



**Clackmannanshire
Council**

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Comhairle Siorrachd
Chlach Mhanann

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

Place Committee

Thursday 24 January 2019 at 9.30 am

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

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

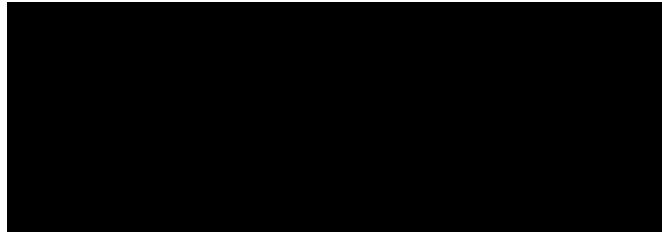
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16 January 2019

A MEETING of the PLACE COMMITTEE will be held within the Council Chamber, Kilncraigs, Greenside Street, Alloa, FK10 1EB, on THURSDAY 24 JANUARY 2019 at 9.30 am.



**GARRY DALLAS
Strategic Director (Place)**

B U S I N E S S

	Page no.
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 Minute of Meeting of the Place Committee held on 8 November 2018 (Copy herewith)	05
4. Financial Performance 2018/19 – October Outturn – report by the Chief Accountant (Interim) (Copy herewith)	09
5. Public Bodies' Climate Change Duties: Clackmannanshire Council Annual Report – report by Strategic Director (Place) (Copy herewith)	31
6. Energy Efficiency Scotland Route Map and Local Heat and Energy Efficiency Strategy (LHEES) – report by Strategic Director (Place)(Copy herewith)	77

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

Councillors

Wards

Councillor	Craig Holden (Convenor)	4	Clackmannanshire South	SNP
Councillor	Donald Balsillie (Vice Convenor)	2	Clackmannanshire North	SNP
Councillor	Tina Murphy	1	Clackmannanshire West	SNP
Councillor	Les Sharp	1	Clackmannanshire West	SNP
Councillor	Martha Benny	2	Clackmannanshire North	CONS
Councillor	Derek Stewart	3	Clackmannanshire Central	LAB
Councillor	Kenneth Earle	4	Clackmannanshire South	LAB
Councillor	Bill Mason	5	Clackmannanshire East	CONS



**MINUTES OF MEETING of the PLACE COMMITTEE held within the Council Chamber,
Kilncraigs, Greenside Street, ALLOA, FK10 1EB, on THURSDAY 8 NOVEMBER 2018 at
9.30 am.**

PRESENT

Councillor Craig Holden (Convenor)
Councillor Donald Balsillie (Vice Convenor)
Councillor Martha Benny
Councillor Kenneth Earle
Councillor Bill Mason
Councillor Les Sharp
Councillor Derek Stewart
Councillor Tina Murphy

IN ATTENDANCE

Garry Dallas, Strategic Director (Place)
Paula Tovey, Chief Accountant (Interim)
Murray Sharp, Service Manager (Revenues and Strategy)
Kate Fleming, Housing Strategy Officer
Lindsay Thomson, Service Manager, Legal and Democracy (Clerk to the Committee)
Gillian White, Committee Services

PLC(18)08 APOLOGIES

None.

PLC(18)09 DECLARATIONS OF INTEREST

None.

PLC(18)10 MINUTE OF PLACE COMMITTEE HELD ON 13 SEPTEMBER 2018

The minute of the meeting of the Place Committee held on Thursday 13 September 2018 were submitted for approval.

Decision

The Minutes of the meeting of the Place Committee held on Thursday 13 September 2018 were agreed as a correct record and signed by the Convenor.

PLC(18)11 FINANCIAL PERFORMANCE 2018/19 – JUNE OUTTURN

A report which provided an update on the financial performance for the Place Division of the Council in respect of revenue spend for the current financial year, 2018/19 was submitted by the Chief Accountant (Interim). Capital expenditure will be reported to the Audit Committee as part of the overall Council's financial performance report.

The Service Manager (Revenues and Strategy), advised that there was an error in the table on page 11 – where it lists "Provision of Homeless Accommodation £241k", it should read "Rent Rebates £241k".

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 note:

- The forecast General Fund revenue overspend relating to the Place Division for the year of £0.825m.
- Progress on delivering planned savings in the year.
- The Housing Revenue Account underspend of £(0.604m).
- The Housing Revenue Account Capital underspend of £(0.591m).

PLC(18)12 STRATEGIC HOUSING INVESTMENT PLAN 2019-2024

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

Motion

That Committee agrees the recommendations set out in the report.

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

Decision

The Committee, having challenged and commented on the report, agreed to:

1. Approve the Strategic Housing Investment Plan for 2019-2024 including the 5 year programme of housing sites, as detailed in Appendices 1 and 2 of the report ; and
2. Note the remainder of the report.

Action

Strategic Director (Place)

PLC(18)13 WALLED GARDEN, ALLOA

The report, provided for information by the Strategic Director (Place), informed the Committee that council officers will enter into discussions for the establishment of a long term lease of the Walled Garden in Bowmar, Alloa, which is currently on the Housing Revenue Account (HRA), to the Wimpy Park Community Group.

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 note that council officers will enter into negotiations for the long term lease of the Walled Garden, Pine Grove, Alloa, to the Wimpy Park Community Group and report back on the outcome of these negotiations to a future Place Committee.

Action

Strategic Director (Place)

Ends 1010 hours

|

Report to: Place Committee

Date of Meeting: 24 January 2019

Subject: Financial Performance 2018/19 – October Outturn

Report by: Chief Accountant (Interim)

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 the current financial year, 2018/19. Capital expenditure will be reported to the Audit Committee on 7 February 2019 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:
- The forecast General Fund revenue overspend relating to the Place Division for the year of £0.212m (£0.825m August).
 - Progress on delivering planned savings in the year.
 - The Housing Revenue Account underspend of £(0.604m) .
 - The Housing Revenue Account Capital underspend of £(1.363m).

3.0 Background

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

- 3.2. Table1

PLACE
ENVIRONMENT
PROPERTY & FACILITIES
DEVELOPMENT

Source: General Services Revenue & Capital Budget 2018-19

4.0 General Fund Revenue

- 4.1. Overall the Division's net service expenditure is forecasting an overspend of £0.212m for the year ended 31st March 2019.
- 4.2. The table below provides an overview of the financial outturn position within each Service Expenditure area.

Table 2

	<i>Annual Budget 2018/19 £'000</i>	<i>Forecast to March 2018 £'000</i>	<i>Variance Forecast to Budget £'000</i>
Strategy & Customer Services	410	372	(38)
Executive Team	120	113	(7)
Development & Environmental	13,057	12,885	(172)
Housing & Community Safety	3,842	4,271	429
Division Expenditure	17,429	17,641	212

Overspend

- 4.3 The position in August was an overspend of £0.825m. The above represents an improved position by £0.613m and the main movements are shown below:

Table 3 shows the breakdown of the £0.613m movement in Place:

	£'000's
Insurance realignment from corporate	(46)
Catering reduced food & staffing costs, net of unachieved income	(79)
Energy & sustainability under on staffing and payments to other Orgs	(39)
Cleaning underspend	(60)
Increased rental income and reduced professional fees	(24)
Release of budget for GIS not required	(34)
Roads savings on materials and contractors payments	(155)
Increase in housing benefit rent income	(220)
Various small overspends	44

- 4.4 The table below sets out the main variances which make up the table above:

Table 4 – Variances

Service	Over/ (under spend) £000s	Total	Narrative
Strategy & Customer Services			
Employee costs	(38)		The forecast is for a savings in the CAPs and Receptions in respect of employee expenditure. The Service is in the process of targeted voluntary severance requests to achieve the agreed savings this year.
		(38)	Underspend

