



**Clackmannanshire  
Council**

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Comhairle Siorrachd  
Chlach Mhanann

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

# Place Committee

**Thursday 18 March 2021 at 9.30 am**

**The meeting will be held by  
video conference (MS Teams)**

Date	Time
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## **Place Committee**

The remit of the Place Committee is:

- (1) To determine policies for the environment, development and facilities and assets
- (2) To set standards for service delivery in the above mentioned areas
- (3) To secure best value in the provision of these services
- (4) To monitor performance in the delivery of services including consideration of:
  - quarterly service performance reports
  - inspection or other similar reports
  - financial performance
- (5) To keep under review the impact of the Committee's policies on Clackmannanshire
- (6) To take decisions on applications for Community Asset Transfer.

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

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

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**10 March 2021**

**A MEETING of the PLACE COMMITTEE will be held Via MS Teams, on THURSDAY 18 MARCH 2021 at 9.30 AM.**



**Pete Leonard  
Strategic Director (Place)**

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

	<b>Page no.</b>
1. Apologies	--
2. Declaration of Interests Members should declare any financial or non-financial interests they have in any item on this agenda, identifying the relevant agenda item and the nature of their interest 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 5 November 2020 (Copy herewith)	05
4. Financial Performance 2020-21 – December Outturn – report by the Chief Finance Officer (Copy herewith)	09
5. Westhaugh Travelling Persons Site – Engagement Update – report by the Strategic Director (Place) (Copy herewith)	27

## Place Committee – Committee Members (Membership 8 - Quorum 4)

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### Councillors

### Wards

Councillor	Craig Holden (Convenor)	4	Clackmannanshire South	SNP
Councillor	Jane McTaggart (Vice Convenor)	3	Clackmannanshire Central	SNP
Councillor	Darren Lee	1	Clackmannanshire West	CONS
Councillor	Tina Murphy	1	Clackmannanshire West	SNP
Councillor	Donald Balsillie	2	Clackmannanshire North	SNP
Councillor	Martha Benny	2	Clackmannanshire North	CONS
Councillor	Derek Stewart	3	Clackmannanshire Central	LAB
Councillor	Kenneth Earle	4	Clackmannanshire South	LAB



**MINUTES OF MEETING of the PLACE COMMITTEE held Via MS TEAMS on THURSDAY  
5 NOVEMBER 2020 at 9.30 am.**

**PRESENT**

Councillor Craig Holden (Convenor)  
Councillor Jane McTaggart  
Councillor Donald Balsillie  
Councillor Martha Benny  
Councillor Dave Clark (S)  
Councillor Kenneth Earle

**IN ATTENDANCE**

Pete Leonard, Strategic Director, Place  
Murray Sharp, Senior Manager, Housing  
Andrew Buchanan, Team Leader Business Improvement  
Kate Fleming, Senior Housing Strategy Officer  
Lee Robertson, Solicitor (Clerk to the Committee)  
Melanie Moore, Committee Services

**PLC(20)09 APOLOGIES**

Apologies were received from Councillor Tina Murphy and Councillor Derek Stewart.  
Councillor Dave Clark attended committee as a substitute for Councillor Stewart.

**PLC(20)10 DECLARATIONS OF INTEREST**

None.

**PLC(20)11 MINUTE OF PLACE COMMITTEE HELD ON 23 JANUARY 2020**

The minute of the meeting of the Place Committee held on Thursday 23 January 2020 were submitted for approval.

**Decision**

The Minutes of the meeting of the Place Committee held on Thursday 23 January 2020 were agreed as a correct record and agreed by the Committee.

**PLC(20)12 STRATEGIC HOUSING INVESTMENT PLAN 2021-2026**

The report, submitted by the Strategic Director (Place) sought approval for the Strategic Housing Investment Plan (SHIP). The SHIP sets out the operational framework for affordable housing development in Clackmannanshire over the next 5 years, establishing the investment priorities.

**Motion**

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

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

### **Decision**

The Committee agreed to:

1. Approves the Strategic Housing Investment Plan for 20221-2026, including the summary 5 year programme of housing sites, detailed in Appendices 1 and 2:
2. Agrees, subject to Council approval, the disposal of HRA land at Stoneyacre (Site 3, Appendix 4) and General Fund land at Park Street (Site 4, Appendix 4), Tillicoultry at a value agreed with the District Valuer, to Kingdom Housing Association for the development of affordable housing;
3. Agrees, subject to Council approval that Clackmannanshire Council as a member of the Limited Liability (LLP) for NHT properties in Coalsnaughton will seek the agreement of the LLP to sell up to 42 mid market rent NHT properties in Coalsnaughton to Kingdom Housing;
4. Notes the service is preparing a business case for Council new build project on Lochies Road, Clackmannan;
5. Notes that recommendations 2.1.2 and 2.1.3 will be referred to Council for approval at its meeting in December 2020.

### **Action**

Strategic Director (Place)

## **PLC(20)13 SCOTTISH HOUSING REGULATOR ANNUAL ASSURANCE STATEMENT**

The report, submitted by the Strategic Director (Place), sought committee approval for submission of Clackmannanshire Annual Assurance Statement to the Scottish Housing Regulator (SHR) by the deadline of 31<sup>st</sup> December 2020.

### **Motion**

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

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

### **Decision**

The Committee agreed to approve the 2020/21 submission of the Annual Assurance Statement to the Scottish Housing Regulator, noting the relevant changes to the regulatory framework for social housing in Scotland and the impact of Covid-19 on our ability to implement the improvement actions required to be undertaken.

### **Action**

Strategic Director (Place)

## **PLC(20)14 SCOTTISH HOUSING REGULATOR ANNUAL RETURN OF THE CHARTER (ARC)**

The report, submitted by the Strategic Director (Place), asked Committee to note the Council's annual submission of the Scottish Housing Regulator's Annual Return of Charter (ARC).

**Motion**

That Committee agrees the recommendation set out in the report.

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

**Decision**

The Committee agreed to note the 2019/20 submission of the Annual Return of the Charter sent to the Scottish Housing Regulator on 30<sup>th</sup> July 2020, noting the relevant performance results and measures for scrutiny purposes.

Ends 959 hours





**Report to: Place Committee**

**Date of Meeting: 18 March 2021**

**Subject: Financial Performance 2020/21 – December Outturn**

**Report by: Chief Finance Officer**

**1.0 Purpose**

1.1. This paper provides an update on the financial performance for the Place Division of the Council in respect of revenue spend for General Fund and revenue and capital spend for Housing Revenue Account (HRA) for the current financial year 2020/21. This is based on forecast information at December 2020. General Fund Capital expenditure will be reported to the Audit Committee on 29 April 2021 as part of the overall Council’s financial performance report.

