



**Clackmannanshire  
Council**

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

## **Enterprise and Environment Committee**

**Thursday 5 September 2013 at 10.00 am**

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

Date	Time
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## ENTERPRISE AND ENVIRONMENT COMMITTEE

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To determine policies for the promotion of regeneration and enterprise in Clackmannanshire within the strategic policy framework approved by the Council in relation to the following:

- roads and transportation
- regulatory services
- development planning
- facilities management
- economic development

To develop strategies, plans and projects in those areas and work with officers and partners to implement them.

With the exception of those matters reserved to Council or delegated to a Committee or an officer, the functions, powers and duties of the Council as planning authority including the preparation of a Development Plan

To set standards for service delivery.

To secure best value in the provision of services.

To consider valid petitions submitted which relate to the areas covered by the Committee

To monitor performance in the delivery of services including consideration of:

- quarterly service performance reports
- inspection or other similar reports
- financial performance

To keep under review the impact of the Committee's policies on Clackmannanshire

To hear representations on petitions which have been accepted by the Director of Finance and Corporate Services as valid in accordance with the council policy and criteria. The Committee shall report on every petition in respect of which it has heard representations to Council with its recommendations on how the petition should be disposed of, which may include a recommendation that no action be taken.

**28 August 2013**

**A MEETING of the ENTERPRISE AND ENVIRONMENT COMMITTEE will be held within the Council Chamber, Greenfield, Alloa, FK10 2AD, on THURSDAY 5 SEPTEMBER 2013 at 10.00 am.**

**ELAINE McPHERSON  
Chief Executive**

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

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1. Apologies	--
2. Declaration of Interests Elected Members are reminded of their obligation to declare any financial or non-financial interest which they may have in any item on this agenda in accordance with the Councillors' Code of Conduct. A Declaration of Interest form should be completed and passed to the Committee Officer.	--
3. Confirm Minutes of Meeting held on 6 June 2013 (Copy herewith)	05
4. Facilities Management Performance - 1st Quarter 2013/14 - report by Head of Facilities Management (Copy herewith)	13
5. Facilities Management Financial Performance - 1st Quarter 2013/14 - report by Head of Facilities Management (Copy herewith)	29
6. Co-opted Members on the Enterprise and Environment Committee - report by Director of Services to Communities (Copy herewith)	41

## ENTERPRISE AND ENVIRONMENT COMMITTEE – MEMBERS

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### Councillors

### Wards

Councillor	Donald Balsillie	(Convenor)	2	Clackmannanshire North	SNP
Councillor	Irene Hamilton	(Vice Convenor)	5	Clackmannanshire East	SNP
Councillor	Gary Womersley	(Ex officio; non-voting)	3	Clackmannanshire Central	SNP
Councillor	Les Sharp		1	Clackmannanshire West	SNP
Councillor	Derek Stewart		3	Clackmannanshire Central	LAB
Councillor	Graham Watt		3	Clackmannanshire Central	LAB
Councillor	Kenneth Earle		4	Clackmannanshire South	LAB
Councillor	Ellen Forson		4	Clackmannanshire South	SNP
Councillor	Alastair Campbell		5	Clackmannanshire East	CONS

### Co-opted Members

Mr Mike Mulraney	Representing Clackmannanshire Business
Mr Malcolm McArdle	Representing Clackmannanshire Business
Co-opted Member	To be confirmed
Co-opted Member	To be confirmed



**MINUTE OF MEETING of the ENTERPRISE AND ENVIRONMENT COMMITTEE held within the Council Chamber, Greenfield, Alloa, FK10 2AD, on THURSDAY 6 JUNE 2013 at 10.00 am.**

**PRESENT**

Councillor Donald Balsillie, Convenor (In the Chair)  
Councillor Irene Hamilton (Vice Convenor)  
Councillor Gary Womersley (S)\*\*  
Councillor Kenneth Earle  
Councillor Ellen Forson  
Councillor Jim Stalker (S)\*  
Councillor Kathleen Martin (S)\*

**IN ATTENDANCE**

Stephen Crawford, Head of Facilities Management  
Julie Hamilton, Development Services Manager  
Ian Doctor, Service Manager  
Niall Urquhart, Team Leader, Sustainability  
Mac West, Roads and Transportation Manager  
Andrew Wyse, Solicitor, Clerk to the Committee

**EEC.35            APOLOGIES**

Apologies for absence were received from Councillor Les Sharp, Councillor Alastair Campbell Councillor Graham Watt and Councillor Derek Stewart.

\*\*Councillor Gary Womersley attended as substitute for Councillor Sharp and thus was present as a voting member and not as a non-voting ex-officio member

\*Councillor Martin attended as substitute for Councillor Stewart and Councillor Stalker attended as substitute for Councillor Watt.

**EEC.36            DECLARATIONS OF INTEREST**

None.

**EEC.37            MINUTES OF MEETING: 28 MARCH 2013**

The minutes of the meeting of the Enterprise and Environment Committee held on Thursday 28 March 2013 were submitted for approval.

Moved by Councillor Irene Hamilton. Seconded by Councillor Gary Womersley.

**Decision**

The minutes of the meeting held on 28 March 2013 were agreed as a correct record and signed by the Convenor.

**EEC.37            COMMUNITY AND REGULATORY SERVICES FINANCIAL  
PERFORMANCE 2013-14**

A report which provided an update to the Committee on progress made to implement the 2013/14 budget approved by Council on the 8th February 2013 was submitted by the Director of Services to Communities.

**Motion**

That the Committee notes the report while commenting on and challenging the financial performance as appropriate.

Moved by Councillor Donald Balsillie. Seconded by Councillor Irene Hamilton.

**Decision**

The Committee agreed unanimously to note the information set out in the report, as expanded by answers to Members' questions.

**EEC.38            COMMUNITY AND REGULATORY SERVICES PERFORMANCE END OF  
YEAR 2012/13**

A report which updated the Committee on the performance of Community and Regulatory Services during the year 2012/13 was submitted by the Director of Services to Communities. Performance reported related to the services' Business Plan for 2012/13.

In addition, the report highlighted key service activities, achievements, opportunities and challenges facing the service.

**Motion**

That the Committee notes the report while commenting on and challenging the performance as appropriate.

Moved by Councillor Donald Balsillie. Seconded by Councillor Irene Hamilton.

**Decision**

The Committee agreed unanimously to note the information set out in the report, as expanded by answers to Members' questions

**EEC.39            COMMUNITY AND REGULATORY SERVICES BUSINESS PLAN 2013-  
2014**

A report which presented to the Committee the Community and Regulatory 2013-14 Business Plan was submitted by the Director of Services to Communities.

**Motion**

That the Committee notes the Community and Regulatory 2013-14 Business Plan and comment on or challenge the priorities, risks and actions detailed.

Moved by Councillor Donald Balsillie. Seconded by Councillor Irene Hamilton.

## **Decision**

The Committee agreed unanimously to note the information set out in the report as expanded by answers to Members' questions and to note and support the terms and objectives of the submitted Community and Regulatory Business Plan 2013-14

### **EEC.40 GOVERNANCE IMPROVEMENT PLAN 2012-2013 COMMUNITY AND REGULATORY SERVICES**

A report which provided the Committee with an update on progress on the Community and Regulatory Services Annual Governance Statement process for 2011/12 following the Annual Governance Panel challenge which took place in June 2012 was submitted by the Director of Services to Communities.

The report set out key issues identified as a result of this process and provided an update on progress regarding Community and Regulatory Services within the framework of the Governance Improvement Plan 2012/13.

## **Motion**

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

Moved by Councillor Donald Balsillie. Seconded by Councillor Irene Hamilton.

## **Decision**

The Committee agreed unanimously to:

1. note the outcome of the Community and Regulatory Services Annual Governance Panel 2011/12.
2. note progress with the Governance Improvement Plan 2012.

### **EEC.41 FINANCIAL PERFORMANCE - FACILITIES MANAGEMENT 2013-14**

A report which provided the Committee with an update on progress made to implement the 2013/14 budget approved by Council on the 8th February 2013 was submitted by the Head of Facilities Management.

## **Motion**

That the Committee notes the report while commenting on and challenging the progress detailed.

Moved by Councillor Donald Balsillie. Seconded by Councillor Irene Hamilton.

## **Decision**

The Committee agreed unanimously to note the information set out in the report as expanded by answers to members' questions.