Service	Over/ (under spend) £000s	Total	Narrative
Executive Team			
Income	(7)		Following the appointment of the Executive Director to the Strategic Director of Place a recharge to the Housing Revenue Account has been made to reflect the current management arrangements in place prior to the appointment of the Senior Managers resulting in an underspend of £0.007m.
		(7)	Underspend
Development & Environment			
Waste management	21		Overspends in Kerbside collection £0.156m due to an unachieved saving, Forthbank opening hours saving not achieved £0.027m, health and safety training overspend of £0.014m, agency costs to cover absence in the service £0.035m and loading station overspend of £0.045m. Underspends in Waste treatment £(0.021)m, payments to contractors £(0.161)m, advertising £(0.017)m and income £(0.030)m, materials & equipment £(0.015)m, short term vehicle hire £(0.007)m, various small underspends £(0.005)m
StreetCare	44		Overspends in overtime £0.035m, staff training £0.004m, maintenance contract £0.015m and other council accounts £0.004m. Underspend in staffing £(0.014)m (excl. overtime).
Fleet	49		Overspends due to shortfall in income £0.070m, vehicle maintenance £0.016m and various small others £0.011m. Underspend in diesel due to use of electric vehicles £(0.024)m, decrease in consumables £(0.024)m.
Grounds maintenance	(105)		Underspends employee costs £(0.023)m, additional income £(0.205)m due to work carried out at Dollar on behalf of Roads, £(0.004) various small underspends. Overspends £0.117m for materials and equipment for Dollar project, £0.010m for fuel and contractors.
Building Operations	122		Overspend on Utilities, increased trade effluent £0.038m, Tullibody South campus £0.029m, water supply at Sauchie Nursery £0.008m, the remaining £0.047m is due to price/volume/usage to date.
Development Services	54		Overspend due to reduced OLP income £0.115m, reduced income £0.022m from properties (of which £0.015m relates to unoccupied properties), £0.015m due to timing of a VS. Underspends in GIS project £(0.050)m, staff underspends £(0.020)m, professional fees £(0.014)k, planning application income higher than budget £(0.020)m and £0.006m various small overspends.
Regulatory	(19)		Underspends on payments to other

			organisations £(0.020)m, staffing £(0.015)m due to vacancies, various small other underspends £(0.002)m. Overspend due to decrease income for parks & play areas and decrease in recharge of design time £0.015m and increase in grounds maintenance of woodland areas. Small overspends £0.003m.
Catering	(48)		Overspend due to reduced income £0.113m and cash handling costs £0.006m. Offset by underspends in food £(0.111)m, staffing £(0.048)m and equipment £(0.007)m.
Facilities	(40)		Underspend due to change in cleaning model and rota.
Roads	(250)		Staffing underspends
		(172)	Underspend
Housing Services			
Building operations	767		Overspend in Non domestic rates £0.344m due to revaluation and poundage, building repairs £0.219m as a result of reversal of previous policy of providing wind and water tight repairs only and also compliance repairs, Administration team unachieved income £0.204m with less recharges to Capital projects.
Provision of homeless accommodation	259		Overspends in provision of accommodation £0.259m on rent, rates, furniture packs , Bed and breakfast costs and security costs
Homeless administration vacancies	(82)		Underspend due to vacancies
Income	(564)		DWP income continues as the cost of provision increases
Employee costs	62		Overspend in employee costs for staff awaiting suitable posts
Corporate redesign	(13)		To be transferred to corporate redesign saving
		429	Overspend
Place Total Overspend		212	Overspend

4.5 The table above is now shown below by the 3 themes within the Place division of: Environment, Property & Facilities and Development.

Table 5 – Variances by theme

Service	Over/ (underspend) £000s	Total	Narrative
Environment			
Waste management	21		Overspends in Kerbside collection £0.156m due to an unachieved saving, Forthbank opening hours saving not achieved £0.027m, health and safety training overspend of £0.014m, agency costs to cover absence in the service £0.035m and loading station overspend of £0.045m. Underspends in Waste treatment £(0.021)m, payments to

Service	Over/ (underspend) £000s	Total	Narrative
			contractors £(0.161)m, advertising £(0.017)m and income £(0.030)m, materials & equipment £(0.015)m, short term vehicle hire £(0.007)m, various small underspends £(0.005)m
Fleet	49		Overspends due to shortfall in income £0.070m, vehicle maintenance £0.016m and various small others £0.011m. Underspend in diesel due to use of electric vehicles £(0.024)m, decrease in consumables £(0.024)m
Street Care	44		Overspends in overtime £0.035m, staff training £0.004m, maintenance contract £0.015m and other council accounts £0.004m. Underspend in staffing £(0.014)m (excl. overtime).
Environment total		114	
Property & Facilities			
Employee costs- Strategy	(38)		The forecast is for a savings in the CAPs and Receptions in respect of employee expenditure. The Service is in the process of targeted voluntary severance requests to achieve the agreed savings this year
Buildings operations- Utilities	122		Overspend on Utilities, increased trade effluent £0.038m, Tullibody South campus £0.029m, water supply at Sauchie Nursery £0.008m, the remaining £0.047m is due to price/volume/usage to date.
Catering	(48)		Overspend due to reduced income £0.113m and cash handling costs £0.006m. Offset by underspends in food £(0.111)m, staffing £(0.048)m and equipment £(0.007)m.
Economic Development	54		Overspend due to reduced OLP income £0.115m, reduced income £0.022m from properties (of which £0.015m relates to unoccupied properties), £0.015m due to timing of a VS. Underspends in GIS project £(0.050)m, staff underspends £(0.020)m, professional fees £(0.014)m, planning application income higher than budget £(0.020)m and £0.006m various small overspends.
Facilities	(40)		Underspend due to change in cleaning model and rota
Building operations- Housing	767		Overspend in Non domestic rates £0.344m due to revaluation and poundage, building repairs £0.219m as a result of reversal of previous policy of providing wind and water tight repairs only and also compliance repairs, Administration team staffing costs £0.204m with less recharges to Capital projects.
Grounds maintenance	(105)		Underspends employee costs £(0.023)m, additional income £(0.205)m due to work carried out at Dollar on behalf of Roads, £(0.004) various small underspends. Overspends £0.117m for materials and equipment for Dollar project, £0.010m for fuel and contractors
Employee costs- Housing	62		Overspend in employee costs for staff awaiting suitable posts

Service	Over/ (underspend) £000s	Total	Narrative
Homeless administration vacancies	(82)		Underspend due to vacancies
Provision of homeless accommodation	259		Overspends in provision of accommodation £0.259m on rent, rates, furniture packs , Bed and breakfast costs and security costs
Income	(564)		DWP income continues as the cost of provision increases
Property & Facilities total		387	
Development			
Regulatory	(19)		Underspends on payments to other organisations £(0.020)m, staffing £(0.015)m due to vacancies, various small other underspends £(0.002)m. Overspend due to decrease income for parks & play areas and decrease in recharge of design time £0.015m and increase in grounds maintenance of woodland areas. Small overspends £0.003m.
Roads	(250)		Staffing underspends
Income	(7)		Following the appointment of the Executive Director to the Strategic Director of Place a recharge to the Housing Revenue Account has been made to reflect the current management arrangements in place prior to the appointment of the Senior Managers resulting in an underspend of £0.007m.
Corporate redesign	(13)		To be transferred to corporate redesign saving
Development total		(289)	
Total		212	Overspend

5.0 2018/19 Savings Progress

5.1 The 2018/19 budget incorporated approved savings of £7.376m. Of this total £2.078m is attributable to the Place Division. Based on analysis to date, savings of £1.567m (75.4%) are forecast to be achieved, with up to a further £0.75m (3.6%) likely to be achieved in the year. Table 5 below sets out the position for each of the savings categories.

