session	£4.50
Robound (1/2 hour)	Per Session	£2.30
Active Schools - After School Club	Hour	£1.25
Active Schools - After School Club Lunch Session	Per Session	£0.60
Active Schools - After School Club Breakfast Session	Per Session	£1.25
School Holiday Sports Camp *excludes Easter Camp 2018	Per Day	£20.00
School Holiday Sports Camp *excludes Easter Camp 2018	Per Week	£80.00
Firpark Ski Centre		
Block Lessons - Standard Ski Instruction / family skiing / adaptive skiing - Adult	1 hour x 6 weeks	£87.50
Block Lessons - Standard Ski Instruction / family skiing / adaptive skiing - Child	1 hour x 6 weeks	£45.00
Block Lessons - Standard snowboard instruction - Adult	1 hour x 6 weeks	£112.00
Block Lessons - Standard snowboard instruction - Child	1 hour x 6 weeks	£56.65
Block Lessons - Penguin Club	1 hour x 6 weeks	£78.80
Block Lessons - Level 6/7 - Adult	1 hour x 6 weeks	£131.65
Block Lessons - Level 6/7 - Child	1.5 hours x 6 weeks	£66.40
Block Lessons - Block practice plus session - Adult / Child	1hr at the normal class time at the end of the block	£2.00
Group - Skiing / Snowboarding party with Firpark instructor- 8 or 12, Mon-Fr 4-10pm , all day Sat	Per Hour	£90.60
Group - Skiing / Snowboarding party with Firpark instructor- 8 or 12, Mon-Fri 9-4pm	Per Hour	£76.20
Group - Skiing / Snowboarding party with own instructor- 8 or 12, Mon-Fr 4-10pm , all day Sat/S	Per Hour	£69.75
Group - Skiing / Snowboarding party with own instructor- 8 or 12, Mon-Fri 9-4pm	Per Hour	£54.70
Group - Tubing including room use	1 hour up to max of 15 attendees	£95.65
Group - Tubing including room use	1 hour up to max of 30 attendees	£151.90
Personal Tuition- 1 Client	Per Hour	£36.85
Personal Tuition- 1 Client	Per 1/2 Hour	£18.50
Personal Tuition- 2 Client	Per Hour	£48.20
Personal Tuition- 2 Client	Per 1/2 Hour	£24.20
Personal Tuition- 3 Client	Per Hour	£59.65
Personal Tuition- 3 Client	Per 1/2 Hour	£29.85
Personal Tuition- 4 Client	Per Hour	£71.10
Personal Tuition- 4 Client	Per 1/2 Hour	£38.65
External schools using Firpark instructor- max 15	Per Hour/ min charge £21.2	£5.00
External schools using own instructor- max 15	Per Hour	£4.50
Recreational Skiing/Snowboarding - Adult	Per Hour / person	£9.10
Recreational Skiing/Snowboarding - Child	Per Hour / person	£4.60
After school club- max 25	Session	£4.10
Tubing- max 15	Per 1/2 Hour	£4.10
Ski School Skiing - Adult	8 hours	£117.00
Ski School Skiing - Child	8 hours	£58.90
Ski School Snowboarding - Adult	8 hours	£149.50
Ski School Snowboarding - Child	8 hours	£75.10
Ski School - Penguin Club	4 days x 1 hour per day	£51.75

Fee	Unit	Rate
Housing & Community		
Travelling Site (16 pitches at Westhaugh, Alva). Pitch plus vehicle parking	Per Week	£91.80
Rent charge for Temporary Accommodation and Support	Per Week	£383.00
Registration as a Private Landlord		£55.00
Each property		£11.00
Registration- Late Application Fee		£110.00
Council Tax		
Band A Disabled	Annual	£676.62
Band A up to £27,000	Annual	£811.94
Band B £27,001 to £35,000	Annual	£947.27
Band C £35,001 to £45,000	Annual	£1,082.59
Band D £45,001 to £58,000	Annual	£1,217.91
Band E £58,001 to £80,000	Annual	£1,600.20
Band F £80,001 to £106,000	Annual	£1,979.11
Band G £106,001 to £212,000	Annual	£2,385.08
Band H over £212,000	Annual	£2,983.89
Water Charges		
Band A Disabled	Annual	£74.97
Band A up to £27,000	Annual	£134.94
Band B £27,001 to £35,000	Annual	£157.43
Band C £35,001 to £45,000	Annual	£179.92
Band D £45,001 to £58,000	Annual	£202.41
Band E £58,001 to £80,000	Annual	£247.39
Band F £80,001 to £106,000	Annual	£292.37
Band G £106,001 to £212,000	Annual	£337.35
Band H over £212,000	Annual	£404.82
Sewage and Drainage Charges		
Band A Disabled	Annual	£87.03
Band A up to £27,000	Annual	£156.66
Band B £27,001 to £35,000	Annual	£182.77
Band C £35,001 to £45,000	Annual	£208.88
Band D £45,001 to £58,000	Annual	£234.99
Band E £58,001 to £80,000	Annual	£287.21
Band F £80,001 to £106,000	Annual	£339.43
Band G £106,001 to £212,000	Annual	£391.65
Band H over £212,000	Annual	£469.98
Housing HRA		
Accommodation Letting House 1 Apartment Rent	Charge per week for 48 weeks per year	£75.40
Accommodation Letting House 2 Apartment Rent	Charge per week for 48 weeks per year	£77.23
Accommodation Letting House 3 Apartment Rent	Charge per week for 48 weeks per year	£79.10
Accommodation Letting House 4 Apartment Rent	Charge per week for 48 weeks per year	£80.69
Accommodation Letting House 5 Apartment Rent	Charge per week for 48 weeks per year	£82.70
Accommodation Letting House 6 Apartment Rent	Charge per week for 48 weeks per year	£84.72
Accommodation Letting Flat 1 Apartment Rent	Charge per week for 48 weeks per year	£74.02
Accommodation Letting Flat 2 Apartment Rent	Charge per week for 48 weeks per year	£75.78
Accommodation Letting Flat 3 Apartment Rent	Charge per week for 48 weeks per year	£77.67
Accommodation Letting Flat 4 Apartment Rent	Charge per week for 48 weeks per year	£79.35
Accommodation Letting Flat 5 Apartment Rent	Charge per week for 48 weeks per year	£81.33
Lock Up Garage Rent - Council Tenant Charge	Charge per week for 48 weeks per year	£7.49
Lock Up Garage Rent - Non Council Tenant Charge	Charge per week for 48 weeks per year	£8.99
Annual Charge for Garage Pitch Site	Annual	£84.99
Annual Charge for Garage Pitch Site with VAT	Annual	£101.99
Housing Tenancy Repairs		
Factors fees are shared by owners according to title deeds so charges will vary.		Per title deeds and costs of work carried out
Repair of damage caused by tenant, resident or visitor is recharged on a full cost recovery basis		Variable dependant on costs

Fee	Unit	Rate
Library		
B&W photocopying / Computer print outs - A4	Per Sheet	£0.25
B&W photocopying - A3	Per Sheet	£0.40
Colour Photocopying - A3	Per Sheet	£1.00
Colour Photocopying / Computer print outs - A4	Per Sheet	£0.45
Microfilm printout -A4 B&w and Colour	Per Sheet	£0.50
Laminating A4	Per Sheet	£1.00
Laminating A3	Per Sheet	£1.30
Fax - All incoming faxes (per sheet)	Per Sheet	£1.05
Fax - Sending UK Fax - All pages	Per Sheet	£1.50
Fax - Sending European Fax - All pages	Per Sheet	£2.05
Fax - Sending to rest of world - All pages	Per Sheet	£3.10
Lost and damaged items	Per Item	100% original or replacement cost
Lost Tickets	Per Ticket	£2.60
Overdue Items - 1 week	Per Item	£0.25
Overdue Items - 2 weeks	Per Item	£0.50
Overdue Items - 3 weeks	Per Item	£0.80
Overdue Items - 4 weeks	Per Item	£1.00
Overdue Items - 5 weeks	Per Item	£1.30
Overdue Items - 6 weeks	Per Item	£1.50
Overdue Items - 7 weeks	Per Item	£1.80
Overdue Items - 8 weeks	Per Item	£2.05
Overdue Items - 9 weeks	Per Item	£2.30
Overdue Items - 10 weeks	Per Item	£2.60
Overdue Items - 11 weeks	Per Item	£2.80
Request Service - in stock	Per Item	£1.00
Request Service - ILL/Music Scores etc.	Per Item	Full cost recovery
Talking Book (single Issue)	Per Item	£1.50
Withdrawn stock sales	Per Item	£0.50
Archive services- basic search free for 15mins £15.50 per 30 mins thereafter		£15.50
Archive Photos 5 x 7½.	Per Item	£6.15
Archive Photos 9 x 6	Per Item	£8.20
Archive Photos 12 x 8.	Per Item	£12.30
Registrars		
Extract (Certificate) of Birth, Death, Marriage or Civil Partnership (within a month of registration)		£10.00
Extract (Certificate) of Birth, Death, Marriage or Civil Partnership (after a month of registration)		£15.00
Search of Registration Records - Particular Search		£5.00
Search of Registration Records - General Search		£15.00
Scotland's People Search Facility	Per Day	£15.00
Prints of Scotlands People Records	Per Copy	£0.50
Marriage or Civil Partnership Notice Forms (legal preliminaries to marriage or civil partnership)		£30.00
Civil Marriage or Partnership Fee		£55.00
Ceremony Fees (maximum fees - Midweek ceremony - Registration Office)		£180.00
Ceremony Fees (maximum fees - Midweek ceremony - External Venue)		£330.00
Ceremony Fees (maximum fees - Saturday - All Venues)		£330.00
Ceremony Fees (maximum fees - Late Saturday or Sunday - All Venues)		£425.00
Ceremony Fees (maximum fees - Public Holidays - All Venues)		£600.00
Leisure - Indoor Sports Facilities		
Games Hall: Full Hall Standard	Per Hour	£37.00
Games Hall: Full Hall Concession	Per Hour	£27.00
Badminton/Single Court Standard	Per Hour	£10.25
Badminton/Single Court Concession	Per Hour	£7.25
Gymnasium Standard	Per Hour	£16.00
Gymnasium Concession	Per Hour	£11.00
Dance Studio Standard	Per Hour	£16.00
Dance Studio Concession	Per Hour	£11.00
Fitness Suite Standard	Per Session	£3.00
Fitness Suite Standard Concession	Per Session	£2.00
Fitness Suite Membership Standard	Monthly Direct Debit	£10.00
Fitness Suite Membership Concession	Monthly Direct Debit	£8.00
Fitness Suite Annual Membershipn - Standard	One Off Annual Payment	£100.00
Fitness Suite Annual Membership - Concession	One Off Annual Payment	£80.00
Fitness Suite Monthly Membership - Standard	Monthly Payment by Cash/Credit Card	£12.50
Fitness Suite Monthly Membership - Concession	Monthly Payment by Cash/Credit Card	£10.00

Fee	Unit	Rate
<u>Leisure - Outdoor Sports Facilities</u>		
Artificial Grass: Match Rate (Football Partnership) Standard	Match Duration	£47.00
Artificial Grass: Match Rate (Football Partnership) Concession	Match Duration	£23.50
Artificial Grass: Match rate (non football partnership)		£88.00
Artificial Grass: Match rate (non football partnership) - Concession		£44.00
Artificial Grass: Full pitch Standard	Per Hour	£66.00
Artificial Grass: Full pitch Concession	Per Hour	£33.00
Artificial Grass: Football 7's Standard	Per Hour	£44.00
Artificial Grass: Football 7's Concession	Per Hour	£22.00
All Weather: Football 5's per court Standard	Per Hour	£31.00
All Weather: Football 5's per court Concession	Per Hour	£15.50
All Weather: Tennis per court Standard	Per Hour	£6.00
All Weather: Tennis per court Concession	Per Hour	£4.00
Tennis Season Ticket - Standard	Per Person	£40.00
Tennis Season Ticket - Concession	Per Person	£25.00
Running Track: Exclusive Use (Lornshill Only) Standard	Per Hour	£45.00
Running Track: Exclusive Use (Lornshill Only) Concession	Per Hour	£25.50
Running Track: Session Per Person (Lornshill Only) Standard		£3.00
Running Track: Session Per Person (Lornshill Only) Concession		£2.00
Grass Rugby Pitch: Match (Lornshill & Alva) Standard	Match Duration	£45.00
Grass Rugby Pitch: Match (Lornshill & Alva) Concession	Match Duration	£21.60
<u>Leisure - Grass Football Pitches</u>		
Football Match - Standard	Match Duration	£45.00
Football Match - Concession	Match Duration	£21.60
Football Training - Standard	Per Hour	£13.80
Football Training - Concession	Per Hour	£7.20
<u>Leisure - Park Events</u>		
Parks West End Park & Cochrane Park - Standard	Per Day	£300.00
Other Parks - Standard	Per Day	£150.00
Bond West End Park & Cochrane Park - Standard	Deposit	£1,500.00
Bond All Other Parks (Commercial Activities)- Standard	Deposit	£750.00
Bond All Other Parks (non-commercial activities, maximum 400 people)- Concession	Deposit	£350.00
<u>Leisure - Conference & Meeting Facilities</u>		
Small Space - Standard	Per Hour	£13.50
Small Space - Concession	Per Hour	£11.00
Medium Space - Standard	Per Hour	£21.00
Medium Space - Concession	Per Hour	£16.00
Large Space - Standard	Per Hour	£32.00
Large Space - Concession	Per Hour	£26.50
<u>Leisure - Weddings & Celebrations</u>		
Alloa Town Hall - Full Day Exclusive Use	Per Day	£530.00
Alloa Town Hall - Evening Package	Per Day	£370.00
Sauchie Hall - Full Day Package (15 hours, time negotiable)	Per Day	£360.00
Sauchie Hall - Evening Day Package (9 hours, time negotiable)	Per Day	£250.00
Cochrane Hall - Full Day Package (15 hours, time negotiable)	Per Day	£360.00
Cochrane Hall - Evening Package (9 hours, time negotiable)	Per Day	£250.00
<u>Leisure - Concerts, Shows & Events</u>		
Alloa Town Hall (Full Day Exclusive Use)	Per Day	£680.00
Alloa Town Hall - Commercial Rate (multi day)		Price on application
Alloa Town Hall - Standard Rate (single day)		Price on application
Alloa Town Hall - Standard Rate (multi day)		Price on application
Other Halls		Price on application
<u>Democracy - Administration</u>		
Freedom of information charges		Variable full cost recovery

Fee	Unit	Rate
Burial Ground Fees		
Advance Purchase of Right of Burial - Coffin Lairs (Non Residents)	Per Lair	£1,507.00
Advance Purchase of Right of Burial - Coffin Lairs (Residents)	Per Lair	£1,294.10
Advance Purchase of Right of Burial - Cremation Lairs (Non-Residents)	Per Lair	£817.60
Advance Purchase of Right of Burial - Cremation Lairs (Residents)	Per Lair	£698.80
Duplicate Certificate of Right of Burial	Per Certificate	£74.10
Exhumation Fee		Total Cost Recovery
Interment - Child (Up to 18 years)		No Charge
Interment - Stillborn Baby		No Charge
Interment of Cremation Remains		£229.40
Interment - Adult		£827.00
Interment - each additional foot beyond 6 feet		£118.80
Monuments and Memorials - concrete foundation required		£344.70
Monuments and Memorials - locate and excavate for foundations		£195.30
Monuments and Memorials - where no excavation required		£74.10
Purchase of Right of Burial Cremation Lair		£463.50
Purchase of Right of Burial Coffin Lair (including Lair Certificate)		£854.10
Search Fee - search for Burial Ground Records	Per Occasion	Per Registrars Fees
Transfer Certificate of Right of Burial		£74.10
Maintenance Cost on Purchase of Right of Burial Coffin Lair		£255.80
Maintenance Cost on Purchase of Right of Burial Cremation Lair		£138.80

Fee	Unit	Rate
Building Warrant and Associated Fees		
Cost of Project - £0 - 5000		£150.00
Cost of Project - £5001 - 5500		£169.00
Cost of Project - £5501 - 6000		£188.00
Cost of Project - £6001 - 6500		£207.00
Cost of Project - £6501 - 7000		£226.00
Cost of Project - £7001 - 7500		£245.00
Cost of Project - £7501 - 8000		£264.00
Cost of Project - £8001 - 8500		£283.00
Cost of Project - £8501 - 9000		£302.00
Cost of Project - £9001 - 9500		£321.00
Cost of Project - £9501 - 10000		£340.00
Cost of Project - £10001 - 10500		£359.00
Cost of Project - £10501 - 11000		£378.00
Cost of Project - £11001 - 12000		£397.00
Cost of Project - £12001 - 13000		£416.00
Cost of Project - £13001 - 14000		£435.00
Cost of Project - £14001 - 15000		£454.00
Cost of Project - £15001 - 16000		£473.00
Cost of Project - £16001 - 17000		£492.00
Cost of Project - £17001 - 18000		£511.00
Cost of Project - £18001 - 19000		£530.00
Cost of Project - £19001 - 20000		£593.00
Cost of Project - £20001 - 30000		£656.00
Cost of Project - £30001 - 40000		£719.00
Cost of Project - £40001 - 50000		£782.00
Cost of Project - £50001 - 60000		£845.00
Cost of Project - £60001 - 70000		£908.00
Cost of Project - £70001 - 80000		£971.00
Cost of Project - £90001 - 100000		£1,034.00
Cost of Project - £100001 - 120000		£1,137.00
Cost of Project - £120001 - 140000		£1,240.00
Cost of Project - £140001 - 160000		£1,343.00
Cost of Project - £160001 - 180000		£1,446.00
Cost of Project - £180001 - 200000		£1,549.00
Cost of Project - £200001 - 220000		£1,652.00
Cost of Project - £220001 - 240000		£1,755.00
Cost of Project - £240001 - 260000		£1,858.00
Cost of Project - £260001 - 280000		£1,961.00
Cost of Project - £280001 - 300000		£2,064.00
Cost of Project - £300001 - 320000		£2,167.00
Cost of Project - £320001 - 340000		£2,270.00
Cost of Project - £340001 - 360000		£2,373.00
Cost of Project - £360001 - 380000		£2,476.00
Cost of Project - £380001 - 400000		£2,579.00
Cost of Project - £400001 - 420000		£2,682.00
Cost of Project - £420001 - 440000		£2,785.00
Cost of Project - £440001 - 460000		£2,888.00
Cost of Project - £460001 - 480000		£2,991.00
Cost of Project - £480001 - 500000		£3,094.00
Cost of Project - £500001 - 550000		£3,272.00
Cost of Project - £550001 - 600000		£3,450.00
Cost of Project - £600001 - 650000		£3,628.00
Cost of Project - £650001 - 700000		£3,806.00
Cost of Project - £700001 - 750000		£3,984.00
Cost of Project - £750001 - 800000		£4,162.00
Cost of Project - £800001 - 850000		£4,340.00
Cost of Project - £850001 - 900000		£4,518.00
Cost of Project - £900001 - 950000		£4,696.00
Cost of Project - £950001 - 1000000		£4,874.00
Addition charge for each subsequent £100,000 (or part thereof)		£253.00

Fee	Unit	Rate
<u>Building Warrant Amendment Fees</u>		
Additional Work with no increased costs/costs less than £5,000		£100.00
Additional work with costs greater than £5,000		Per fee table above
Amendment for demolition or conversion only		£100.00
Application for conversion Warrant only		£100.00
Application for demolition Warrant only		£150.00
<u>Complete Certificate Submission Where No Building Warrant Granted</u>		
Construction of Building / Provision of services (ie BW)		300% of fee from table above
Conversion only		£125.00
Demolition only		£125.00
<u>Where Work Has Started</u>		
Building Warrant		200% of fee from table above
Demolition Warrant		£150.00
<u>Certifiers of Design (Discount)</u>		
Each Certificate that covers a complete Functional Standards Section		10%
Each Certificate that covers a single item in a Functional Standards Section		1%
Maximum Discount		60%
<u>Certifiers of Construction (Discount)</u>		
Each certificate covering a defined trade or installation		1%
Each certificate covering the construction of the entire building		24%
Maximum Discount		24%
<u>Building Standards - Non Statutory Charges</u>		
Confirmation of completion (minimum charge)		£210.00
Property Inspection (minimum charge)		£314.00
Pre- Construction Confirmation of Exemption or Compliance (minimum charge)		£104.00
Pre- Construction Confirmation of Exemption or Compliance- without pre-plan consultation (minimum charge)		£157.00
Further site visits		£104.00
<u>Building Standards Copy Document Fee Table</u>		
Copy of document - less than 5 years of age		£43.00
Copy of document - more than 5 years of age		£53.00
Copy of document - prior to 1975		£163.00
Set of documents- less than 5 years of age		£58.00
Set of documents- more than 5 years of age		£70.00
Set of documents- prior to 1975		£182.00
View plans		£33.00
View plans - prior to 1975		£134.00
<u>Development Planning - Local Plan</u>		
Clackmannanshire Local Development Plan and Maps		£29.70
Supplementary Guidance:		
SG1 Developer Contributions		£3.10
SG2 Onshore Wind and Energy		£3.10
SG3 Placemaking		£3.10
SG4 Water		£3.10
SG5 Affordable Housing		£3.10
SG6 Green Infrastructure		£3.10
SG7 Green Efficiency and low carbon development		£3.10
Future supplementary guidance		£3.10
Local Development plan action programme		£10.20