**EEC.42            FACILITIES MANAGEMENT PERFORMANCE END OF YEAR 2012/13  
REPORT**

A report which updated the Committee on performance for Facilities Management during the year 2012/13 was submitted by the Head of Facilities Management. Performance reported related to the service's Business Plan for 2012/13.

In addition, the report highlighted key service activities, achievements, opportunities and challenges facing the service.

**Motion**

That the Committee notes the report, while commenting on and challenging the performance as appropriate.

Moved by Councillor Donald Balsillie. Seconded by Councillor Irene Hamilton.

**Decision**

The Committee agreed unanimously to note the information set out in the report, as expanded in answer to Members' questions.

**EEC.43            FACILITIES MANAGEMENT BUSINESS PLAN 2013-2014**

A report which presented to the Committee the Facilities Management Business Plan for 2013-14 was submitted by the Head of Facilities Management.

**Motion**

That the Committee notes the content of the Business Plan and comment on or challenge the priorities, risks and actions contained within it.

Moved by Councillor Donald Balsillie. Seconded by Councillor Irene Hamilton.

**Decision**

The Committee agreed unanimously to note the information set out in the report as expanded by answers to Members' questions and the priorities, objectives and actions set out in the Business Plan.

**EEC.44            FACILITIES MANAGMENT ANNUAL GOVERNANCE STATEMENT  
ACTION PLAN**

A report which provided the Committee with an update on progress with the Facilities Management Annual Governance Statement process for 2011/12 following the Annual Governance Panel challenge which took place in April 2012 was submitted by the Head of Facilities Management.

The report set out key issues identified as a result of this process and provided an update on progress regarding the Facilities Management Service within the framework of the Governance Improvement Plan 2012/13.

**Motion**

That the Committee note the progress with the Governance Improvement Plan 2012/13 and provided comment and challenge as appropriate.

Moved by Councillor Donald Balsillie. Seconded by Councillor Irene Hamilton.

## **Decision**

The Committee agreed unanimously to note the information set out in the report.

### **EEC.45 UPDATE ON COMMUNITY ENVIRONMENT IMPROVEMENT FUND**

A report which updated the Committee on the implementation of the Fund and progress in achieving its stated aims and objectives was submitted by the Director of Services to Communities.

## **Motion**

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

Moved by Councillor Donald Balsillie. Seconded by Councillor Irene Hamilton.

## **Decision**

The Committee agreed unanimously to:

- a) note progress with implementation of the 2012-13 Fund.
- b) agree changes to the guidance criteria to allow greater flexibility and scope for the consideration of smaller projects by reducing the minimum award threshold from £4,000 to £1,000 and to ensure that projects supported by the Fund did not result in any additional maintenance burden to the Council.

### **EEC.46 INNER FORTH LANDSCAPE INITIATIVE**

A report which explained Clackmannanshire's involvement in the Inner Forth Landscape Initiative, explained progress made to date in developing an Inner Forth Landscape Partnership Scheme, requested the agreement of Committee to formalise Council involvement in the initiative and asked the Committee to note the request by the Inner Forth Landscape Initiative for a financial contribution towards delivery of the Partnership Scheme projects, was submitted by the Director of Services to Communities.

## **Motion**

That the Committee :-

- a) notes progress made by the Inner Forth Landscape Initiative towards delivery of a four-year Landscape Partnership Scheme for the Inner Forth area and agrees that Clackmannanshire Council continues to play an active role in developing the Initiative by contributing to project development work and officer involvement in the Initiative Board, Steering Group and Working Groups;
- b) agrees that the Council signs a Minute of Agreement to formalise engagement in the Initiative;
- c) notes the request of the Board and the Inner Forth Landscape Initiative for a cash contribution of £20,000 per annum during the Delivery Period of the Scheme but declines this report. It is intended that Clackmannanshire would continue to support the project through provision of in-kind contributions.

Moved by Councillor Donald Balsillie. Seconded by Councillor Irene Hamilton

## **Amendment**

"I wish to propose an Amendment to the recommendation at paragraph 2.1 c) of the Report as follows:-

That the existing paragraph 2.1 c) be deleted and be replaced with the following:-

"Agrees in principle that the Council makes a financial contribution of £20,000 per annum for the delivery phase of the Initiative annually between 2014 and 20182.

It should be noted that this contribution of £20,000 for four years would require to be met from Council reserves, as indicated at paragraph 5.1 of the report."

Moved by Councillor Gary Womersley. Seconded by Councillor Irene Hamilton, her support for the motion being subject to incorporation in the motion of the partial change effected by the amendment.

The Committee agreed unanimously to accept the amendment and consequently agreed the motion as amended.

## **Decision**

The Committee agreed unanimously :

- a) to note progress made by the Inner Forth Landscape Initiative towards delivery of a four-year Landscape Partnership Scheme for the Inner Forth area and that the Council continues to play an active role in developing the Initiative by contributing to project development work and by officer involvement in the Initiative Board, Steering Group and Working Groups;
- b) that the Council signs a Minute of Agreement to formalise engagement in the Initiative;
- c) in principle that the Council make a financial contribution of £20,000 per annum for the delivery phase of the Initiative annually between 2014 and 2018.

## **EEC.47 ANNUAL REPORT ON SCOTLAND'S CLIMATE CHANGE DECLARATION**

A report which described Clackmannanshire's progress during calendar year 2012 in delivering its commitments to reduce greenhouse gas emissions and to adapt to a changing climate, both in its own estate and in the local authority area was submitted by the Director of Services to Communities.

## **Motion**

That the Committee notes the Annual Report on Scotland's Climate Change Declaration, and agrees that this final version be submitted to the Sustainable Scotland Network and COSLA.

Moved by Councillor Donald Balsillie. Seconded by Councillor Irene Hamilton.

## **Decision**

The Committee agreed unanimously to note the information set out in the report and that the Report be submitted to Sustainable Scotland Network and COSLA.

## **Action**

Director of Services to Communities

**EEC.48            CLACKMANNANSHIRE WORKS UPDATE**

A report which provided the Committee with a summary of activities and performance for financial year 2012/13 was submitted by the Director of Services to Communities. It also update members on an extension of European funding support from the original intended end date of March 2013 to June 2014.

**Motion**

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

Moved by Councillor Donald Balsillie. Seconded by Councillor Irene Hamilton.

**Decision**

The Committee agreed unanimously to:

- a)        note the performance of Clackmannanshire Works since its establishment in mid 2011.
- b)        welcome the recent announcement of an extension of European funding to June 2014.

ENDS 11.46 am

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**Report to Enterprise and Environment Committee**

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**Date of Meeting: 5th September, 2013**

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**Subject: Facilities Management Performance - 1st Quarter 2013/14**

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**Report by: Head of Facilities Management**

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**1.0 Purpose**

- 1.1. This report updates committee on performance for Facilities Management Services during the 1st Quarter 2013/14. Performance reported relates to the service's Business Plan for 2013/14
- 1.2. In addition, the report highlights key service activity since September, achievements, opportunities and challenges facing the service.

**2.0 Recommendations**

- 2.1. It is recommended that Committee notes the report, while commenting on and challenging the performance of FM as appropriate.

**3.0 Service Activity - Key Issues**

3.1. Environment

The food waste rollout is complete and continues to achieve higher than targeted food waste recovery. More than 200,000 kerbside caddies have been emptied and over 600 tonnes of food waste has been collected and recycled since the launch of Food Waste Recycling scheme. Work is underway to map areas of higher non participation and take a focused approach to intervention in these areas.

Avondale, our waste recycling contractor partner has unfortunately closed it's newly built recycling facility for economic reasons and this is ultimately impacting on the rate of recycling. There is no alternative facility in Scotland.

The closure of the MRF will affect both the Council's waste disposal revenue budget and projected recycling performance for the year 2013/14.

Any loss in anticipated recycling performance may be offset by the introduction of food waste recycling collections to the extent that the year-end position will be no change in overall recycling performance in comparison to 2012-13 at approximately 58% of household waste recycled.

The revenue budget implications for 2013-14 are expected to be in the region of £40k above the budgeted gate fee for the MRF. However, due to the dynamic nature of the waste arising, falling waste volumes overall and the introduction of food waste recycling the negative effect on the 2013-14 revenue budget is likely to be lessened and will unfold in detail as the year progresses.

The year to March 2013 shows (an unverified) recycling rate of 58%, up from 53% the previous year.