**2.0 Recommendations**

- 2.1. The Committee is asked to note this report, commenting and challenging as appropriate on:
- the forecast General Fund revenue underspend relating to the Place Division for the year of £(0.254)m;
  - the Housing Revenue Account revenue underspend of £(1.310)m;
  - the Housing Revenue Account Capital underspend of £(4.377)m of which £2.410m is requested to be carried forward to 2021/22, and
  - the forecasted delivery of planned savings in the year of 86.5%.

**3.0 Background**

3.1. The following portfolios are within the remit of the Place Division:

**Table1**

<b>PLACE</b>
<b>DEVELOPMENT</b>
<b>PROPERTY</b>
<b>HOUSING</b>
<b>ENVIRONMENT</b>

*Source: Organisational Redesign: Update June 2019*

#### **4.0 General Fund Revenue**

- 4.1. Overall the Division's net service expenditure is forecasting an underspend of £(0.254)m for the year ended 31 March 2021.
- 4.2. **Appendix 1** provides an overview of the financial outturn position within each Service Expenditure area.
- 4.3 **Appendix 2** sets out the main variances and movement since the last outturn reported to Audit Committee on 4 February 2021.

#### **5.0 2020/21 Savings Progress**

- 5.1 The 2020/21 budget incorporated approved savings of £3.343m. Of this total £1.187m is attributable to the Place Division.
- 5.2 Based on analysis to date, savings of £1.027m 86.5% are forecast to be achieved with £0.160m being forecast as at risk or unachievable in 2020/21.
- 5.3 **Appendix 3** provides details of budgeted 2020/21 savings progress and shows further detail of the savings that have been identified as either Amber or Red. These mainly relate to the timing of savings realisation or as an impact of Covid 19. Services supported by the accountancy team are working to achieve the approved savings or identify compensatory savings by the end of the financial year.

#### **6.0 Housing Revenue Account**

- 6.1 **Appendix 4** provides an overview of the financial outturn position for the HRA for this year in accordance with its Business Plan. It is forecast that the Service will achieve a surplus in the year of £(6.483)m which is £(1.310)m in excess of the budgeted surplus.
- 6.2 **Appendix 5** sets out the main variances and movement since the last outturn reported to Audit Committee on 4 February 2021.

#### **7.0 Housing Revenue Account Capital**

- 7.1 The current net HRA Capital Budget is £8.665m inclusive of carry forward from 2019/20.
- 7.2 The HRA Capital Programme is forecast to underspend by £(4.377)m this is a movement of £(2.122)m since last reported to Audit Committee on 4 February 2021.
- 7.3 The programme has been severely impacted with the recent Covid 19 restrictions that are in place. This has resulted in the requirement to carry forward the underspend in some of the projects. The main areas of underspend and programme updates are noted below;

Roof and Render underspend £(0.110)m – programme halted as next planned area would pose considerable difficulties in operating safely.

Alva Weir Multicon underspend £(0.650)m – Contractor completed two pilot homes, council agreed investment in remaining homes in December 2020. Work will be scheduled as soon as current lockdown rules allow.

Window Replacement underspend £(0.460)m - the Contractor has furloughed the staff and is now off site.

Fencing and gates – Contractor off site at present.

Kitchen Replacement Programme underspend £(0.925)m – The main replacement programme was suspended due to difficulties of Covid restrictions, kitchens being replaced at VOID period only.

Asbestos Removal Works underspend £(0.195)m – The reduced amount of Electrical testing being undertaken this year will impact the ability to spend this budget.

Door entry systems underspend £(0.190)m – the current restrictions has impacted on those tendering for the next phase of work.

Travelling person site underspend £(0.240)m – initial scoping and liaison with tenants has started. New construction will not take place until this completed which will be in 2021-22

Off the Shelf Purchase underspend £(0.425)m – Due to current market conditions and availability of suitable properties, this budget will not be fully spent.

MCB Tenant Community Improvement Fund underspend £(0.080)m – Internal capacity due to Covid restrictions has delayed investment. Housing Officers are continuing to engage with residents on area improvements going forward.

Demolitions underspend £(0.147)m – This project is on hold due to current conditions.

Aids & Adaptations £(0.080) – There is a backlog of work with this project, therefore the budget will not be fully spent. This work is difficult to carry out due to the Covid 19 risk to the tradespeople.

Safe Electrical Systems underspend £(0.500)m – Contractor now off site. We are using our own resources to upgrade voids. Compliance with EEESH remains a priority,

7.4 **Appendix 6** provides details of the HRA capital programme for the current year along with those projects which require a carry forward of budget.

## 8.0 Conclusions

8.1 The Place Division revenue spend is anticipating an underspend of £(0.254)mm.

- 8.2 Of the associated approved savings of £1.187m, £1.027m (86.5%) is forecast to be achieved by the end of the financial year.
- 8.3 The HRA Revenue Account is anticipating an underspend of £(1.310)m.
- 8.4 The HRA Capital Programme a forecast underspend of £(4.377)m of which £2.410m is requested to be carried forward to 2021/22.

**9.0 Sustainability Implications**

- 9.1 None

**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

**11.0 Exempt Reports**

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

**12.0 Declarations**

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

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

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

### 13.0 Equalities Impact

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

Yes  No

### 14.0 Legality

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

### 15.0 Appendices

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

Appendix 1- Financial outturn position at December 2020

Appendix 2- Variance and variance movement at December 2020

Appendix 3- Place 2020/21 Savings progress at December 2020

Appendix 4- HRA Revenue forecast at December 2020

Appendix 5- HRA variances and movement at December 2020

Appendix 6- HRA Capital Forecast at December 2020

### 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  (please list the documents below) No

#### Author(s)

NAME	DESIGNATION	TEL NO / EXTENSION
Elizabeth Hutcheon	Management Accountancy Team Leader	Ext 6214

#### Approved by

NAME	DESIGNATION	SIGNATURE
Lindsay Sim	Chief Finance Officer	
Pete Leonard	Strategic Director (Place)	



	<i>Annual Budget 2020/21 £'000</i>	<i>Forecast to March 2021 £'000</i>	<i>Variance Forecast to Budget £'000</i>
Strategy & Customer Services	67	66	(1)
Executive Team	194	175	(20)
Development & Environmental	13,771	13,943	172
Housing & Community Safety	4,335	3,929	(406)
<b>Division Expenditure</b>	<b>18,367</b>	<b>18,113</b>	<b>(254)</b>
<b>Summarised by Subjective Analysis</b>			
Employee Related Expenditure	11,263	11,091	(172)
Premises Related Expenditure	7,545	7,411	(134)
Transport Related Expenditure	1,133	1,046	(87)
Supplies and Services	2,699	2,499	(199)
Third Party Payments	5,114	4,863	(251)
Income	(9,386)	(8,798)	588
	<b>18,367</b>	<b>18,113</b>	<b>(254)</b>