Table 6: Budgeted 2018/19 savings progress

Savings Category	Savings full year			
	18/19 £000	Green £000	Amber £000	Red £000
Policy Savings	792	538	30	224
Management Efficiencies	747	500	35	212
Service Redesign	100	100	0	0
17-18 cash savings year 2	237	227	10	0
18-19 cash savings	202	202	0	0
Total	2,078	1,567	75	436
		75.4%	3.6%	21.0%

- 5.2 Of the above savings £0.436m (21.0%) are being forecast as possibly unachievable. This means that at least part of the saving will not be achieved in year and work continues with the services to establish the extent to which this might be the case. Within Management efficiencies there are savings relating to restructure of £0.212m which are unlikely to be realised. The balance of £0.224m is due to timing of the savings realisation.
- 5.3 Appendices A to E provide further detail of the progress on delivering savings within each service.

6.0 Housing Revenue Account

- 6.1 Appendix F to this paper sets out the summary budget for the Housing Revenue Account for this year in accordance with its Business Plan. It is forecast that the Service will achieve a surplus in the year of £(5.771)m which is £0.604m greater than budgeted (August outturn). Due to operational constraints, it was not possible to update the revenue position, therefore it has been agreed with the Strategic Director to provide a verbal update at the meeting.
- 6.2 The table below sets out the main variances for August:

Table 7

Service	Over/ (under spend) £000s	Narrative
Housing Revenue Account		
Employee Expenditure	(463)	The Service redesign process continues with all vacancies being assessed for replacement when they arise. The non replacement of some posts together with the delay in filling others has resulted in the forecast underspend.
Premises Expenditure	(160)	The Service continues to examine all repairs that are carried out by Private Contractors. This has resulted in a forecasted underspend. The cost to the HRA of house insurance is less than budget this year.
Transport Expenditure	(31)	The forecasted expenditure for both staff travel and vehicle repairs are both below budget. The Service is currently going through a major Transport review.
Supplies and Services	(23)	The materials and equipment forecast for the repairs Operation is on budget with a small saving forecast in the annual cost of computer software and hardware.
Third Party Payments	(67)	The charges from other areas of the Council particularly for Security at Kelliebank are forecast less than budget as is the payments to sub contractors for the Housing repairs.
Transfer Payments	17	Payments made to tenants for demolition work in Alloa.
Support Services	(249)	The HRA share of the support costs provided by other council services is forecast to be less than budget in line with last year's allocation.

Service	Over/ (under spend) £000s	Narrative
Capital Financing Costs	115	The costs of servicing the debt associated with the borrowing for the capital programme is forecast to be higher than budget.
Total Gross Expenditure	(861)	Underspend
Income	257	Income from other areas of the Council is expected to be less than budget as the Service focuses on its core business. House rents, due to reduced house numbers, delays in rent increases and reduced property factor income, contributes to the shortfall.
Total Net Expenditure	(604)	Underspend

7.0 Housing Revenue Account Capital

- 7.1 Appendix G to this paper details the HRA capital programme for the current year, where individual projects are listed within the various asset management plans.
- 7.2 The current net HRA Capital Budget is £7.519m. This is inclusive of the additional carry forward of £1.135m from the approved February Budget, as the actual expenditure varied from that initially forecast. The carry forward is spread across various projects.
- 7.3 There is a forecasted underspend of £(1.363)m for the year.
- 7.4 Table 8 below sets out the movement between October and August:

HRA Capital Project	October Variance (£000)	August Variance (£000)	Comments
Safe Electrical Testing	(569)	(368)	Late contract award, forecasted expenditure has been reduced accordingly.
HRA Roads & Footpaths	(103)	(103)	The internal service has been unable to resource this work and the service cannot procure this externally at present.
MCB Tenant community Improvement Fund	(100)	(100)	The Service does not have the capacity to resource or procure these projects at present.
Sale of Council Property	(20)	(20)	The final council house sale and a small piece of land account for the unbudgeted income.
Weir multi-con upgrade	(650)	0	Work now to commence in January
Energy efficiency work	50	0	Work complete, awaiting final valuation
Adaptations	29	0	Maybe offset by year end
Total	(1,363)	(591)	(772) increased slippage

7.5 The main movement above relates to the Weir Multi-con upgrade programme. This was due to commence in December, however it has been delayed until January 2019, resulting in £0.650m of slippage.

8.0 Conclusions

8.1 The Place Division revenue spend is anticipated to record an overspend of £0.212m (£0.825m August).

8.2 Of the associated approved savings of £2.078m, £1.567m is forecast to be achieved and up to a further £0.075m is likely to be achieved in the year.

8.3 Services and the accountancy team are working to ensure the full savings are achieved by the end of the financial year.

8.4 The Housing Revenue Account is anticipating an underspend of £(0.604m).

8.5 The HRA Capital Programme indicates a forecast underspend of £(1.363m).

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 A-E Place Division Savings Position

Appendix F HRA Service Summary

Appendix G HRA Capital Forecast at October

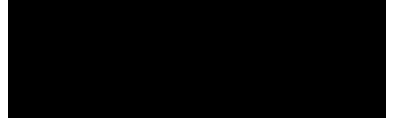
16.0 Background Papers

- 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	

Approved by

NAME	DESIGNATION	SIGNATURE
Paula Tovey	Chief Accountant (Interim)	
Stuart Crickmar	Director of Partnerships & Performance	

Schedules of Savings							
Management Efficiencies							APPENDIX A
Service Reference		Description of Saving	2018/19	Achieved	Likely to be achieved	Amber	Red
HCSGFME03	PLACE	Storage costs (Homeless)	12,000	12,000			
HCSGFME05	PLACE	Homeless Repairs (budget re-alignment)	60,000	-	43,000	17,000	
HCSGFME06	PLACE	Gas/Electric costs homeless lets	8,000				8,000
HCSGFME01	PLACE	Staffing (deletion of vacant posts)	126,000	126,000			
HCSGFME04	PLACE	Re-alignment of B&B budget	20,000	-	7,750	12,250	
HCSGFME07	PLACE	Profile Security (budget re-alignment)	36,000	23,750			12,250
HCSGFME08	PLACE	Staff on redeployment list	124,500	37,740			86,760
HCSAME01	PLACE	Buildings already sold / closed: LTH; 15/15A Mar Street, Tullibody Rent Office, Greenfield	117,228	117,228			
HCSAME02	PLACE	Social Work property given up already – 2A Main Street Cambus; 2 Eden Road, Alloa; Katrine Court	8,861	8,861			
HCSAME04	PLACE	Nursery Rates Relief	18,590	18,590			
DEME02	PLACE	Reduce staff costs Planning & Building Standards	20,000			5,000	15,000
DEME03	PLACE	Remove 2 FTE posts in Regulatory Service (Sustainability)	78,000	41,259			36,741
DEME04	PLACE	Janitorial overtime	5,000	5,000			
DEME05	PLACE	Streetcare overtime budget for weekend working	35,000	-			35,000
DEME06	PLACE	Streetcare external maintenance budget	30,000		11,200		18,800
DEME07	PLACE	Streetcare short term vehicle hire	7,280	7,280			
DEME08	PLACE	Remove Gartmorn Dam building costs	40,000	40,000		-	-
			746,459	437,708	61,950	34,250	212,551