The Black Devon Landfill Gas Flare capital project is progressing on programme and within budget to finish in September, the flare is undergoing commissioning trials in the next two weeks.

Working with Leisure Services, Lands Services has undertaken an appraisal of football pitches and over the summer a programme of drainage improvements has been undertaken to most parks.

Lands has merged the client contractor function with Community & Regulatory staff and work is underway to develop a Lands Asset Management Plan as part of the Corporate Asset Management Plan. This will come to a forthcoming committee.

### 3.2. HRA Capital Programmes

The first quarter has shown significant activity in the housing capital improvement programmes. All major programmes are progressing well with progress as included in the Appendix.

The £1.25m largely grant funded ECO Project at Schaw Court, Sauchie, Scott Cres and Menteith Court Alloa and Forestmill are well underway. This is fitting the first solar photovoltaic panels to Council houses in Clackmannanshire.

Hallpark - 26 units - The existing building is demolished and the main construction contract works awarded and have commenced with HUBCO and Marshall Construction.

### 3.3. General Services Capital Plan - Major Projects

#### Kilncraigs

Work is nearly complete on this project. It is on budget and scheduled for completion late summer 2013.

#### Speirs

Speirs main contract was approved at Council in May and has been subsequently awarded and commenced on site with HUBCO and Marshall Construction.

#### Redwell School

Redwell main contract was approved at Council in May and has been subsequently awarded and approved on site with HUBCO and Robertson Construction.

#### Village and Town Centre Initiative

The proposed Sauchie project was launched for consultation with the community in May. Much positive feedback was received and the finalised project will commence in late 2013.

#### Kelliebank Amenity Facilities

Funding for this windfall project was approved at Council in May. The design is agreed with management and staff and temporary facilities, statutory permissions and tenders are being sought to be able to commence works in the autumn on site in the depot.

#### Photovoltaic Solar Panels to Public Buildings

Tenders were received for installation on 16 buildings and spend to save business cases re-run with accurate tender prices. As a result 10 buildings have been fitted with solar PV panels that generate a 20 year return for all electricity generated and free electricity consumed on the premises during generation. Unspent allocated capital funds can be released from this project.

#### Off the Shelf Purchases (homeless and HRA)

This project is ongoing with over 20 properties now purchased for homeless and 4 purchased for general needs housing. This initiative is considered a high priority by the Head of Housing and revised processes are being deployed between FM and Housing Services to accelerate the programme.

### 3.4 Strategic Housing Investment Plan

FM worked with Housing to present and obtain Council approval for the 2013 Strategic Housing Investment Plan. This co-ordinates the Councils own land supply with it's priorities and a number of sites will commence in 2013/14 for construction of Council housing

### 3.5 Site Sales

A report to Council in June identified and approved site sales. This approved the sales strategy for a number of vacant sites. Greenfield House and Limetree House are now actively being marketed with a number of expressions of interest received.

Looking towards 2014/15 when St Johns's School and Claremont School become vacant work is underway with Historic Scotland to ascertain the best development option and value of the St John's building / site and an early sale of Claremont School. Terms have been agreed for the sale of 19 Mar Street to a local business.

### 3.6 Maintenance

There has been a significant summer programme of improvements in the primary schools including:

- Abercromby Primary School, St Serfs PS including Ladywell Nursery and Alva PS - roof improvements:
- Alva PS - works included the replacement of a number of lights to ensure most efficient use of the LED lights , refurbishment and decoration of a number of areas, replacement ceiling tiles, the removal of a conservatory and preparatory works in anticipation of an Autism Unit being created in the school;
- Craigbank PS - refurbishment of several areas including the kitchens and catering facilities.
- Park PS - replacement of central heating on the south wing.
- Tillicoultry PS - kitchen and dining hall upgraded
- St Bernadettes - redecorated classrooms and upgraded kitchen and dining hall
- Menstrie PS - external redecoration
- Tower/ Park nursery - new double glazing units
- St Serfs - redecoration throughout, new ceilings and new lighting

- Sauchie nursery - redecoration internal and external
- Deerpark PS - full rewire and new control panels throughout the school

On 1st April all repairs calls for housing and non housing were relocated to the new Kelliebank repairs centre. All repairs are now being organised through one system and it is the first step in developing the appointments system for tenants. A number of critical IT issues over the summer have delayed the implementation but the first handhelds are due in September for commencement of the testing, training and rollout of the service to staff and customers when ready. In the meantime the service has maintained the traditional high level of services to customers as can be seen in the Appendix.

In the first quarter the number of voids processed has increased by 40% (110 versus 78) from the normal trend. This is seen as a continuing trend and the voids team is being staffed to accommodate this additional workload.

### 3.7 Soft FM

FM led for the first time promotion of a summer programme across all Council facilities, OLE and Alloa Leisure Bowl. This will be reviewed after the summer on the lessons learnt to hopefully build on for 2014/15.

Leisure Services presented to the Football Forum a number of booking system improvements and it is hoped that a continuing dialogue with the teams will allow a better use of the Council's pitches and facilities and ultimately more football being played.

### 3.8 Service Level Agreements with voluntary organisations

Organisation	Current SLA in place Yes / No	2013/14 Value (£)	Progress	Comment
Ochil Leisure Enterprises	No	75,000	Final stages - not paid	SLA with OLE for consideration
Devonvale Hall	Yes	5,000	Paid	SLA agreed and signed
Coalsnaughton Hall	Yes	5,000	Paid	SLA agreed and signed
Clackmannan Town Hall	No	5,000	In draft - not paid	Meetings arranged with Committee to discuss SLA and wider property issues

### 3.9 Governance actions

The 2013 /14 Business Plan included actions in respect of 4 priority outcomes. The table below identifies the current actions:

Priority Outcomes	Actions	Progress
Community Engagement	A full review of service community engagement and feedback will be undertaken as part of the CSE Accreditation objectives in 2013/14.	To be commenced
Information Management	The development of the integrated corporate repairs centre at Kelliebank gives a one stop shop for technical information on property.  The moves in Kilncriags give a continuing prominence to information retention, archiving and disposal management for all staff across the Council.	Ongoing
Personnel Development	All staff are planned to have PRD's in 2013 /14.	Ongoing
Procurement	Improved procurement and value for money	Procurement matrix management model agreed at CMT. Procurement manager leading and being supported by FM.

### 4.0 **Corporate Priority Outcomes**

#### 4.1 Health is improving and health inequalities are reducing

The indicators relating to this corporate priority are showing a mixed performance. Q1 figures show an increased take up in secondary and a marginally lower primary school uptake.

Attendances at leisure facilities shows a small reduction overall compared to Q1 2012/13 but it appears that new promotions at the three Academies are currently showing initial success.

#### 4.2 People are better skilled and ready for learning and development

Larger construction procurements over the last year have included a community benefits clause in accordance with the approved Council Employability Strategy obligating the contractor to employ a high % of local trades and trainees. This is continuing.

A review of the success of this contract strategy is ongoing.

#### 4.3 The area has a positive image that attracts people and businesses

The numerous capital projects that are ongoing currently will have a positive impact on services and the environment. Issues related to property and housing in their respective asset management plans are being implemented and lands issues such as parks drainage is being addressed.

#### 4.4 The Council is effective, efficient and recognised for excellence

Sickness absence in Q1 is managed via the Council policy. The new HR system stats are not yet available in summary form.

There were no reportable (RIDDOR) accidents in Q1 in FM.

Response repairs to tenants maintained a high level of performance with overall 91% delivered within priority timescales. Work is proceeding on the Servitor appointments implementation for roll out in late 2013. In April all repairs co-ordination was relocated to Kelliebank. There has been minimal impact on service delivery.

#### 4.5 The Environment is protected and enhanced for all.

The 1st quarter utilities consumption shows an increased gas and electricity consumption for 2013/14 recognising lower temperatures than the previous year.

#### 4.6 Vulnerable people and families are supported

Major HRA capital programmes are well progressed and housing improvements should see near full budget expenditure. Off the shelf and general needs purchases are beginning to come on stream to address homeless presentations.

### **5.0 Opportunities, Challenges and Risks**

#### 5.1 Construction

Across both HRA and General Services Capital Plans plus external grants there is over £25million expenditure planned in 2013/14. The majority is contractually committed and on site at the end of Q1 but the nature of the work and as most is being delivered by third party contractors the risk profile is higher than internal operations. All projects have ongoing management oversight within FM to minimise risks of failure.