Fee	Unit	Rate
Development Management - Planning		
Application to Display Advertisement		£202.00
Copies of Decision Notices		£20.00
Copies of Approved Plans		£20.00
Certificate of Lawfulness for a Proposed Use or Development - other buildings (Min)		£101.00
Certificate of Lawfulness for a Proposed Use or Development - other buildings (Max)		£10,028.00
Certificate of Lawfulness for an Existing Use or Development - other buildings (Min)		£202.00
Certificate of Lawfulness for an Existing Use or Development - other buildings(Max)		£20,055.00
Application for Demolition Consent		£78.00
Application for planning permission - Other Buildings (Max)		£20,055.00
Application for Planning Permission - Other Buildings (Min)		£202.00
Application for a High Hedge		£401.00
Planning Permission in Principle (Max)		£10,028.00
Planning Permission in Principle (Min)		£401.00
Notification of Agricultural or Forestry Building		£78.00
Advertising of Application		£45.00
Environmental Health		
Stray Dog Charges (Collection on day 1)		TBC
Stray Dog Charges (Collection on day 2)		TBC
Stray Dog Charges (Collection on day 3)		TBC
Stray Dog Charges (Collection on day 4)		TBC
Stray Dog Charges (Collection on day 5)		TBC
Stray Dog Charges (Collection on day 6)		TBC
Stray Dog Charges (Collection on day 7)		TBC
Purchase of Dog		£149.00
Callout Fee for collecting animals on behalf of another service/agency		£81.00
Contaminated land report - Produced on request		£157.00
Licence for House in Multiple Occupation - Application valid for 3 years (less than 10 occupants) Granted/Refused		£528.00
Licence for House in Multiple Occupation - Application valid for 3 years (more than 10 occupants) Granted/Refused		£653.00
Requests for professional statements of fact		£70.00
Abandoned vehicles (Gvt control now)		FOC
Pest Control		
Council Tenants - All Pests (Charges as below depending on job)		No Charge
Charities and Housing Associations- Rats/Mice		£53.00
Charities and Housing Associations- All other pestd		£76.00
Housing Associations Fleas		£134.00
Housing Associations Bed Bugs		£134.00
Charities and Housing Associations - Void houses		£96.00
Visit for advice or where no treatment is required		£76.00
Housing Associations Ants and Wasps (First visit)		£70.00
Food Export Certificates		
Standard Certificate for a single product (one week turnaround)		£16.00
Standard Certificate listing multiple products (one week turnaround)		£33.00
Premium Service - certificate produced and dispatched within 24 hours		£46.00
Water		
Type A Private Water Supply- maximum charges		
Sample taking		£70.00
Analysis (Audit Monitoring)		£435.00
Analysis (Check Monitoring)		£75.00
Risk Assessment Preparatory Work		£70.00
Risk Assessment		£50.00
Review of Risk Assessment		£50.00
Type B Private Water Supply- maximum charges		
Sample taking		£70.00
Analysis		£48.00
Risk Assessment Preparatory Work		£70.00
Risk Assessment		£50.00
Review of Risk Assessment		£50.00
Lead in Water Sampling (free through Scottish Water)		£70.00
Swimming Pool Water Sampling		£50.00

Fee	Unit	Rate
Licensing (Civic)		
Animal Boarding Establishment	Per Annum	£87.00
Breeding of Dogs	Per Annum	£77.00
Game Dealer's Licence	Per Annum	£90.00
Indoor Sports Licence	Per 3 Years	£216.00
Knife Dealer's Licence	Per 3 Years	£359.00
Late Hours Catering Licence	Per Annum	£216.00
Market Operator	Per 3 Years	£392.00
Metal Dealer	Per 3 Years	£174.00
Pet Shops	Per Annum	£65.00
Public Entertainment - Fun Fair (Temp)	Per Occasion	£216.00
Public Entertainment (3 years)	Per 3 Years	£216.00
Public Entertainment (Temporary)	Per Occasion	£109.00
Riding Establishment	Per Annum	£110.00
Second Hand Dealer's Licence	Per 3 Years	£174.00
Skin Piercing and Tattooing (Grant) (1 year)	Per Annum	£359.00
Skin Piercing and Tattooing Renewal (3 years)	Per Occasion	£180.00
Street Trader's Licence	Per 3 Years	£240.00
Street Trader's Licence (Temporary)	Per Occasion	£75.00
Street Trader's Licence (Variation)	Per Occasion	£174.00
Substitution of Vehicles	Per Vehicle	£34.00
Taxi Booking Office Licence	Per 3 Years	£359.00
Taxi Operator licence	Per Annum	£154.00
Private Hire Operator Licence	Per Annum	£154.00
Taxi / Private Hire Driver's licence (1 year)	Per Annum	£154.00
Taxi / Private Hire Car Licence (3 Years)	Per 3 Years	£351.00
Theatre Licence	Per Annum	£151.00
Transfer Application by person other than license holder not including a variation application	Per Occasion	£167.00
Venison dealer's licence	Per Annum	£73.00
Window Cleaner's Licence (1 year)	Per Annum	£102.00
Window Cleaner's Licence (3 years)	Per 3 Years	£258.00
Licensing (Liquor)		
Liquor Licensing - Annual Fee - Adult Gaming Centre		£700.00
Liquor Licensing - Annual Fee - Bingo Premises		£700.00
Confirmation Premises Licence Fee Rateable:		
Application Fee Rateable Value of Premises £0	Per Premises	£200.00
Application Fee Rateable Value of Premises £1 - £11,500	Per Premises	£800.00
Application Fee Rateable Value of Premises £11,501 - £35,000	Per Premises	£1,100.00
Application Fee Rateable Value of Premises £35,001 - £70,000	Per Premises	£1,300.00
Application Fee Rateable Value of Premises £70,000 - £140,000	Per Premises	£1,700.00
Application Fee Rateable Value of Premises Over £140,000	Per Premises	£2,000.00
Annual Fee (September) Rateable Value of Premises £0		£180.00
Annual Fee (September) Rateable Value of Premises £1 - £11,500		£220.00
Annual Fee (September) Rateable Value of Premises £11,501 - £35,000		£280.00
Annual Fee (September) Rateable Value of Premises £35,001 - £70,000		£500.00
Annual Fee (September) Rateable Value of Premises £70,001 - £140,000		£700.00
Annual Fee (September) Rateable Value of Premises Over £140,000		£900.00
Liquor Licensing - Occasional Licence	Per Occasion	£10.00
Liquor Licensing - Extended Hours Licence	Per Occasion	£10.00
Liquor Licensing - Provisional Premises Licence		£200.00
Liquor Licensing - Replacement Personal Licence		£20.00
Liquor Licensing - Replacement Premises Licence (certified Copy)		£50.00
Liquor Licensing - Substitution Premises Manager with Minor Variation		£31.00
Liquor Licensing - Minor Variation		£20.00
Gambling Act 2005 - Gambling Machine Permit		£50.00
Gambling Act 2005 - Non Commercial Society Grant (1 Year)		£40.00
Gambling Act 2005 - Non Commercial Society Renewal (1 Year)		£20.00
Gambling Act 2005 - Annual Fee - Betting Premises (Other)		£400.00
Liquor Licensing - Variation of Conditions, Operating Plan, Layout Plan		£150.00
Liquor Licensing - Transfer Application By Licence Holder Including Variation Application		£150.00
Liquor Licensing - Transfer application By Licence Holder		£120.00
Liquor Licensing - Transfer Application Other Than By Licence Holder Including Variation Application		£150.00
Liquor Licensing - Transfer Application Other Than By Licence Holder		£120.00
Liquor Licensing - Temporary Premises Licence		£150.00

Fee	Unit	Rate
<u>Licensing (Taxis / Private Hire Vehicles) - Vehicle Testing</u>		
Taxi / Private Hire Replacement Plate		£15.50
Taxi Meter Check & Seal		£15.50
External Client Labour Charge		£35.00
Taxi / Private Hire Inspection and Hire Test Charges		£50.00
Taxi / Private Hire Inspection Retest		£35.00
<u>Roads</u>		
New Roads and Streetworks Act 1980 Sample/Defect Inspections		£37.00
New Roads and Streetworks Act 1980 Section 109 Permit / Inspection on Non Statutory Undertakers		£282.00
Roads (Scotland) Act - Minor Roadworks Consent - Footway Crossing		£34.00
Roads (Scotland) Act - Minor Roadworks Consent - Section 56		£121.00
Roads (Scotland) Act - Skip Permit		No Charge
Roads (Scotland) Act - Road Occupation Permits - Up to 3 days		£39.00
Roads (Scotland) Act - Road Occupation Permits - Up to 1 week		£54.00
Roads (Scotland) Act - Road Occupation Permits - Up to 1 month		£82.00
Roads (Scotland) Act - Road Closures - Emergency		£274.00
Roads (Scotland) Act - Road Closures - Non-Emergency		£547.00
Road Closures - Non Emergency (1 to 5 days)		£274.00
Road Closures - Non Emergency (More than 5 days)		£547.00
Taxicard Aborted Journeys		£2.00
Blue Badge (Issue or replacement)		£20.50
Residents Parking Permits - Per Annum		£21.50
<u>Waste</u>		
Commercial Waste - 1 Collection per week , Bin Size 240 (0% VAT)		£306.00
Commercial Waste - 1 Collection per week , Bin Size 360 (0% VAT)		£460.50
Commercial Waste - 1 Collection per week , Bin Size 660 (0% VAT)		£844.00
Commercial Waste - 1 Collection per week , Bin Size 1100 (0% VAT)		£1,407.00
Commercial Waste - 2 Collections per week , Bin Size 240 (0% VAT)		£614.00
Commercial Waste - 2 Collections per week , Bin Size 360 (0% VAT)		£920.00
Commercial Waste - 2 Collections per week , Bin Size 660 (0% VAT)		£1,689.00
Commercial Waste - 2 Collections per week , Bin Size 1100 (0% VAT)		£2,812.00
Commercial Waste - 3 Collections per week , Bin Size 240 (0% VAT)		£920.00
Commercial Waste - 3 Collections per week , Bin Size 360 (0% VAT)		£1,381.00
Commercial Waste - 3 Collections per week , Bin Size 660 (0% VAT)		£2,532.00
Commercial Waste - 3 Collections per week , Bin Size 1100 (0% VAT)		£4,220.00
Commercial Recycling Waste - 1 Collection per week, Bin size 240 (0% VAT)		£231.00
Commercial Recycling Waste - 1 Collection per week, Bin size 360 (0% VAT)		£347.00
Commercial Recycling Waste - 1 Collection per week, Bin size 660 (0% VAT)		£636.00
Commercial Recycling Waste - 1 Collection per week, Bin size 1100 (0% VAT)		£1,060.00
Small Trader Tipping Ticket for Forth bank £44 (inc. £7.33 20% VAT) each - one per visit per vehicle size 3.5 tonnes gross vehicle weight ie (eg Transit Size)		£55.00
Bulky Uplift - Household Waste (0% VAT)		£38.00
Charging for second Garden Waste (Brown) Bin		£42.00
Charging for second Garden Waste (Brown) Bin		£63.50
Sacks / Labels are available in multiples of 10		£32.00

Fee	Unit	Rate
Trading Standards		
Special ,Weighing & Measuring Equipment		£124.30
Weights - weights exceeding 5kg or not exceeding 500mg, 2cm		£15.10
Weights - other weights		£15.10
Measures - Linear Measures not exceeding 3 metres for each scale		£15.10
Measures - capacity measures without divisions not exceeding 1 litre		£15.10
Liquid Capacity measures for making up / checking average quantity packages		£45.20
Templets = (a) per scale - first item		£75.60
Templets - (b) second and subsequent items		£30.20
Weighing instruments - instruments calibrated to weigh only in metric or imperial units, non EC not exceeding 1 tonne		£93.30
Weighing instruments - instruments calibrated to weigh only in metric or imperial units, non EC exceeding 1 tonne up to 10 tonnes		£155.20
Weighing instruments - instruments calibrated to weigh only in metric or imperial units, non EC exceeding 10 tonnes		£310.40
Measuring instruments - instruments for intoxicating Liquor - not exceeding 150ml.		£30.20
Measuring instruments - instruments for intoxicating Liquor - other		£37.60
Measuring instruments for Liquid Fuel and Lubricants - container type (un-subdivided).		£116.20
Measuring instruments for Liquid Fuel and Lubricants - single / multi outlet (nozzles) - first nozzle tested per site.		£170.30
Measuring Instruments for Liquid Fuel and Lubricants - each additional nozzle tested		£123.50
Measuring Instruments for Liquid Fuel and Lubricants - additional costs involved in testing ancillary equipment which requires additional testing on-site, such as credit card acceptors.		£124.30
Measuring Instruments for Liquid Fuel and Lubricants - testing of peripheral electronic equipment on a separate visit (per site).		£124.30
Measuring Instruments for credit card acceptor (per unit, regardless of the number of slots/nozzles/pumps)		£124.40
Road Tanker Measuring Instrument (above 100 litres) - Meter measuring systems -(a) wet hose with 2 testing liquids		£357.00
Road Tanker Measuring Instrument (above 100 litres) - Dipstick measuring systems -(a) up to 7600 litres (for calibration of each compartment and production of chart)		£248.60
Road Tanker Measuring Instrument (above 100 litres) - Dipstick measuring systems -(a) for any compartment over 7600 litres basic fee, plus additional costs at the rate of (b), © or (d). See figures below		£124.30
Road Tanker Fuel Measuring Instrument (above 100 litres) - Dipstick measuring system - (b) initial dipstick		£37.60
Road Tanker Fuel Measuring Instrument (above 100 litres) - Dipstick measuring system - (c) spare dipstick		£37.60
Road Tanker Measuring Instrument (above 100 litres) - Dipstick measuring system - (d) replacement of dipstick (including examination of compartment)		£75.60
Road Tanker Measuring Instrument (above 100 litres) - Certificate of Errors - for supplying a certificate containing the results of error found on testing		£60.20
Poisons Act - Registration		£40.80
Poisons Act - Change in details of registration		£22.60
Weighing & Measuring - Specialist Testing Services - non-trade equipment.		£145.00
Weighing and measuring - Specialist Testing Services - Special attendance charges (outwith normal hours)		£145.80

Disclosure of Funded Organisations 2018/19

In September 2014, the Council's External Auditor recommended that the Council should disclose annually details of each individual voluntary organisation it funds including the Council role, the Council contribution and the type of services delivered.

The table below outlines this information for the financial year 2018/19. All funding arrangements are subject to Contract Standing Orders and the Council's Code of Practice for Funding External Bodies and Following the Public Pound.

Description	Category	Commissioning Service	Budget	Council Role	Notes
Clackmannanshire Sports Council	Health & Wellbeing	Education	£6,202	Funder	
Play Alloa	Supporting Vulnerable Children	Education	£16, 738	Funder	
The Gate: Soup Pot	Supporting Vulnerable Adults	S&CS	£2,787	Funder	
The Gate: Foodbank	Supporting Vulnerable Families	S&CS	£4,645	Funder	
Safe Drive Stay Alive	Community Safety	S&CS	£3,000	Funder	
Support to 3 Community Run Halls: Clackmannan, Devonvale, Coalsnaughton	Community Empowerment	S&CS	£12,800	Funder	
Sauchie Active 8	Supporting Vulnerable Families	S&CS	£16,000	Funder	Funding to cease 30/09/18
Café Society	Supporting Vulnerable Families	S&CS	£9,910	Funder	Funding to cease 30/09/18
Clackmannanshire Healthier Lives	Supporting Vulnerable Adults	S&CS	£83,000	Funder	Funding to cease 30/09/18
Clackmannanshire Women's Aid	Supporting Vulnerable Families	S&CS	£161,442	Funder	Transitioning to IJB/Contract
Forth Valley Rape Crisis and Sexual Abuse Centre	Supporting Vulnerable Adults/Families	S&CS	£12,903	Funder	Transitioning to IJB/Contract
Citizens Advice	Supporting Vulnerable Adults/Families	Housing	£134,170	Funder	Transitioning to Contract. Includes HRA and GF contributions.
Addictions Support and Counselling	Supporting Vulnerable Adults/Families	Social Services	£8,026	Funder	Transitioning to IJB
Who Cares?	Supporting Vulnerable Children	Social Services	£7,088	Funder	
Barnardos (Freagarrach)	Supporting Vulnerable Families	Social Services	£59,019	Funder	
Barnardos Youth Substance	Supporting Vulnerable Families	Social Services	£65,686	Funder	
People First	Supporting Vulnerable Adults	Social Services	£20,185	Funder	Transitioning to IJB
Action for Children	Supporting	Social Services	£146,463	Funder	

Description	Category	Commissioning Service	Budget	Council Role	Notes
(Tullibody Families)	Vulnerable Young People				
Action for Children Tayvalla	Supporting Vulnerable Young People	Social Services	£104,713	Funder	Contribution to FV wide Contract
Homestart	Supporting Vulnerable Young People	Social Services	£70,002	Funder	
Community House	Supporting Vulnerable Young People	Social Services	£34,760	Funder	
Substance Misuse Services (AS&C)	Supporting Vulnerable Adults	Social Services	£6,440	Funder	Contribution to FV wide Contract through ADP. Transitioning to IJB
Substance Misuse Services (Signpost)	Supporting Vulnerable Adults	Social Services	£45,760	Funder	Contribution to FV wide Contract through ADP. Transitioning to IJB
Substance Misuse Services (Family Support Project)	Supporting Vulnerable Families	Social Services	£13,600	Funder	Contribution to FV wide Contract through ADP. Transitioning to IJB
Substance Misuse Services (Time4Us)	Supporting Vulnerable Families	Social Services	£8,500	Funder	Contribution to FV wide Contract through ADP. Transitioning to IJB



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Local Government Finance Circular No. 5/2017

Chief Executives and Directors of Finance of Scottish
Local Authorities

Chief Executive, Convention of Scottish Local
Authorities (COSLA)

Our Reference: A19575798
14 December 2017

Dear Chief Executive/Director of Finance

1. LOCAL GOVERNMENT FINANCE SETTLEMENT 2018-19 2. NON DOMESTIC RATES

1. This Local Government Finance Circular provides details of the provisional total revenue and capital funding allocations for 2018-19, as well as the latest information on current known redeterminations for 2017-18. This Circular also provides details on a range of business rates measures, including the 2018-19 poundage and proposed changes to certain reliefs.

2. The provisional total funding allocations form the basis for the annual consultation between the Scottish Government and COSLA ahead of the Local Government Finance (Scotland) Order 2018 being presented to the Scottish Parliament in late February 2018. Any individual authority not intending to agree the offer and accept the full package of measures and benefits has been requested to write to the Cabinet Secretary for Finance and the Constitution by no later than **Friday 19 January 2018**. For those authorities not agreeing the offer a revised offer will be made.

3. We expect local authorities to inform COSLA, and for COSLA in turn to inform the Scottish Government by no later than 12 January 2018, if they think there are any discrepancies or changes required to these provisional allocations. Any redistribution to address any agreed discrepancies or changes will be undertaken within the total settlement allocations set out in this Circular and not through the provision of any additional resources by the Scottish Government. The allocations are therefore only provisional at this stage and local authorities should not set their final budgets on the basis of these until the final allocations are confirmed following the end of the consultation period and the publication of the late February 2018 Circular.

4. The Cabinet Secretary for Finance and the Constitution wrote today to the COSLA President, copied to all Council Leaders, confirming the package of measures that make up the settlement to be provided to local government in return for the provisional funding allocations set out in this Circular. This Circular should be read in conjunction with that

letter. The terms of this settlement have been negotiated through COSLA on behalf of all 32 of its member councils.

5. For 2018-19 the Scottish Government will work in partnership with local government to implement the budget and the joint priorities in return for the full funding package which includes:

- Baseline from 2018-19 of the £130 million additional revenue investment announced earlier this year at Stage 1 of the Budget Bill for 2017-18;
- £52.2 million revenue and £150 million capital to deliver on our joint agreed ambitious programme for the expansion of Early Years Education and Childcare provision. This is in addition to the £11 million of revenue which has been added to support the initial expansion of Early Years set out in the 2014 Act provisions;
- an additional £24 million to cover the additional full year cost of the teachers' pay offer for 2017-18;
- a continued funding package of £88 million, made up of £51 million to maintain teacher numbers and £37 million to support the Teacher Induction Scheme. Local authorities will continue to be required to maintain an overall pupil:teacher ratio of 13:7, and secure places for all probationers who require one under the Teacher Induction Scheme;
- an additional £66 million to support additional investment in social care in recognition of a range of pressures local authorities are facing, including support for the implementation of the Carers (Scotland) Act 2016, maintaining our joint commitment to the Living Wage (including our agreement to now extend it to cover sleepovers following the further work we have undertaken) and an increase in the Free Personal and Nursing Care payments;
- maintenance of the £355 million baseline transfer from NHS Boards to Integration Authorities in support for health and social care; and
- the continued flexibility to increase Council Tax by up to 3% which could generate an additional £77 million.

6. The 2018-19 provisional allocations set out in this Circular assume that all councils will sign up to the package and therefore that the **full current distributable revenue amount of £9,400.501 million** will be issued.

7. In addition to the funding set out in this Circular it should be noted that there are a number of further funding streams outwith the local government finance settlement for particular policy initiatives which benefit local government services. Table 10.20 in the Scottish Government's Draft Spending and Tax plans for 2018-19, which is published today, provides further details of these funding streams.

8. The allocations have been arrived at using the standard agreed needs-based distribution methodology and updated indicators. This includes the distribution of the additional funding to support investment in social care and the teachers' pay offer for 2017-18. We will send a separate note shortly providing a full reconciliation of the changes between the 2017-18 and 2018-19 Draft Budgets and between the 2017-18 Draft Budget and the figures in this Circular. We will also provide full details of all the general revenue allocations.