Place	Annual Budget 2020/21	Forecast to March 2021	Variance Forecast to Budget at December	Variance due to Covid	Variance due to Non Covid	Variance Forecast to Budget at October	Variance movement October to December	Narrative
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	
Strategy & Customer Services	67	66	(1)	0	0	(1)	0	Reception staffing
Executive Team	194	175	(19)	0	(20)	(21)	2	Underspend due to recharge to HRA for Strategic Director offset by APSE subscriptions.
								<p><b>Building Operations:</b> Forecast to overspend by £0.060m, a movement of £(0.020)m. This is due to increased energy usage as a result of <b>Covid-19</b> regulations. As this is less than originally forecast there is a downward movement of £(0.020)m as the forecast has reduced..</p> <p><b>Catering:</b> Forecast to overspend by £0.142m, a movement of £(0.120)m there is a significant reduction in school meal income of £0.650m due to <b>Covid-19</b>. This is partially offset by an underspend in food costs of £(0.486)m, movement of £(0.120)m due to a revision of outstanding PO's.</p> <p>Staffing is forecast to underspend by £(0.024). There are various small overspends totalling £0.002m.</p> <p><b>Regulatory:</b> Forecast to overspend by £0.005m, movement of £(0.016)m. This is due to lower income, £0.020m from rental of park space as a result of <b>Covid-19</b>. This is offset by a reduction and movement in countryside rangers costs of £(0.15)m due to work on Tilly Glen and Sterling Mills being re-profiled to next year.</p> <p><b>Waste Management:</b> Forecast to underspend by £(0.136)m, a movement of £(0.033)m. £(0.110)m underspend, movement of £(0.020)m in Waste Treatment. Movement due to reduction in landfill and composting. £(0.023)m underspend, movement of £(0.003)m in advertising. £(0.013) increase and movement in bulky uplifts. £(0.023)m underspend in waste admin salaries. £(0.054)m underspend, movement of £(0.020)m in contractors, £(0.066)m additional income from garden permits. £0.070m overspend for operations at Polmaise transfer loading station. £0.026m overspend on 18/19 unachieved saving on recycling centre opening hours and a £0.063m overspend, movement of £0.240m due to reduction in commercial refuse income as a result of <b>Covid-19</b>. £(0.006)m various small underspends, movement of £(0.001)m.</p> <p><b>Streetcare:</b> Forecast to overspend by £0.037m, a movement of £0.001m. £0.040m overspends on overtime due to an unrealised saving in 18/19, £(0.003)m underspend and £0.001m movement due to small overspends.</p>



Place	Annual Budget 2020/21	Forecast to March 2021	Variance Forecast to Budget at December	Variance due to Covid	Variance due to Non Covid	Variance Forecast to Budget at October	Variance movement October to December	Narrative
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	
Development & Environmental	13,771	13,943	172	729	(557)	598	(426)	<p><b>Fleet:</b> Forecast to underspend by £(0.104)m, a movement £(0.072)m. £(0.050)m decrease, movement of £(0.030)m in diesel due to the use of electric vehicles, £(0.035)m decrease in materials spend, movement £(0.015)m due to repairing rather than replacing, £(0.014)m saving in replacement of tyres, movement of £(0.005)m. £(0.029)m underspend and £(0.004)m movement on staffing. £(0.019)m decrease and movement on external maintenance spend due to efficiencies in working practices. These underspends are partially offset by a £0.043m reduction, movement of £0.001m in internal income due to <b>Covid-19</b>.</p> <p><b>Grounds Maintenance:</b> Forecast to underspend of £(0.038)m, a movement of £0.012m. The underspend is due to staffing, offset by an overspend and movement in income of £0.012m, due to a reduction in burial income.</p> <p><b>Facilities:</b> Forecast to overspend by £0.070m, a movement of £(0.093)m. Underspend and movement is due to staffing. £0.045m of this overspend is due to <b>Covid-19</b>.</p> <p><b>Roads:</b> Forecast to underspend by £(0.049)m, a movement of £(0.047)m. £(0.0106)m underspend, movement of £(0.010) in patching, footways and drainage, due to due to prioritisation on the capital programme. £(0.063)m underspend, movement of £(0.035) in winter maintenance due to a milder winter than expected. £(0.026)m underspend and movement in bridges as a result of re-profiling of work. Underspend of £(0.025)m , movement of £(0.033)m in street lighting, due to less maintenance work being carried out. £0.170m overspend, movement of £0.057m from decreased income as a result of <b>Covid-19</b>.</p> <p><b>HoS:</b> Forecast to underspend by £(0.002)m, movement of £(0.03)m, due to various small movements.</p> <p><b>Development Services:</b> Forecast to overspend by £0.187m, a movement of £(0.035)m. £0.190m, due to a 40% reduction of income in Building Standards and Planning as a result of restrictions on construction and movement of £(0.010)m due to <b>Covid-19</b> and a £0.100m, unachieved saving on the Police Scotland collaboration that hasn't been finalised to date. There is a £(0.071)m underspend, movement of £(0.031m) on staffing due to vacancy management. The acting up impact of this is visible in facilities as an overspend. (0.032)m underspend, movement of £(0.004)m as a result of various small underspends.</p>

Place Directorate  
Variances at 31st December 2020

Appendix 2

Place	Annual Budget 2020/21	Forecast to March 2021	Variance Forecast to Budget at December	Variance due to Covid	Variance due to Non Covid	Variance Forecast to Budget at October	Variance movement October to December	Narrative
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	
Housing & Community Safety	4,335	3,929	(406)	(246)	(160)	(272)	(134)	<p><b>Building Operations:</b> Forecast to underspend by £(0.140)m, a movement of £(0.273)m since last reported. There is a decrease of £(0.200)m in repairs carried out to public buildings by HRA staff as restrictions continue on operating. There has also been a reduction of £(0.073)m in Rates as empty relief and revaluations have been applied. The staffing underspend is now £(0.192)m an increase of £(0.014)m due to leavers which results in the shortage of Capital income of £0.250m. The impact of covid restrictions on the work that is able to be carried out now equates to an underspend of £(0.206)m in this area.</p> <p><b>Homelessness:</b> Forecast to underspend by £(0.176)m, a movement of £0.141m from October. Income from housing benefit expected to be £(0.124)m more than budget a movement of £0.233m as numbers decrease. It is unfortunate that the achievement of the budget is based on high numbers being in homeless accommodation. Forecasted savings of £(0.052)m in staffing and premises costs contribute to the underspend. This has improved by £(0.092)m from previous as the expenditure on furniture and storage along with bed &amp; breakfast reductions help offset the loss of income.</p> <p><b>Housing :</b> External grant funding and income from Coalsnaughton NHT for management &amp; maintenance services is being received. Based on current staff there is a underspend of £(0.090)m. This is a movement of £(0.001)m.</p>
<b>Directorate Total</b>	<b>18,367</b>	<b>18,113</b>	<b>(254)</b>	<b>483</b>	<b>(737)</b>	<b>303</b>	<b>(558)</b>	