#### 5.2 Energy Efficiency in Homes

Building on the successes in 2012/13 a number of opportunities are being pursued to obtain additional utility and grant funded home energy investment beyond that contained in current plans.

#### 5.3 Budgets 2013 / 14 and beyond

Work continues to review services and achieve ambitious potential future budget savings with as little impact to front line services as possible.

### **6.0 Sustainability Implications**

6.1 This report does not contain any specific sustainability implications that are not previously considered.

### **7.0 Resource Implications**

7.1 *Financial Details*

7.2 There are no financial implications arising from this report.

Yes

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

Yes

7.4 *Staffing*

7.5 There are no additional staffing implications associated with this report.

**8.0 Exempt Reports**

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

**9.0 Declarations**

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

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

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

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

None

**10.0 Equalities Impact**

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

**11.0 Legality**

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

**12.0 Appendices**

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

**Appendix 1 - Covalent Performance Report**

**13.0 Background Papers**

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

Yes  (please list the documents below) No

**Author(s)**

<b>NAME</b>	<b>DESIGNATION</b>	<b>TEL NO / EXTENSION</b>
Stephen Crawford	Head of Facilities Management	45(2533)

**Approved by**

<b>NAME</b>	<b>DESIGNATION</b>	<b>SIGNATURE</b>
Stephen Crawford	Head of Facilities Management	
Garry Dallas	Director Services to Communities	

# Facilities Management Business Plan 2013-14: Q1 Progress Report

<p><b>Th 1) The area has a positive image and attracts people and businesses</b></p> <p>Actions:  0  0  5  0</p> <p>Pls:  0  0  1  0</p>	<p><b>Th 3) People are better skilled and ready for learning and development</b></p> <p>Actions:  0  0  1  0</p> <p>Pls:  0  0  1  1</p>	<p><b>Th 5) Vulnerable people and families are supported</b></p> <p>Actions:  0  0  10  0</p> <p>Pls:  0  0  2  0</p>
<p><b>Th 7) Health is improving and health inequalities are reducing</b></p> <p>Actions:  0  0  2  0</p> <p>Pls:  1  0  4  0</p>	<p><b>Th 8) The environment is protected and enhanced for all</b></p> <p>Actions:  0  0  0  0</p> <p>Pls:  0  1  4  0</p>	<p><b>Th 9) The Council is effective, efficient and recognised for excellence</b></p> <p>Actions:  0  0  0  0</p> <p>Pls:  2  2  13  2</p>

## CORPORATE PRIORITY OUTCOME

1) The area has a positive image and attracts people and businesses

Covalent Ref.	PI Description	2012/13	2013/14	Q1 2013/14		Latest Note
		Value	Target	Value	Short Trend	
FAC FAC 003	Percentage of operational buildings that are suitable for their current use	84.3%	85.0%	Not measured for Quarters		A number of refurbishments are ongoing as unsuitable buildings are closed.

Covalent Ref.	Action	Due Date	Progress	Expected Outcome	Latest Note
FAM ASM 002	Kilncraigs project to be completed.	31-Dec-2013	<div style="width: 90%; background-color: #4f81bd; color: white; text-align: center;">90%</div>		The construction is nearly complete and occupation planned for autumn.
FAM ASM 004	Speirs Centre to be 90% complete	31-Mar-2014	<div style="width: 75%; background-color: #4f81bd; color: white; text-align: center;">75%</div>		Project awarded (May 2013) and on site.
FAM ASM 005	Redwell Primary School to be 80% complete.	31-Mar-2014	<div style="width: 67%; background-color: #4f81bd; color: white; text-align: center;">67%</div>		Project awarded (May 2013) and on site.
FAM ASM 006	Environmental Improvement of Main Street, Sauchie	31-Dec-2013	<div style="width: 0%; background-color: #4f81bd; color: white; text-align: center;">0%</div>		Consultation on proposals complete. Feedback analysed. Final project being agreed.
WSL STR 001	Improved Streetscape	31-Dec-2013	<div style="width: 0%; background-color: #4f81bd; color: white; text-align: center;">0%</div>		Priority areas being determined and costed.

**CORPORATE PRIORITY OUTCOME**

03) People are better skilled and ready for learning and development

Covalent Ref.	PI Description	2012/13	2013/14	Q1 2013/14		Latest Note
		Value	Target	Value	Short Trend	
FAC FAC 012	Number of live on-site Council contracts with benefits clauses	10	10			Benefits clauses being monitored.
FAC FAC 013	Number of trades apprentices at PCU	16	16	16		Four new apprentices appointed for a total of 16.

Covalent Ref.	Action	Due Date	Progress	Expected Outcome	Latest Note
FAM PRM 005	Initiate formal review of the use and impact of the Employment Strategy in FM Services and contracts	31-Mar-2014			Review underway.

**CORPORATE PRIORITY OUTCOME**

5) Vulnerable people and families are supported

Covalent Ref.	PI Description	2012/13	2013/14	Q1 2013/14		Latest Note
		Value	Target	Value	Short Trend	
FAC FAC 001	The percentage of council buildings from which the Council delivers services that are suitable for, and accessible to, disabled people.	79.3%	80.0%	Not measured for Quarters		The Facilities Management Team , will be continuing a programme of redevelopment and refurbishment whilst still being able to maintain the full range of services and functions, the Authority currently provides.
FAM HPI 005	The proportion of the council's housing stock being brought up to the Scottish Housing Quality Standard.	92%	96%	Not measured for Quarters		The Council has once again exceeded its target of 90% attainment of the SHQS, in large part due to the accelerated central heating and home energy programme which was part funded through Government CEPS, UHIS and CERT programmes. The challenge for 2013/14 is working in mixed tenure blocks for security and roofing/ external works.

Covalent Ref.	Action	Due Date	Progress	Expected Outcome	Latest Note
FAM ASM 007	Frameworks for general works-adaptation-structural upgrades, internal alterations, property extensions 2012-16	31-Mar-2014			Advert now drafted for term contract for General Works 2013-17. Advert to be issued August 2013 and procurement scheduled to be completed December 2013.

Covalent Ref.	Action	Due Date	Progress	Expected Outcome	Latest Note
FAM PRM 002	Initiate rollout of repairs and maintenance appointment services and systems to trades.	31-Mar-2014	<div style="width: 75%;"><div style="background-color: #4F81BD; width: 75%;"></div></div> 75%	✓	Appointments system procured. Craft Agreement implemented. Awaiting I.T upgrades to allow rollout.
FAM PRM 007	10 blocks have secure door entry systems upgraded	31-Mar-2014	<div style="width: 0%;"><div style="background-color: #4F81BD; width: 0%;"></div></div> 0%	✓	Contractor has now been appointed. Four year term contract 2013-17. Phase 1 of contract due to start September 2013. Minimum of 20 Blocks programmed for installations in Term 1, the majority of properties within these blocks are council owned. Some 47% of households across all blocks are owner-occupiers, their agreement and contributions will have to be agreed prior to commencement of works within these blocks.
FAM PRM 008	240 electrical upgrades	31-Mar-2014	<div style="width: 34%;"><div style="background-color: #4F81BD; width: 34%;"></div></div> 34%	✓	Dispute with contactor has now been resolved. Phase two of contract due to start August 2013. 237 electrical upgrades will be carried out in year 2013/14.
FAM PRM 009	300 Safe electrical periodical testing	31-Mar-2014	<div style="width: 0%;"><div style="background-color: #4F81BD; width: 0%;"></div></div> 0%	✓	Contractor has been appointed. Four year term contract 2013-17. Phase 1 of contract due to start August 2013. 313 properties will be tested during 2013/14.
FAM PRM 011	Energy efficient central heating systems upgrade-term contract 2013-16	31-Mar-2014	<div style="width: 50%;"><div style="background-color: #4F81BD; width: 50%;"></div></div> 50%	✓	Four year term contract going through procurement journey and is now at tender stage. Contractor due to be appointed by end of 2013.
FAM PRM 012	SHQS compliance.	31-Dec-2013	<div style="width: 92%;"><div style="background-color: #4F81BD; width: 92%;"></div></div> 92%	✓	<p>Current stock compliance of 92.3% with compliance by 2014 targeted at 96.8%, the stock is expected to be fully compliant with SHQS by March 2015.</p> <p>33 properties failing modern facilities are located within three blocks of flats at which a feasibility study is currently being undertaken with a view to possible redevelopment.</p> <p>The majority of failures within the Health/Safe/Secure criteria are due to secure common door entry systems which require first time installation or replacement, term contract now in place to tackle these failures.</p> <p>82 individual dwelling entrance doors identified as not meeting the Healthy/Safe/Secure criteria are included within a programme of upgrade works scheduled to commence early 2013/14.</p>
FAM PRM 013	1,000 upgraded bathrooms installed in Council housing as part of the Bathrooms Programme	31-Mar-2014	<div style="width: 40%;"><div style="background-color: #4F81BD; width: 40%;"></div></div> 40%	✓	<p>A total of 656 bathrooms replaced for year 2012/13.</p> <p>Phase 2 started April 2013. 1150 bathrooms programmed for renewal. 497 installed to date (06.08.2013). First quarter target exceeded.</p>
FAM PRM 014	300 planned central heating replacments undertaken as part of Central Heating Programme	31-Mar-2014	<div style="width: 0%;"><div style="background-color: #4F81BD; width: 0%;"></div></div> 0%	✓	Contractor still to be appointed. 300 central heating upgrades due to be installed this financial year. Approximately 2000 installs to be completed over a four year term contract. 2 properties currently failing SHQS Energy Efficiency criteria are included within Term 1 of the programme in order to ensure compliance with SHQS prior by April 2015.