Schedules of Savings

Policy

APPENDIX B

Service Reference		Description of Saving	2018/19	Achieved	Likely to be achieved	Amber	Red
HCSSR03	PLACE	Remove public building property inspectors TVR x3 plus one transfer	59,083	29,083		30,000	
DEP01	PLACE	Additional income- various roads activities	6,000				6000
DEP02	PLACE	Cease Christmas lights subsidy in Alloa (ATC Bid priority?)	14,500	14500			
DEP03	PLACE	Close all public toilets (staff costs)	73,000		39,500		33500
DEP05	PLACE	Alternative funding planned community infrastructure/maintenance (cash saving for 2 years)	55,000		55,000		
DEP07	PLACE	Reduce parking subsidies				-	
DESR03	PLACE	Subsidy to Alloa Tower	5,000	5000			
DESR04	PLACE	OLP Staff savings	17,673	17,673			
DESR05	PLACE	Cessation of OLP project	354,000	354,000			
DESR07	PLACE	Stopping the kerbside box collection, but continuing to provide a weekly food waste collection using purpose built vehicles	159,000				159,000
DESR09	PLACE	Reduce opening hours at recycling centre	26,000				26000
DESR10	PLACE	Close recycling centre on Boxing Day and 2 January	1,700		1,700		
DESR11	PLACE	Stop accepting tyres at Forthbank recycling centre	3,500		3,500		
DESR12	PLACE	Charge commercial customers for bins	5,000		5,000		
DESR13	PLACE	Cease short term hire for refuse collection vehicles	12,730	12730			
			792,186	432,986	104,700	30,000	224,500

Schedules of Savings

Redesign

APPENDIX C

Service Reference		0	2018/19	Achieved	Likely to be achieved	Amber	Red
SCSR03	PLACE	Redesign Local Services - Shift to Digital in line with changing customer preferences	16,000		16,000		
SCSR05	PLACE	Redesign Local Services through Empowering Communities	47,702		47,702		
SCSR07	PEOPLE	Redesign Leisure Services on Expiry of ALB Contract September 2019	0				
DER02	PLACE	Pursue SLA for Lighting maintenance (subject to agreement being reached)	25,000	25,000			
HCSR01	PLACE	Stringent Contract Management of Compliance Contracts – Through having robust long term contracts and proper contract management arrangements for compliance works. Works is in progress	0			-	
HCSR02	PLACE	Long Term Measure Term Contracts for Refurbishment and Repair –delivered significant savings in HRA - no reason that the same cannot be achieved with GF					
HCSR03	PLACE	Carrying out Refurbishment Work “In House”- A long term strategy to develop project management skills will allow project works to be carried out within PCU Trades.					
SCSR02	PLACE	Redesign Kilncraigs Reception model	11,513	11513			
			100,215	36,513	63,702	0	0

Schedules of Savings

Cash savings 2018/19

APPENDIX D

Reference		Saving description	2018/19 saving	Achieved	Likely to be achieved	Amber	Red
CASH	PLACE	D&E vacancy management - CASH 18/19	70,000	70,000			
NEW	PLACE	Budget alignment D&E - CASH 18-19	60,399	60,399			
CASH	PLACE	D&E Modern apprentice	40,000	40,000			
CASH	PLACE	Housing staffing costs	31,474	31,474	-		
New savings added in year			201,873	201,873	-	-	-

Schedules of Savings

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

APPENDIX E

Reference		Saving description	2018/19 saving	Achieved	Likely to be achieved	Amber	Red
MCB SCS 006a	PLACE	Roll out of hub model	23,000		23,000		
Managed contraction HCS	PLACE		38,979	38,979			
COU 178 019	PLACE	Income and Charging	-				
D&E 178 001	PLACE	Street Lighting	100,000	30,000	60,000	10,000	
Managed contraction D&E	PLACE		75,064	75,064			
			237,043	144,043	83,000	10,000	0

Service Summary - Housing Revenue Account

Description	Annual Budget for 2018/19	Budget to end of August	Actual to end of August	Annual forecast for 2018/19	Forecast v Budget
Employee Related Expenditure					
Chief Officers Gross Salaries	55,417	23,090	21,600	26,128	(29,289)
Chief Officers Employers Superann	11,915	4,964	4,908	5,557	(6,358)
Chief Officers Employers NIC	9,034	3,764	2,698	3,250	(5,784)
Chief Officers Absence Pay	0	0	584	584	584
Single Status Gross Salaries	5,392,976	2,247,074	1,896,257	4,957,601	(435,376)
Single Status Employers Superann	1,118,389	465,995	398,712	1,028,971	(89,418)
Single Status Employers NIC	484,010	201,671	182,673	474,356	(9,654)
Single Status Overtime	157,220	65,508	81,617	202,398	45,178
Single Status Absence Pay	0	0	35,505	35,507	35,507
Long Service Awards	900	375	1,450	2,350	1,450
Childcare Vouchers Admin Costs	2,000	833	108	2,260	260
Employee Management Costs	0	0	785	1,135	1,135
Conference Expenses And Subsistence	2,000	833	0	0	(2,000)
Superannuation Lump Sums	0	0	(5,144)	37,500	37,500
Recruitment Expenses	1,000	417	467	470	(530)
Staff Training	81,350	33,896	701	75,150	(6,200)
Employee Related Expenditure Total	7,316,210	3,048,421	2,622,922	6,853,216	(462,995)
Premises Related Expenditure					
Corporate Building Repairs	0	0	16,499	0	0
Annual Maintenance External Providers	240,000	100,000	710	120,200	(119,800)
Grounds Maintenance	30,250	12,604	11,428	14,750	(15,500)
Service Charge	0	0	186	(0)	(0)
Cleaning & Hygiene Materials	1,500	625	237	600	(900)
Gas	4,000	1,667	880	4,500	500
Electricity	16,250	6,771	6,784	16,500	250
Rents	0	0	17	0	0
Void Rent Loss	488,000	203,333	166,704	488,000	(0)
Rates	2,500	1,042	2,676	2,676	176
Council Tax	20,000	8,333	0	10,000	(10,000)
Property Insurance	203,000	84,583	170,176	170,180	(32,820)
Bad Debt Provision	500,000	208,333	0	500,000	(0)
Building Costs - Recharges Internal	82,000	34,167	0	100,000	18,000
Cleaning Services Internal recharge	0	0	0	0	(0)
Premises Related Expenditure Total	1,587,500	661,458	376,297	1,427,406	(160,094)
Transport Related Expenditure					
Insurance Repairs	0	0	800	(0)	(0)
Short Term Vehicle Hire	2,500	1,042	545	3,500	1,000
Staff Travel Mileage Expenses	26,000	10,833	6,863	17,645	(8,355)
Vehicles - Maintenance Recharges	342,080	142,533	0	318,750	(23,330)
Vehicles - General Consumables	350	146	0	350	(0)
Transport Related Expenditure Total	370,930	154,554	8,208	340,245	(30,685)
Supplies and Services					
Purchase Of Equipment	21,370	8,904	3,609	21,070	(300)
Purchase Of Furniture	0	0	0	455	455
Materials (issued from Stock)	719,200	299,667	250,490	650,000	(69,200)
Materials - Direct purchases from suppliers	342,350	142,646	199,336	478,510	136,160
General Consumables (small items)	41,000	17,083	12,801	35,600	(5,400)
Equipment Maintenance	15,000	6,250	3,782	10,000	(5,000)
Equipment Rental/Leasing	15,500	6,458	6,625	20,000	4,500
Scaffold Hire	59,000	24,583	8,007	20,000	(39,000)
Medical Supplies	1,000	417	43	1,100	100
Hospitality	100	42	23	100	0
Uniforms & Clothing	13,780	5,742	306	1,100	(12,680)
Office Equipment - Purchases	1,150	479	2,034	3,490	2,340
Office Equipment Maint.	0	0	(167)	0	0
Printing & Photocopying	5,800	2,417	1,141	5,040	(760)
Stationery	2,000	833	4,178	9,150	7,150
Publications	500	208	0	0	(500)
Insurance	31,620	13,175	27,615	27,618	(4,002)
Professional Fees	34,250	14,271	4,012	20,000	(14,250)
Performing Rights	300	125	0	300	(0)
Postages	5,010	2,088	463	5,010	(0)
Legal Expenses	29,500	12,292	12,908	32,000	2,500
Subscriptions	5,000	2,083	778	4,250	(750)
Telephones	150	63	63	150	(0)
Mobile Telephones	33,780	14,075	8,146	33,520	(260)
Computer Hardware Purchase	3,400	1,417	396	400	(3,000)
Computer Software Maint.	96,450	40,188	75,631	75,633	(20,817)
Supplies and Services Total	1,477,210	615,504	622,220	1,454,496	(22,714)
Third Party Payments					
Other Council Accounts	532,200	221,750	148,283	561,820	29,620
Voluntary Organisations Payment	67,370	28,071	24,063	54,156	(13,214)
Payments To Contractors	65,750	27,396	18,480	41,300	(24,450)
Payment To Subcontractor	288,500	120,208	70,355	240,000	(48,500)
Housing Associations	0	0	0	0	0
Bank Charges	0	0	329	(0)	(0)