9. The various parts and annexes to this Circular, listed below, provide more of the detail behind the calculations.

- Part A: Local Government Finance Settlement – Revenue: 2018-19 and changes in 2017-18;
- Part B: Local Government Finance Settlement – Capital: 2018-19 and changes in 2017-18;
- Part C: Non-Domestic Rates for 2018-19.

The various Annexes included in this Circular are as follows:

- Annex A: All Scotland Aggregated Funding Totals 2017-19;
- Annex B: Individual Revenue Allocations for 2018-19;
- Annex C: Revised Individual Revenue Allocations for 2017-18;
- Annex D: Explanatory Notes on the Revenue Distribution;
- Annex E: Estimates of Ring-Fenced Grant Revenue Funding for 2018-19;
- Annex F: Floor calculation for 2018-19;
- Annex G: Redeterminations of Individual Revenue funding for 2017-18;
- Annex H: 2008-19 Changes Column;
- Annex I: General Capital Grant and Specific Capital Grants 2018-19;
- Annex J: General Capital Grant – Flood Allocations Per Local Authority 2018-19; and
- Annex K: Total Local Government Funding Settlement 2018-19.

Part A: Local Government Finance Settlement - Revenue: 2018-19 and changes in 2017-18

10. This Finance Circular sets out the provisional distribution of revenue funding allocations for 2018-19. **Annex A** of this Circular sets out the all-Scotland aggregate totals for 2017-19.

11. **Annexes B and C** set out the distribution of the total revenue funding allocation between councils and the allocation of the different elements (General Revenue Funding, Non-Domestic Rate Income and Ring-Fenced Revenue Grants) for each council for 2018-19 and 2017-18. The basis behind the grant distribution methodology is as recommended in the report from the Settlement and Distribution Group and as agreed by COSLA Leaders and Scottish Ministers. The explanatory notes contained in **Annex D** explain the basis behind the calculation of the individual council grant allocations.

12. **Annex E** gives a breakdown of the provisional individual council shares of all the Ring-Fenced revenue grant allocations for 2018-19.

13. The calculation and effects of the main floor adjustment for 2018-19, which provided councils with a maximum decrease in funding of 0.6%, is set out in **Annex F** of this Circular. The setting of the floor at this level reflects requests from local government to restrict the range of annual changes in individual local authority allocations.

14. This Circular confirms that the calculation behind the **85% funding floor** applied in 2017-18 has been retained for 2018-19. The methodology compares total revenue funding plus local authorities estimated council tax income and any council whose total support under this method falls below 85% will be topped up to ensure that all councils receive 85% of the Scottish average total revenue support per head.

15. This Local Government Finance Circular provides details of current known 2017-18 redeterminations at **Annex G** for the General Revenue Grant. The final redetermination allocations for 2017-18 will be included in the Local Government Finance (Scotland) Order 2018.

16. **Annex H** summarises the column within the settlement titled 2008-2019 Changes Column.

Part B: Local Government Finance Settlement – Capital Grants 2018-19 and changes to Capital Grant in 2017-18

17. There are no changes to capital grants for 2017-18. These remain at the values set out in Annex J of Finance Circular 1/2017.

18. In 2018-19 the Local Government Settlement provides capital grants totalling £876.4 million. This is made up of General Capital Grant totalling £598.282 million and Specific Grants totalling £278.082 million.

19. The commitment to repay £150 million of re-profiled capital from 2016-17 will be repaid in full in 2019-20.

20. In addition to the capital settlement local government will also receive capital grant funding of £211.2 million as set out in Table 10.20 of the Draft Budget. For 2018-19 the capital share allocation takes into account, at least in part, the additional funding streams out-with the settlement, except in the case of Early Years which is additional to the share allocation. The value of the capital funding made available to local government exceeds the percentage share commitment made.

21. **Annex I** sets out the provisional distribution of the Settlement for capital per local authority for 2018-19. Capital grants which remain undistributed are identified as such. The methodologies used to calculate these provisional allocations have been agreed with COSLA.

22. The provisional distribution for the General Capital Grant includes allocations for flood schemes. The allocations for these schemes is set out in **Annex J**. Where schemes have slipped and the grant paid in a prior year exceeds the grant due the scheme will show a negative value which will reduce the total General Capital Grant payable to that Council.

23. **Annex K** summarises the Local Government Finance Settlement for 2018-19.

Part C: Non-Domestic Rates for 2018-19

24. The Distributable Amount of Non-Domestic Rates Income for 2018-19 has been provisionally set at £2,636 million. This figure uses the latest forecast of net income from non-domestic rates in 2018-19 and will also draw on council estimates of the amounts they will contribute to the Pool from non-domestic rates in 2017-18. Included in the figure is an estimate of the contributable amount, which from financial year 2018-19 the Scottish Fiscal Commission is responsible for providing, and includes a calculation of gross income, expected losses from appeals and estimated expenditure on mandatory and other reliefs as well as write-offs and provision of bad debt together with estimating changes due to prior year adjustments. The distribution of Non-Domestic Rates Income for 2018-19 has been based on the amount each Council estimates it will collect (based on the 2017-18 mid-year estimates provided by councils). General Revenue Grant provides the guaranteed balance

of funding. This method of allocation provides a clear presentation of the Non-Domestic rates income per council and transparency in the make-up of council funding.

25. The 2018-19 Non-Domestic Rate poundage rate is provisionally set at 48.0p. This has been calculated using CPI as the inflationary uplift (rather than the normal September RPI)

26. The Large Business Supplement for 2018-19 is provisionally set at 2.6p for properties with rateable value over £51,000.

27. Transitional arrangements (including ‘transitional relief’) are proposed to continue into 2018-19 for hospitality properties (with a rateable value up to £1.5 million) and offices in Aberdeen City and Shire. The level of the cap on bill increases from 2017-18 to 2018-19 will be 12.5 % real terms (equivalent to 15.88% in cash terms). This has been calculated using CPI as the inflationary uplift. No other transitional arrangements will apply for 2018-19 bills. Eligibility is subject to compatibility with EU State aid rules.

28. The Small Business Bonus Scheme threshold for 100% relief remains at £15,000, so that the overall scheme is applicable as per the table below. This relief does not constitute de minimis aid under EU State aid rules.

Combined rateable value (RV) of all properties	2018-19 relief
Up to £15,000	100%
£15,001 to £18,000	25%
£18,001 to £35,000	25% on individual property each with rateable value up to £18,000 *

** A ratepayer with multiple properties with a cumulative RV between £15,001 and £35,000 can be eligible for 25% relief for individual properties each with RV up to £18,000.*

29. It is proposed that Fresh Start relief will be expanded, so that the relief can apply to all types of non-domestic properties and the qualifying period that the properties must be empty before it is entitled to relief will halve from the current 12 months to 6 months. The level of relief offered will also double – from 50% to 100%. This relief does not constitute de minimis aid under EU State aid rules.

30. A new Business Growth Accelerator is proposed to apply from 1 April 2018. This will delay any increases in rates liability due to the improvement of or expansion of an existing property for 12 months, and also mean that new-build properties pay no rates for an initial year once entered on the valuation roll. More detail on this will be confirmed shortly.

31. Additionally any new build property will not be entered onto the roll by the Assessors until it is occupied. Accordingly, the previous Scottish Government guidance on the use of completion notices, contained in **Local Government Finance Circular No. 9/2009** issued on 15 June 2009, **is now to be considered withdrawn.**

32. A new relief for day nurseries is proposed. This will offer 100% relief for properties wholly or mainly used to provide day nursery care for pre-school children. The relief will apply under de minimis rules, however where Councils take a view that public sector nurseries do not compete with the private sector, State aid de minimis may not apply.

33. It is proposed to create a new relief for hydro generation properties at 60% for properties with a rateable value of up to £5 million. This relief is awarded under de minimis rules and will be applicable cumulatively with the community renewables generation relief.

34. The Scottish Government commitment for a new relief for new broadband fibre infrastructure will be met in 2018-19 by the growth accelerator. Details on how this support for broadband fibre will continue from 2019-20 onwards will be confirmed in due course.

35. Following the external Barclay review which published its report on 22 August, the Scottish Government has published an implementation plan. This sets out further detail on how the Scottish Government will take forward the Barclay recommendations it has accepted, including several which will be introduced in years beyond 2018-19. This is accessible at www.gov.scot/businessrates.

36. No other NDR changes are proposed for 2018-19 at this time.

37. Details of the Business Rates Incentivisation Scheme (BRIS) outcome for 2016-17, and revised targets for 2017-18 and provisional targets for 2018-19 will be confirmed shortly.

Enquiries relating to this Circular

38. It should be noted that a few of the figures in this Circular may be marginally different because of the roundings. Local authorities should note that if they have any substantive specific enquiries relating to this Circular these should, in the first instance, be addressed through COSLA. We have given an undertaking to respond to these queries as quickly as possible. Contact details for COSLA are:

Vicki Bibby
0131 474 9232 vicki@cosla.gov.uk

Any other queries should be addressed to the following:
Local Government Revenue Settlement and BRIS.
Bill Stitt 0131 244 7044 bill.stitt@gov.scot

Local Government Finance Settlement (Capital)
Craig Inglis 0131 244 2949 craig.inglis@gov.scot

Non-Domestic Rates
Marianne Barker 0131 244 5328 marianne.barker@gov.scot

39. This Circular will be made available through the Local Government section of the Scottish Government website at:
www.gov.scot/Topics/Government/local-government/17999/11203

Yours faithfully



DR DONNA MACKINNON

Deputy Director, Local Government & Analytical Services Division

ALL SCOTLAND AGGREGATED FUNDING TOTALS 2017-19 ANNEX A

	2017-18 £ million	2018-19 £ million
Revenue Funding		
General Resource Grant	6,771.022	6,731.620
Non Domestic Rate Income	2,665.800	2,636.000
Specific Revenue Grants	211.008	263.150
Total Revenue	9,647.830	9,630.770
<i>less Teachers' Induction Scheme</i>	37.473	37.469
<i>less Discretionary Housing Payments</i>	9.400	52.100
<i>less Gaelic</i>	0.096	0.110
<i>less Criminal Justice Social Work</i>	0.000	86.450
<i>less Early Years Expansion</i>	0.000	52.200
<i>less Customer First top-up</i>	0.000	1.940
Distributable Revenue Funding	9,600.861	9,400.501
Capital Funding		
General Capital Grant	653.101	598.282
Specific Capital Grants	113.286	259.049
Distributed to SPT	20.132	19.033
Total Capital	786.519	876.364
Total Funding	10,434.349	10,507.134

2017-18 Changes from Circular 1/2017	
General Resource Grant	6,762.672
Building Warrant Fees	-1.125
Customer First	1.940
Discretionary Housing Payments Admin	1.215
Sensory Impairment	0.320
Teachers Pay	6.000
Revised General Resource Grant	6,771.022

INDIVIDUAL REVENUE ALLOCATIONS FOR 2018-19

ANNEX B

	Expenditure					Funding						
	1	2	3	4	5	6	7	8	9	10	11	12
£million	Updated Service Provision	2008-19 Changes	Loan Charges/ PPP/ LPFS	Main Floor	Total Estimated Expenditure	Assumed Council Tax contribution	Total Ring-fenced Grants	Non Domestic Rates	General Revenue Funding	Total	85% floor	Revised Total
Aberdeen City	375.389	7.062	21.859	-2.115	402.195	91.893	2.911	227.801	79.590	310.302	8.700	319.002
Aberdeenshire	486.862	9.770	23.126	-6.538	513.220	109.944	2.841	110.710	289.725	403.276	0.000	403.276
Angus	223.369	4.382	13.162	-3.093	237.820	43.132	2.102	25.101	167.485	194.688	0.000	194.688
Argyll & Bute	196.683	3.637	10.994	15.229	226.543	39.092	1.701	33.035	152.715	187.451	0.000	187.451
Clackmannanshire	104.640	1.894	5.536	-0.643	111.427	19.139	1.517	15.326	75.445	92.288	0.000	92.288
Dumfries & Galloway	313.737	6.014	19.743	-4.374	335.120	58.854	2.878	44.229	229.159	276.266	0.000	276.266
Dundee City	313.159	5.602	18.570	-4.405	332.926	47.467	4.935	55.553	224.971	285.459	0.000	285.459
East Ayrshire	246.470	4.546	11.991	-1.770	261.237	41.782	3.567	26.073	189.815	219.455	0.000	219.455
East Dunbartonshire	217.632	4.170	8.892	-2.742	227.952	49.617	1.617	21.791	154.927	178.335	0.000	178.335
East Lothian	197.855	3.813	7.078	-0.052	208.694	43.590	1.512	23.744	139.848	165.104	0.000	165.104
East Renfrewshire	200.789	3.973	11.884	-2.658	213.988	42.288	1.410	14.318	155.972	171.700	0.000	171.700
Edinburgh, City of	847.957	15.638	27.664	21.558	912.817	216.243	7.593	340.474	348.507	696.574	0.000	696.574
Eilean Siar	75.467	1.526	10.712	15.387	103.092	9.483	1.247	7.702	84.660	93.609	0.000	93.609
Falkirk	303.967	5.854	21.727	-3.868	327.680	58.170	3.509	65.958	200.043	269.510	0.000	269.510
Fife	710.601	13.744	36.237	-8.304	752.278	136.675	10.002	154.138	451.463	615.603	0.000	615.603
Glasgow City	1,275.879	22.262	110.869	12.337	1,421.347	211.640	22.100	340.778	846.829	1,209.707	0.000	1,209.707
Highland	487.574	9.480	36.598	-6.879	526.773	95.827	4.908	126.537	299.501	430.946	0.000	430.946
Inverclyde	171.523	3.052	11.927	0.909	187.411	27.541	2.500	18.363	139.007	159.870	0.000	159.870
Midlothian	175.780	3.318	10.672	-2.371	187.399	34.721	2.233	28.115	122.330	152.678	0.000	152.678
Moray	176.155	3.472	10.002	-2.497	187.132	33.511	1.305	40.151	112.165	153.621	0.000	153.621
North Ayrshire	297.199	5.396	15.150	-2.380	315.365	49.372	4.425	39.471	222.097	265.993	0.000	265.993
North Lanarkshire	684.636	12.840	12.811	-1.881	708.406	114.374	8.940	104.339	480.753	594.032	0.000	594.032
Orkney Islands	68.464	1.430	6.804	-1.158	75.540	7.925	0.228	9.376	58.011	67.615	0.000	67.615
Perth & Kinross	285.081	5.491	14.398	-1.737	303.233	64.139	1.722	51.953	185.419	239.094	0.000	239.094
Renfrewshire	355.604	6.600	9.686	-4.626	367.264	68.169	4.231	120.105	174.759	299.095	0.000	299.095
Scottish Borders	229.860	4.475	15.286	-3.188	246.433	47.338	1.750	32.790	164.555	199.095	0.000	199.095
Shetland Islands	73.410	1.601	9.087	3.076	87.174	8.140	0.219	23.852	54.963	79.034	0.000	79.034
South Ayrshire	227.866	4.245	10.772	-1.906	240.977	47.401	2.389	38.299	152.888	193.576	0.000	193.576
South Lanarkshire	627.753	11.974	12.934	8.035	660.696	120.940	7.967	295.500	236.289	539.756	0.000	539.756
Stirling	186.109	3.554	12.680	-1.838	200.505	38.389	1.567	42.273	118.276	162.116	0.000	162.116
West Dunbartonshire	204.728	3.554	6.756	-0.590	214.448	33.139	3.405	78.812	99.092	181.309	0.000	181.309
West Lothian	350.830	6.806	14.809	-4.918	367.527	62.867	5.159	79.333	220.168	304.660	0.000	304.660
Scotland	10,693.012	201.175	570.416	0.000	11,464.603	2,072.802	124.390	2,636.000	6,631.411	9,391.801	8.700	9,400.501

REVISED INDIVIDUAL REVENUE ALLOCATIONS FOR 2017-18

ANNEX C

£million	Expenditure					Funding							
	1	2	3	4	5	6	6a	7	8	9	10	11	12
	Updated Service Provision	2008-18 Changes	Loan Charges/ PPP/ LPFS	Main Floor	Total Estimated Expenditure	Assumed Council Tax contribution	Council Tax Reform Income	Total Ring-fenced Grants	Non Domestic Rates	General Revenue Funding	Total	85% floor	Revised Total
Aberdeen City	384.683	3.618	21.554	-0.317	409.538	87.022	5.911	6.770	205.547	104.288	316.605	10.000	326.605
Aberdeenshire	494.655	9.618	22.019	-6.271	520.021	101.971	8.326	4.940	95.828	308.956	409.724	0.000	409.724
Angus	226.285	4.662	12.684	-2.497	241.134	41.375	1.725	3.593	27.233	167.208	198.034	0.000	198.034
Argyll & Bute	202.676	3.940	10.475	16.183	233.274	36.819	2.376	2.629	29.615	161.835	194.079	0.000	194.079
Clackmannanshire	106.677	1.932	5.356	-0.354	113.611	18.219	0.952	2.738	14.928	76.774	94.440	0.000	94.440
Dumfries & Galloway	318.330	6.408	19.031	-2.997	340.772	56.438	2.479	5.192	45.529	231.134	281.855	0.000	281.855
Dundee City	318.844	4.965	18.428	-3.936	338.301	46.374	1.425	9.028	66.700	214.774	290.502	0.000	290.502
East Ayrshire	251.649	4.762	11.902	-2.016	266.297	40.433	1.568	5.573	29.367	189.356	224.296	0.000	224.296
East Dunbartonshire	220.734	4.301	8.852	-2.357	231.530	45.263	4.576	2.253	23.586	155.852	181.691	0.000	181.691
East Lothian	199.944	3.917	11.347	-2.494	212.714	40.596	2.854	2.705	24.550	142.009	169.264	0.000	169.264
East Renfrewshire	202.880	4.239	13.742	-2.589	218.272	38.361	4.123	1.849	14.427	159.512	175.788	0.000	175.788
Edinburgh, City of	871.431	10.045	26.113	20.622	928.211	199.302	16.129	16.329	355.063	341.388	712.780	0.000	712.780
Eilean Siar	75.882	1.828	13.944	13.168	104.822	9.415	0.142	1.580	7.962	85.723	95.265	0.000	95.265
Falkirk	309.433	5.344	21.358	-3.615	332.520	55.219	2.490	6.375	65.438	202.998	274.811	0.000	274.811
Fife	728.517	12.187	35.338	-9.147	766.895	130.514	6.368	15.611	170.998	443.404	630.013	0.000	630.013
Glasgow City	1,308.161	17.224	113.017	11.374	1,449.776	204.425	7.217	37.587	373.238	827.309	1,238.134	0.000	1,238.134
Highland	498.541	9.009	35.747	-6.533	536.764	91.348	4.816	7.705	122.421	310.474	440.600	0.000	440.600
Inverclyde	175.130	3.144	12.005	0.672	190.951	26.543	1.277	4.001	21.283	137.847	163.131	0.000	163.131
Midlothian	176.625	3.203	10.431	-2.141	188.118	32.395	1.815	3.329	29.273	121.306	153.908	0.000	153.908
Moray	178.236	3.483	9.644	-2.364	188.999	32.198	1.134	2.210	33.406	120.051	155.667	0.000	155.667
North Ayrshire	301.720	5.395	15.164	-1.397	320.882	47.829	1.915	7.660	40.568	222.910	271.138	0.000	271.138
North Lanarkshire	700.109	12.268	12.274	-1.696	722.955	110.306	3.874	15.029	114.474	479.272	608.775	0.000	608.775
Orkney Islands	68.034	1.559	6.698	-1.126	75.165	7.674	0.171	0.473	9.688	57.159	67.320	0.000	67.320
Perth & Kinross	292.948	5.494	13.822	-3.535	308.729	60.033	4.533	3.350	52.035	188.778	244.163	0.000	244.163
Renfrewshire	361.321	5.392	9.452	-3.566	372.599	64.701	3.321	7.088	98.908	198.581	304.577	0.000	304.577
Scottish Borders	232.684	4.781	14.853	-3.020	249.298	44.380	2.809	2.966	32.673	166.470	202.109	0.000	202.109
Shetland Islands	74.141	1.463	9.398	3.922	88.924	7.992	0.188	0.482	23.240	57.022	80.744	0.000	80.744
South Ayrshire	232.673	4.169	10.579	-1.113	246.308	44.784	2.871	3.986	39.756	154.911	198.653	0.000	198.653
South Lanarkshire	644.910	7.499	12.326	8.442	673.177	114.633	5.750	12.333	287.862	252.599	552.794	0.000	552.794
Stirling	190.679	3.288	12.384	-2.363	203.988	35.460	3.529	3.070	42.829	119.100	164.999	0.000	164.999
West Dunbartonshire	209.226	2.417	10.311	-2.427	219.527	32.294	1.018	4.983	77.319	103.913	186.215	0.000	186.215
West Lothian	355.877	5.834	14.287	-4.512	371.486	59.838	2.861	7.495	90.056	211.236	308.787	0.000	308.787
Scotland	10,913.635	177.388	574.535	0.000	11,665.558	1,964.154	110.543	210.912	2,665.800	6,714.149	9,590.861	10.000	9,600.861

The explanation of each of the columns within the tables at Annex B is as follows:

Column 1 – represents the updated on-going service provision and includes the following combined information: (i) the updated Grant Aided Expenditure (GAE) assessments; (ii) the revised Special Islands Needs Allowance (SINA); (iii) each council's individual share of the on-going revenue grants which have been rolled up into the core local government finance settlement; (iv) each council's share of all the baselined redeterminations since Spending Review 2007; (v) the shares of the £630 million for the council tax freeze over the period 2008-17 and (vi) new 2018-19 funding.