Covalent Ref.	Action	Due Date	Progress	Expected Outcome	Latest Note
FAM PRM 015	Roof upgrades to houses and wall upgrades to 3 blocks of flats	31-Mar-2014	<div style="width: 42%;"><div style="width: 42%;"></div></div> 42%		Four Year Term contract, Term 2 underway with 46 roof replacements and 12 external wall renders due to be completed this financial year. Progress to date has been good with a third of roofs and three quarters of render works completed. Term 2 works expected to be delivered within time and budgetary constraints.

**CORPORATE PRIORITY OUTCOME**

7) Health is improving and health inequalities are reducing

Covalent Ref.	PI Description	2012/13	2013/14	Q1 2013/14		Latest Note
		Value	Target	Value	Short Trend	
CAC CAT 001	Uptake of school meals, paid and free, in Secondary schools.(APSE PI36e)	69.54%		57.33%		Low update in summer term due to seasonal variations (exams etc.) Compared to Q1 in 2012/13, it is a 2% increase.
CAC CAT 002	Uptake of school meals, paid and free, in primary schools.(APSE PI36e)	45.42%		42.43%		This is a 1% decrease on Q1 2012/13.
CAC LEI 002	Alloa Leisure Bowl, subsidy per user	£1.25	£1.25	Not measured for Quarters		Annual figure. 4% Q1 reduction in users being reviewed.
CAC LEI 003	Monthly average visits to Community Leisure Facilities in a rolling year	59,023	60,000			4% decrease on Q1 performance largely due to Alloa Leisure Bowl. Increased use of schools. Reduced swimming at Tulliallan due to Alloa Swimming Club move to OLE.
WSL STR 001a	The cleanliness index achieved following self-inspections of a sample of streets and other land	75	78	76		Full year figure awaited









Covalent Ref.	Action	Due Date	Progress	Expected Outcome	Latest Note
FAM SFM 001	Leisure Strategy Council approval process initiated	31-Mar-2014	<div style="width: 50%;"><div style="width: 50%;"></div></div> 50%		Report prepared for forthcoming Education, Sport and Leisure Committee.
FAM SFM 002	Leisure Alternative Delivery Model strategy/policy discussed by Council	31-Mar-2014	<div style="width: 10%;"><div style="width: 10%;"></div></div> 10%		This will be considered as part of the budget strategy.

**CORPORATE PRIORITY OUTCOME**

8) The environment is protected and enhanced for all

Covalent Ref.	PI Description	2012/13	2013/14	Q1 2013/14	Latest Note
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		Value	Target	Value	Short Trend	
FAC FAC 007	CO2 emissions from gas consumption in Council buildings in a rolling year	3157 tonnes	3000 tonnes	2958 tonnes	↑	Consumption slightly higher than target figure. This period covers a particularly cold year.
FAC FAC 008	CO2 emissions from electricity consumption in Council buildings in a rolling year	4324 tonnes	4200 tonnes	4606 tonnes	↓	Consumption increasing above target figures. Review required.
FAC FAC 009	CO2 emissions from water consumption in Council buildings in a rolling year	32.97 tonnes	30.00 tonnes	32.43 tonnes	↑	Consumption above target figure. Review required.
WSL WMA 006	Number of Waste Management Complaints	662	500	545	↓	We have introduced a new food waste collection service and, as anticipated, the number of complaints at service introduction has increased.
WSL WMA 016	Percentage additional recovery from missed recycling in residual waste	9.40%	5.00%	Not measured for Quarters		Increase in recycled tonnes per annum expressed as a percentage. In 2010/11, the recycling rate was 49.8%, in 2011/12, a rate of 53.2% ( an increase of 1,300 tonnes). In 2012/13, an estimated rate of 57% (subject to official verification by SEPA). 9.4% represents the difference in recycled tonnes year-on-year.

CORPORATE PRIORITY OUTCOME						
9) The Council is effective, efficient and recognised for excellence						
Covalent Ref.	PI Description	2012/13	2013/14	Q1 2013/14		Latest Note
		Value	Target	Value	Short Trend	
CAC CAT 003	Direct cost of producing a school meal. (APSE PI18)	£2.31	£2.30	Not measured for Quarters		
FAC FAC 011a	Total property running costs	£7,508,000	£7,500,000	Not measured for Quarters		Annual Indicator available at end of year
FAM CUS 001	Number of complaints made through the Council's formal complaints system about Facilities Management	11	10	8		
FAM CUS 003	Percentage of FOI enquiries regarding Facilities Management dealt with within timescale.	100%	100%	100%		
FAM CUS 004	Percentage of Councillor enquiries regarding Facilities Management dealt with within timescale.	90%	90%	84%		36 of 43 enquiries were responded to within timescale. This dip in performance is being addressed.
FAM FAM 012	Sickness absence level in Facilities Management	3.8%	3.5%			Due to Itrent system implementation, accurate data is not yet available.
FAM FAM 013	Number of RIDDOR cases	10	8	0		
FAM FAM 031	% FM staff turnover	8.2	7.5	Not measured for Quarters		
PRF PRO 001	Percentage of all repair work completed within expected timescales.	94.68%	95.00%	90.32%		
PRF PRO 002	Percentage of Housing repairs completed during the first visit	84.44%	85.00%	82.24%		
WSL WMA 001	Net cost of Refuse Collection per Premise	£63.45	£74.00	Not measured for Quarters		£64.06 figure reported to E&E Committee 06/06/13, now verified at £63.45. Figure stipulated reflected in SPI return.
WSL WMA 002	Net cost of Refuse Disposal per Premise	£84.13	£90.00	Not measured for Quarters		Figure of £83.30 reported to E&E Committee on 06.06.13, now verified at £84.13. Figure matches SPI return 2012/13.
WSL WMA 007	Net cost of Waste Collection per service visit	£.71	£.85	Not measured for Quarters		Costs have increased as a result of the requirement for separate food waste collections by statute.
WSL WMA 008	Net cost of Waste Disposal per service visit	£.93	£1.00	Not measured for Quarters		Costs have reduced marginally as a result of reduced tonnage being sent to landfill.
HMO HBM 001	Percentage of emergency response repairs	99.69%	99.75%	99.42%		Minor drop in statistics.

CORPORATE PRIORITY OUTCOME						
	completed within target time (Priority Code 0 - Emergency - 4 hours)					
HMO HBM 002	Percentage of urgent response repairs completed within target time (Priority 1 - Urgent -4 hours)	99.75%	99.8%	97.99%	↓	Minor drop in statistics.
HMO HBM 003	Percentage of weekly response repairs completed within target time (Priority 2, weekly, 7 days)	91.11%	94%	86.24%	↓	Drop due to increase in other areas of work.
HMO HBM 004	Percentage of 4 week response repairs completed within target time ( Priority 4, Routine Repairs, 28 days)	85.14%	87%	86.64%	↑	.
HMO HBM 005	Of all the repairs to Housing stock, the total percentage of them that were completed within their individual target timescales.	92.73%	93%	91.99%	↓	Small drop, but should address in full year.