Management Efficiencies

Service Reference	Division	Description of Saving	General ledger code	2020/21 £	Achieved/Likely to be achieved £	Amber £	Red £	Unachieved due to Covid £	Service updates
PLBS1	Place	Increase in Building Standards Income		20,000			20,000	20,000	Income expected to be 40% down
PLBO1	Place	Increase in Building Standards Income - CASH		20,000			20,000	20,000	Income expected to be 40% down
PLPS1	Place	Glentanna Mill Rates		21,355	21,355			0	Saving achieved
PLHMH1	Place	Janitorial costs of former St. Mungo's Primary School		15,473	15,473			0	Saving achieved
PLHMH1	Place	Homelessness - reduce current budget provision CASH		300,000	300,000			0	Saving achieved
PLHMH1	Place	Homelessness - reduce current budget provision		372,000	372,000			0	Saving achieved
PLFA2	Place	Align overtime budget in the janitorial property overtime budget with actual		8,000	8,000			0	Saving achieved
PLGM2	Place	Grounds Maintenance Income		50,000	50,000			0	Saving achieved
PLGM2	Place	Grounds Maintenance Income - CASH		26,000	26,000			0	Saving achieved
PLHSG1	Place	Income generation		41,289	41,289			0	Saving achieved
<b>Total</b>		<b>Management Efficiencies</b>		<b>874,117</b>	<b>834,117</b>	<b>0</b>	<b>40,000</b>	<b>40,000</b>	

Policy

Service Reference	Division	Description of Saving	General ledger code	2020/21 £	Achieved/Likely to be achieved £	Amber £	Red £	Unachieved due to Covid £	Service updates
PLDE6	Place	Roads Contract Unit Commercialisation		70,000			70,000	70,000	Unlikely to be achieved due to Covid. Will be reviewed, if restrictions lifted then a revised target will be required and may be achieved.
PLIM1	Place	Removal of operating budget for Menstrie Castle		2,260	2,260			-	Saving achieved
PLGROUNDS1	Place	Community Participation in the Provision of Annual Bedding Schemes		8,000	8,000			-	Saving achieved
<b>Total</b>		<b>Policy</b>		<b>80,260</b>	<b>10,260</b>	<b>0</b>	<b>70,000</b>	<b>70,000</b>	

Prior Years

Service Reference	Division	Description of Saving	General ledger code	2020/21 £	Achieved/Likely to be achieved £	Amber £	Red £	Unachieved due to Covid £	Service updates
DECA02	Place	D&E Budget Alignment - Cash Saving		60,399	60,399			-	Saving achieved
PLC POL 009	Place	Leave partnership with Stirling & Falkirk Councils for provision of stray dog kennelling facilities and reprovide		14,000	14,000			-	Saving achieved
PLC POL 018	Place	Garden Waste: Introducing a permit scheme for collection of household garden waste.		108,333	108,333			-	Saving achieved
PLC POL 023	Place	Service charge for cost sharing agreement for part of Kinbraigs		50,000			50,000	50,000	Shared occupation delayed due to Covid
<b>Total</b>		<b>Prior Years</b>		<b>232,732</b>	<b>182,732</b>	<b>0</b>	<b>50,000</b>	<b>50,000</b>	

Summary By Type	2020/21 £	Achieved/Likely to be achieved £	Amber £	Red £	Unachieved due to Covid £
Management Efficiencies	874,117	834,117	0	40,000	40,000
Policy	80,260	10,260	0	70,000	70,000
Prior Years	232,732	182,732	0	50,000	50,000
<b>Total Division</b>	<b>1,187,109</b>	<b>1,027,109</b>	<b>0</b>	<b>160,000</b>	<b>160,000</b>

check

Description	Annual Budget for	Annual Forecast	Variance Forecast v
	2020/21	for 2020-21	Budget
	£'000	£'000	£'000
Chief Officers Gross Salaries	23,968	23,968	0
Chief Officers Employers Superann	5,273	5,393	120
Chief Officers Employers NIC	2,996	3,001	5
Single Status Gross Salaries	5,748,761	5,113,818	(634,943)
Single Status Employers Superann	1,299,170	1,092,687	(206,483)
Single Status Employers NIC	543,758	536,112	(7,646)
Single Status Overtime	260,000	389,414	129,414
Single Status Sick Pay	0	32,978	32,978
Long Service Awards	2,350	2,350	0
Childcare Vouchers Admin Costs	2,160	110	(2,050)
Employee Management Costs	3,000	3,000	0
Staff Training	88,000	39,750	(48,250)
<b>Employee Related Expenditure Total</b>	<b>7,979,436</b>	<b>7,242,581</b>	<b>(736,855)</b>
<b>Premises Related Expenditure</b>			
Annual Maintenance External Providers	300,000	300,000	0
Cleaning & Hygiene Materials	1,500	14,000	12,500
Gas	6,000	10,000	4,000
Electricity	20,000	20,400	400
Void Rent Loss	450,000	432,000	(18,000)
Non Domestic Rates	3,000	16,766	13,766
Council Tax	10,000	17,120	7,120
Property Insurance	203,000	183,654	(19,346)
Bad Debt Provision	400,000	515,000	115,000
Building Costs - Recharges Internal	103,000	103,000	(0)
Land Services - Internal Recharges	50,000	30,000	(20,000)
<b>Premises Related Expenditure Total</b>	<b>1,546,500</b>	<b>1,641,940</b>	<b>95,440</b>
<b>Transport Related Expenditure</b>			
Short Term Vehicle Hire	4,000	1,500	(2,500)
Staff Travel Mileage Expenses	23,500	5,601	(17,899)
Vehicles - Maintenance Recharges	345,000	315,900	(29,100)
<b>Transport Related Expenditure Total</b>	<b>372,500</b>	<b>323,001</b>	<b>(49,499)</b>
<b>Supplies and Services</b>			
Purchase Of Equipment	23,070	21,600	(1,470)
Purchase Of Furniture	500	21,000	20,500
Storage & Removal Charges	2,000	0	(2,000)
Materials (issued from Stock)	830,000	650,500	(179,500)
Materials - Direct purchases from suppliers	750,000	359,578	(390,422)
General Consumables (small items)	35,500	35,500	0
Equipment Maintenance	10,000	25,000	15,000
Equipment Rental/Leasing	20,000	20,000	(0)
Scaffold Hire	50,000	50,000	0
Medical Supplies	1,100	100	(1,000)
Hospitality	100	0	(100)
Uniforms & Clothing	6,280	1,400	(4,880)
Office Equipment - Purchases	3,650	1,979	(1,671)
Printing & Photocopying	7,800	4,750	(3,050)
Stationery	6,260	8,310	2,050
Publications	500	0	(500)
Insurance	32,120	33,303	1,183