Payments to Individuals (services provided to Interest on Debit Balance)	10,000 0	4,167 0	0 (94)	0 0	(10,000) 0
Third Party Payments Total	963,819	401,591	261,416	897,276	(66,543)
Transfer Payments					
Payments To Individuals (no service provision)	0	0	0	16,500	16,500
Transfer Payments Total	0	0	0	16,500	16,500
Support Services					
Accountancy	1,204,000	501,667	0	100,000	(1,104,000)
IT	0	0	0	210,000	210,000
Human Resources	0	0	0	100,000	100,000
Legal	0	0	0	65,000	65,000
Corporate Services	0	0	0	480,000	480,000
Support Services Total	1,204,000	501,667	0	955,000	(249,000)
Capital Financing Costs					
Loans Fund Interest	1,164,000	485,000	0	1,359,000	195,000
Debt Management Expenses	30,000	12,500	0	25,000	(5,000)
Principal Repayments	1,562,000	650,833	0	1,487,000	(75,000)
Capital Financing Costs Total	2,756,000	1,148,333	0	2,871,000	115,000
Total Gross Expenditure	15,675,670	6,531,529	3,891,063	14,815,139	(860,531)
Income					
Charges for Services Standard VAT	(40,000)	(16,667)	(3,375)	(1,424)	38,576
Charges for Services Exempt VAT	0	0	(187)	(0)	(0)
Subscriptions	0	0	205	205	205
Other Income	(5,740)	(2,392)	136,248	(15,970)	(10,230)
Housing Rents	(19,143,000)	(7,976,250)	(8,054,853)	(19,078,360)	64,640
General Rents	(61,000)	(25,417)	(26,177)	(63,810)	(2,810)
Interest(Revenue Balance)	(11,640)	(4,850)	0	(11,640)	0
Other Council Accounts Income	0	0	(4,595)	0	0
Internal Trading Contract	(1,582,370)	(659,321)	(474,225)	(1,415,687)	166,683
Income Total	(20,843,750)	(8,684,896)	(8,426,960)	(20,586,686)	257,064
Net Expenditure	(5,168,080)	(2,153,367)	(4,535,897)	(5,771,547)	(603,467)

Housing Capital Programme 2018-19 Period to October 2018		Project Code	Additional c/fwd	Approved Capital Programme 18/19	Total Budget Including Carry Forward	Virements	18-19 Budget Expenditure	18-19 Budget Income	18-19 Net Budget	Gross Expenditure to 31/10/18	Income to 31/10/18	Net Expenditure to 31/10/18	Budget to 31/08/18	Forecast as at 31/03/19	Variance Actual v Outturn	Actual to Budget Variance	Forecast to Budget Variance	Comment	C/F to 2019-20
SCOTTISH HOUSING QUALITY STANDARD																			
TACKLING SERIOUS DISREPAIR PRIMARY BUILDING ELEMENTS																			
Structural Works																			
Asbestos Testing for Council Houses 2013-17																			
Asbestos Removal Works for Council Houses 2013-17																			
Structural Works																			
10071 27,500 27,500 27,500 4,609 4,609 11,460 27,500 (22,891) (6,851) 0 Reactive work here																			
10072 75,000 75,000 75,000 23,529 23,529 31,250 75,000 (51,471) (7,721) 0 Reactive work here nothing major identified																			
0 102,500 102,500 0 102,500 0 102,500 28,138 0 28,138 42,710 102,500 (74,362) (14,572) 0																			
SECONDARY BUILDING ELEMENTS																			
Damp/Rot																			
2013-17 Damp & Rot Works																			
10074 14,880 102,500 117,380 117,380 84,917 31,736 117,380 (32,463) 53,181 0 More expenditure to come in winter. Possible increase in expenditure but these costs can be met from HRA Revenue																			
14,880 102,500 117,380 0 117,380 0 117,380 84,917 0 84,917 31,736 117,380 (32,463) 53,181 0																			
Roofs / Rainwater / External Walls																			
2014-17 Roof & Render Upgrading Works																			
10076 300,000 1,537,500 1,837,500 1,837,500 568,873 828,125 1,837,500 (1,268,627) (259,252) 0 Delay in procurement , contract due to be signed off in December .Plan is to be on site in December and will be dependent on the weather by then. Possible underspend.																			
300,000 1,537,500 1,837,500 0 1,837,500 0 1,837,500 568,873 0 568,873 828,125 1,837,500 (1,268,627) (259,252) 0																			
Doors																			
External Door Replacement 2014-18																			
10077 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0																			
Window & Doors																			
10078 1,394,000 1,394,000 1,394,000 1,394,000 395,579 (9,610) 385,969 580,835 1,394,000 (1,008,031) (194,866) 0 Programme in place working well																			
10139 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0																			
0 1,394,000 1,394,000 0 1,394,000 0 1,394,000 395,579 (9,610) 385,969 580,835 1,394,000 (1,008,031) (194,866) 0																			
Secondary Building Elements																			
314,880 3,034,000 3,348,880 0 3,348,880 0 3,348,880 1,049,369 (9,610) 1,039,759 1,440,696 3,348,880 (2,309,121) (400,937) 0																			
ENERGY EFFICIENCY																			
Full/Efficient Central Heating																			
2013/16 Central Heating Replacement																			
10079 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0																			
Bowmar Community Energy Savings Programme (CESP)																			
2017/19 Central Heating Replacement																			
10157 102,500 102,500 102,500 102,500 109,536 (5,274) 104,262 102,500 102,500 1,762 1,762 0 1,762 0 0 Programme in place working well																			
Energy Efficiency Works																			
Weir Multicon Upgrade 2018-2020																			
10178 189,300 189,300 0 189,300 239,299 157,750 239,299 0 81,549 49,999 (650,000) Work due to start in Jan . Outturn £100k																			
189,300 102,500 291,800 0 1,041,800 0 1,041,800 348,835 (5,274) 343,561 260,250 441,799 (98,238) 83,311 (600,001)																			
189,300 102,500 291,800 0 1,041,800 0 1,041,800 348,835 (5,274) 343,561 260,250 441,799 (98,238) 83,311 (600,001)																			
MODERN FACILITIES & SERVICES																			
Kitchen Renewal																			
Kitchen Replacement 2014-17																			
10082 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0																			
Kitchen Replacement 2017-20																			
10158 768,750 768,750 768,750 768,750 406,941 (1,133) 405,808 320,310 768,750 (362,942) 85,498 0 85,498 0 Programme in place working well																			
0 768,750 768,750 0 768,750 0 768,750 406,941 (1,133) 405,808 320,310 768,750 (362,942) 85,498 0																			
Bathrooms																			
2016-20 Bathroom Replacements PCU Team																			
10141 51,250 51,250 51,250 51,250 0 21,350 51,250 (51,250) (21,350) 0 Reactive work																			
0 51,250 51,250 0 51,250 0 51,250 0 0 0 21,350 51,250 (51,250) (21,350) 0																			
0 820,000 820,000 0 820,000 0 820,000 406,941 (1,133) 405,808 341,660 820,000 (414,192) 64,148 0																			
HEALTHY, SAFE & SECURE																			
Safe Electrical Systems / CO Detectors																			
Safe Electrical Rewire 2013-17																			
10087 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0																			
Safe Electrical Testing																			
10171 768,750 768,750 768,750 768,750 4,500 170,834 200,000 (195,500) (166,334) (568,750) Still at procurement stage . Was due to be awarded in September unlikely that contractor will have resources to make good underspend.																			
0 768,750 768,750 0 768,750 0 768,750 4,500 0 4,500 170,834 200,000 (195,500) (166,334) (568,750)																			
Communal Areas (Environmentals)																			
2011-15 Rep/Up Door Entry Systems																			
10089 51,380 51,380 51,380 51,380 0 21,400 51,380 (51,380) (21,400) 0 Requires legal input for owner engagement																			
External Works : Fencing, Gates, Paths																			
10090 128,250 128,250 128,250 128,250 0 53,435 128,250 (128,250) (53,435) 0 Programme in place working well																			
Door Entry Upgrade Term Contract 2016-20																			
10160 148,800 148,800 148,800 148,800 492 62,000 148,800 (148,308) (61,508) 0 Programme of work identified.																			
51,380 277,050 328,430 0 328,430 0 328,430 492 0 492 136,835 328,430 (327,938) (136,343) 0																			
51,380 1,045,800 1,097,180 0 1,097,180 0 1,097,180 4,992 0 4,992 307,669 528,430 (523,438) (302,677) (568,750)																			
NON-SHS ELEMENTS																			