Column 2 – is the new combined total, non-ring-fenced, changes in general provision resulting from Spending Reviews 2007, 2010, 2011, 2013, 2015 and budget revision for 2016 and 2017 allocated pro-rata to each council's share of GAE plus SINA.

Column 3 – represents the updated share of the loan charges support for outstanding debt and the same level of on-going PPP level playing field support. The methodology for calculating Loan Charge Support (LCS) and support for Public Private Partnership (PPP) projects (level playing field projects only (LPFS) is set out on Annex H of Finance Circular 2/2011.

Column 4 – is the main floor adjustment which has been calculated as in previous years by excluding PPP level playing field support. The amount of the on-going revenue grants which have been rolled up into the core local government finance settlement and the council tax freeze amount, were also excluded on the grounds of stability.

Column 5 – this is the net revenue expenditure recognised by the Scottish Government and represents the sum of columns 1 to 4.

Column 6 – is the assumption of the amount of Total Estimated Expenditure to be funded from the council tax. Any changes are as a result of buoyancy or projected numbers of properties, as well as the estimated additional council tax income to be collected and retained by each local authority as a result of the changes to bands E to H.

Column 7 – is each council's share of the on-going Ring-Fenced Grants for Gaelic and the Pupil Equity Fund.

Column 8 – is each council's share of the estimated non-domestic rate income which has been distributed proportionately on the basis of council's 2017-18 mid-year income.

Column 9 – is the balance of funding provided by means of general revenue funding and is calculated by deducting columns 6, 7 and 8 from the Total Estimated Expenditure in column 5.

Column 10 – represents the total revenue funding available to each council in 2018-19. For those authorities not agreeing the offer a revised offer will be made.

Column 11 – is the 85% floor adjustment which has been calculated to meet the Scottish Government's commitment to ensure that no Local Authority receives less than 85% of the Scottish average per head in terms of revenue support.

Columns 12 - is the revised total funding including all the changes and the 85% funding floor adjustments.

Local Authority	Gaelic	Pupil Equity Fund
	£m	£m
Aberdeen City	0.120	2.791
Aberdeenshire	0.012	2.829
Angus	0.035	2.067
Argyll & Bute	0.365	1.336
Clackmannanshire	0.009	1.508
Dumfries & Galloway	0.000	2.878
Dundee City	0.000	4.935
East Ayrshire	0.144	3.423
East Dunbartonshire	0.065	1.552
East Lothian	0.000	1.512
East Renfrewshire	0.016	1.394
Edinburgh, City of	0.330	7.263
Eilean Siar	0.970	0.277
Falkirk	0.014	3.495
Fife	0.000	10.002
Glasgow City	0.520	21.580
Highland	0.940	3.968
Inverclyde	0.082	2.418
Midlothian	0.000	2.233
Moray	0.000	1.305
North Ayrshire	0.067	4.358
North Lanarkshire	0.265	8.675
Orkney Islands	0.000	0.228
Perth & Kinross	0.113	1.609
Renfrewshire	0.022	4.209
Scottish Borders	0.001	1.749
Shetland Islands	0.000	0.219
South Ayrshire	0.012	2.377
South Lanarkshire	0.145	7.822
Stirling	0.125	1.442
West Dunbartonshire	0.018	3.387
West Lothian	0.000	5.159
Scotland	4.390	120.000

Note: These figures are provisional and represent the current best estimates.

The actual allocation of this specific revenue grant will be notified to the relevant local authorities in due course by the policy team.

CALCULATION OF THE MAIN FLOOR ADJUSTMENT FOR 2018-19

ANNEX F

Local Authority	Grant Without Floor	Change Without Floor	Floor Change	Grant With Floor	Change With Floor
	£m	%	£m	£m	%
Midlothian	125.927	4.11%	-2.371	123.556	2.15%
Orkney Islands	61.468	3.96%	-1.158	60.310	2.00%
West Lothian	261.181	2.62%	-4.918	256.263	0.69%
Moray	132.594	2.42%	-2.497	130.097	0.49%
East Dunbartonshire	145.630	2.25%	-2.742	142.888	0.32%
Aberdeenshire	347.181	2.24%	-6.538	340.643	0.31%
Scottish Borders	169.305	2.14%	-3.188	166.117	0.22%
Renfrewshire	245.635	1.99%	-4.626	241.009	0.07%
Angus	164.234	1.79%	-3.093	161.141	-0.12%
Highland	365.320	1.59%	-6.879	358.441	-0.32%
Dumfries & Galloway	232.305	1.57%	-4.374	227.931	-0.34%
Dundee City	233.950	1.49%	-4.405	229.545	-0.42%
East Renfrewshire	141.169	1.34%	-2.658	138.511	-0.56%
East Lothian	137.621	-0.56%	-0.052	137.569	-0.60%
West Dunbartonshire	142.078	-0.19%	-0.590	141.488	-0.60%
Clackmannanshire	74.450	0.27%	-0.643	73.807	-0.60%
Perth & Kinross	195.215	0.29%	-1.737	193.478	-0.60%
East Ayrshire	181.006	0.38%	-1.770	179.236	-0.60%
Stirling	132.177	0.80%	-1.838	130.339	-0.60%
North Lanarkshire	493.996	-0.22%	-1.881	492.115	-0.60%
South Ayrshire	159.389	0.60%	-1.906	157.483	-0.60%
Aberdeen City	250.401	0.25%	-2.115	248.286	-0.60%
North Ayrshire	217.933	0.50%	-2.380	215.553	-0.60%
Falkirk	221.732	1.16%	-3.868	217.864	-0.60%
Fife	523.405	1.00%	-8.304	515.101	-0.60%
Inverclyde	126.221	-1.31%	0.909	127.130	-0.60%
Shetland Islands	69.957	-4.79%	3.076	73.033	-0.60%
South Lanarkshire	439.172	-2.39%	8.035	447.207	-0.60%
Glasgow City	951.780	-1.87%	12.337	964.117	-0.60%
Argyll & Bute	135.956	-10.61%	15.229	151.185	-0.60%
Eilean Siar	68.362	-18.86%	15.387	83.749	-0.60%
Edinburgh (City of)	524.981	-4.52%	21.558	546.539	-0.60%
Scotland	7,671.715	-0.34%	0.000	7,671.715	-0.34%

RECONCILIATION OF REDETERMINATIONS OF INDIVIDUAL REVENUE FUNDING FOR 2017-18

ANNEX G

	Undistributed Sums			NEW (Post circular 1/2017)				
£million	Temporary Accommodation	Council Tax Reduction Scheme	Council Tax Reduction Scheme (ADMIN)	Building Warrant Fees	Customer First	Discretionary Housing Payments (ADMIN Funding)	Sensory Impairment	Teachers Pay
Aberdeen City	0.917	1.449	0.026	-0.050	0.000	0.024	0.014	0.195
Aberdeenshire	0.877	1.605	0.024	-0.082	0.000	0.022	0.015	0.314
Angus	0.264	0.746	0.012	-0.025	0.000	0.019	0.007	0.133
Argyll & Bute	0.254	0.729	0.010	-0.034	0.000	0.019	0.005	0.097
Clackmannanshire	0.274	0.419	0.006	-0.007	0.000	0.014	0.003	0.061
Dumfries & Galloway	0.564	1.160	0.020	-0.042	0.000	0.033	0.009	0.174
Dundee City	0.607	1.547	0.025	-0.022	0.000	0.052	0.009	0.160
East Ayrshire	0.086	1.074	0.014	-0.023	0.000	0.043	0.007	0.140
East Dunbartonshire	0.334	0.596	0.005	-0.020	0.000	0.012	0.006	0.149
East Lothian	0.785	0.636	0.009	-0.021	0.000	0.016	0.006	0.114
East Renfrewshire	0.105	0.592	0.006	-0.024	0.000	0.009	0.006	0.152
Edinburgh, City of	2.107	3.395	0.047	-0.116	0.000	0.107	0.030	0.399
Eilean Siar	0.155	0.154	0.003	-0.009	0.000	0.003	0.002	0.038
Falkirk	0.579	1.055	0.017	-0.026	0.000	0.035	0.009	0.192
Fife	1.141	2.729	0.041	-0.069	0.000	0.093	0.022	0.415
Glasgow City	3.997	8.703	0.112	-0.072	0.000	0.191	0.036	0.594
Highland	1.164	2.011	0.030	-0.072	0.000	0.036	0.014	0.280
Inverclyde	0.128	0.619	0.013	-0.012	0.000	0.026	0.005	0.087
Midlothian	1.098	0.620	0.007	-0.016	0.000	0.019	0.005	0.107
Moray	0.313	0.508	0.008	-0.028	0.000	0.012	0.006	0.101
North Ayrshire	0.430	1.512	0.023	-0.041	0.000	0.053	0.008	0.165
North Lanarkshire	1.201	2.197	0.044	-0.040	1.940	0.091	0.020	0.414
Orkney	0.062	0.087	0.002	-0.008	0.000	0.002	0.001	0.030
Perth & Kinross	0.650	0.725	0.010	-0.040	0.000	0.020	0.009	0.160
Renfrewshire	0.378	1.328	0.023	-0.032	0.000	0.044	0.010	0.196
Scottish Borders	0.185	0.675	0.010	-0.032	0.000	0.021	0.007	0.125
Shetland	0.289	0.082	0.001	-0.006	0.000	0.002	0.001	0.039
South Ayrshire	0.508	1.200	0.017	-0.025	0.000	0.031	0.007	0.128
South Lanarkshire	1.408	1.988	0.040	-0.057	0.000	0.075	0.019	0.391
Stirling	0.434	0.417	0.007	-0.026	0.000	0.013	0.006	0.109
West Dunbartonshire	0.487	0.693	0.015	-0.013	0.000	0.031	0.005	0.113
West Lothian	0.719	1.049	0.019	-0.035	0.000	0.047	0.011	0.228
Scotland	22.500	42.300	0.646	-1.125	1.940	1.215	0.320	6.000

2008-19 CHANGES COLUMN

ANNEX H

£million	2018-19 GAE plus SINA	Percentage Shares	2008-19 Changes	2008-18 Changes	Movement in Changes
Aberdeen City	278.037	3.51	7.062	2.580	4.482
Aberdeenshire	384.658	4.86	9.770	7.874	1.896
Angus	172.517	2.18	4.382	3.910	0.472
Argyll & Bute	143.210	1.81	3.637	3.087	0.550
Clackmannanshire	74.561	0.94	1.894	1.599	0.295
Dumfries & Galloway	236.756	2.99	6.014	5.169	0.845
Dundee City	220.541	2.78	5.602	4.229	1.373
East Ayrshire	178.980	2.26	4.546	4.045	0.501
East Dunbartonshire	164.191	2.07	4.170	3.717	0.453
East Lothian	150.135	1.90	3.813	3.336	0.477
East Renfrewshire	156.411	1.97	3.973	3.723	0.250
Edinburgh, City of	615.690	7.77	15.638	7.905	7.733
Eilean Siar	60.068	0.76	1.526	1.395	0.131
Falkirk	230.484	2.91	5.854	4.531	1.323
Fife	541.112	6.83	13.744	10.349	3.395
Glasgow City	876.472	11.07	22.262	14.521	7.741
Highland	373.221	4.71	9.480	7.060	2.420
Inverclyde	120.176	1.52	3.052	2.674	0.378
Midlothian	130.621	1.65	3.318	2.704	0.614
Moray	136.677	1.73	3.472	2.835	0.637
North Ayrshire	212.443	2.68	5.396	4.626	0.770
North Lanarkshire	505.530	6.38	12.840	10.683	2.157
Orkney	56.307	0.71	1.430	1.235	0.195
Perth & Kinross	216.179	2.73	5.491	4.524	0.967
Renfrewshire	259.838	3.28	6.600	4.509	2.091
Scottish Borders	176.166	2.22	4.475	3.858	0.617
Shetland	63.049	0.80	1.601	1.129	0.472
South Ayrshire	167.135	2.11	4.245	3.480	0.765
South Lanarkshire	471.406	5.95	11.974	5.887	6.087
Stirling	139.924	1.77	3.554	2.674	0.880
West Dunbartonshire	139.933	1.77	3.554	1.907	1.647
West Lothian	267.956	3.38	6.806	4.935	1.871
Scotland	7920.384	100.000	201.175	146.690	54.485

Note: A number of funding allocations which were distributed in 2017-18 have not yet been distributed in 2018-19. A full reconciliation of the Changes column will be provided once these full details are available.

GENERAL CAPITAL GRANT AND SPECIFIC CAPITAL GRANTS 2018-19 PER LOCAL AUTHORITY

ANNEX I

2018-19	Capital Settlement to be paid in 2018-19			Specific grants to be paid in 2018-19					
£m	General Capital Grant	Specific Grants	Total Capital Grants	Strathclyde Partnership	Vacant and Derelict Land	T MDF	Cycling Walking & Safer Streets	Early Years Expansion	Total
Aberdeen City	23.677	0.313	23.990	0.000	0.000	0.000	0.313	0.000	0.313
Aberdeenshire	37.135	0.357	37.492	0.000	0.000	0.000	0.357	0.000	0.357
Angus	12.601	0.159	12.760	0.000	0.000	0.000	0.159	0.000	0.159
Argyll & Bute	12.938	0.119	13.057	0.000	0.000	0.000	0.119	0.000	0.119
Clackmannanshire	5.425	0.070	5.495	0.000	0.000	0.000	0.070	0.000	0.070
Dumfries & Galloway	21.667	0.204	21.871	0.000	0.000	0.000	0.204	0.000	0.204
Dundee City	20.158	0.202	20.360	0.000	0.000	0.000	0.202	0.000	0.202
East Ayrshire	12.689	0.166	12.855	0.000	0.000	0.000	0.166	0.000	0.166
East Dunbartonshire	9.567	0.146	9.713	0.000	0.000	0.000	0.146	0.000	0.146
East Lothian	12.057	0.142	12.199	0.000	0.000	0.000	0.142	0.000	0.142
East Renfrewshire	7.166	0.128	7.294	0.000	0.000	0.000	0.128	0.000	0.128
Edinburgh, City of	49.405	28.641	78.046	0.000	0.000	27.950	0.691	0.000	28.641
Eilean Siar	8.069	0.037	8.106	0.000	0.000	0.000	0.037	0.000	0.037
Falkirk	14.559	0.217	14.776	0.000	0.000	0.000	0.217	0.000	0.217
Fife	32.675	1.990	34.665	0.000	1.486	0.000	0.504	0.000	1.990
Glasgow City	68.017	68.084	136.101	0.000	2.952	64.295	0.837	0.000	68.084
Highland	40.985	0.320	41.305	0.000	0.000	0.000	0.320	0.000	0.320
Inverclyde	8.282	0.108	8.390	0.000	0.000	0.000	0.108	0.000	0.108
Midlothian	9.777	0.121	9.898	0.000	0.000	0.000	0.121	0.000	0.121
Moray	10.833	0.131	10.964	0.000	0.000	0.000	0.131	0.000	0.131
North Ayrshire	0.000	1.894	1.894	0.000	1.709	0.000	0.185	0.000	1.894
North Lanarkshire	29.763	2.858	32.621	0.000	2.396	0.000	0.462	0.000	2.858
Orkney Islands	6.389	0.030	6.419	0.000	0.000	0.000	0.030	0.000	0.030
Perth & Kinross	16.831	0.205	17.036	0.000	0.000	0.000	0.205	0.000	0.205
Renfrewshire	16.094	0.239	16.333	0.000	0.000	0.000	0.239	0.000	0.239
Scottish Borders	26.135	0.156	26.291	0.000	0.000	0.000	0.156	0.000	0.156
Shetland Islands	6.612	0.031	6.643	0.000	0.000	0.000	0.031	0.000	0.031
South Ayrshire	11.064	0.153	11.217	0.000	0.000	0.000	0.153	0.000	0.153
South Lanarkshire	27.607	1.333	28.940	0.000	0.901	0.000	0.432	0.000	1.333
Stirling	10.601	0.128	10.729	0.000	0.000	0.000	0.128	0.000	0.128
West Dunbartonshire	14.478	0.122	14.600	0.000	0.000	0.000	0.122	0.000	0.122
West Lothian	15.026	0.245	15.271	0.000	0.000	0.000	0.245	0.000	0.245
Undistributed	0.000	150.000	150.000	0.000	0.000	0.000	0.000	150.000	150.000
Councils Total	598.282	259.049	857.331	0.000	9.444	92.245	7.360	150.000	259.049
Strathclyde Partnership for Transport		19.033	19.033	19.033	0.000	0.000	0.000	0.000	19.033
Grand Total	598.282	278.082	876.364	19.033	9.444	92.245	7.360	150.000	278.082

GENERAL CAPITAL GRANT – FLOOD ALLOCATIONS 2018-19 PER LOCAL AUTHORITY

ANNEX J

Council	Flood Scheme	Total 2018-19 £m
Aberdeenshire Council	Stonehaven	8.841
Aberdeenshire Council	Huntly	-0.663
Angus Council	Arbroath	-0.338
Argyll & Bute Council	Campbeltown	0.083
Comhairle nan Eilean Siar	South Fords	0.000
Dumfries & Galloway Council	Dumfries/ River Nith/ Whitesands FPS	0.906
Dumfries & Galloway Council	Stranraer work item 4 &6	-0.128
Dumfries & Galloway Council	Langholm	0.100
Dumfries & Galloway Council	Newton Stewart/ River Cree	1.200
Dundee City Council	Broughty Ferry	1.654
Dundee City Council	Dundee	0.574
East Ayrshire Council	New Cumnock	0.600
East Dunbartonshire Council	Park Burn	0.060
East Lothian Council	Musselburgh	1.809
East Lothian Council	Haddington	0.000
Falkirk Council	Grangemouth FPS	1.173
Fife Council	Kinness Burn	0.192
Glasgow City Council	White Cart Water Phase 3	1.664
Glasgow City Council	Camlachie Burn	0.830
Highland Council	Smithton and Culloden	9.093
Highland Council	Caol and Lochyside	0.294
Highland Council	Drumnadrochit	0.196
Inverclyde Council	Inverclyde FPS - Glenmosston Burn	0.000
Inverclyde Council	Inverclyde FPS - Coves Burn	-0.300
Inverclyde Council	Inverclyde FPS - Bouverie Burn	0.000
Inverclyde Council	Quarrier's Village	0.000
Moray Council	Newmill	0.000
North Ayrshire Council	Millport Coastal	-5.256
North Ayrshire Council	Upper Garnock FPS	-7.476
North Ayrshire Council	Mill Burn Millport	0.080
Orkney Islands Council	Kirkwall	0.000
Perth & Kinross Council	Comrie	0.560
Perth & Kinross Council	Milnathort	0.000
Perth & Kinross Council	South Kinross	0.000
Perth & Kinross Council	Scone	0.060
Scottish Borders Council	Hawick	11.703
Stirling Council	Bridge of Allan	-0.274
Stirling Council	Stirling	0.753
Stirling Council	Callander	0.075
West Dunbartonshire Council	Gruggies Burn	5.520
	Total	33.585

TOTAL LOCAL GOVERNMENT FUNDING SETTLEMENT 2018-19

ANNEX K

Local Authority	Revised	Non	General	Total 2018-19	General	Specific	Total 2018-19	2018-19 Local
	Ring-Fenced	Domestic	Revenue	Revenue				
	Grants	Rates	Funding	Revenue	Grant	Grant	Capital	
	£m	£m	£m	£m	£m	£m	£m	£m
Aberdeen City	2.911	227.801	88.290	319.002	23.677	0.313	23.990	342.992
Aberdeenshire	2.841	110.710	289.725	403.276	37.135	0.357	37.492	440.768
Angus	2.102	25.101	167.485	194.688	12.601	0.159	12.760	207.448
Argyll & Bute	1.701	33.035	152.715	187.451	12.938	0.119	13.057	200.508
Clackmannanshire	1.517	15.326	75.445	92.288	5.425	0.070	5.495	97.783
Dumfries & Galloway	2.878	44.229	229.159	276.266	21.667	0.204	21.871	298.137
Dundee City	4.935	55.553	224.971	285.459	20.158	0.202	20.360	305.819
East Ayrshire	3.567	26.073	189.815	219.455	12.689	0.166	12.855	232.310
East Dunbartonshire	1.617	21.791	154.927	178.335	9.567	0.146	9.713	188.048
East Lothian	1.512	23.744	139.848	165.104	12.057	0.142	12.199	177.303
East Renfrewshire	1.410	14.318	155.972	171.700	7.166	0.128	7.294	178.994
Edinburgh, City of	7.593	340.474	348.507	696.574	49.405	28.641	78.046	774.620
Eilean Siar	1.247	7.702	84.660	93.609	8.069	0.037	8.106	101.715
Falkirk	3.509	65.958	200.043	269.510	14.559	0.217	14.776	284.286
Fife	10.002	154.138	451.463	615.603	32.675	1.990	34.665	650.268
Glasgow City	22.100	340.778	846.829	1209.707	68.017	68.084	136.101	1345.808
Highland	4.908	126.537	299.501	430.946	40.985	0.320	41.305	472.251
Inverclyde	2.500	18.363	139.007	159.870	8.282	0.108	8.390	168.260
Midlothian	2.233	28.115	122.330	152.678	9.777	0.121	9.898	162.576
Moray	1.305	40.151	112.165	153.621	10.833	0.131	10.964	164.585
North Ayrshire	4.425	39.471	222.097	265.993	0.000	1.894	1.894	267.887
North Lanarkshire	8.940	104.339	480.753	594.032	29.763	2.858	32.621	626.653
Orkney	0.228	9.376	58.011	67.615	6.389	0.030	6.419	74.034
Perth & Kinross	1.722	51.953	185.419	239.094	16.831	0.205	17.036	256.130
Renfrewshire	4.231	120.105	174.759	299.095	16.094	0.239	16.333	315.428
Scottish Borders	1.750	32.790	164.555	199.095	26.135	0.156	26.291	225.386
Shetland	0.219	23.852	54.963	79.034	6.612	0.031	6.643	85.677
South Ayrshire	2.389	38.299	152.888	193.576	11.064	0.153	11.217	204.793
South Lanarkshire	7.967	295.500	236.289	539.756	27.607	1.333	28.940	568.696
Stirling	1.567	42.273	118.276	162.116	10.601	0.128	10.729	172.845
West Dunbartonshire	3.405	78.812	99.092	181.309	14.478	0.122	14.600	195.909
West Lothian	5.159	79.333	220.168	304.660	15.026	0.245	15.271	319.931
Undistributed	138.760	0.000	91.509	230.269	0.000	150.000	150.000	380.269
Strathclyde Passenger Transport	0.000	0.000	0.000	0.000	0.000	19.033	19.033	19.033
Scotland	263.150	2,636.000	6,731.620	9,630.770	598.282	278.082	876.364	10,507.134

Appendix J: Council Tax Charges 2018/19 (All Bands)

Property Valuation Band	Property Value (as at 1st April 1991)	Proportions payable in relation to band D	Council Tax Payable	Combined Water Service Charge *	Total Charge Payable
A- Disabled	N/A	$\frac{200}{360}$ ths	£676.62	£243.00	£919.62
A	Up to £27,000	$\frac{240}{360}$ ths	£811.94	£291.60	£1,103.54
B	£27,001 to £35,000	$\frac{280}{360}$ ths	£947.27	£340.20	£1,287.47
C	£35,001 to £45,000	$\frac{320}{360}$ ths	£1,082.59	£388.80	£1,471.39
D	£45,001 to £58,000	$\frac{360}{360}$ ths	£1,217.91	£437.40	£1,655.31
E	£58,001 to £80,000	$\frac{473}{360}$ ths	£1,600.20	£534.60	£2,134.80
F	£80,001 to £106,000	$\frac{585}{360}$ ths	£1,979.11	£631.80	£2,610.91
G	£106,001 to £212,000	$\frac{705}{360}$ ths	£2,385.08	£729.00	£3,114.08
H	Over £212,001	$\frac{882}{360}$ ths	£2,983.89	£874.80	£3,858.69

* Please note that Scottish Water charges are still based on the pre 2017 multiplier.