Description	Annual Budget for	Annual Forecast	Variance Forecast v
	2020/21	for 2020-21	Budget
	£'000	£'000	£'000
Professional Fees	52,150	20,350	(31,800)
Performing Rights	300	0	(300)
Postages	8,000	3,700	(4,300)
Legal Expenses	32,000	5,869	(26,131)
Subscriptions	20,600	13,129	(7,471)
Telephones	150	150	0
Mobile Telephones	33,810	21,020	(12,790)
Computer Hardware Purchase	53,400	5,166	(48,234)
Computer Software Purchase	150,000	60,400	(89,600)
Computer Software Maint.	32,000	80,500	48,500
<b>Supplies and Services Total</b>	<b>2,161,290</b>	<b>1,443,304</b>	<b>(717,986)</b>
<b>Third Party Payments</b>			
Other Council Accounts	552,620	523,700	(28,920)
Voluntary Organisations Payment	67,730	29,400	(38,330)
Payments To Contractors	98,200	31,200	(67,000)
Payment To Subcontractor	525,000	500,000	(25,000)
Payments To Individuals	0	60,000	60,000
<b>Third Party Payments Total</b>	<b>1,243,550</b>	<b>1,144,300</b>	<b>(99,250)</b>
<b>Support Services</b>			
Central Support Allocation	1,204,000	1,204,000	0
<b>Support Services Total</b>	<b>1,204,000</b>	<b>1,204,000</b>	<b>0</b>
<b>Capital Financing Costs</b>			
Loans Fund Interest	1,196,050	1,154,614	(41,436)
Debt Management Expenses	23,370	22,263	(1,107)
Principal Repayments	768,410	596,410	(172,000)
<b>Capital Financing Costs Total</b>	<b>1,987,830</b>	<b>1,773,287</b>	<b>(214,542)</b>
<b>Total Gross Expenditure</b>	<b>16,495,106</b>	<b>14,772,413</b>	<b>(1,722,693)</b>
<b>Income</b>			
Charges for Services Standard VAT	(61,400)	(7,000)	54,400
Other Income	(5,740)	(27,317)	(21,577)
Housing Rents	(19,840,760)	(19,845,750)	(4,990)
General Rents	(62,350)	(80,950)	(18,600)
Interest(Revenue Balance)	(47,580)	(7,000)	40,580
Internal Trading Contract	(1,650,000)	(1,287,000)	363,000
<b>Income Total</b>	<b>(21,667,830)</b>	<b>(21,255,017)</b>	<b>412,813</b>
<b>Net Expenditure</b>	<b>(5,172,724)</b>	<b>(6,482,604)</b>	<b>(1,309,880)</b>

Place Directorate  
HRA Variances and movement at 31 December 2020

Appendix 5

Housing Revenue Account	Annual Budget 2020/21 £'000	Forecast to March 20210 £'000	Variance Forecast to Budget at December £'000	Variance due to Covid £'000	Variance due to Non Covid £'000	Variance Forecast to Budget at October £'000	Variance movement October to December £'000	Narrative
Employee expenditure	7,979	7,243	(736)	(506)	(230)	(722)	(14)	The delay in appointing to vacancies along with some recent leavers has seen an increase in the forecasted underspend. Reduced expenditure on staff training is expected to continue. The service continues to support the Councils response to Covid_19 with no allowance yet made for the expenditure associated to this.
Premises expenditure	1,547	1,642	96	(15)	111	91	5	Bad debt provision forecast to be overspent based on last year's actual and this years circumstances. The current level of void houses has decreased the forecast this month. Cleaning & Hygiene materials continues to rise and utilities costs have increased following resolution of a dispute.
Transport expenditure	373	323	(50)	(50)	1	(51)	2	Continuing to forecast an underspend with latest information from Fleet. Small increase in short term hire costs.
Supplies and Services	2,161	1,443	(718)	(717)	(1)	(712)	(6)	The service continues to work towards the upgrading of the IT system to enable the staff to have a service fit for purpose that will enable remote working to be facilitated. This process has been delayed and the forecast has been reduced by £(0.090)m to reflect this. A review of the current level of expenditure on stock and direct materials has resulted in an offset by increasing this by £0.086m. The continued delay in court cases has again resulted in a decrease in the legal expenses costs.
Third Party Payments	1,244	1,144	(100)	(58)	(42)	(145)	45	The reliance on sub contractors is now only £(0.025)m less than budget an increase of £0.075m as the specialist work at The Orchard renovation are accounted for. Tenant participation work still remains slow in progress due to Covid_19. With the Business Plan review delay saving £(0.023)m and other council accounts charges also reducing by £(0.007)m with less vans on the road
Support services	1,204	1,204	0	0	0	0	0	
Capital financing costs	1,988	1,773	(215)	0	(215)	(215)	0	Reduced interest costs as borrowing significantly less than originally anticipated.
<b>Total Gross Expenditure</b>	<b>16,495</b>	<b>14,772</b>	<b>(1,723)</b>	<b>(1,346)</b>	<b>(377)</b>	<b>(1,754)</b>	<b>31</b>	
Income	(21,668)	(21,255)	413	417	(4)	239	174	The Service is still unable to carry out the replacement kitchen programme and continuing restrictions on the Capital programme has impacted on the income charge to Capital. Work has been carried out on the Learning Estate in Tullibody, but not as much as originally forecast in October. The impact of which is to reduce the income by £0.174m.
<b>Total Net Expenditure</b>	<b>(5,173)</b>	<b>(6,483)</b>	<b>(1,310)</b>	<b>(929)</b>	<b>(381)</b>	<b>(1,515)</b>	<b>205</b>	