Housing Capital Programme 2018-19 Period to October 2018		Project Code	Additional c/fwd	Approved Capital Programme 18 19	Total Budget Including Carry Forward	Virements	18-19 Budget Expenditure	18-19 Budget Income	18-19 Net Budget	Gross Expenditure to 31/10/18	Income to 31/10/18	Net Expenditure to 31/10/18	Budget to 31/08/18	Forecast as at 31/03/19	Variance Actual v Outturn	Actual to Budget Variance	Forecast to Budget Variance	Comment	C/F to 2019-20
PARTICULAR NEEDS HOUSING (CITC)																			
Conversions & Upgradings		10092		51,250	51,250		51,250		51,250	9,222	0	9,222	21,350	51,250	(42,028)	(12,128)	0	Reactive work	
Conversions & Upgradings			0	51,250	51,250	0	51,250	0	51,250	9,222	0	9,222	21,350	51,250	(42,028)	(12,128)	0		
Disabled Adaptations		10161		51,250	51,250		51,250		51,250	51,444		51,444	21,350	79,101	(27,657)	30,094	27,851	Programme in place working well	
Aids & Adaptations 2017-20			0	51,250	51,250	0	51,250	0	51,250	51,444	0	51,444	21,350	79,101	(27,657)	30,094	27,851		
Disabled Adaptations																			
Environmental Improvements		10099		102,500	102,500		102,500		102,500	0		0		0	0	0	(102,500)	Roads unable to resource work	
HRA Roads & Footpaths Improvements																			
MCB Tenant Community Improvement Fund		10100		84,000	205,000		289,000		289,000	0	0	0		189,000	(189,000)	0	(100,000)	Resourcing and procurement of projects is proving difficult for Service	
Environmental Improvements																			
			84,000	307,500	391,500	0	391,500	0	391,500	0	0	0	0	189,000	(189,000)	0	(202,500)		
			84,000	410,000	494,000	0	494,000	0	494,000	60,666	0	60,666	42,700	319,351	(258,685)	17,966	(174,649)		
Council New Build Housing (Transforming Communities)																			
Hallpark New Build		10103		0	0		0		0	0		0		0	0	0	0		
New Build - Fairfield School		10104		0	0		0		0	0		0		0	0	0	0		
New Build - Tilly Community Centre Phase 1a		10107		0	0		0		0	0		0		0	0	0	0		
New Build - Tilly Community Centre Phase 2		10109		20,000	20,000		20,000		20,000	0		0		20,000	(20,000)	0	0	Expected to conclude this year	
Off The Shelf Purchase		10105		415,630	750,000		1,965,630	(800,000)	1,165,630	263,961		263,961	290,000	1,165,630	(901,669)	(26,039)	0	Support to Clacks SHIP with specific property types being targeted	
Off The Shelf Refurbishment		10106		98,700	98,700		98,700		98,700	1,052		1,052	41,125	98,700	(97,648)	(40,073)	0		
Council New Build Housing (Transforming Communities)			435,630	848,700	1,284,330	0	2,084,330	(800,000)	1,284,330	265,013	0	265,013	331,125	1,284,330	(1,019,317)	(66,112)	0		
			435,630	848,700	1,284,330	0	2,084,330	(800,000)	1,284,330	265,013	0	265,013	331,125	1,284,330	(1,019,317)	(66,112)	0		
Other Costs / HBMS																			
Construction Design Management		10143		20,500	20,500		20,500		20,500	1,595	0	1,595	8,500	20,500	(18,905)	(6,905)	0		
Computer Equipment - New (HBMS)		10111		60,000	60,000		60,000		60,000	(4,875)	0	(4,875)	0	60,000	(64,875)	(4,875)	0		
Lead Piping Replacement		10166		0	0		0		0	0		0		0	0	0	0		
Other Costs / HBMS			60,000	20,500	80,500	0	80,500	0	80,500	(3,280)	0	(3,280)	8,500	80,500	(83,780)	(11,780)	0		
			60,000	20,500	80,500	0	80,500	0	80,500	(3,280)	0	(3,280)	8,500	80,500	(83,780)	(11,780)	0		
TOTAL CAPITAL EXPENDITURE			1,135,190	6,384,000	7,519,190	0	9,069,190	(800,000)	8,269,190	2,160,674	(16,017)	2,144,657	2,775,310	6,925,790	(4,781,133)	(630,653)	(1,343,400)		
Sale of Council Property																			
Sale of Council Houses		10112		0	0		0		0	389		389	0	(16,300)	16,689	389	(16,300)	One house still to conclude.	
Sale of Council Land		10148		0	0		0		0	20	(7,450)	(7,430)	0	(3,450)	(3,980)	(7,430)	(3,450)		
Sale of Council Property			0	0	0	0	0	0	0	409	(7,450)	(7,041)	0	(19,750)	12,709	(7,041)	(19,750)		
NET EXPENDITURE			1,135,190	6,384,000	7,519,190	0	9,069,190	(800,000)	8,269,190	2,161,083	(23,467)	2,137,616	2,775,310	6,906,040	(4,768,424)	(637,694)	(1,363,150)		0

Report to: Place Committee

Date of Meeting: 24 January 2019

Subject: Public Bodies' Climate Change Duties:
Clackmannanshire Council Annual Report

Report by: Strategic Director (Place)

1.0 Purpose

- 1.1. The purpose of this report is to give an overview of Clackmannanshire Council's progress on compliance with its climate change duties; to outline and seek support for the measures suggested, to improve performance relating to sustainability and climate change.