HEALTH AND SOCIAL CARE PARTNERSHIP DEMAND PRESSURES

APPENDIX K

Service Reference	Description of Demand	£ 2018/19	£2019/20	£2020/21	Total	Narrative/Impacts
	Care at Home and Day Care providers price increase 18/19	196,720			196,720	Estimated pressure is based on 20 pence SLW infl (2.37%) applied to staffing element (70%) of current rate as a result of SLW @1.66% applied to August'17 Forecast. Net increase 2.56%. The non staffing element (30%) is based on 3% inflation, @0.90% applied to August'17 forecast. This assumes a uplift across providers non staff costs.
	Residential providers price increase 18/19	244,790			244,790	Based on COSLA assumption for NCHC at 3.33% Offset by increase to state pension at current recovery rate of 34%
	16/17 Yr 2 Unachieved Saving TVR	44,295			44,295	Per August A&F - Ludgate House Day Care
	Total recommended for IJB prioritisation	485,805			485,805	
	Pay Inflation & Increments	341,000			341,000	Pay award 3 % up to £36.5k, 2% £36.5k to £80k and £1600 over £80k.
	TOTAL After Pay Inflation	826,805			826,805	
	Transitions from child care for 2018.19	228,466			228,466	Given the present priority to reduce the projected overspend of £437,380 during 2018/19 it is not envisaged that demand pressure can be resolved within existing budget allocation. Transitions from July 17 - full year effect £158,764 April- June, NEW transitions July 18 - assumptions made on level of packages £69,702 July to March part year effect.
	Complex care Discharges	252,000			252,000	Discharges - gross cost, may be contributions from service user or NHS.
	Pressure arising from 17/18 activity levels for accomodation based care.	829,832			829,832	17/18 pressure based on forecast average activity levels at Dec forecast. Equivalent of 29 annual placements at net cost to service.
	Pressure arising from 17/18 activity levels for community based care.	841,758			841,758	17/18 pressure based on forecast average activity levels at Dec forecast. Equivalent of 1,058 hrs of care at home per week.
	Pressures arising from forecast 18/19 activity growth for accomodation based care.	154,888			154,888	18/19 pressure based on previous 3 years average annual activity growth, netted off against separate transitions growth. Equivalent of 6 annual placements at net cost to service.
	Pressures arising from forecast 18/19 activity growth for community based care.	332,227			332,227	18/19 pressure based on previous 3 years average annual activity growth, netted off against separate transitions growth. Equivalent of 504 hrs of care at home per week.
	Introduction of Carers Act and ongoing demographic increase and complexity of care on community.	230,159			230,159	Additional funding requested, potentially mitigated through funding identified in the settlement
	Service required medium term supports long term care 40 people residing in menstrie House. Current budget does not meet requirements. No alternative capacity within independent care home sector to allow for closure of these beds.	206,000			206,000	Demand pressure total 206k relates anticipated savings: Shift pattern redesign £12k impact from absence management £16k internal bank as opposed to agency £20k
	Total Rejected	3,075,330			3,075,330	
	TOTAL Inc. PAY	3,902,135.04	-	-	3,902,135	

Capital Programme 2018-2019

Ref	Description	Plan	Approved 18/19 Budget £'000	Cfwd from 17/18 Budget £'000	Amendments to 18/19 £000	Revised 18/19 Budget £'000
A43	Community Investment Grants	Corporate	150	50	(50)	150
A57	Clackmannan Regeneration Project (Grant Funding)	Corporate	-	450	-	450
A67	City Deal	Corporate	-	250	(50)	200
New	Parking Management Scheme	Corporate	-	-	100	100
N6	Fitness Suite Replacement	Corporate	-	-	11	11
	Total Corporate		150	750	11	911
N9	Fleet Replacement Programme	Fleet	500	-	208	708
E1	Vehicle Replacement	Fleet	-	-	250	250
	Total Fleet		500	-	458	958
A36	Alva Digital Display Transformation	I.T.	256	-	(256)	-
F1	IT Infrastructure	I.T.	160	-	-	160
F4	Digital Transformation	I.T.	115	-	(15)	100
F2	Telecare	I.T.	75	-	-	75
F3	Social Services Integrated System	I.T.	400	50	(100)	350
A1	Schools ICT Upgrade - Alloa	I.T.	46	-	-	46
A12	Schools ICT Upgrade - Lornhill	I.T.	47	-	-	47
A20	Network Infrastructure Improvement	I.T.	-	195	55	250
A32	Schools ICT Upgrade- Alva Academy	I.T.	47	-	-	47
A42	Schools ICT Upgrade - All Primaries	I.T.	100	-	-	100
	Total I.T.		1,246	245	(316)	1,175
A37	Park, Play Area & Open Space Improvements - Hillfoots	Land	50	-	-	50
A39	New Cemetery	Land	-	180	-	180
A28	Hillfoots Glen - Upgrading - Tillicoultry	Land	-	16	-	16
D1	SWF/Wheeled Bins	Land	30	-	-	30
New	Recycling points	Land	-	-	18	18
	Total Land		80	196	18	294
A27	Village and Small Town - Tillicoultry	Land/Property/ Roads	450	-	(450)	-
A34	Village and Small Town - Alva	Land/Property/ Roads	-	-	550	550
A40	Village and Small Town - Dollar	Land/Property/ Roads	-	123	-	123
	Total Land/Property/Roads		450	123	100	673
New	Corporate Buildings	Property	-	-	350	350
A13	Sauchie Hall Locality Hub	Property	-	90	(90)	-
A60	Clackmannan CAP	Property	-	93	(93)	-
A3	Park Primary School - School Development	Property	19	-	69	88
A14	Deerpark Primary School - School Development	Property	122	34	(116)	40
A15	Craigbank Primary School Refurbishment	Property	480	608	(438)	650
A38	Menstrie Primary School - School Development	Property	5	100	(105)	-
A33	Alva Community Campus/Locality Hub/Primary School	Property	-	454	54	508
A17	St Serfs Primary School - School Development	Property	-	32	-	32
A18	School Estate - Tullibody South Campus	Property	7,280	-	2,140	9,420
A25	Clackmannan Primary School Refurbishment	Property	-	848	52	900
A63	Sauchie Nursery - School Development	Property	17	-	24	41
A66	Muckhart Primary School	Property	-	-	22	22
B1	Statutory Compliance DDA Schools	Property	16	-	-	16
B2	Compliance - Asbestos Removal (Schools)	Property	20	-	-	20
A55a	Kelliebank Depot Improvements	Property	300	120	(300)	120
A55b	Forthbank Depot Improvements	Property	-	30	-	30
B3	SS Childcare Residential	Property	500	-	(500)	-
A5	St Mungos RC Primary School - School Development	Property	70	-	(70)	-
A46	Secondary School Support - School Development	Property	6	-	(6)	-
A47	Strathdevon Primary School - School Development	Property	90	-	(90)	-
A48	Sunnyside Primary School - School Development	Property	-	-	-	-
A49	Tillicoultry Primary School - School Development	Property	12	-	(12)	-
A61	Banchory Primary School - School Development	Property	41	-	21	62
A62	Fishcross Primary School - School Development	Property	8	-	(8)	-
A65	Coalsnaughton Primary School	Property	11	26	(37)	-
	Total Property		8,997	2,435	867	12,299
A59	Fishcross Pelican Crossing	Roads	-	40	-	40
C2	Flood Prevention	Roads	86	20	(70)	36
C3	Cycle Routes	Roads	-	80	270	350
C4, C5, C6, C8, C10	Roads Improvements	Roads	2,004	-	(198)	1,806
C7	Bridge Improvements	Roads	50	-	-	50
C9	Lighting Replacement	Roads	250	-	(50)	200
	Total Roads		2,390	140	(48)	2,482
	Total Capital Programme		13,813	3,889	1,090	18,792
	FUNDING					
G1	Government Grant		(5,766)	-	341	(5,425)
G2	Specific Government Grant - CWSS		(77)	-	7	(70)
G4	Dollar Development		-	(300)	-	(300)
G5	Sustrans		-	(350)	-	(350)
	Total Funding		(5,843)	(650)	348	(6,145)
	Net Borrowing		7,970	3,239	1,438	12,647

Capital Programme 2019-2028	Proposed 19/20 Budget £'000	Proposed 20/21 Budget £'000	Proposed 21/22 Budget £'000	Proposed 22/23 Budget £'000	Proposed 23/24 Budget £'000	Proposed 24/25 Budget £'000	Proposed 25/26 Budget £'000	Proposed 26/27 Budget £'000	Proposed 27/28 Budget £'000	Total Budget £'000
Corporate	512	472	207	162	172	162	172	162	162	2,183
Fleet	1,711	1,415	986	704	1,000	1,000	1,000	1,000	1,000	9,816
I.T.	741	741	741	475	415	865	865	415	415	5,673
Land	165	380	673	155	35	165	-	-	-	1,573
Property	9,025	1,545	1,960	2,597	1,518	1,172	1,202	36	36	19,091
Roads	2,638	2,545	2,840	2,790	2,810	3,224	2,615	2,615	2,615	24,692
Total Capital Programme	14,792	7,098	7,407	6,883	5,950	6,588	5,854	4,228	4,228	63,028
Funding										
Government Grant	(6,343)	(5,425)	(5,425)	(5,425)	(5,425)	(5,425)	(5,425)	(5,425)	(5,425)	(49,743)
Specific Government Grant - CWSS	(70)	(70)	(70)	(70)	(70)	(70)	(70)	(70)	(70)	(630)
ELC	(1,000)	(1,000)	(1,000)	(1,000)	(1,000)	(1,000)	(1,000)	-	-	(7,000)
Total Funding	(7,413)	(6,495)	(6,495)	(6,495)	(6,495)	(6,495)	(6,495)	(5,495)	(5,495)	(57,373)
Net Borrowing	7,379	603	912	388	(545)	93	(641)	(1,267)	(1,267)	5,655

Report to Special Meeting of Clackmannanshire Council

Date of Meeting: 8th March 2018

Subject: Treasury Management Strategy Statement 2018/19

Report by: Chief Accountant

1.0 Purpose

- 1.1 The purpose of this report is to present the Council's Treasury Management Strategy Statement for 2018/19 and Prudential Indicators for 2018/19 to 2022/23.
- 1.2 CIPFA defines treasury management as:

“The management of the local authority’s borrowing, investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks.”

2.0 Recommendations

- 2.1 It is recommended that Council:
- 2.1.1 Approve the Treasury Management Strategy Statement for 2018/19 and prudential indicators for the years 2018/19 to 2022/23 in compliance with the Prudential Code requirements attached as Appendix A.

3.0 Considerations

Background

- 3.1 The Council is required to operate a balanced budget, which broadly means that cash raised during the year will meet cash expenditure. Part of the treasury management operation is to ensure that this cash flow is adequately planned, with cash being available when it is needed. Surplus monies are invested in low risk counterparties commensurate with the Council's low risk appetite, providing adequate liquidity initially before considering investment return.
- 3.2 The second main function of the treasury management service is the funding of the Council's capital plans. These capital plans provide a guide to the borrowing need of the Council, essentially the longer term cash flow planning to ensure that the Council can meet its capital spending obligations. This

management of longer term cash may involve arranging long or short term loans, or using longer term cash flow surpluses. On occasion any debt previously drawn may be restructured to meet Council risk or cost objectives.

- 3.3 The Prudential Indicators included in Appendix A have been determined based on the budget proposals contained in the General Services Revenue and Capital Budget 2018/19 also on this agenda and the Housing Revenue Account (HRA) Financial Business Plan 2018-23 approved by Council on 23rd February 2018.

Reporting Requirements

- 3.4 The Council is required to receive and approve, as a minimum, three main reports each year, which incorporate a variety of policies, estimates and actuals.

Prudential and treasury indicators and treasury strategy - The first, and most important report covers:

- the capital plans (including prudential indicators);
- the treasury management strategy (how the investments and borrowings are to be organised) including treasury indicators; and
- an investment strategy (the parameters on how investments are to be managed).

A mid year treasury management report – This will update members with the progress of the capital position, amending prudential indicators as necessary, and whether the performance of the treasury function is in line with the strategy or whether any policies require revision.

An annual treasury report – This provides details of a selection of actual prudential and treasury indicators and actual treasury operations compared to the estimates within the strategy.

Capital Strategy

- 3.5 In December 2017, CIPFA issued revised Prudential and Treasury Management Codes. From 2019/20, all local authorities will be required to prepare an additional report, a Capital Strategy report, which is intended to provide the following:
- a high-level overview of how capital expenditure, capital financing and treasury management activity contribute to the provision of services;
 - an overview of how the associated risk is managed; and
 - the implications for future financial sustainability.

The aim of this report is to ensure that council fully understands the overall strategy, governance procedures and risk appetite entailed by this Strategy.

The Capital Strategy will include capital expenditure, investments and liabilities and treasury management in sufficient detail to allow all members to understand how stewardship, value for money, prudence, sustainability and affordability will be secured.

The Councils approach to the development of its Capital Strategy will be aligned with the fundamental review and realignment of its Capital Programme and core asset plans during 2018/19.

Treasury Management Strategy for 2018/19

3.6 The strategy for 2018/19 covers two main areas:

Capital

- the capital plans and the prudential indicators

Treasury Management

- the current treasury position;
- prospects for interest rates;
- the borrowing strategy;
- policy on borrowing in advance of need;
- debt rescheduling;
- statutory repayment of loans fund;
- the investment policy;
- creditworthiness policy;
- country limits; and
- the investment strategy.

These elements cover the requirements of the Local Government in Scotland Act 2003, the revised CIPFA Prudential Code and CIPFA Treasury Management Code (2017 editions) and the Local Government Investment Regulations (Scotland) 2010 and the Local Authority (Capital and Financing and Accounting) (Scotland) Regulations 2016.

Training

3.7 The CIPFA Code requires the responsible officer to ensure that members with responsibility for treasury management receive adequate training in treasury management. Regular training is held for members and the last refresher was held on the 6th December 2017. Further training will be arranged as required.

The training needs of treasury management officers are periodically reviewed.

Treasury Management Consultants

3.8 The Council uses Link Asset Services (previously Capita Asset Services) as its external treasury management advisors.

The Council recognises that responsibility for treasury management decisions remains with the Council at all times and will ensure that undue reliance is not placed upon our external service providers.

It also recognises that there is value in employing external providers of treasury management services in order to acquire access to specialist skills and resources. The Council will ensure that the terms of their appointment and the

methods by which their value will be assessed are properly agreed and documented, and subjected to regular review. The current contract is in place until July 2018.

4.0 Conclusion

- 4.1 The Treasury Management Strategy for 2018/19 builds on and consolidates the Council's existing Investment Strategy and Prudential Borrowing framework.
- 4.2 The strategy supports the delivery of the Council's capital investment plans but also remains intent on reducing the Council's overall relative level of external debt compared to Scottish Local Authority averages.

5.0 Sustainability Implications

- 5.1 There are no sustainability implications.

6.0 Resource Implications

6.1 *Financial Details*

- 6.2 There are no direct financial implications arising from the recommendations in this report. Yes

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

6.4 *Staffing*

- 6.5 None

7.0 Exempt Reports

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 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?

Yes No

10.0 Legality

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

11.0 Appendices

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

Appendix A – 2018/19 Treasury Management Strategy Statement & Annual Investment Strategy (including prudential indicators)

Appendix B - Investment Portfolio as at 31st January 2018

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 in Public Service; Code of Practice and Cross Sectoral Guidance Notes 2017

The Prudential Code for Capital Finance in Local Authorities 2017

The Local Government Investment Regulations (Scotland) 2010

Local Authority (Capital Financing and Accounting) (Scotland) Regulations 2016

Interest rate forecasts

Economic background

Treasury management practice 1 - credit and counterparty risk management



Treasury management scheme of delegation

The treasury management role of the section 95 officer

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2018/19 TREASURY MANAGEMENT STRATEGY STATEMENT & ANNUAL INVESTMENT STRATEGY (including prudential indicators)

The suggested strategy for 2018/19 in respect of the following aspects of the treasury management function is based upon the Council's views on interest rates, supplemented with leading market forecasts provided by the Council's treasury adviser, Link Asset Services.

The strategy for 2018/19 covers the following areas:

- capital expenditure;
- the current portfolio position;
- prospects for interest rates;
- the borrowing strategy;
- policy on borrowing in advance of need;
- debt rescheduling;
- statutory repayment of loans fund;
- the investment policy;
- creditworthiness policy;
- country limits; and
- the investment strategy.

1.0 *The Capital Prudential Indicators*

1.1 *Capital Expenditure*

The Council's capital expenditure plans are the key driver of treasury management activity. The output of the capital expenditure plans is reflected in the prudential indicators, which are designed to assist members' overview and confirm capital expenditure plans.

The Prudential Code requires the Council to make reasonable estimates of the total capital expenditure that it plans to incur during the forthcoming financial year and the following two financial years. The Code also requires this information to be split between General Fund Services and Housing Revenue Account (HRA).

To provide a longer term view, the estimates of gross capital expenditure to be incurred for the next five years together with the projection for the current year and actual for 2016/17 are as follows:

Table 1: Gross Capital Expenditure

	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
	£000	£000	£000	£000	£000	£000	£000
	Actual	Projection	Estimate	Estimate	Estimate	Estimate	Estimate
General Fund Services	7,060	13,914	18,792	14,792	7,098	7,407	6,883
Housing Revenue Account	8,484	7,410	7,944	6,586	6,547	6,695	6,102
Total	15,544	21,324	26,736	21,378	13,645	14,102	12,985

The above figures are shown net of any income and are consistent with the capital programme proposals for General Services contained within the Revenue and Capital Budget report 2018/19 and the HRA Financial Business Plan 2018-23. These capital plans take full account of the requirements of the Prudential Code and levels of expenditure across the years reflect the funding envelope available consistent with the Council's Borrowing and Investment strategy to minimise increases in external borrowing. The planned spending figure of £26.736m for 2018/19 will be kept under review through the capital monitoring process and regularly reported to the Audit and Finance Committee.

1.2 Borrowing Need (Capital Financing Requirement)

Capital expenditure that is not financed upfront by the use of capital receipts, capital grants or directly from revenue will increase the capital financing requirement of the Council. The calculation of the Capital Financing Requirement is therefore intended to reflect the Council's underlying need to borrow for a capital purpose and it is used as a key measure in treasury management decisions for this reason.

Estimates of the end of year Capital Financing Requirement for the Council for the current and future years together with the actual position last year are:

Table 2: Capital Financing Requirement as at:

	31/03/17	31/03/18	31/03/19	31/03/20	31/03/21	31/03/22	31/03/23
	£000	£000	£000	£000	£000	£000	£000
	Actual	Projection	Estimate	Estimate	Estimate	Estimate	Estimate
General Fund Services	120,273	119,266	125,216	125,791	119,350	113,001	106,567
Housing Revenue Account	26,729	25,630	26,917	26,702	26,239	25,614	24,209
Total	147,002	144,896	152,132	152,494	145,589	138,616	130,776

The capital financing requirement is estimated to reduce over the next five years to £130.8m by the end of March 2023. This indicates that there is no requirement for the Council to increase long term borrowing cumulatively over the next five years which is in line with the approved financial strategy of minimising long term borrowing.