Housing Capital Programme 2020-21 Period to December 2020	Project Code	20-21 Net Budget	Net Expenditure to 31/12/20	Forecast as at 31/12/20	Forecast to Budget Variance	October Forecast	Movement from October Forecast	Comment	C/F to 2021-22
<b>SCOTTISH HOUSING QUALITY STANDARD</b>									
<b>TACKLING SERIOUS DISREPAIR PRIMARY BUILDING ELEMENTS</b>									
<b>Structural Works</b>									
Structural Upgrades	10192	170,000	2,910	10,000	(160,000)	200,000	(190,000)	Work instructed contractor cannot source materials	
Asbestos Testing for Council Houses	10071	15,000	1,978	15,000	0	15,000	0	Emergency only	
Asbestos Removal Works for Council Houses	10072	65,000	11,525	30,000	(35,000)	30,000	0	Less internal evasive work reduces discovery of asbestos	
<b>Structural Works</b>		<b>250,000</b>	<b>16,413</b>	<b>55,000</b>	<b>(195,000)</b>	<b>245,000</b>	<b>(190,000)</b>		
<b>SECONDARY BUILDING ELEMENTS</b>									
<b>Damp/Rot</b>									
Damp & Rot Works	10195	120,000	81,219	120,000	0	120,000	0	Projects identified with contractor	
<b>Damp/Rot</b>		<b>120,000</b>	<b>81,219</b>	<b>120,000</b>	<b>0</b>	<b>120,000</b>	<b>0</b>		
<b>Roofs / Rainwater / External Walls</b>									
Roof & Render Upgrading Works	10196	1,000,000	572,371	890,000	(110,000)	1,000,000	(110,000)	Programme halted as next phase particularly difficult with current restrictions	110,000
<b>Roofs / Rainwater / External Walls</b>		<b>1,000,000</b>	<b>572,371</b>	<b>890,000</b>	<b>(110,000)</b>	<b>1,000,000</b>	<b>(110,000)</b>		
<b>Windows</b>									
Window Replacement	10197	1,310,000	623,376	850,000	(460,000)	1,310,000	(460,000)	Contractor now off site and staff furloughed.	
<b>Windows</b>		<b>1,310,000</b>	<b>623,376</b>	<b>850,000</b>	<b>(460,000)</b>	<b>1,310,000</b>	<b>(460,000)</b>		
		<b>2,430,000</b>	<b>1,276,966</b>	<b>1,860,000</b>	<b>(570,000)</b>	<b>2,430,000</b>	<b>(570,000)</b>		
<b>ENERGY EFFICIENCY</b>									
Central Heating - Design and Installation 2019-22	10193	300,000	107,609	200,000	(100,000)	300,000	(100,000)	Contractor off site now.	100,000
Weir Multicon Upgrade 2018-2020	10178	750,000	72,054	100,000	(650,000)	750,000	(650,000)	Report to Council following assessment of pilot houses.	650,000
<b>Full/Efficient Central Heating</b>		<b>1,050,000</b>	<b>179,663</b>	<b>300,000</b>	<b>(750,000)</b>	<b>1,050,000</b>	<b>(750,000)</b>		
<b>MODERN FACILITIES &amp; SERVICES</b>									
<b>Kitchen Renewal</b>									
Kitchen Replacement 2017-20	10158	1,050,000	6,747	125,000	(925,000)	100,000	25,000	Impact of Covid and requirement of multi-trades reduces expenditure to voids only.	
<b>Kitchen Renewal</b>		<b>1,050,000</b>	<b>6,747</b>	<b>125,000</b>	<b>(925,000)</b>	<b>100,000</b>	<b>25,000</b>		

Housing Capital Programme 2020-21 Period to December 2020	Project Code	20-21 Net Budget	Net Expenditure to 31/12/20	Forecast as at 31/12/20	Forecast to Budget Variance	October Forecast	Movement from October Forecast	Comment	C/F to 2021-22
<b>Bathrooms</b> 2016-20 Bathroom Replacements PCU Team	10141	50,000	14,114	50,000	0	50,000	0		
<b>Bathrooms</b>		<b>50,000</b>	<b>14,114</b>	<b>50,000</b>	<b>0</b>	<b>50,000</b>	<b>0</b>		
		<b>1,100,000</b>	<b>20,862</b>	<b>175,000</b>	<b>(925,000)</b>	<b>150,000</b>	<b>25,000</b>		
<b>HEALTHY, SAFE &amp; SECURE</b>									
<b>Safe Electrical Systems / CO Detectors</b>									
Safe Electrical systems 2018-22	10171	1,200,000	202,179	700,000	(500,000)	900,000	(200,000)	Deadline now May 22 for Tolerable Standard Compliance will require using our own resources in voids. EEESH compliance remains a priority.	500,000
<b>Safe Electrical Systems</b>		<b>1,200,000</b>	<b>202,179</b>	<b>700,000</b>	<b>(500,000)</b>	<b>900,000</b>	<b>(200,000)</b>		
<b>Communal Areas (Environmentals)</b>									
External Works : Fencing, Gates, Paths	10090	180,000	6	100,000	(80,000)	180,000	(80,000)	Contractor now off site	80,000
Door Entry Upgrade Term Contract 2016-20	10160	200,000	3,507	10,000	(190,000)	10,000	0	The issues with joint owners remain with blocks identified.	
<b>Communal Areas (Environmentals)</b>		<b>380,000</b>	<b>3,513</b>	<b>110,000</b>	<b>(270,000)</b>	<b>190,000</b>	<b>(80,000)</b>		
		<b>1,580,000</b>	<b>205,692</b>	<b>810,000</b>	<b>(770,000)</b>	<b>1,090,000</b>	<b>(280,000)</b>		
<b>NON-SHS ELEMENTS</b>									
<b>PARTICULAR NEEDS HOUSING (CITC)</b>									
<b>Conversions &amp; Upgradings</b>									
Conversions & Upgradings	10092	50,000	0	75,000	25,000	75,000	0	Increased costs of disabled extension with social services	
<b>Conversions &amp; Upgradings</b>		<b>50,000</b>	<b>0</b>	<b>75,000</b>	<b>25,000</b>	<b>75,000</b>	<b>0</b>		
<b>Disabled Adaptations</b>									
Aids & Adaptations 2017-20	10161	100,000	450	20,000	(80,000)	20,000	0	Backlog of work but difficult in current circumstances due to trades risk	
<b>Disabled Adaptations</b>		<b>100,000</b>	<b>450</b>	<b>20,000</b>	<b>(80,000)</b>	<b>20,000</b>	<b>0</b>		
<b>Environmental Improvements</b>									
HRA Roads & Footpaths Improvements	10099	100,000	49,383	100,000	0	100,000	0	Capacity within the Council limited close security now started.	
MCB Tenant Community Improvement Fund	10100	200,000	23,742	120,000	(80,000)	100,000	20,000		
<b>Environmental Improvements</b>		<b>300,000</b>	<b>73,125</b>	<b>220,000</b>	<b>(80,000)</b>	<b>200,000</b>	<b>20,000</b>		
		<b>450,000</b>	<b>73,574</b>	<b>315,000</b>	<b>(135,000)</b>	<b>295,000</b>	<b>20,000</b>		