2.0 Recommendations

- 2.1. It is recommended that the Committee note :
- (a) the contents of the report on Clackmannanshire Council's progress in delivering its climate change duties (Appendix 1), as delivered to the Scottish Government, and
 - (b) that the impact of reducing staff resources is impinging upon the Council's ability to progress the recommendations laid out by Internal Audit and this may result in an increased risk of the Council being unable to fully meet its' ongoing statutory duties.

3.0 Background

- 3.1. Accumulated levels of CO₂ in the earth's atmosphere continue to increase, indicating that future interventions will need to be very significant if catastrophic climate change is to be averted in the second half of the 21st century. Action is urgently needed now to reduce our demand for energy, reduce reliance on fossil fuels and to prepare for the direct and indirect local impacts that a changed climate will have in the decades beyond 2020.

- 3.2. Under the Climate Change (Scotland) Act 2009 Clackmannanshire Council is required to:
- contribute to climate change adaptation
 - contribute to carbon emissions reduction targets
 - act sustainably
- 3.3. The guidance recommends public bodies embed climate change action in all core corporate and business planning processes and report on their progress annually. The scope of the duties are summarised in the guidance as:
- All public bodies within the definition in the Act are required to comply with the climate change duties.
 - Public bodies are encouraged to take a broad approach when complying with the duties and include all direct, indirect and influenced emissions.
 - Climate change action should address (the three aspects of the duty) mitigation, adaptation and acting sustainably and be embedded across all departments via corporate planning.
 - Public bodies should use evidence-based policy-making techniques and learn from the good practice of others. Public bodies should ensure they understand the principles of climate change action, keep up to date with emerging thinking, and seek to engage their staff at all levels in promoting cultural change.
 - Public bodies should know the national targets and trajectory and think about how they can assist in meeting these. They should also know whether they are within the Carbon Reduction Commitment (CRC) Energy Efficiency Scheme¹.
 - Major players should keep abreast of the high-level strategic framework and relevant policy documents.
- 3.4. The Scottish Government expect Local Authorities to lead by example in combating climate change and making a valuable contribution towards achieving the country's emissions reduction targets.
- 3.5. The Climate Change (Duties of Public Bodies: Reporting Requirements) (Scotland) Order requires public bodies to report annually on their compliance with the duties. Appendix 1 contains Clackmannanshire Council's submitted report for 2017/18.

4.0 Considerations

- 4.1. The annual reporting template requires responses to 5 key areas:
- Profile of Reporting Body;
 - Governance, Management, and Strategy;

¹ The CRC Energy Efficiency Scheme (or CRC Scheme) is designed to incentivise energy efficiency and cut emissions in large energy users in the public and private sectors. Organisations that meet the qualification criteria are required to buy allowances for every tonne of carbon they emit.

- Emissions, Targets, and Projects;
- Adaptation;
- Procurement.

In addition there is a section on validation and a further “recommended” section on wider influence and partnership working.

The notable facts identified from the statutory return are identified below.

4.2. ***Profile of Reporting Body***

4.2.1. The report clearly specifies the Council’s role, size and budget

4.3. ***Governance, Management and Strategy***

4.3.1. The report satisfactorily outlines Clackmannanshire Council’s governance and management arrangements relating to climate change.

4.3.2. The Council addresses climate change principally via their Sustainability and Climate Change Strategy and Carbon Management Plan, and a suite of plans and strategies that indirectly embed aspects of delivery of climate change action into business as usual. However updating and development of these plans and strategies have been hampered during the past year by organisational restructure and a reduction in resources.

4.3.3. We are presently at a stage where the revision and renewal of our Sustainability and Climate Change Strategy and the Carbon Management Plan are over due. Due to the lack of resources the identified priorities relating to governance, management and strategy remain unchanged from last year and include:

- Building upon progress such as Business Planning Guidance to build climate considerations into business as usual, including use of the Scottish Government’s Climate Change Assessment Tool
- Complete revision of the Sustainability and Climate Change Strategy and implement actions
- Meet the requirements of the Procurement Reform (Scotland) Act – introduce sustainable Procurement Strategy
- Establish a Carbon Management Group empowered to work across Services and complete revision of the Council’s Carbon Management Plan and Project Register and associated data management
- Review fitness for purpose and ongoing validity of current Council strategies and policies associated with carbon management and climate change (many end after 2017)

4.4. ***Emissions, Targets, and Projects***

4.4.1. The report shows that Clackmannanshire Council’s greenhouse gas emissions in 2017/18 were 7,539 tCO₂e (tonnes of carbon dioxide equivalent). This is a drop of 1305 tonnes from the 2016/17 figure of 8,844, a reduction of 15%. This

is a promising increase in the rate of reduction but there are caveats placed on the availability of data. In addition although overall emissions have decreased, this is predominantly in electricity consumption and some other emissions have been increasing rather than decreasing, as in the previous year. The council does not currently have targets for greenhouse gas emissions from its operations and records on carbon reduction projects across services required to be improved. The establishment of a cross service Carbon Management Group and development of the Carbon Management Plan will help to address these issues.

4.5. ***Adaptation***²

- 4.5.1. We have not completed a thorough and systematic assessment of current and future climate related risks but we have taken steps towards this, including the collation of risks from the Incident Report, Resilience Plans and business plans.
- 4.5.2. The lack of a formal strategy creates challenges in the collection of data. Interpretation of requirements across a variety of services and reduced resources are leading to challenges in the collection of data.
- 4.5.3. On a positive note we do have formal systematic approaches in place for Flood Risk Management and Climate changes is featured in our corporate risk log , Local Development Plan and our updated Business Planning Guidance.
- 4.5.4. We continue to work with internal and external partners. We have continued to run climate change adaptation projects with Inner Forth Landscape Initiative partners. Transportation staff have worked with Sustainability and with the Trust for Conservation Volunteers to development a network of Flood Risk Monitor volunteers to monitor key choke points in watercourses. We also have a continuing partnership with the Scottish Flood Forum and The conservation Volunteers to develop community resilience groups. The Council also has an ongoing partnership with the Scottish Fire and Rescue Service to promote better links with them re Flood Risk Management and Community Resilience capacity building.
- 4.5.5. Priorities for adaptation include:
 - Continuing to review delivery of climate change activity across the Council to improve integration and opportunities for improvement.
 - Continuing to integrate adaptation into existing strategies and processes: in particular to boost uptake of building climate considerations into risk assessment in work planning.
 - Continuing to build upon existing good practice and work already ongoing such as in Local Development Plan, Emergency Planning, Flood Risk Planning, and engage with revision of LDP

² Adaptation means anticipating the adverse effects of climate change and taking appropriate action to prevent or minimise the damage they can cause, or taking advantage of opportunities that may arise. It has been shown that well planned, early adaptation action saves money and lives later.

- Continuing to develop projects where opportunities and partners permit, develop a formal strategy when governance and leadership issues are resolved

4.6. Internal Audit have noted that it is recorded in the report that this work has been delayed due to ongoing resourcing issues and that target dates should be agreed for finalising the Strategy and the indicators.

4.7. **Procurement**

4.7.1. We have adopted a sustainable procurement policy as part of our corporate procurement process. The Sustainable Procurement Duty is now built into the Council's tender authorisation form which must be completed by the Contract Responsible Officer, before any tender process commences. An Interim Strategy was produced. However, this is yet to be approved by Council but is expected to formally approved in the last quarter of 2018/19.