The financing requirement for General Fund services increases over the period 2018/19 and 2019/20. This is to accommodate investment in several significant projects including Tullibody South Campus, the BPRA payment and the carry forward from 2017/18. The requirement then reduces in 2020/21 and continues to reduce further by March 2023. The overall CFR at March 2023 is a reduction of £12.7m on the projected level at March 2018. This reduction is in line with the strategy of keeping the capital programme at a level that does not incur any net additional borrowing over the 5 year capital programme.

The financing requirement for the Housing programme also increase during 2018/19 but steadily reduces thereafter over the 5 year programme in line with the housing business plan.

1.3 Affordability

Prudential Indicators are required to assess the affordability of capital investment plans. These provide an indication of the impact of the capital investment plans on the Council's overall finances.

1.3.1 Ratio of financing costs to net revenue stream

The Prudential Code requires the Council to make estimates of the ratio of capital financing costs to its net revenue stream.

The indicator is intended to measure the percentage of the Council's total income that it is estimated will be committed towards meeting the costs of borrowing used to fund capital expenditure. For the General Fund this is the ratio of financing costs of borrowing against net expenditure financed by government grant and local taxpayers. For the HRA the indicator is the ratio of financing costs to gross rental income.

Estimates of the ratio of financing costs to net revenue stream for the current and future years are:

Table 3: Ratio of financing costs to net revenue stream

	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
	£000	£000	£000	£000	£000	£000	£000
	Actual	Projection	Estimate	Estimate	Estimate	Estimate	Estimate
General Fund	8.12%	8.21%	8.34%	8.47%	8.68%	8.68%	8.68%
Housing Revenue Account	16.38%	16.10%	15.11%	15.33%	15.45%	15.09%	14.79%

The above figures show that for the General Fund, over the next five years, the proportion of the budget allocated to loan charges shows a modest increase which is a positive outcome over this period against a backdrop of broadly reducing levels of government grant funding, stable levels of council tax and increasing annual PPP costs. This demonstrates that capital financing costs are being controlled through the effective implementation of the Council's borrowing and investment strategy

Capital investment in Housing is in accordance with the approved Business Plan to achieve the Scottish Housing Quality Standard together with our own Clackmannanshire Standard. The ratio of capital financing costs to rental income has reduced and is projected to reduce in 2018/19 now that previous high reserves have been utilised as per the approved Business Plan and then remain fairly steady over the remaining years to 2022/23.

1.3.2 Estimates of Incremental impact of new capital Investment decisions on Council Tax and House Rents

This indicator is intended to measure the incremental impact on the Council Tax and Housing Rents which would arise from changes to the Council's existing capital budget.

Table 4: Incremental impact of capital spending on:

	2018/19	2019/20	2020/21	2021/22	2022/23
Council Tax (Band D)	£19.37	£2.59	(£5.23)	£0.26	(£1.78)
Average Weekly House Rents (per week)	£0.47	(£2.42)	(£3.15)	(£5.44)	(£3.17)

The capital financing cost consequences of the general services capital proposals for the years 2018/19 to 2022/23 have been assessed against the plans approved last year. The indicator fluctuates with the increase in 2018/19 mainly due to the Tullibody South Project and also due to reprioritisation of existing projects. However, overall new capital investment is restricted to the sum of capital grants and current levels of loan repayment provision over the life of the programme. Although there is no requirement to increase Council Tax to fund borrowing, the Council has the ability to increase Council Tax to fund other elements of revenue expenditure.

The HRA capital investment plans record decreases in planned net borrowing requirement compared to the previous year. This is due to rephased spending in line with up-to-date condition surveys.

2.0 Borrowing

The treasury management function ensures that the Council's cash is organised in accordance with the the relevant professional codes, so that sufficient cash is available to meet this service activity. This will involve both the organisation of the cash flow and, where capital plans require, the organisation of appropriate borrowing facilities. The strategy covers the relevant treasury indicators, the current and projected debt positions and the annual investment strategy.

2.1 Current Portfolio Position

Within the Prudential Indicators there are a number of key indicators to ensure that the Council operates its activities within well defined limits. One of these is that the Council needs to ensure that its gross debt does not, except in the short term, exceed the total of the Capital Financing Requirement (CFR) in the preceding year plus the estimates of any additional CFR for 2018/19 and the following two financial years. This allows some flexibility for limited early borrowing for future years, but ensures that borrowing is not undertaken for revenue purposes.

The Council's treasury portfolio position at 31 March 2017 with forward projection are summarised in the table below. The table shows;

- the cumulative level of external debt held by the Council which represents the total amount of borrowing that has been undertaken to fund the capital programme;
- the expected change in debt which is any repayments of maturing debt less new debt undertaken in the year to fund the in-year capital programme;
- Other Long Term Liabilities which is the total of any Finance Lease or PFI arrangements;
- the expected change in Other Long Term Liabilities which refers to the repayments in the year made against this debt;
- the Capital Financing Requirement which is the cumulative amount of borrowing that the Council required to borrow to fund capital expenditure; and
- the under or over borrowing position which is the difference between the required need to borrow and the actual borrowing undertaken.

The code requires local authorities to maintain an under-borrowed position in the long term, this means that the total amount borrowed does not exceed the need to borrow. An under-borrowed position can occur where cash balances have been used to fund capital expenditure whereas, an over-borrowed position can occur where borrowing has been taken in advance of need. This is permissible in the short term to take account of timing of cash flows but the Council must return to an under-borrowed position in future years.

Table 5: External Debt

£000	2016/17 Actual	2017/18 Projection	2018/19 Estimate	2019/20 Estimate	2020/21 Estimate	2021/22 Estimate	2022/23 Estimate
External Debt							
Cumulative Debt at 1 April	102,651	103,744	102,125	108,761	108,850	103,606	101,943
Expected change in Debt	1,093	(1,619)	6,636	89	(5,244)	(1,663)	(6,790)
Other long-term liabilities (OLTL) at 1 April	43,715	42,404	41,342	40,374	39,147	37,845	36,672
Expected change in OLTL	(1,311)	(1,062)	(968)	(1,227)	(1,302)	(1,173)	(1,237)

£000	2016/17 Actual	2017/18 Projection	2018/19 Estimate	2019/20 Estimate	2020/21 Estimate	2021/22 Estimate	2022/23 Estimate
Actual gross debt at 31 March	146,148	143,467	149,135	147,997	141,451	138,615	130,588
The Capital Financing Requirement	147,002	144,896	152,132	152,494	145,589	138,616	130,776
Under / (over) borrowing	854	1,429	2,997	4,497	4,138	1	188

For all years shown in the above table the Council's Capital Financing Requirement is forecast to remain below Gross Debt maintaining a consistent under-borrowed position going forward, therefore meeting the requirement of the indicator to be in an under borrowed position over the medium term. Where the level borrowing is close to the CFR particularly in 2021/22, the level of capital expenditure will be closely monitored to ensure that borrowing is only undertaken to match actual spend. This will ensure an under-borrowed position is maintained.

The Capital Programme has been set in line with the Council's strategy to reduce long term debt. Repayment profiles of debt maturity mean there are variations in annual change in debt year on year. The table below shows a projected significant reduction in cumulative external debt in 2016/17 mainly due to the repayment of a PWLB loan and a projected underspend on the capital programme within the year.

External debt is forecast to increase in the next two years in line with the capital programme. PWLB loan repayments of £5m are scheduled over this period that partly offsets the level of capital expenditure required per the capital programme.

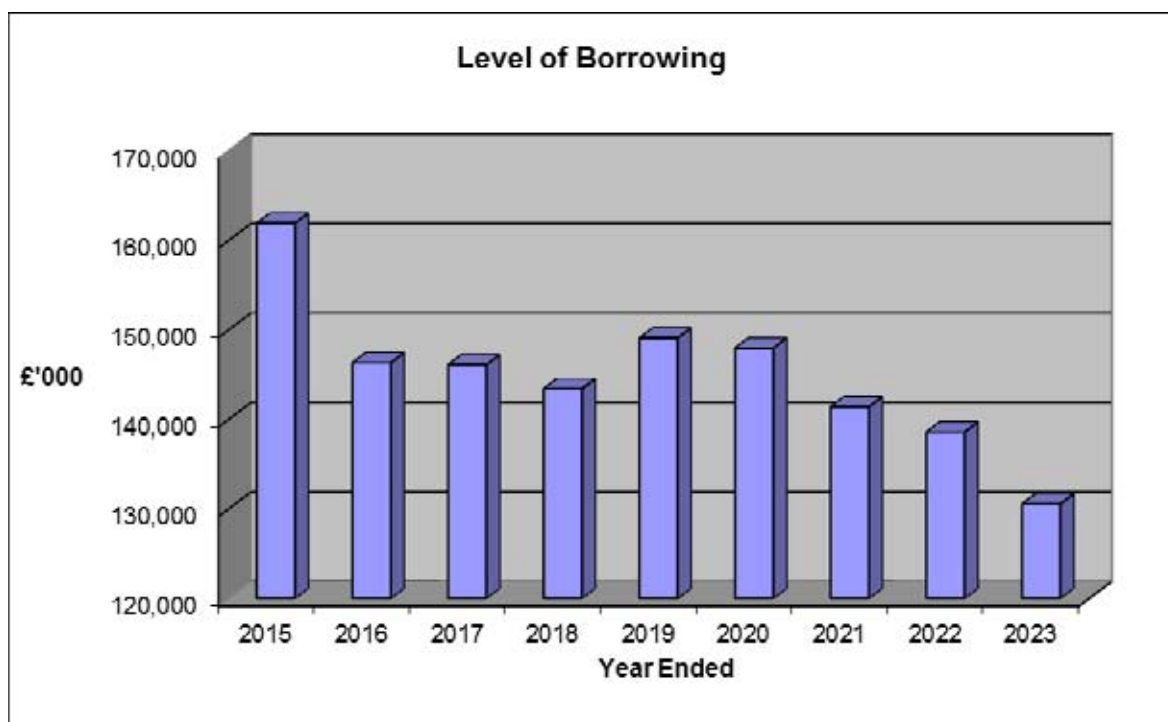
Over the five year period to 2022/23 the capital programme has been set at a level in order to continue to reduce cumulative external debt by March 2023. The total reduction in debt since March 2015 to the end of March 2023 is £31.4m.

The difference between the level of borrowing and the CFR shows the amount of internal borrowing/utilisation of cash balances to fund Capital expenditure.

The steady reduction in other long term liabilities reflects the annual repayments of the PFI debt and street lighting finance lease.

The continuing trend in reducing the Council's level of borrowing is consistent with the Treasury Strategy. This is illustrated in the following chart, demonstrating actual and forecast level of debt up to 2022/23.

Table 6: Level of Borrowing



2.2 Treasury Indicators: limits to borrowing activity

2.2.1 Operational Boundary for External Debt

This is a key management tool for in-year monitoring and is lower than the Authorised Limit as it is based on an estimate of the most likely level of external borrowing at any point in the year. In comparison, the authorised limit is the maximum allowable level of borrowing.

Table 7: Operational Boundary for external debt

	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
	£000	£000	£000	£000	£000	£000
Borrowing	110,000	114,000	115,000	110,000	104,000	97,000
Other long term liabilities	42,000	41,000	40,000	38,000	37,000	36,000
Total	152,000	155,000	155,000	148,000	141,000	133,000

This indicator is consistent with the Council's plans for capital expenditure and financing with Treasury Management policy and practice. It is sufficient to facilitate appropriate borrowing during the financial year and will be reviewed on an on-going basis.

2.2.2 Authorised Limit for External Debt

The authorised limit for external debt is required to separately identify external borrowing (gross of investments) and other long term liabilities such as finance lease obligations. The limit provides a maximum figure that the Council could borrow at any given point during each financial year.

Table 8: Authorised limit for external debt

	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
	£000	£000	£000	£000	£000	£000
Borrowing	115,000	119,000	120,000	115,000	109,000	102,000
Other long term liabilities including PFI	47,000	46,000	45,000	43,000	42,000	41,000
Total	162,000	165,000	165,000	158,000	151,000	143,000

The authorised limit set out above is consistent with approved capital investment plans and Treasury Management policy and practice but allows sufficient headroom for unanticipated cash movements. The limit has been increased slightly over the next two years in line with increased expenditure on specific capital projects and the related forecasted external borrowing. This then reduces as the level of investment in the capital programme reduces over the remaining years. The limit will be reviewed on an on-going basis during the year. If the authorised limit is liable to be breached at any time, the Depute Chief Executive will report to the Audit and Finance Committee. It will then be open to Committee to raise the authorised limit or to take measures to ensure the limit is not breached.

3.0 Prospects for Interest Rates

The Council has appointed Link Asset Services as its treasury advisor and part of their service is to assist the Council to formulate a view on interest rates. The following table gives the Link central view.

Table 9: Forecast Interest Rates

Quarter ended	Bank Rate %	PWLB Borrowing Rates (including certainty rate adjustment)		
		5 year	25 year	50 year
March 2018	0.50	1.90	2.80	2.60
June 2018	0.75	2.00	2.90	2.70
Sept 2018	0.75	2.10	3.00	2.80
Dec 2018	1.00	2.10	3.10	2.90
March 2019	1.00	2.20	3.20	3.00

Quarter ended	Bank Rate %	PWLB Borrowing Rates (including certainty rate adjustment)		
June 2019	1.00	2.30	3.20	3.00
Sept 2019	1.00	2.30	3.30	3.10
Dec 2019	1.25	2.40	3.30	3.10
March 2020	1.25	2.40	3.40	3.20
June 2020	1.25	2.50	3.50	3.30
Sept 2020	1.50	2.50	3.50	3.30
Dec 2020	1.50	2.60	3.60	3.40
March 2021	1.50	2.60	3.60	3.40

The Bank Rate was increased from 0.25% to 0.50% on 2nd November 2017 by the Monetary Policy Committee (MPC). Two further increases are expected during 2018/19; June 2018 and Dec 2018 taking the rate to 1.00%. A further 2 increases are also expected during 2019/20 and 2020/21 taking the rate to 1.50% by March 2021.

Economic and interest rate forecasting remains difficult with so many external influences in the UK. The above forecasts, (and MPC decisions), will be liable to further amendment depending on how economic data and developments in financial markets transpire over the next year. Forecasts for average investment earnings beyond the three-year time horizon will be heavily dependent on economic and political developments.

The current economic outlook and structure of market interest rates and government debt yields have key treasury management implications:

- The overall trend in the longer term will be for gilt yields and PWLB rates to gradually rise when economic recovery is firmly established accompanied by rising inflation and consequent increases in Bank Rate;
- Investment returns are likely to remain low during 2018/19 and to rise gradually over the next few years;
- Borrowing interest rates have fluctuated during 2017-18 as a result of a number of economic events during the year. The policy of avoiding new borrowing by running down spare cash balances has had a positive impact over the last few years. However, this needs to be carefully reviewed to avoid incurring higher borrowing costs in later times, when authorities will not be able to avoid new borrowing to finance new capital expenditure and/or to refinance maturing debt; and
- There remains a cost of carrying any new borrowing which causes an increase in investments as this will continue to incur a revenue loss between borrowing costs and investment returns.

4.0 Borrowing Strategy

Over the medium term the Council is forecasted to maintain an under-borrowed position. This means that the capital borrowing need (CFR), has not been fully funded with loan debt as cash supporting the Council's reserves, balances and cash flow has been used as a temporary measure. This strategy is prudent as investment returns are low and counterparty risk is relatively high.

Against this background and the risks within the economic forecast, caution will be adopted with the 2018/19 treasury operations. The Depute Chief Executive supported by the Treasury team will monitor interest rates in financial markets and adopt a pragmatic approach to changing circumstances:

- *if it was felt that there was a significant risk of a sharp FALL in long and short term rates (e.g. due to a marked increase of risks around relapse into recession or of risks of deflation), then long term borrowings will be postponed, and potential rescheduling from fixed rate funding into short term borrowing will be considered.*
- *if it was felt that there was a significant risk of a much sharper RISE in long and short term rates than that currently forecast, perhaps arising from an acceleration in the start date and in the rate of increase in central rates in the USA and UK, an increase in world economic activity or a sudden increase in inflation risks, then the portfolio position will be re-appraised with the likely action that fixed rate funding will be drawn whilst interest rates are still lower than they will be in the next few years.*

Any decisions will be reported to the appropriate committee at the next available opportunity.

4.1 Borrowing Requirement

The Council's borrowing requirement shown in the table below is based on the in-year borrowing estimated to be needed to fund the net expenditure in the proposed Capital Budgets for General Fund Services and for the HRA Business Plan 2018-23 approved at the Special Council meeting in February 2018.

The actual timing of any borrowing will be influenced by prevailing interest rates and expectations for future movement on rates.

Over the longer term, repayments towards maturing debt should be higher than any new borrowing being undertaken to fund the Capital programme. The table below shows a slight increase in external borrowing for 2018/19 and then a reduction in the following years to 2022/23. This is consistent with the Council's existing strategy to reduce overall level of external debt compared to Scottish averages.

Table 10: Total Borrowing Requirement / Movement on CFR

	2018/19 Estimate £000	2019/20 Estimate £000	2020/21 Estimate £000	2021/22 Estimate £000	2022/23 Estimate £000
Net New External Borrowing Requirement	11,641	3,894	(327)	470	(5,612)
Repayment of Maturing Debt	(5,973)	(5,032)	(6,219)	(3,306)	(2,415)
Total Borrowing Requirement / Movement on CFR	5,668	(1,138)	(6,546)	(2,836)	(8,027)

4.2 Treasury management limits on activity

There are three debt related treasury activity limits. The purpose of these is to restrain the activity of the treasury function within certain limits, thereby managing risk and reducing the impact of any adverse movement in interest rates. However, if these are set to be too restrictive they will impair the opportunities to reduce costs / improve performance. The indicators are:

- Upper limits on variable interest rate exposure. This identifies a maximum limit for variable interest rates based upon the debt position net of investments;
- Upper limits on fixed interest rate exposure. This is similar to the previous indicator and covers a maximum limit on fixed interest rates; and
- Maturity structure of borrowing. These gross limits are set to reduce the Council's exposure to large fixed rate sums falling due for refinancing, and are required for upper and lower limits.

The Council is asked to approve the following treasury indicators and limits:

Table 11: Treasury Management Limits

£m	2018/19	2019/20	2020/21
Interest rate exposures			
	Upper	Upper	Upper
Limits on fixed interest rates based on			
• Debt	100%	100%	100%
• Investments	75%	75%	75%
Limits on variable interest rates based on			
• Debt	25%	25%	25%
• Investments	75%	75%	75%
Maturity structure of fixed interest rate borrowing 2018/19			
	Lower	Upper	
Under 12 months	0%	25%	
12 months to 2 years	0%	25%	
2 years to 5 years	0%	50%	
5 years to 10 years	0%	75%	
10 years and above	0%	100%	
Maturity structure of variable interest rate borrowing 2018/19			

	Lower	Upper
Under 12 months	0%	25%
12 months to 2 years	0%	25%
2 years to 5 years	0%	50%
5 years to 10 years	0%	75%
10 years and above	0%	100%

5.0 Policy on borrowing in advance of need

The Council will not borrow more than or in advance of its needs purely in order to profit from the investment of the extra sum borrowed. Any decision to borrow in advance will be within forward approved Capital Financing Requirement estimates, and will be considered carefully to ensure that value for money can be demonstrated and that the Council can ensure the security of such funds.

Risks associated with any borrowing in advance activity will be subject to prior appraisal and subsequent reporting through the mid-year or annual reporting mechanism.

6.0 Debt Rescheduling

As short term borrowing rates will be considerably cheaper than longer term fixed interest rates, there may be potential opportunities to generate savings by switching from long term debt to short term debt. However, these savings will need to be considered in the light of the current treasury position and the size of the cost of debt repayment (premiums incurred).

The reasons for any rescheduling to take place will include:

- the generation of cash savings and / or discounted cash flow savings;
- helping to fulfil the treasury strategy; or
- enhance the balance of the portfolio (amend the maturity profile and/or the balance of volatility).

Consideration will also be given to identify if there is any residual potential for making savings by running down investment balances to repay debt prematurely as short term rates on investments are likely to be lower than rates paid on current debt.

All rescheduling will be reported to Council at the earliest meeting following its action.

7.0 Statutory repayment of loans fund advances

A policy for the statutory repayment of loans fund advances must be set out prior to the start of the financial year. The repayment of loans fund advances ensures that the Council makes a prudent provision each year to pay off an element of the accumulated loans fund advances made in previous financial years.

A variety of options are provided to Councils so long as a prudent provision is made each year. For loans fund advances the policy will be to maintain the practice of previous years and apply the Asset Life Method with all loans fund advances being repaid with reference to the life of an asset using the annuity method.

The annuity rate applied to the Council's loans fund is reviewed annually which is in line with the new regulation 14 (2) of SSI 2016 No 123 - to ensure that it is a prudent application. The annuity rate used provides a fair and prudent approach and generates principal repayments that are closely associated with the use of the assets. The actual annuity rate used for 2017/18 (also referred to as the Pool loan rate) is 5.05%.