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**Report to Enterprise and Environment Committee**

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**Date:** 5th September, 2013

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**Subject:** Facilities Management  
Financial Performance 1st Quarter 2013/14

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**Report by:** Head of Facilities Management

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**1.0 Purpose**

- 1.1. The purpose of this report is to provide the financial performance of Facilities Management in respect of both revenue and capital spend for the financial year, 2013/14, based on activity to date up to the end of June 2013. Projected outturns up to March 2014 are also set out in the report.

**2.0 Recommendations**

- 2.1. The Committee is asked to note, comment on and challenge the current financial position.

**3.0 Background**

- 3.1 This financial performance report focuses on FM outturn.

**4.0 Budget Position**

- 4.1. The undernoted table provides an overview of Facilities Management outturn position within each Service Expenditure area.
- 4.2. Appendix A to this paper contains a detailed analysis of variances in respect of each service area for revenue.
- 4.3. Appendix B and C to this paper contains detailed analysis of variances in respect of each capital plan.

Revenue Budgets Facilities Management	Annual Budget	Projected Outturn to 31/03/14	Variance Outturn v Budget
	£'000	£'000	£'000
Property Costs	5,878	5,881	3
Asset Management	140	273	134
Property Maintenance	506	506	0
Schools PPP	7,423	7,423	0
Fleet Services	1,484	1,484	0
Catering	847	847	0
Janitors	356	379	22
Cleaning	939	939	0
Leisure	1,007	1,125	118
Public Conveniences	82	82	0
Security	28	28	0
Management Unit	402	402	0
Land Services and Burial Grounds	1,197	1,197	0
Streetcare	648	648	0
Waste Management	3,364	3,176	(188)
Property Contract Unit	(900)	(900)	0
<b>Total Revenue FM</b>	<b>23,400</b>	<b>23,489</b>	<b>89</b>

Capital Budgets Facilities Management	Annual Budget	Projected Outturn to 31/03/14	Variance Outturn v Budget
	£'000	£'000	£'000
Property Asset Management Plan	13,784	12,000	(1,784)
Land Asset Management Plan	487	487	0
Fleet Asset Management Plan	1,579	1,579	0
<b>Total Capital FM</b>	<b>15,850</b>	<b>14,065</b>	<b>(1,784)</b>

HRA Revenue	Annual Budget	Projected Outturn to 31/03/14	Variance Outturn v Budget
Repairs	4,076	4,076	0

HRA Capital Facilities Management	Annual Budget	Projected Outturn to 31/03/14	Variance Outturn v Budget
HRA	9,494	9,261	(233)

- 4.3 Overall the service is currently projecting a revenue budget overspend of £89K. Asset Management is showing an overspend of £134K due to the requirement of additional staff for the moves to Kilncraigs and the marketing of Greenfield and Lime Tree. Currently there is a shortfall in asset management fees but a number of projects require to be charged staff time for their development. A review will be undertaken in Q2. Leisure is showing an overspend of £118K due to the leisure charges review not yet being implemented and lower attendances. Overspends are offset by the saving in Waste of (£188K) which is mainly due reduced tonnages sent to landfill.
- 4.4 Overall the capital is currently projecting an underspend of (£1,784K). This underspend is due to phasing of some project delivery into 2014/15. The spend to save solar photovoltaic project is nearly complete with one building remaining with £361,000 underspend due to some installations being unviable.

## 5.0 Progress in Delivering Planned Budget Savings in 2013/14

- 5.1 The 2013/14 budget incorporated savings agreed in 2012/13 of £613K for Facilities Management through a combination of budget challenge savings, management actions and specific Council decisions. After three months of the year we are able to report that 35% of these savings have been secured totalling £210k. The table below summarises the position.

<b>Table 1: Planned Budget Savings 2013-14</b>			
<b>Description of Saving</b>	<b>Saving 2013-14</b>	<b>Progress</b>	<b>Comment</b>
<b>Management Savings:</b>	<b>£ '000</b>	<b>£ '000</b>	
Waste Services Zero based budget identified savings 2013/14	130	<b>130</b>	Completed 12/13. Budget realigned
Streetcare Zero based budget identified savings 2013/14	40	<b>40</b>	Completed 12/13. Budget realigned.
Waste contract renegotiation and gate fee & tonnes reduction garden waste	30	<b>15</b>	This saving is based on savings in the summer garden waste collections. On target.
Alternative contract outlets for residual waste & waste treatment	100	<b>25</b>	On target but based on volumes going for treatment.
Janitors remit to include an element of cleaning	22	<b>0</b>	This saving is based on turnover between janitorial and cleaning staff and including cleaning in janitors' remit. Currently there are no leavers through VS so 2013/14 savings looks unachievable. Savings over 2 years.

<b>Table 1: Planned Budget Savings 2013-14</b>			
<b>Description of Saving</b>	<b>Saving 2013-14</b>	<b>Progress</b>	<b>Comment</b>
<b>Management Savings:</b>	<b>£ '000</b>	<b>£ '000</b>	
Schools PPP renegotiation of contract	75	0	£75K savings in 11/12. Total reduction of £150K April 2013. Negotiations are ongoing and offer from contractor being considered. There is no final agreement so no progress is shown.
Fair Rent Policy	15	0	Consistent market rent policy being applied in all lease renewals -additional income will be achieved through successful lease negotiations. This will be a year end report.
<b>Total Management Savings</b>	<b>412</b>	<b>210</b>	

<b>Table 1: Planned Budget Savings 2013-14</b>			
<b>Description of Saving</b>	<b>Saving 2013-14</b>	<b>Progress</b>	<b>Comment</b>
<b>Policy Savings:</b>	<b>£ '000</b>	<b>£ '000</b>	
Enforce householder recycling as in Zero Waste Strategy	45	10	Gathering data from food waste roll-out to target intervention at those not participating. Intervention protocol being developed in conjunction with neighbour Council and Zero Waste Scotland. This saving is on target to be achieved.
3 day clean (offices)	17	0	This will be phased in with move into Kilncraigs. This saving is dependent on staff leaving throughout year and not replacing. Not yet identified.
Reduction in Alloa Leisure Bowl contract	20	0	Under negotiation
Leisure charges review	95	0	Based on 2011/12 higher use of facilities. 2012/13 final attendances show a decrease so increase in prices may exacerbate issue. Work undergoing to review key facilities/pricing model and will monitor income.

<b>Table 1: Planned Budget Savings 2013-14</b>			
<b>Description of Saving</b>	<b>Saving 2013-14</b>	<b>Progress</b>	<b>Comment</b>
<b>Policy Savings:</b>	<b>£ '000</b>	<b>£ '000</b>	
Meals & Wheels stop delivery at weekends	24	0	Work commencing with Social Services to achieve the saving.
<b>Total Policy Savings</b>	<b>201</b>	<b>10</b>	

<b>TOTAL FACILITIES MANAGEMENT 2013-14</b>	<b>613</b>	<b>220</b>	
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## 6.0 Conclusions

- 6.1 This is the first financial monitoring report of 2013/14.
- 6.2 The budget monitoring approach is being designed to link with other reporting arrangements. The Service Committee financial reports will feed into the corporate financial reporting through the Resources and Audit Committee, and Council Budget Strategy updates.

## 7.0 Sustainability Implications

- 7.1 N/A.

## 8.0 Resource Implications

- 8.1 The financial implication are outlined within the report.