Housing Capital Programme 2020-21 Period to December 2020	Project Code	20-21 Net Budget	Net Expenditure to 31/12/20	Forecast as at 31/12/20	Forecast to Budget Variance	October Forecast	Movement from October Forecast	Comment	C/F to 2021-22
<b>Council New Build Housing</b>									
Off The Shelf Purchase	10105	1,000,000	339,650	575,000	(425,000)	797,000	(222,000)	Future house purchase will depend on availability of suitable stock	425,000
<b>Council New Build Housing</b>		<b>1,000,000</b>	<b>339,650</b>	<b>575,000</b>	<b>(425,000)</b>	<b>797,000</b>	<b>(222,000)</b>		
		<b>1,000,000</b>	<b>339,650</b>	<b>575,000</b>	<b>(425,000)</b>	<b>797,000</b>	<b>(222,000)</b>		
<b>OTHER</b>									
<b>Other Costs / HBMS</b>									
Construction Design Management	10143	20,000	0	0	(20,000)	0	0	Procurement for replacement system delayed with small pilot planned before year end on remote	
Computer Equipment - New (HBMS)	10111	225,000	0	67,025	(157,975)	225,000	(157,975)	working.	158,000
Lock Up Strategy	10185	100,000	0	56,000	(44,000)	56,000	0	First two projects identified	
Westhaugh Travelling Site - Alva	10186	240,000	0	0	(240,000)	0	0	Initial discussions have taken place to scope out the changes required	240,000
IT Infrastructure - Clacks IT	10188	70,000	72,005	72,005	2,005	72,000	5		
Demolitions	10200	150,000	3,128	3,130	(146,870)	0	3,130	Process on hold but master plan being worked on.	147,000
<b>Other Costs / HBMS</b>		<b>805,000</b>	<b>75,133</b>	<b>198,160</b>	<b>(606,840)</b>	<b>353,000</b>	<b>(154,840)</b>		
<b>TOTAL CAPITAL EXPENDITURE</b>		<b>8,665,000</b>	<b>2,187,953</b>	<b>4,288,160</b>	<b>(4,376,840)</b>	<b>6,410,000</b>	<b>(2,121,840)</b>		
<b>Sale of Council Property</b>									
Sale of Council Land	10148	0	0	0	0	0	0		
<b>Sale of Council Property</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>NET EXPENDITURE</b>		<b>8,665,000</b>	<b>2,187,953</b>	<b>4,288,160</b>	<b>(4,376,840)</b>	<b>6,410,000</b>	<b>(2,121,840)</b>		<b>2,410,000</b>



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**Report to: Place Committee**

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**Date: 18 March 2021**

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**Subject: Westhaugh Travelling Persons Site - Engagement Update**

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

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## **1.0 Purpose**

- 1.1. This report follows on from Council agreement on 10<sup>th</sup> December (2020) for the financial transfer of the Travelling Persons Site (Westhaugh) from the General Fund (GF) to the Housing Revenue Account (HRA).
- 1.2. This report is to update the Committee in terms of recent engagement with residents, practice learning from a fellow local authority, and discussions with CoSLA and SG representatives on improving site standards.
- 1.3. This then covers the work the Service has been able to achieve since December Council, in terms of bringing forward a project plan and scope of works to this committee.

## **2.0 Recommendations**

It is recommended that Committee agree to:

- 2.1 note the progress with residents in allocation of the £70k from SG for site improvements,
- 2.2 note the feedback from a council who embarked upon a similar project to improve site standards,
- 2.3 note possible future Scottish Government (SG) improvement grants,
- 2.4 note progression from SG in terms of consultation on new design standards for Gypsy traveller sites to meet now and in the future,
- 2.5 note the indicative financial commitment required to take this project forward using the approach set out in this paper, as outlined in section 4.22; and that financial governance for this will be sought via the HRA budget process for financial year 2021/22,
- 2.6 note the suggested working timeline of engagement for improvements, once conclusions have been reached on whether ground conditions will allow for the site to be extended,

2.7 Otherwise note the remainder of the report.

### **3.0 Background**

3.1. As reported to Council, the Westhaugh site has reached the end of its useful life and requires investment for refurbishment and/or replacement. This report captures learning from another local authority and sets out the steps to be taken on our journey to ensure satisfaction from residents and stakeholders, and to meet COSLA leaders' commitment for meaningful participation of the traveller community on improvements.

### **4.0 Site Improvement Works (£70k SG Allocation)**

4.1. A virtual engagement session was held with residents at the end of October to discuss site improvements. This follows the allocation of a £70k grant by the Scottish Government (from a total fund of £2m) to be used in conjunction for site specific improvements. This could include, but is not limited to, works such as divisional fencing, community broadband/Wi-Fi, CCTV, shared community facility and/or new replacement play park equipment.

4.2. The residents requested that work is progressed to address boundary and divisional fencing and pitch security gates. A further video call was held with residents on 15<sup>th</sup> December to update them on the Council decision (10/12/2020) and to discuss further engagement on the fencing. On the 18<sup>th</sup> January a site visit was held with residents at Westhaugh to agree an outline specification for the fencing and gates and agree positioning and materials that could be used. The residents have been supported by the Women's Voices Development Worker for the Gypsy/Traveller project at MECOPP<sup>1</sup>.

4.3. Based on the above, Officers were then able to present residents with some options for consideration on Friday 12<sup>th</sup> February. Residents who attended the meeting were happy that progress and action was being taken by the Council. This has resulted in the Council exploring with residents improvements to the CCTV system and the potential to install fixed wireless broadband at the site (meeting SG minimum speed requirements of 30mb) with the remaining budget.

4.4. Progression of the above goes some way to demonstrating the Council's commitment making improvements at the site, and also demonstrates meaningful and active participation in line with CoSLA commitments.

#### ***Feedback from a Neighbouring Local Authority to Influence Progression***

4.5. As suggested by CoSLA colleagues and MECOPP, council officers took the time recently to understand the experience from another local authority which is in the progress of refurbishing their travelling person's site. This was to ensure that lessons learnt could be captured and a full appreciation of the work involved could be understood.

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<sup>1</sup> MECOPP – Minority Ethnic Carers of Older People Project

- 4.6. The local authority adopted a co-designed process, which has run from 2017 to date. This was driven by low satisfaction results on the site, with investment being ad-hoc in nature over the years. The residents felt their site was not a good or comfortable place to live.
- 4.7. The local authority started an open and honest dialogue and conversation with residents on what would make the site a good place to live, and started to map out exactly how residents wanted to live now and in the future.
- 4.8. When the local authority officers had captured the basics, an architect was commissioned to work specifically with residents on what they wanted to achieve. This was a 5 month process of consultation and engagement sessions, including visits to other travelling person's sites, to capture ideas and suggestions. The residents favoured a chalet type model with greater defensible space for each unit. This was achieved by reworking the site layout and, with residents' agreement, removal of the playpark. The residents wanted the units to be energy efficient so that their fuel poverty concerns were addressed. Moreover the residents wanted privacy aspects taken more into account, so the architect had to be mindful of the site elevations, the individual position of units in pitches, and placement of windows and doors. The local fire service commander worked closely with them, scrutinising the plans and ensuring that relevant compliance would be also be achieved. The local authority also sought and received approval to move the site from the General Fund to the HRA.
- 4.9. At the end of this process building warrant and planning submissions were made, and on conclusion of that process tender documentation was published. The tender, which closed in February 2020, had initially anticipated a build of 16 weeks during summer 2021, so an overall 4 year process from engagement to completion. Covid-19 restrictions has unfortunately meant that work will now not commence on site until 2022.
- 4.10. The above experience from this local authority is very useful as we start to map our own journey of engagement with residents to lead to site standard improvements. Some of the aspects, such as moving the site to the HRA, we have recently completed. In addition, we now have a working relationship with tenants to quickly build upon. We are also in the process of answering the technical question of whether the site can be extended to allow for greater land area to be taken into account in the design stage. This will be answered by pile-driven land testing beyond the boundary fence and at the playpark area. The answer to this question is seen as crucial to enable discussions to proceed on a shared understanding of what is possible.