8.0 Investment Policy

- 8.1 The aim of the strategy is to generate a list of highly creditworthy counterparties which will also enable diversification and thus avoidance of concentration risk. The intention of the strategy is to provide security of investment and minimisation of risk
- 8.2 Opportunities for investment arise naturally through Treasury Management activity and in particular the management of cash flows which can result in peaks and troughs in the amount of cash required during the year. It should be noted that these cash balances currently amount to over £19.8m as at 31st January 2018. During the year the council will look to invest surplus cash balances of which the return contributes to reducing the net expenditure of the Council.
- 8.3 The Council's investment policy has regard to the Scottish Government's Investment (Scotland) Regulations (and accompanying Finance Circular) and the CIPFA Treasury Management in Public Services Code of Practice and Cross Sectoral Guidance Notes 2017 ("the CIPFA TM Code"). The Council's investment priorities will be security first, liquidity second and then return.
- 8.4 In accordance with guidance from the Scottish Government and CIPFA, and in order to minimise the risk to investments, the Council applies minimum acceptable credit criteria in order to generate a list of highly creditworthy counterparties which also enables diversification and thus avoidance of concentration risk. The key ratings used to monitor counterparties are the Short Term and Long Term ratings.
- 8.5 The Council's officers will use ratings and other information provided by Link Asset Services to ensure creditworthiness as detailed below.
- 8.6 Officers will also use other information sources which include the financial press, share price and other such information pertaining to the banking sector in order to establish the most robust scrutiny process on the suitability of potential investment counterparties.

9.0 Creditworthiness Policy

- 9.1 This Council applies the creditworthiness service provided by Link Asset Services. This service employs a sophisticated weighted modelling approach utilising a wide array of information sources including credit ratings from the three main credit rating agencies - Fitch, Moody's and Standard and Poor's.
- 9.2 This approach produces a series of colour coded bands which indicate the relative creditworthiness of counterparties. These colour codes are used by the Council to determine the suggested duration for investments. The Council will therefore use counterparties within the following durational bands:
- Yellow 5 years
 - Purple 2 years
 - Blue 1 year (only applies to nationalised or semi nationalised UK Banks)
 - Orange 1 year
 - Red 6 months

- Green 100 days
- No colour not to be used

9.3 The Council will consider the ratings (Fitch or equivalents) in conjunction with other topical market information to support their use

9.4 All credit ratings of counterparties currently used will be monitored monthly. The Council is alerted to changes to ratings of all three agencies through its use of the Link Asset creditworthiness service.

9.5 In the case where an investment is outwith the scope of the ratings agencies the Council will analyse the financial information available for that organisation such as annual accounts to assess the financial viability of the investment. Joint Venture arrangements, contractual agreements and financial guarantees from the Scottish Government are some of the elements that are used for the Council's current investments to ensure a minimal level of financial risk. For the investments listed in Appendix B, these all fall outwith the scope of the ratings agencies.

10.0 Country limits

10.1 The Council has determined that it will only use approved counterparties registered to take deposits in the United Kingdom or approved counterparties registered in other countries who have an equal or better sovereign credit rating.

11.0 Investment Strategy

11.1 **In-house funds** - Investments will be made with reference to the core balance and cash flow requirements and the outlook for short-term interest rates (i.e. rates for investments up to 12 months).

11.2 **Investment returns expectations** - Bank Rate is forecast to rise over the next few years with the next increases expected in June 2018 and again in December 2018 to 1.00%. Bank Rate forecasts for financial year ends (March) are:

- 2018/19 1.00%
- 2019/20 1.25%
- 2020/21 1.50%

11.3 Taking account of the current investment returns the suggested budgeted investment earnings rates for returns on investments placed for periods up to 100 days during each financial year for the next five years are as follows:

- 2018/19 0.80%
- 2019/20 1.25%
- 2020/21 1.50%

- 2021/22 1.65%
- 2022/23 1.75%

11.4 **Investment treasury indicator and limit** - total principal funds invested for greater than 365 days. These limits are set with regard to the Council's liquidity requirements and to reduce the need for early sale of an investment, and are based on the availability of funds after each year-end.

11.5 The Council is asked to approve the treasury indicator and limit: -

Maximum principal sums invested > 365 days			
£m	2018/19	2019/20	2020/21
Principal sums invested > 365 days	£12m	£12m	£12m

11.6 For its cash flow generated balances, the Council will seek to utilise its bank instant access and notice accounts, money market funds and short-dated deposits in order to benefit from the compounding of interest.

11.7 **The Markets in Financial Instruments Directive (MIFID II)**

These regulations govern the relationship financial institutions conducting lending and borrowing transactions will have with local authorities. The effective date of the new regulations was 3 January 2018 and all local authorities are now classified as retail counterparties which determines the types of investments that they can undertake. Local authorities have the ability to opt up to Professional status which extends the range of investments that are available but must meet certain qualifying criteria. The Council intends to apply for Professional Status during 2018/19 and will report back progress of this through the regular Treasury reports.

Onlending to Registered Social Landlords (RSL's)

11.8 Under powers granted by the Scottish Government, Scottish Local Authorities can on lend to Registered Social Landlords in order to assist in the development of affordable housing. Any plans to utilise these powers will be reported for appropriate Council approval.

End of year investment report

11.9 At the end of the financial year, the Council will report on its investment activity as part of its Annual Treasury Report.

APPENDIX B: Investment Portfolio as at 31st January 2018

Cash and Cash Equivalents	Principal (£000)	Interest Rate	Account Type
Bank of Scotland PLC	5,000	0.80%	Fixed Rate 12 month maturing 20/04/18
Bank of Scotland PLC	7,808	0.40%	Instant Access
Royal Bank of Scotland PLC	7,027	0.15%	Instant Access
Total Cash and Cash Equivalents	19,835		

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	4,358
Total Long Term Investments	9,265

TOTAL INVESTMENTS	29,115
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Report to Council

Date of Meeting: 8th March 2018

Subject: Implementation of the Carers (Scotland) Act 2016

Report by: Head of Social Services

1.0 Purpose

- 1.1. This report provides an update to Council about the implementation of the Carers (Scotland) Act 2016 (the Act). This report focuses on implementation of the provisions in respect of young carers.
- 1.2. The Carers (Scotland) Act 2016 (to be implemented from 1 April 2018) is designed to support carers' health and wellbeing, is designed to focus on delivering preventative supports and enabling carers to continue with the caring role, where they wish to do so.
- 1.3. A carer is a person who provides unpaid help and support to a relative, friend or neighbour who cannot manage to live independently due to frailty, illness, disability or addiction A young carer is a carer who is under 18 years old, or is 18 years of age and is still a pupil at school.
- 1.4. The Act sets out a rights-based approach in respect of carers. Young carers are entitled to be children first and foremost. Our approach fully recognises this and will also ensure compatibility with frameworks like 'Getting it Right for Every Child' and to the priorities set out in Clackmannanshire's Children's Services Plan.
- 1.5. The Act places significant duties and responsibilities on public bodies, which are described in a comprehensive range of regulations and statutory guidance which is currently being finalised nationally. A more detailed breakdown of the provisions of the Act is included at *Appendix 1*.
- 1.6. The Act requires responsible authorities to approve Local Eligibility Criteria in line with national guidance. This report seeks Council's approval of the Local Eligibility Criteria for support to young carers including the threshold for eligibility.

2.0 Recommendations

- 2.1. To note progress on implementation and provide comment and challenge, as appropriate.

- 2.2. To approve the Local Eligibility Criteria in respect of young carers (*Appendix 2*).
- 2.3. To approve the threshold at which young carers will be assessed as having an entitlement to access support from the responsible (local) authority. It is proposed that young carers assessed as having substantial or critical needs will be entitled to access support from the responsible authority. Young carers who are not eligible for services under the criteria will be provided with alternative sources of support and assistance or advice and information. The threshold will be reviewed on an annual basis and determined by the Council.
- 2.4. To agree that a further report will be presented to Council in June 2018, to update on implementation of the Act.
- 2.5. To note that the duty to set local eligibility for carer support in respect of adult carers sits with Integration Authorities. There is a requirement to amend the Clackmannanshire and Stirling Health and Social Care Partnership's Integration Scheme to take account this. Revised Integration Schemes require to be submitted to the Scottish Ministers for approval in March 2018. A report will be presented to the Integration Joint in respect of implementation of the Carer's Act in respect of adult carers in March, 2018.

3.0 **Considerations**

- 3.1. National guidance has been received on the publication of Local Eligibility Criteria which has been used to inform our local criteria. Draft national guidance has also been received on the following areas:

- Adult Carer Support Plan (ACSP) and Young Carers Statement
- Support to carers whose needs meet local eligibility criteria.

Implementation of the Act will be an ongoing process and some provisions of the legislation are not due for implementation until later in 2018-2019. Finalised national guidance and associated regulations are due to be published in March 2018.

- 3.2. A Clackmannanshire and Stirling Carers Act Partnership Implementation Group is in place to plan and coordinate delivery of the Carers Act in respect of adult carers and young carers across the Clackmannanshire and Stirling Health and Social Care Partnership and Clackmannanshire and Stirling Councils.
- 3.3. A multi-agency working group is in place to support implementation of the Act in respect of young carers in Clackmannanshire. This group reports to Clackmannanshire CPP's Children's and Young People's Strategic Partnership.
- 3.4. An overarching action plan is in place to support implementation of the duties of the Act. A Clackmannanshire and Stirling Carer's Strategy is in the final phases of development. The timing of this is in line with national guidance and has enabled the engagement of key stakeholders including carers. A

separate delivery plan will support local implementation of the Strategy in Clackmannanshire in respect of young carers.

- 3.5. A needs assessment has been conducted to collate base line data and inform the approach. The needs assessment projects further growth in the number of carers (including young carers) over future years, taking into account the increasing number of adults with support. The projected growth in demand will have associated financial impact on the Council.
- 3.6. Of the 86 young carers (under 16) in Clackmannanshire counted via the 2011 Census two thirds (57) provided up to 20 hours of care a week and around a fifth (16) 35 hours or more a week. In addition of the 217 unpaid carers aged 16-24 59% (128) said they provided lower levels of care (less than 20 hours a week) and 27% (59) 35 or more hours a week.
- 3.7. It is assessed that the Census underestimates the number of unpaid carers and the Scottish Health Survey is considered to be a more accurate measure of the likely number of unpaid carers, although this does not allow for more detailed analysis of the caring role. The Scottish Health Survey estimates that 4% of children aged 4-15 are carers. In Clackmannanshire, this would mean that there could be approximately 272 unpaid young carers in Clackmannanshire.
- 3.8. Data gathering arrangements will be critical to support monitoring of the implementation of the Act and to monitor demand, financial impact and inform the delivery and commissioning of services and supports for carers. The data gathered in 2018-2019 will be used to inform future planning of service levels and support arrangements.
- 3.9. A Young Carer's Statement and Local Eligibility Criteria have been developed in consultation with young carers and with the local carer's centre.
- 3.10. The Young Carer's Statement has been designed to look at the quality of life of the carer in the context of their caring role. The purpose of completing a Young Carer's Statement is to identify any issues that are impacting on the health and wellbeing of the carer.
- 3.11. Section 24 of the Act requires the responsible authority to provide support to a carer to meet their "eligible needs". A carer's "eligible needs" are those identified needs for support that cannot be met either through support to the cared for person or through accessing services that are available generally, **and** which meet the threshold for support set by the local authority. The local authority has a power to provide support to meet other which do not meet the threshold for support set by the eligibility criteria (i.e. non "eligible needs").
- 3.12. The Local Eligibility Criteria will be applied alongside the Young Carer's Statement. Relevant staff will work with an individual young carer to complete a Young Carer's Statement. Once the statement is completed the Local Eligibility Criteria will be applied to ensure that the right level of support is delivered at the right time.
- 3.13. The purpose of having eligibility criteria is to ensure the limited public resources available are targeted at those with the greatest level of need. It also enables public bodies to demonstrate equity, consistency and

transparency in both the decision making process and the allocation of resources.

- 3.14. It is proposed that young carers who have been assessed as having a critical or substantial need as set out in the Local Eligibility Criteria will be eligible for a service from the responsible authority. Young carers who are not eligible for services under the criteria will be offered advice and information or be directed to alternative sources of assistance. This may include, for example, support from the Carer's Centre, support from education staff or college staff or other third sector or mainstream services. This will enable young carers to access services that are available generally e.g. education, leisure, youth services and for targeted support to be provided to meet their needs in those settings, whether or not they meet the eligibility criteria threshold. This approach will also help to ensure that young carers can access community-based support through carers' centres and other third sector services.
- 3.15. A communication strategy is in place to support implementation. A series of stakeholder events and workshops have taken place, including direct engagement work with young carers, to inform the development of the Young Carer's Statement and the Local Eligibility Criteria over the last six months. Briefings and development sessions are taking place with local authority staff and partners to ensure that relevant staff are ready to meet the requirements of the Act. Public information is available and will be fully updated and available in a range of formats to support the effective delivery of the Act.

4.0 **Sustainability Implications**

- 4.1. See under resource implications.

5.0 **Resource Implications**

- 5.1.1 The Carer's Bill Financial Memorandum sets out the costs of implementing the Act as estimated by the Government (in respect of both adult and young carers) rising from £19million across Scotland in year 1, 2018-2019, to £90 million by year 5. £66 million of funding is being provided to Local Authorities in 2018-2019 to implement the Carers Act, continue to support the delivery of the Living Wage for adult social care workers, additional sleepover pressures, and to increase payments for free personal and nursing care. Funding to implement the Carer's Act is not therefore explicit but is part of this allocation. Clackmannanshire Council require to agree the relevant amount of funding to be transferred to Integration Joint Boards for the delivery of functions relating to adult care services.
- 5.1.2 Resource implications for the Council in respect of young carers relate to the requirement for a Carer's Strategy, the requirement to identify young carers and complete Young Carer's Statements, the duty to provide support to meet the eligible needs of young carers and the requirement to provide preventative services including information and advice and increasing the availability of support services in Clackmannanshire for young carers including in schools and through our family support services.

5.1.3 At this stage estimated costs are calculated on the basis of current and expected demand, and estimated service provision. The following table sets out the estimated financial impact of the implementation of the legislation in respect of young carers:

The Carers (Scotland) Act 2016			
Financial Impact on Children and Families			
			2018/19
Description per Financial Memorandum	Estimated Cost	Estimated No. *	
			272
		Uptake %	20%
		Number	54
Young Carer Statement	£176	Average cost per statement per Per Statement	9,504
Duty to Support	£150	Cost per person based on 3 Group sessions per ye	8,100
Short Breaks	£480	30 Hours @ £16/hour	25,920
Information and Advice		50% of notional Clacks allocation	15,100
Local Carer Strategies		as above	1,464
Previously via NHS Boards for Carers			
Information Strategy Etc		as above	22,888
Other incl 3rd Sector		as above	8,859
Total			91,835
<p>*</p> <p>The Scottish Health Survey (SHeS) 2012/13 estimates that 4% of children aged 4-15 are carers. If the situation in Clackmannanshire and Stirling is similar to that of Scotland there may be approximately 750 (752) children aged 4-15 who act as a carer to someone. Based on 2016 mid year population estimates this would equate to 272 in Clackmannanshire and 480 in Stirling.</p> <p>Growth at 3% per year</p>			

5.1.4 The above table presents the forecast impact for Children and Families in 2018/19 as being £91,835. This is based on assumption of 272 young carers with an uptake of service of 20% in the first year of the Act.

5.1.5 Further work will take place in 2018-2019 to monitor demand, identify commissioning and delivery requirements and model financial implications for future years. Robust data will be critical to identifying patterns of demand and monitoring growth to determine future requirements and mitigate risks.

5.1.6 The financial impact is anticipated to increase in future years as result of demographic change and increased uptake, rising to £215,000 in 2023/24.

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

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

5.4 *Staffing*

None

6.0 Exempt Reports

6.1. Is this report exempt? No

7.0 Declarations

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

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

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

9.0 Legality

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

10.0 Appendices

- 10.1 Appendix 1 Main Provisions of the Carers (Scotland) Act 2016
- Appendix 2 Young Carers Eligibility Criteria
- Appendix 3 How to meet a carer's identified needs

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)



Clackmannanshire Council, Report to Housing Health and Care Committee, Carers (Scotland) Act 2016, 31st March 2016

Clackmannanshire and Stirling, Unpaid Carers Needs Assessment (Draft as of 15th February 2018)

Author(s)

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Chris Sutton	Service Manager	01259 225031

Approved by

NAME	DESIGNATION	SIGNATURE
Celia Gray	Head of Social Services	
Elaine McPherson	Chief Executive	

Main Provisions of the Carers (Scotland) Act 2016

The Act introduces a range of new provisions to identify, assess and support carers. These include:

- A statutory duty to offer and prepare an Adult Carer Support Plan (ACSP) or Young Carers Statement (YCS) for anyone identified as a carer or for anyone who requests an assessment and appears to be a carer
- A duty to provide support to carers whose needs meet local eligibility criteria. Within this consideration must be given to whether support should include the provision of short break
- A power to provide support and/or information and advice to carers whose needs do not meet eligibility criteria
- The waiving of all charges for support provided to carers
- A duty to establish and maintain, or where a service already exists, continue to provide an information and advice service for carers
- The joint creation of local carers' strategies by Local Authorities and Health Boards
- The publishing of a short breaks statement by Local Authorities
- Greater requirements to involve carers in service design and delivery including in the development of local eligibility criteria
- A duty to include carers in hospital discharge planning

In addition the legislation widens the definition of a carer, removing the requirement for a person to be providing or intending to provide regular and substantial care to someone receiving community care services.

A suite of regulations and guidelines will accompany the legislation. Scottish Ministers will set timescales for the development of ACSP and YCS where the person cares for someone with a terminal illness, processes and timescales for review for strategies and local policy and the monitoring and evaluation of the legislation.

“Getting it Right for Young Carers”

Young Carers Eligibility Criteria

Implementation date: 1st April 2018

The Carers (Scotland) Act 2016, implemented from 1 April 2018 extends the rights of unpaid carers. Clackmannanshire and Stirling Health and Social Care Partnership and Clackmannanshire and Stirling Councils have worked together to develop a Carers Strategy which sets out our priorities for action, the outcomes we are looking to achieve and how we will know that we are making a difference.

Our Strategy is developed in the context of the national outcomes:

- carers are identified
- carers are supported and empowered to manage their caring role
- carers are enabled to have a life outside of caring
- carers are free from disadvantage and discrimination related to their caring role
- carers are fully engaged in the planning and shaping of services
- carers are recognised and valued as equal partners in care.

Our eligibility criteria for young carers are developed in the context of delivering the above outcomes and promoting the rights of children and young people. The outcomes for young carers are the SHANARRI indicators of wellbeing. The SHANARRI indicators are: **S**afe, **H**ealth, **A**chieving, **N**urtured, **A**ctive, **R**espected, **R**esponsible and **I**ncluded.

Young carers are children first. It is therefore important to make sure that young carers are not taking on caring tasks that are inappropriate and inconsistent with their age and level of maturity.

The United Nations Convention on the Rights of the Child states that all children and young people have an established set of rights. The Convention has four main principles:

- all the rights guaranteed by the United Nations Convention on the Rights of the Child must be available to all children and young people without discrimination.
- the interests of the child or young person must always come first.
- the views of children and young people must be considered and taken into account in all matters affecting them.

- All children and young people have the right to life, survival and development.

The Act places a duty on the Council to provide support to young carers, where identified needs meet agreed eligibility criteria.

The eligibility criteria for young carers support are set by the Council but are developed in line with national guidance.

Who is a carer?

A carer is person who provides unpaid help and support to a relative, friend or neighbour who cannot manage to live independently due to frailty, illness, disability or addiction.

Who is a young carer?

A young carer is a carer who is under 18 years old, or is 18 years of age and is still a pupil at school.

What are Eligibility Criteria?

Eligibility criteria are the criteria by which the local authority must determine whether it is required to provide support to carers to meet carers' identified needs.

What will eligibility criteria do?

We will work together with young carers to complete a Young Carer Statement. We will agree with you what is important to you and what your needs are. We will use the eligibility criteria to help decide what support can be made available for you.

Our eligibility criteria have been developed to:

- Ensure that the right level of support is delivered at the right time
- Set out a fair and transparent system for determining eligibility for carers with different types of needs
- Agree the thresholds that must be met to be eligible for the provision of support

The importance of ensuring that preventative services and supports are available for young carers is fundamental to our strategy and approach. Not all young carers will have an eligible need under the eligibility criteria. You will still be able to access preventative services and supports. The eligibility criteria operate alongside a range of preventative support services and universal services, for example in schools and through the Carer's Centres. These will continue to be available to young carers through the normal referral routes. In some situations, where a young carer meets the eligibility criteria and has a very high level of need, support, guidance and advice in a mainstream setting may be enough to address those needs.

The use of the local eligibility criteria for young carers is in relation to the impact of the caring role on the young carer. The young carer might have other needs which are unrelated to the impact of the caring role. In these circumstances, they could be eligible for other services and supports but not through this route.

How we will use the eligibility criteria?

The process of agreeing what support we can provide to you is broken down into four steps:

Step One

A young carer requests or is identified who may benefit from a Young Carers Statement. This will normally be in discussion with the named person.

We will have a conversation with you to talk about your caring situation and needs and how we can work with you to best achieve your personal outcomes. We will work with you to identify what matters to you, what you want to achieve and what support would help you.

Not all young carers who are assessed will have an eligible need. However, you will still be able to access universal and/or other support services. We may give you information and advice or put you in touch with other organisations that can help.