## 9.0 Exempt Reports

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

## 10.0 Declarations

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

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

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

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

**11.0 Equalities Impact**

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

**12.0 Legality**

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

**13.0 Appendices**

- 13.1. Appendix A Detailed Outturn Variance Analysis Revenue  
Appendix B Detailed Outturn Variance Analysis Capital - General Services  
Appendix C Detailed Outturn Variance Analysis Capital - HRA

**14.0 Background Papers**

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

Yes  (please list the documents below) No

Clackmannanshire Council General Services Revenue and Capital Budget 2013/14

Clackmannanshire Council: Budget Strategy Update 15 August 2013

**Author(s)**

<b>NAME</b>	<b>DESIGNATION</b>	<b>TEL NO / EXTENSION</b>
Stephen Crawford	Head of Service	2533

**Approved by**

<b>NAME</b>	<b>DESIGNATION</b>	<b>SIGNATURE</b>
Nikki Bridle	Director of Finance & Corporate Services	
Garry Dallas	Director Services to Communities	



**Facilities Management Budget v Outturn**

	Budget £'000	Outturn £'000	Variance £'000
<b>Facilities Management</b>	<b>24,300</b>	<b>24,389</b>	<b>89</b>
<b>Property Costs</b>			
Rates - empty relief for Marshall			(14)
Rates - 15A Mar Street			13
Rates - Kilncraigs additional cost			3
Other rates			1
<b>Total Property Costs</b>	<b>5,878</b>	<b>5,881</b>	<b>3</b>
<b>Asset Management</b>			
(review of fees and cross charging outstanding for Q1)			
Shortfall in fees due to increase in projects not chargeable to capital			45
Additional Quantity Surveyor			30
2 Temp Posts- moves to Kilncraigs and post to promote sale of buildings			30
Professional Fees - Valuations - no budget			4
Rental shortfalls - vacant properties and properties now used by internal council departments			25
<b>Total Asset Management</b>	<b>140</b>	<b>273</b>	<b>134</b>
<b>Total Property Maintenance Management</b>	<b>506</b>	<b>506</b>	<b>0</b>
<b>Total Schools PPP</b>	<b>7,423</b>	<b>7,423</b>	<b>0</b>
<b>Total Fleet Services</b>	<b>1,484</b>	<b>1,484</b>	<b>0</b>
<b>Total Catering Contract</b>	<b>847</b>	<b>847</b>	<b>0</b>
<b>Janitors</b>			
Agreed saving split over 2 years. Full saving will not be achieved until 14/15 due to little natural establishment change (yet) in cleaning / janitorial staff			22
<b>Total Janitors</b>	<b>356</b>	<b>379</b>	<b>22</b>
<b>Total Cleaning Contracts</b>	<b>939</b>	<b>939</b>	<b>0</b>
<b>Leisure Services</b>			
Price increases not yet implemented. Saving based on usage in 11/12 but final year figures in 12/13 and current year usage show reduction in numbers.			95
Saving from amendments to single status enhancements not approved by Council in budget			23
<b>Total Leisure Services</b>	<b>1,007</b>	<b>1,125</b>	<b>118</b>
<b>Total Public Conveniences</b>	<b>82</b>	<b>82</b>	<b>0</b>
<b>Total Security</b>	<b>28</b>	<b>28</b>	<b>0</b>
<b>Total Management Unit</b>	<b>402</b>	<b>402</b>	<b>0</b>
<b>Total Land Services &amp; Burial Grounds</b>	<b>1,197</b>	<b>1,197</b>	<b>0</b>
<b>Total Streetcare</b>	<b>648</b>	<b>648</b>	<b>0</b>
<b>Waste Management</b>			
Commercial Waste reduction in income			74
Reduction in tonnages to landfill			(266)
Liability for VAT Assessment underpayment			4
<b>Total Waste Management</b>	<b>3,364</b>	<b>3,176</b>	<b>(188)</b>
<b>FACILITIES MANAGEMENT TOTAL</b>	<b>24,300</b>	<b>24,389</b>	<b>89</b>
<b>Significant Trading Organisations (STO)</b>			
<b>Property Contracts</b>			
Full analysis of restructure and income to be completed	(900)	(900)	0
<b>TOTAL INCLUDING STO</b>	<b>23,400</b>	<b>23,489</b>	<b>89</b>

General Services Capital Programme Budget 2013/14		Annual Budget 2013/14	Expenditure to 30/06/13	Income to 30/06/13	Net Expenditure to 30/06/13 £	Projected Out-turn 31.03.14	Variance Budget v Projected	Comment
Service / Project Name								
<b>Property Asset Management Plan</b>								
3-12 School Development (Primary & Nursery) & School Fund & Additional 12-13 Funding		1,187,420	464,602	0	464,602	1,187,420	0	Significant summer programme has committed majority of budget. Expenditure through year programmed.
Forthbank Waste Recycling Project & Accommodation Rationalisation		0	(14,434)	0	(14,434)	3,000	3,000	Complete. Inadequate accrual - retention to be paid in 13/14
Alloa Town Centre Regeneration: Speirs Centre		2,685,650	184,303	(112,312)	71,991	2,685,650	0	Committed and on-site
Floodlighting - Lornshill Academy Athletics Track		0	0	(151,178)	(151,178)	0	0	Sports Scotland funding for floodlighting - extended process for agreeing terms nearing completion
Demolition Alva / Alloa Academy		0	11,128	0	11,128	11,128	11,128	Inadequate accrual - retention paid in 13/14
St. Johns / Claremont		3,374,770	5,225	0	5,225	3,374,770	0	Committed and on-site
St. Johns / Claremont - Redwell Pleasure Grounds (Sustrans match funding)		50,000	0	0	0	50,000	0	Scheduled for early 2014
Tillicoultry Asset Plan: Conversion of family centre to community hub		10,000	5,823	0	5,823	41,000	31,000	Complete. Inadequate accrual - retention to be paid in 13/14
Tillicoultry Asset Plan: Redevelop existing CAP/Library to housing		127,540	8,420	0	8,420	127,540	0	Tenders received
Property Asset Management Improvements		145,850	(2,409)	0	(2,409)	145,850	0	Committed and on-site at Kelliebank Depot
Property Asset Management Improvements - Kelliebank		400,000	13,151	0	13,151	400,000	0	Design agreed, planning and warrant in progress, PCU to deliver.
Village / Town Centre Initiative (Phase 1: Sauchie)		250,000	530	0	530	150,000	(100,000)	Proposal at consultation. Project will run into 14/15
Village and Small Towns Initiative Phase 2		250,000	0	0	0	0	(250,000)	Phase 2 to be identified will not commence until 14/15
School Building Alarm Systems		19,950	12,010	0	12,010	19,950	0	Retention
Demolition of Lornshill Academy & Construct Car Parking & Football Pitch & Running Track		82,990	0	0	0	82,990	0	Dispute to be resolved in year
CCTV		90,280	0	0	0	90,280	0	Very unlikely this will be spent 2013/14. Partnership resources concentrating on Remploy situation. Slow progress on camera assessment work which will eventually result in capital expenditure.
Kilncraigs 1936 BPRA Project		0	70,519	(97,342)	(26,823)	0	0	IT and furniture to be relocated to Kilncraigs IT / SFT
Photovoltaic Installations		861,830	8,986	0	8,986	500,000	(361,830)	Spend to save. Project completed with viable installations only. Project underspend.
Heritage Centre Improvements		755,000	138,268	0	138,268	500,000	(255,000)	Kilncraigs improvements completed / nearing completion. Tillicoultry Cemetery wall at tender. Further greenfield cemetery and wall improvements to be determined via CSGN funded masterplan in 2014/15.
Off the shelf purchase of temporary accommodation		2,820,750	302,058	0	302,058	2,300,000	(520,750)	Spend to save. 20 units purchased below budgeted average price. Target of 50 may be unachievable in year.
The Orchard Conversion		372,000	0	0	0	150,000	(222,000)	Spend to save. In design and programmed to be on-site late 2013. Subject to decanting tenants.
Demolition of Fairfield, Tillicoultry community centre, Claremont		320,000	0	0	0	200,000	(120,000)	Claremont demolition not until 14/15
		13,783,810	1,208,180	(360,832)	847,348	11,999,568	(1,784,252)	
<b>Land Asset Management Plan</b>								
Black Devon Landfill Gas Collection & Treatment Project		279,830	739	0	739	279,830	0	Committed and on site - complete December.
Keilarsbrae Skatepark		18,370	12,676	0	12,676	18,370	0	Complete. Retention.
Wheeled/Liter Bins / Strategic Waste Fund		64,270	0	0	0	64,270	0	
Streetscape Programme		125,000	0	0	0	125,000	0	Priorities being determined - full spend expected.
		487,470	13,416	0	13,416	487,470	0	
<b>Fleet Asset Management Plan</b>								
Vehicle Replacement Programme		1,518,860	39,246	0	39,246	1,518,860	0	Review of condition being undertaken but £392,000 vehicles currently on order.
Zero Waste Plan Vehicles		60,000	59,483	(59,483)	0	60,000	0	Delivered.
		1,578,860	98,729	(59,483)	39,246	1,578,860	0	
<b>TOTAL FACILITIES MANAGEMENT</b>		<b>15,850,140</b>	<b>1,320,324</b>	<b>(420,315)</b>	<b>900,010</b>	<b>14,065,885</b>	<b>(1,784,252)</b>	