#### ***New Design Standards for Gypsy Traveller Sites to Meet Now and in the Future***

- 4.11. As we start our journey of engagement with residents on improvements to the site it is important to note that currently the Scottish Government are working on developing a design guide for Gypsy/Traveller sites that will be used for new sites or major refurbishments of existing sites, which Council will need to demonstrably meet. A working group has been established, which includes CoSLA, Local Authority reps and members of the Gypsy/Traveller community and third sector. Clackmannanshire Council is represented on this group by

the Senior Manager for Housing. The latest meeting was held on Monday the 8th of March.

- 4.12. The SG team are in the process of pulling together a first draft of the design guide, taking on board input from community members already gathered as part of the development of the action plan on what good quality, culturally appropriate accommodation should look like. Residents on Westhaugh have been supported to complete and contribute to this design guide. In addition to the above, Scottish Fire and Rescue Service has been revising its guidance on Gypsy/Traveller sites. Based on feedback from local authorities, SG is engaging with SFRS as to whether this guidance will be sufficient and whether alternative approaches will also be required.
- 4.13. When drafts of the above design guidance are available, details will be circulated to Place Committee Members.

#### ***Future Scottish Governments (SG) Improvement Grants***

- 4.14. The Scottish Government have been working on proposals for a new capital fund to run for five years from 2021-22. Work is ongoing with CoSLA and the above working group on the criteria and evidence base to access this fund.
- 4.15. In December, Scottish Government sought views on likely funding requirements over the next five years. Part of the funding requirement could be the necessity to ensure there is robust needs and demands assessment data supporting the development of provision. The Scottish Government have indicated that they are keen to create a number of demonstration projects that can establish examples of model sites, as a trial for the new design guide. This would help develop and refine model specifications for amenity blocks, community engagement processes etc. COSLA would work with councils to share the experiences and expertise gathered to inform developments later in any established programme.
- 4.16. SG is working on criteria for the fund, including how residents and community members will be involved, together with a process for project selection. It is very likely that the key requirements will be on Councils to utilise both the Place Standard tool and Participatory Budgeting techniques in the delivery of improvements to sites, to enable qualification for the fund and or demonstrator projects.

#### ***Place Standard Improvement Project with the Residents***

- 4.17. As detailed above, to ensure that improvements to the site meet the needs of residents and potentially to ensure access to future grant funding, the chosen approach to improvements to Westhaugh will be via formalising current engagement under the Place Standard Tool, with participatory budgeting at its core. The key aspect for the PB approach is having an outline budget agreed, which the group can work within. This might mean that decisions are made between a different set of options and will put the residents in the driving seat for deciding how to improve their site for their own benefit.
- 4.18. Westhaugh has a lot of current infrastructure you would associate with a housing development, such as water & waste connections and road access. A budget allowance of £120,000 per pitch is assumed as being reasonable for

a redevelopment. This is based on typical costs for new build affordable housing by way of a comparator. If the site could hold 14 pitches, taking into consideration new fire regulations and SG future design standards, this would mean a budget of £1.680m. The service had £240k in the capital plan for financial year 2020/21 and the service proposes rolling this forward as part of the 2021/22 budget approval process, together with creating an earmarked HRA reserve of £1.440m for the remaining amount. This reserve would be drawn down following discussions and agreement with residents on spend and investment priorities to be delivered within the budget allocation.

- 4.19. If the residents favour an enhanced refurbishment option then this could mean quicker spend and delivery, potentially utilising in-house trades, versus a longer process for a complete redevelopment. Crucially though, it will be the residents who will drive this approach and decisions. Moreover, this means that even without securing funding from the Scottish Government the residents have an agreed funding pot to work with. Any future SG grant received could then minimise the HRA spend.

***Indicative Timeline of Activity once ground conditions are known***

- 4.20. The following timeline represents activity and actions proposed by the service in working with the residents to lead to significant improvements in the site. The service feels it would be best to leave this in DRAFT form until conclusions are firmed up on the ground conditions at and around the site as to whether the site can be extended in any shape or form.

- 4.21. Please see table below;

Timeline	Phase	Activity
Now	(1) Funding, resources and capacity plus demand planning	<ul style="list-style-type: none"> <li>• Complete engagement and investment spend of SG £70k improvement allocation</li> <li>• Land engineering survey to establish ground conditions and establish site boundary</li> <li>• Agree PB investment budget and approach</li> <li>• Desktop review of demand and progress on Housing Needs and Demand Assessment (perhaps in collaboration with Forth Valley partners)</li> </ul>

Five to Six months	(2) Participatory Budget – engagement	<ul style="list-style-type: none"> <li>• Establish council project staff team</li> <li>• Formalise PB Working Group: Council Staff/<i>Travellers’ representatives. Travellers’ Action Group / support organisations</i></li> <li>• Agree PB project scope</li> <li>• Agree terms of reference for PB Group</li> <li>• Agree Schedule of PB Working Group meetings</li> <li>• Establish clear PB outcomes</li> <li>• Appoint architects for next phase</li> <li>• Ensure all views are taken on board</li> </ul>
Six to Seven months	(3) Architectural designs and planning	<ul style="list-style-type: none"> <li>• Architects to engage with residents on proposals and expectations</li> <li>• Architects to propose a few options based on residents feedback and budget allowance</li> <li>• Ensure local fire service sighted on developments and plans</li> <li>• Explore procurement and tendering options</li> </ul>
Three to Four months	(4) Decision making and approval	<ul style="list-style-type: none"> <li>• PB group reach decision on what proposal to take forward</li> <li>• Planning applications and building warrant applied for</li> <li>• Agreement on procurement/tendering route if applicable</li> </ul>
Four to Five Months	(5) Planning decision	<ul style="list-style-type: none"> <li>• Decision on planning and building warrant application</li> </ul>
Four to Five Months	(6) Tender	<ul style="list-style-type: none"> <li>• Place Tender</li> <li>• Review and score returns</li> </ul>

4.22. Committee will be updated when ground conditions work has concluded and allow the project plan to be updated and indicative dates firmed up.

## 5.0 Resource Implications

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

5.2. HRA outline Capital Funding will be agreed as part of HRA Budget 2021/22.

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

5.4. *Staffing*

5.5. The future management arrangements of the Travelling Persons Site will be detailed in the housing service organisational redesign.



## 6.0 Exempt Reports

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

## 7.0 Declarations

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

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

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

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

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

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

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

## 8.0 Equalities Impact

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

## 9.0 Legality

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

## 10.0 Appendices

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

None

## 11.0 Background Papers

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

Housing Revenue Account Budget 2020-21 and Capital Programme 2020-21  
Housing Revenue Budget 19/20 HRA Capital Programme 19/20 and Mid  
Market Rent Considerations  
Westhaugh Travelling Persons Site, Council December 2020

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**Approved by**

<b>NAME</b>	<b>DESIGNATION</b>	<b>SIGNATURE</b>
Pete Leonard	Strategic Director (Place)	