Step Two

We will agree with you which of your outcomes can be met through services or assistance either to the cared-for person or through services generally available to you e.g. in school or through local community groups. If your outcomes can be met in this way, we will not take any further action at this time but will keep this under review in case your circumstances change.

Step Three

If you have outcomes which cannot be met through assistance either to the cared-for person or through services generally available to you, we will assess if you meet the threshold for support set out in our local eligibility criteria.

Step Four

Once the level of support has been agreed, we will work with you and an appropriate person (for example, your parent or guardian) to agree how you will receive your support and to help you choose from the four self-directed support options.

- a Direct Payment;
- Funding allocated to a provider of your choice (sometimes called an Individual Service fund, where the Council holds the budget but the person is in charge of how it is spent);
- The Council can arrange a service for you; or
- You can choose a mix of these options for different types of support.

You will be involved in each stage of the process and in all decision making.

Eligibility for Services is decided in terms of risk to an individual. There are five indicator categories:

No Impact	Indicates that there are no quality of life issues resulting from the caring situation and at this moment no need for support or advice.
Low Impact	Indicates that there may be some quality of life issues but low risk to the young carer's quality of life, health and wellbeing. There may be some need for universal and/or preventative support or advice.
Moderate Impact	Indicates that there is some risk to the young carer's quality of life, health and wellbeing. This may call for provision of some additional support services.
Substantial Impact	Indicates that there is major risk to the young carer's quality of life, health and wellbeing. Likely to require urgent provision of some additional services.
Critical Impact	Indicates that there are significant risks to the young carer's quality of life, health and wellbeing. Likely to require Immediate provision of some additional services.

Indicators: Impact on and Risk to Young Carer Outcomes

	Universal support moving to commissioned services and support(local authority 'power to support')			More targeted, commissioned services & support services & support (local authority 'duty to support')	
	No Impact	Low Impact	Moderate Impact	Substantial Impact	Critical Impact
Safe/ Living environment	Young Carer free from abuse, neglect or harm at home, at school and in the community.	Young carer's situation at home/within community is currently stable and manageable	Young carer's situation at home is becoming difficult to manage and there is potential risk to Young Carer And/or the cared for person	Young carer's situation at home is not manageable and there are safety risks which cannot be remedied in the short term	Young carer's situation at home is unsuitable and there are safety risks for the Young Carer and the Cared for person
Health	Young Carer is in good physical and mental health with no identified health needs linked to or deteriorating	There are early signs that there is potential for the Young Carer's mental and/or physical health to be affected by their caring role but this is not currently the case.	The Young Carer's mental or physical health is being affected by the caring role.	Young Carer is having difficulty in managing aspects of the caring/family/domestic/social roles and the Young Carer's mental and physical health is significantly affected as a result.	Young Carer has significant physical/mental difficulties due to the impact of their role as a carer which may cause life threatening or serious harm

	as a result of the caring role				
Achieving/ education	Young Carer continues to access education/ training and has no difficulty in managing caring and education.	Young Carer has some difficulty managing caring and education/ training. There is a small risk to sustaining education in the long term.	Young Carer has difficulty managing caring and education/ training. There is a risk to sustaining education in the medium term.	The Young Carer is missing education / training to a significant degree. It may be that there is a significant risk of education/training ending in the near future.	The Young Carer may be at immediate risk of leaving education/training or is not attending education/training at all.

<p>Nurtured/relationships</p>	<p>Young Carer has positive emotional wellbeing. Has a nurturing place to live in and does not require additional help. Young Carer has a positive relationship with the cared-for person</p>	<p>Young Caring role beginning to have an impact on emotional wellbeing and may require additional help when needed Risk of detrimental impact on relationship with cared for person</p>	<p>There is some impact on the Young carer's wellbeing and on their relationship with the cared for person resulting in a strained relationship</p>	<p>There is a significant impact on a daily basis on the young carer's wellbeing and this impacts on the cared for person. Young Carer is unable to sustain many aspects of their caring role</p>	<p>There is a complete breakdown in the relationship between the Cared for person and the young carer, and carer is unable to continue caring or has difficulty sustaining vital or most aspects of their caring role. Immediate Input is needed for the carers Wellbeing. It may be that there are no or very few positives in the relationship with the cared for person.</p>
<p>Active/life balance</p>	<p>The young carer has opportunities to take part in activities such as play, recreation and sport at home, in school and in the community</p>	<p>The young Carer has some opportunities to take part in activities such as play, recreation and sport at home, in school and in the community</p>	<p>The young carer has limited opportunities to take part in activities such as play, recreation and sport at home, in school and in the community</p>	<p>The young carer has few and irregular opportunities to take part in activities such as play, recreation and sport at home, in school and in the community and this may have a negative effect to healthy growth and development</p>	<p>The young carer has no opportunities to take part in activities such as play, recreation and sport at home, in school and in the community and this has had a negative effect to healthy growth and development</p>

<p>Respect/ Responsible</p>	<p>The young carer has regular opportunities to be heard and involved in decisions and have an active and responsible role to be involved in decisions that affect them</p>	<p>The young carer has some opportunities to be heard and involved in decisions and have an active and responsible role to be involved in decisions that affect them</p>	<p>Due to their caring role, the young carer has limited opportunities to be heard and involved in decisions that affect them</p>	<p>The young carer has few and irregular opportunities to be heard and involved in decisions that affect them</p>	<p>The young carer has no opportunities to be heard and involved in decisions that affect them</p>
<p>Included/</p>	<p>The young carer feels accepted as part of the community in which they live and learn. Has time to become part of community activities.</p>	<p>The young carer feels some acceptance as part of the community in which they live and learn but is unsure how to become part of the community activities</p>	<p>Due to their caring role, the young carer has limited acceptance as part of the community in which they live and learn</p>	<p>The young care feels isolated and not confident in the community in which they live in.</p>	<p>The young carer does not feel accepted as part of the community in which they live in.</p>

Finance	The young carer has no financial hardship/ enough finance	There is a low risk of financial hardship	There is a risk of financial pressure	The young carer needs additional financial support	The carer's financial position is severe/ they are experiencing serious financial hardship
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Implementation

Roles and Responsibilities

Those carrying out plans/assessments of an individual's needs must ensure that the appropriate carer eligibility criteria is satisfied if support is to be provided in addition to mainstream, community based services.

We give priority to carers who are assessed as being within the critical and substantial impact categories.

Carers who are assessed as being in moderate and low impact categories may be eligible for other services such as: advice and information; advocacy; carer support, counselling services and befriending and volunteer services.

Carers' eligibility must be recorded on client record systems.

Related documents

[Carers \(Scotland\) Act 2016](#)

[Scottish Parliament - Carers \(Scotland\) Bill](#)

Equalities and Impact Assessments

Completed

Strategic Environmental Assessment

This policy does not have any environmental implications.

Risk Assessment

Local partnerships will give priority to carers who are at the greatest need. Local partnership's carer's eligibility criteria is based on the Carers Act (Scotland) 2018. It is used to identify the degree of risk to an individual carer's capacity for independent living or health and wellbeing taking account of each carer's circumstance.

Review

The policy and associated procedures will be reviewed within 3 years.

How to meet a carer's identified needs

Type of support	Illustrative Examples
Services or assistance to the cared-for person (except 'replacement care').	<ul style="list-style-type: none"> • care at home • technology enabled care • equipment and adaptations • mental health services • medicine management • support to access activities for disabled children
General services – information and advice.	Information and/or advice on: <ul style="list-style-type: none"> • carers' rights • education and training (e.g. on support at school, advice on Further and Higher Education) • income maximisation • carer advocacy • health and wellbeing • emergency care planning and future care planning
Other general services – available universally in the community or in particular neighbourhoods.	<ul style="list-style-type: none"> • youth clubs • gardening clubs • art galleries • libraries • leisure centres • walking clubs
A carer's identified needs - both eligible or non-eligible needs - might be met in whole or in part by any combination of services or assistance for the cared for person or general services above. Where they are not, the following applies.	
LA duty at section 24(4)(a) to provide support to meet a carer's eligible needs (as defined in para 9 above). This can be any type of carer support that is not, or cannot be, provided through services for the cared for person or services that are available generally.	<ul style="list-style-type: none"> • course on emotional wellbeing • counselling • training on moving and handling • short break • replacement care (care for a cared-for person to allow their carer to take a break)
LA power at section 24(4)(b) to provide support to meet a carer's non-eligible needs . Again, this can be any type of carer support not covered by services for the cared for person or general services above.	<ul style="list-style-type: none"> • support to access leisure pursuits
Under both the duty and power to support carers (at section 24(4)(a) and (b)) the responsible local authority must give the carer the opportunity to choose one of the options for Self-directed support (unless the local authority considers that the carer is ineligible to receive direct payments). These options are explained in Table 2 .	

Report to Council

Date of Meeting: **8 March 2018**

Subject: **Carers (Scotland) Act 2016 – Delegation of
Functions to the Integration Joint Board**

Report by: **Head of Resources & Governance**

1.0 Purpose

- 1.1. This report is to update Council about an amendment to the regulations which govern the delegation of local authority functions to the Integrated Joint Board (IJB). The amendment follows on from the enactment of the Carers (Scotland) Act 2016. The amendment of the regulations has required some revision to the schedule to the Integration Scheme which sets out the functions which are delegated to the IJB. The revised Integration Scheme requires Council approval.

2.0 Recommendations

- 2.1. It is recommended that Council:
- 2.2. Note the functions set out in the regulations which require to be delegated by Council to the IJB by way of an amendment to the Integration Scheme
- 2.3. Note that there has been a short consultation with stakeholders in relation to the change to the Integration Scheme
- 2.4. Approve the amendment to the Integration Scheme which formally delegates the functions set out in paragraph 3.2.1 – 3.2.6 below and in terms of Appendix 1
- 2.5. Note that after Council approval the Integration Scheme will be submitted to the Scottish Government.

3.0 Considerations

- 3.1. The Carers (Scotland) Act 2016 (the Act) comes into force on 1 April 2018. The Act is designed to support carers' health and wellbeing and as such it puts new duties in place which will support those in a caring role. In order to implement the Act there have been changes made to the regulations which set out the functions which must be delegated to the IJB by local authorities. The new version of the regulations came into force on 18 December 2017.

- 3.2. The new regulations require local authorities to delegate the following functions to the IJB:-
- 3.2.1. Section 6 duty to prepare adult carer support plan
 - 3.2.2. Section 24 duty to provide support
 - 3.2.3. Section 25 provision of support to carers ; breaks from caring
 - 3.2.4. Section 31 Duty to prepare local carer strategy
 - 3.2.5. Section 34 information and advice service for carers
 - 3.2.6. Section 35 short breaks service statement
- 3.3 There are a similar set of regulations which required the health board to determine which functions they will require to delegate to the IJB. NHS Forth Valley's Board has now determined the functions which it will delegate to the IJB.

There is a requirement to consult on any proposed changes to the Integration Scheme, even in these circumstances, and defined consultees include:

Health and social care professionals;

Users of health and/or social care;

Carers of users of health and/or social care;

Non-commercial and commercial providers of health and/or care;

Non-commercial providers of social housing;

Third Sector bodies carrying out activities related to health or social care;

Staff of the Local Authority and Health Board likely to be affected by the Integration Scheme

- 3.4 There has been a short online consultation process. This was considered appropriate given that the changes proposed to the Integration Scheme are statutory and there is no discretion for local authorities in terms of what they can delegate.
- 3.5 Once the changes to the Integration Scheme have been approved by Council the Integration Scheme will be submitted to the Scottish Government. All of the other local authorities across Scotland are amending their schemes in the same way to take account of the changes brought about by the Act. The IJB will also receive a report to its March meeting with an update on progress amending the Integration Scheme.

4.0 Sustainability Implications

- 4.1. None

5.0 Resource Implications

5.1. Financial Details

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

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

5.4. Staffing

6.0 Exempt Reports

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

7.0 Declarations

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

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

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

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

None

8.0 Equalities Impact

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

Yes No X

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 X

10.0 Appendices

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

Appendix 1 Revised Integration Scheme

11.0 Background Papers

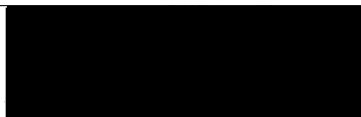
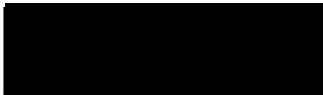
11.1 Have you used other documents to compile your report? (All documents must be kept available by the author for public inspection for four years from the date of meeting at which the report is considered)

Yes (please list the documents below) No

Author(s)

NAME	DESIGNATION	TEL NO / EXTENSION
Lindsay Thomson	Service Manager Legal & Democracy	2084

Approved by

NAME	DESIGNATION	SIGNATURE
Stephen Coulter	Head of Resources and Governance	
Nikki Bridle	Depute Chief Executive	

Annex 2

Part 1

Functions delegated by the Local Authority to the Integration Joint Board

Set out below is the list of functions that must be delegated by the local authority to the Integration Joint Board as set out in the Public Bodies (Joint Working) (Prescribed Local Authority Functions etc.) (Scotland) Regulations 2014. Further local authority functions can be delegated as long as they fall within the relevant sections of the Acts set out in the Schedule to the Public Bodies (Joint Working) (Scotland) Act 2014;

Note

In accordance with paragraphs 3.3 and 3.4 of the Scheme, each function listed in column A is delegated subject to the exceptions in column B and only to the extent that it is exercisable in relation to persons of at least 18 years of age.

SCHEDULE Regulation 2

PART 1

Functions prescribed for the purposes of section 1(7) of the Public Bodies (Joint Working) (Scotland) Act 2014

<i>Column A</i> <i>Enactment conferring function</i>	<i>Column B</i> <i>Limitation</i>
National Assistance Act 1948()	
Section 48 (Duty of councils to provide temporary protection for property of persons admitted to hospitals etc.)	
The Disabled Persons (Employment) Act 1958()	
Section 3 (Provision of sheltered employment by local authorities)	
The Social Work (Scotland) Act 1968()	

<i>Column A</i> <i>Enactment conferring function</i>	<i>Column B</i> <i>Limitation</i>
Section 1 (Local authorities for the administration of the Act.)	So far as it is exercisable in relation to another integration function.
Section 4 (Provisions relating to performance of functions by local authorities.)	So far as it is exercisable in relation to another integration function.
Section 8 (Research.)	So far as it is exercisable in relation to another integration function.
Section 10 (Financial and other assistance to voluntary organisations etc. for social work.)	So far as it is exercisable in relation to another integration function.
Section 12 (General social welfare services of local authorities.)	Except in so far as it is exercisable in relation to the provision of housing support services.
Section 12A (Duty of local authorities to assess needs.)	So far as it is exercisable in relation to another integration function.
Section 12AZA (Assessments under section 12A - assistance)	So far as it is exercisable in relation to another integration function.
Section 12AA (Assessment of ability to provide care.)	
Section 12AB (Duty of local authority to provide information to carer.)	
Section 13 (Power of local authorities to assist persons in need in disposal of produce of their work.)	
Section 13ZA (Provision of services to incapable adults.)	So far as it is exercisable in relation to another integration function.
Section 13A (Residential accommodation with nursing.)	
Section 13B (Provision of care or aftercare.)	
Section 14 (Home help and laundry facilities.)	

<i>Column A</i> <i>Enactment conferring function</i>	<i>Column B</i> <i>Limitation</i>
Section 28 (Burial or cremation of the dead.)	So far as it is exercisable in relation to persons cared for or assisted under another integration function.
Section 29 (Power of local authority to defray expenses of parent, etc., visiting persons or attending funerals.)	
Section 59 (Provision of residential and other establishments by local authorities and maximum period for repayment of sums borrowed for such provision.)	So far as it is exercisable in relation to another integration function.
The Local Government and Planning (Scotland) Act 1982()	
Section 24(1) (The provision of gardening assistance for the disabled and the elderly.)	
Disabled Persons (Services, Consultation and Representation) Act 1986()	
Section 2 (Rights of authorised representatives of disabled persons.)	
Section 3 (Assessment by local authorities of needs of disabled persons.)	
Section 7 (Persons discharged from hospital.)	In respect of the assessment of need for any services provided under functions contained in welfare enactments within the meaning of section 16 and which have been delegated.
Section 8 (Duty of local authority to take into account abilities of carer.)	In respect of the assessment of need for any services provided under functions contained in welfare enactments (within the meaning set out in section 16 of that Act) which are Integration Functions.
The Adults with Incapacity (Scotland) Act 2000()	
Section 10 (Functions of local authorities.)	
Section 12 (Investigations.)	
Section 37 (Residents whose affairs may be managed.)	Only in relation to residents of establishments which are managed under Integration Functions.
Section 39 (Matters which may be managed.)	Only in relation to residents of establishments which are managed under Integration Functions.

<i>Column A</i> <i>Enactment conferring function</i>	<i>Column B</i> <i>Limitation</i>
Section 41 (Duties and functions of managers of authorised establishment.)	Only in relation to residents of establishments which are managed under Integration Functions
Section 42 (Authorisation of named manager to withdraw from resident's account.)	Only in relation to residents of establishments which are managed under Integration Functions
Section 43 (Statement of resident's affairs.)	Only in relation to residents of establishments which are managed under Integration Functions
Section 44 (Resident ceasing to be resident of authorised establishment.)	Only in relation to residents of establishments which are managed under Integration Functions
Section 45 (Appeal, revocation etc.)	Only in relation to residents of establishments which are managed under Integration Functions
The Housing (Scotland) Act 2001()	
Section 92 (Assistance to a registered for housing purposes.)	Only in so far as it relates to an aid or adaptation.
The Community Care and Health (Scotland) Act 2002()	
Section 5 (Local authority arrangements for of residential accommodation outwith Scotland.)	
Section 14 (Payments by local authorities towards expenditure by NHS bodies on prescribed functions.)	
The Mental Health (Care and Treatment) (Scotland) Act 2003()	
Section 17 (Duties of Scottish Ministers, local authorities and others as respects Commission.)	
Section 25 (Care and support services etc.)	Except in so far as it is exercisable in relation to the provision of housing support services.
Section 26 (Services designed to promote well-being and social development.)	Except in so far as it is exercisable in relation to the provision of housing support services.
Section 27 (Assistance with travel.)	Except in so far as it is exercisable in relation to the provision of housing support services.
Section 33 (Duty to inquire.)	

<i>Column A</i> <i>Enactment conferring function</i>	<i>Column B</i> <i>Limitation</i>
Section 34 (Inquiries under section 33: Co-operation.)	
Section 228 (Request for assessment of needs: duty on local authorities and Health Boards.)	
Section 259 (Advocacy.)	
The Housing (Scotland) Act 2006()	
Section 71(1)(b) (Assistance for housing purposes.)	Only in so far as it relates to an aid or adaptation.
The Adult Support and Protection (Scotland) Act 2007()	
Section 4 (Council's duty to make inquiries.)	
Section 5 (Co-operation.)	
Section 6 (Duty to consider importance of providing advocacy and other.)	
Section 11 (Assessment Orders.)	
Section 14 (Removal orders.)	
Section 18 (Protection of moved persons property.)	
Section 22 (Right to apply for a banning order.)	
Section 40 (Urgent cases.)	
Section 42 (Adult Protection Committees.)	
Section 43 (Membership.)	
Social Care (Self-directed Support) (Scotland) Act 2013()	
Section 3 (Support for adult carers.)	Only in relation to assessments carried out under Integration Functions.
Section 5 (Choice of options: adults.)	

<i>Column A</i> <i>Enactment conferring function</i>	<i>Column B</i> <i>Limitation</i>
Section 6 (Choice of options under section 5: assistances.)	
Section 7 (Choice of options: adult carers.)	
Section 9 (Provision of information about self-directed support.)	
Section 11 (Local authority functions.)	
Section 12 (Eligibility for direct payment: review.)	
Section 13 (Further choice of options on material change of circumstances.)	Only in relation to a choice under section 5 or 7 of the Social Care (Self-directed Support) (Scotland) Act 2013.
Section 16 (Misuse of direct payment: recovery.)	
Section 19 (Promotion of options for self-directed support.)	
<u>Carers (Scotland) Act 2016</u>	<u>All only insofar as they relate to adults.</u>
<u>Section 6 (Duty to prepare adult carer support plan)</u>	
<u>Section 21 (Duty to set local eligibility criteria)</u>	
<u>Section 24 (Duty to provide support)</u>	
<u>Section 25 (Provision of support to carers: breaks from caring)</u>	
<u>Section 31 (Duty to prepare local carer strategy)</u>	
<u>Section 34 (Information and advice services for carers)</u>	
<u>Section 35 (Short break services statements)</u>	

PART 2

Functions, conferred by virtue of enactments, prescribed for the purposes of section 1(7) of the Public Bodies (Joint Working) (Scotland) Act 2014

<i>Column A</i>	<i>Column B</i>
<i>Enactment conferring function</i>	<i>Limitation</i>
The Community Care and Health (Scotland) Act 2002	
Section 4()	
The functions conferred by Regulation 2 of the Community Care (Additional Payments) (Scotland) Regulations 2002()	

Part 2

Services currently provided by the Local Authority which are to be integrated

Scottish Ministers have set out in guidance that the services set out below must be integrated. Further services can be added where they relate to delegated functions;

- Social work services for adults and older people
- Services and support for adults with physical disabilities and learning disabilities
- Mental health services
- Drug and alcohol services
- Adult protection and domestic abuse
- Carers support services
- Community care assessment teams
- Support services
- Care home services
- Adult placement services
- Health improvement services
- Aspects of housing support, including aids and adaptations
- Day services
- Local area co-ordination
- Respite provision
- Occupational therapy services
- Re-ablement services, equipment and telecare