Housing Capital Programme Budget 2013/14	Annual Budget 2013-14	Expenditure to 30/06/13	Income to 30/06/13	Net Expenditure to 30/06/13	Projected Outturn 31.03.14	Variance Budget v Projected	Comment
<b>SCOTTISH HOUSING QUALITY STANDARD</b>							
<b>TACKLING SERIOUS DISREPAIR</b>							
<b>PRIMARY BUILDING ELEMENTS</b>							
Structural Works	150,000	4,333	0	43,333	150,840	840	Contingency to cover asbestos testing and removal over programme
<b>SECONDARY BUILDING ELEMENTS</b>							
Damp/Rot	50,000	0	0	0	50,000	0	Contract currently being procured expected to spend
Roofs / Rainwater / External Walls	610,000	53,322	0	53,322	620,000	10,000	Budget committed and works currently on site .
Window & Doors	80,000	0	0	0	120,000	40,000	Projected costs £120k for door replacement works due to a further 24 doors being found following Council Stock Condition surveys in Westercroft Alva . Work on site being carried out via PCU trades .
ENERGY EFFICIENCY							
Full/Efficient Central Heating	928,000	242,341	0	242,341	953,517	25,517	Projects Outturn £950k. Work Committed
<b>MODERN FACILITIES &amp; SERVICES</b>							
Kitchen Renewal	50,000	53,586	0	53,586	100,000	50,000	Additional kitchens required for void properties. Projected Outturn £100k.
Bathrooms	3,387,204	586,860		586,860	3,402,864	15,660	Budget Committed - Works on site . Projected Outturn £3.4m
HEALTHY, SAFE & SECURE							
Safe Electrical Systems/CO Detectors	607,417	(33,792)		(33,792)	527,417	(80,000)	Underspend for Safe Electrical works projected at £80k
Communal Areas (Environmentals)	270,778	0	0	0	270,778	0	Work Committed and currently on site - Full spend expected .
<b>NON-SHS ELEMENTS</b>							
<b>PARTICULAR NEEDS HOUSING (CITC)</b>							
Conversions & Upgradings	1,295,800	15,619	0	15,619	1,000,000	(295,800)	Project Preparation underway for The Orchard Conversion
Disabled Adaptations	50,000	909	0	909	50,910	910	Projecting spend of £50k . Dependant on SW Referrals
Water Supply Pipe Replacement	5,000	250	0	250	5,250	250	Contingency for Lead water pipe removal
Feasibility Work	245,000	0	0	0	245,000	0	Priorities Identified - full spend expected
Council New Build Housing (Transforming Communities)	1,250,000	73,236	0	73,236	1,250,000	0	Hallpark Project Agreed - projected spend £1.9m
Other Costs	515,000	0	0	0	515,000	0	Head of Housing progressing project - may be saving
<b>TOTAL CAPITAL EXPENDITURE</b>	<b>9,494,199</b>	<b>890,020</b>	<b>0</b>	<b>890,020</b>	<b>9,261,576</b>	<b>(232,623)</b>	



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**Report to Enterprise and Environment Committee**

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**Date of Meeting: 05 September 2013**

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**Subject: Co-opted Members on the Enterprise and Environment Committee**

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

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**1.0 Purpose**

- 1.1. In June 2012 the Council decided that there would be four co-opted members on the Enterprise & Environment Committee. The two co-opted members appointed by Clackmannanshire Business have taken their places on the Committee. As previously determined by the Committee on 31 January 2013 the remaining two places were duly advertised in the local press and five responses were received. It now falls to the Committee to decide who should fill the two remaining places.

**2.0 Recommendations**

- 2.1. It is recommended that the Committee considers the expressions of interest received and appoints two persons to fill the remaining places for co-opted representatives on the Committee.

**3.0 Background**

- 3.1 On 1 June 2012, the report to Council on 'The Council's Decision Making Framework', stated that "The Administration wishes to reinforce the priority it affords to economic development (and associated issues such as unemployment), as well as developing a more effective approach to community engagement and consultation and it was agreed that four co-opted representatives be appointed on the Enterprise and Environment Committee, at least two of which should be nominated by Clackmannanshire Business, with the Committee itself determining the sectors or interests which should take up the other two places."
- 3.2 At its meeting on 31 January 2013 the Committee noted the appointment of Mike Mulraney and Malcolm McArdle nominated by Clackmannanshire Business and agreed the term, role and responsibilities of co-opted representatives as set out in paragraphs 4.2 and 4.3 of this Report. The Committee agreed that the two remaining representatives be selected through public advertisement. On 27 March 2013 an advertising feature was

placed in the Alloa Advertiser which generated responses from five interested parties.

#### **4.0 Considerations**

##### **4.1. Representation:**

Following the advertising feature in the Alloa Advertiser the following expressions of interest were received:-

##### Yvonne Boles

Ms Boles is the Conservation Officer - Central Scotland for RSPB Scotland covering Clackmannanshire, is a member of Clackmannanshire Biodiversity Partnership, and is a trustee of Clackmannanshire Heritage Trust. Her role as Conservation Officer involves promoting work that benefits the environment in Clackmannanshire, responding to Local Development Plans and planning applications affecting the environment and encouraging sustainable development.

##### Dick Clark

Mr Clark is a long term member of Clackmannanshire Biodiversity Partnership and the Clackmannanshire Access Forum, an original founder member of Clackmannanshire Tourism, and Chairman of The Clackmannan Society. He is also a member of Clackmannan Community Council

##### John Lamond

Mr Lamond is a trustee of Forth Environment Link working with schools communities and businesses in the Forth Valley area , Treasurer of Delph Pond Forum and an Area Committee Member of The Co-operative Group serving on their Scotland and Northern Ireland Values and Principles Committee.

##### Robert Marshall

Mr Marshall is the Company Chairman of Marshall Construction Limited, a major employer within Clackmannanshire carrying out substantial building and civil engineering construction works throughout the country.

##### Graham C Struthers

Mr Struthers is the Chairman of Forth Valley Branch of the Federation of Small Businesses with over 850 members which has a key role in the debate on sustainability of our high streets and town centres and encouraging more local shopping as a better option to travel to out-of-town retail parks. The Federation' s work on local procurement involves an understanding of issues surrounding the reduction of environmental costs associated with transporting supplies over many miles from supplier to end user.

#### 4.2. Term of appointment

As previously determined by the Committee, co-opted representatives are appointed for a term of two years, but allowing for re-appointment following expiry of the two year term should that be considered desirable.

#### 4.3. Roles and responsibilities

4.3.1 Co-opted Representatives have a similar role to elected members in respect that they may participate in the debate and discussion on issues coming before the Committee and question officers on such issues. In that regard when they are taking part in the Committee discussion, they are subject to the same rules regulating debate and the codes of conduct as apply to elected members.

4.3.2 Unlike elected members, however, co-opted representatives may not move or second a motion or amendment and may not vote on any matter, either substantive or procedural, coming before the Committee. Additionally, co-opted representatives may not nominate substitutes.

4.3.3 Co-opted representatives do not have automatic entitlement to receive reports or other papers which contain either Exempt Information or Confidential Information. Whilst there is no discretion in relation to Confidential Information, the Committee can agree to allow them papers containing Exempt Information. Any decision on Exempt Information is likely to depend on the nature and content of that information and will therefore have to be taken on an ad hoc basis. The Committee has agreed any initial decision on this should be taken by the Service Director in consultation with the Convener of the Committee and the Governance Manager.

### 5.0 **Sustainability Implications**

5.1 There are no substantive sustainability implications arising from this report.

### 6.0 **Resource Implications**

#### 6.1 *Financial/ Staffing*

6.2. There are no financial or staffing implications arising from this report.

### 7.0 **Exempt Reports**

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

### 8.0 **Declarations**

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

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

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

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

**Decision Making Framework**

**9.0 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

**10.0 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

**11.0 Appendices**

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

**12.0 Background Papers**

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

**Council report of 1 June 2012 'The Council's Decision Making Framework.**

**Council report of 31 January 2013 'Co-opted Representatives on the Enterprise and Environment Committee**

**Author(s)**

<b>NAME</b>	<b>DESIGNATION</b>	<b>TEL NO / EXTENSION</b>
Garry Dallas	Director of Services to Communities	2531

**Approved by**

<b>NAME</b>	<b>DESIGNATION</b>	<b>SIGNATURE</b>
Garry Dallas	Director of Services to Communities	
Elaine McPherson	Chief Executive	