4.7.2. Internal Audit have reported the measures for Procurement as sound.

4.8. **Validation**

4.8.1 Internal Audit completed a review of the reporting arrangements and accuracy of the information in the report prior to the document being submitted (see Appendix 2). They provided *substantial assurance*³ on the Council's reporting arrangements and the accuracy of the information in the report. However they have indicated "there is some scope for improvement as the present arrangements could undermine the achievement of business and/or control objectives and/or leave us vulnerable to some risk of error/abuse".

4.8.2 Internal Audit's focus was on the reporting arrangements and the accuracy of the information. The principal recommendation relates to the establishment of an enhanced electronic evidence pack associated with the reporting process to support each of the sections of the report. In addition, they have suggested that target dates should be set for updating the Sustainability and Climate Change Strategy, establishing a Carbon Management Group, revising the Carbon Management Plan, and developing a Climate Change Adaptation Strategy. They have also noted that Waste Management related emissions are not included within the report and suggested that this should be considered and included in future reporting, and that the updating of the Carbon Management Plan should improve future reporting.

5.0 **Sustainability Implications**

5.1 The recommendations in this plan will enable the Council to better meet its sustainability and climate change duties. They are also likely to result in fewer adverse impacts on the environment, a reduction in greenhouse gas

³ **Level of Assurance definition "Substantial assurance"** The systems for risk, control, and governance are largely satisfactory, but there is some scope for improvement as the present arrangements could undermine the achievement of business and/or control objectives and/or leave them vulnerable to some risk of error/abuse.

emissions, and better preparedness for the likely impacts of a changing climate.

6.0 Resource Implications

6.1 Staffing

Last year's report noted that the measures proposed were to be developed and introduced with existing resources. However, staff resources have continued to reduce, most notably the loss of two key resources i.e the Council's Sustainability Officer and the Bio-diversity Development Officer who were pivotal to the ongoing development of the Climate Change agenda.

7.0 Declarations

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

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

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

(2) Council Policies (Please detail)

8.0 Appendices

Appendix 1: Climate Change Public Duty Report for Clackmannanshire Council 2017/18

Appendix 2: Internal Audit – Public Sector Climate Change Duties Report

Author(s)

NAME	DESIGNATION	TEL NO / EXTENSION
Lawrence Hunter	Energy & Sustainability Strategy Officer	Extension : 2681

Approved by

NAME	DESIGNATION	SIGNATURE
Garry Dallas	Strategic Director (Place)	
Nikki Bridle	Chief Executive	

TABLE OF CONTENTS

Required

PART 1: PROFILE OF REPORTING BODY

PART 2: GOVERNANCE, MANAGEMENT AND STRATEGY

PART 3: EMISSIONS, TARGETS AND PROJECTS

PART 4: ADAPTATION

PART 5: PROCUREMENT

PART 6: VALIDATION AND DECLARATION

Recommended Reporting: Reporting on Wider Influence

RECOMMENDED – WIDER INFLUENCE

OTHER NOTABLE REPORTABLE ACTIVITY

PART 1: PROFILE OF REPORTING BODY**1(a) Name of reporting body**

Clackmannanshire Council

1(b) Type of body

Local Government

1(c) Highest number of full-time equivalent staff in the body during the report year

2029.54

1(d) Metrics used by the body

Specify the metrics that the body uses to assess its performance in relation to climate change and sustainability.

Metric	Unit	Value	Comments
Floor area	m2	119042	The recorded floor area change (from 119150 in 2015-16) is so small that as with 2016/17 emissions figures for "Estate Change" further down in the report are considered negligible
Population size served	population	51350	

1(e) Overall budget of the body

Specify approximate £/annum for the report year.

Budget	Budget Comments
120519000	

1(f) Report year

Specify the report year.

Report Year	Report Year Comments
Financial (April to March)	

1(g) Context

Provide a summary of the body's nature and functions that are relevant to climate change reporting.

Clackmannanshire Council is the smallest mainland local authority in Scotland, covering an area of 159 square km. Clackmannanshire Council is responsible for providing a range of public services, including: education, social care, roads and transport, economic development, housing and planning, environmental protection, waste management, and cultural and leisure services. More information about the organisation can be found on the Council website, www.clacks.gov.uk

PART 2: GOVERNANCE, MANAGEMENT AND STRATEGY**2(a) How is climate change governed in the body?**

Provide a summary of the roles performed by the body's governance bodies and members in relation to climate change. If any of the body's activities in relation to climate change sit outside its own governance arrangements (in relation to, for example, land use, adaptation, transport, business travel, waste, information and communication technology, procurement or behaviour change), identify these activities and the governance arrangements.

In 2017/18, the Development and Environment Service (which includes the remit for sustainability, corporate approaches to climate change mitigation and adaptation, roads and transportation, street lighting and fleet) reported to the full Council. This included twice yearly performance reports, twice-yearly progress update reports, and the agreement of business plans for the service. Likewise the Resources and Governance Service (which includes responsibilities for buildings and ICT) reported to, and had its business plan agreed by, the full Council. Following submission of the 2016/17 Climate Change Duties Report to the Corporate Management Team for approval, a memo on behalf of that team indicated that in the future responsibility for climate change would lie with Heads of Services to help ensure that fuller consideration of our duties and responsibilities were taken account of. The CMT want the focus to be on initiatives to tackle change. This will be co-ordinated by a virtual focus group which will monitor progress on the development of strategies and the collection of data for future Public Sector Climate Change reporting:

2(b) How is climate change action managed and embedded by the body?

Provide a summary of how decision-making in relation to climate change action by the body is managed and how responsibility is allocated to the body's senior staff, departmental heads etc. If any such decision-making sits outside the body's own governance arrangements (in relation to, for example, land use, adaptation, transport, business travel, waste, information and communication technology, procurement or behaviour change), identify how this is managed and how responsibility is allocated outside the body (JPEG, PNG, PDF, DOC)

Clackmannanshire Council is structured as six services: Development & Environment; Resources & Governance; Housing & Community Safety; Strategy & Customer Services; Education; and Social Work Under each Head of Service are a number of Service Managers; the following remits are relevant to climate change:

In Development & Environment (currently Head of Service post is vacant): the Regulatory Service Manager is responsible for, inter alia, the Sustainability Team, which leads on climate change mitigation and adaptation, and sustainability action - this includes both strategy and implementation; the Roads and Transportation Service Manager's remit includes staff travel and street lighting; the Environment Service Manager is responsible for fleet and for waste management. The D&E Business Plan for 2017/18 is at <https://www.clacks.gov.uk/document/meeting/259/787/5697.pdf>

Under the Head of Resources and Governance: the Asset Manager is responsible for energy and water consumption in buildings, capital projects, and cleaning and caretaking; the ICT Service Manager is responsible for the organisation's ICT systems and assets; and the Procurement Manager is the focal point for providing specialist advice, guidance, support and leadership on all procurement-related matters. This includes tendering and EU procurement, ensuring due diligence is applied to all procurement with EU/UK legislation (procurement is a responsibility that is devolved to each service). In quarter 4 Asset Manager moved from Resources and Governance to Housing and Community Safety. The R&G Business Plan for 2017/18 is at <https://www.clacks.gov.uk/document/meeting/259/787/5699.pdf>

The Business Plans referred to in 2(a) list actions against these responsibilities

All Council and Committee reports have a "sustainability implications" section, to be completed based on a best value & sustainability checklist: this is intended to ensure that decision makers take climate change and sustainability impacts into account. Guidance on business planning within the Council expects services to highlight any actions which will have a significant impact on the Council's responsibilities in relation to sustainability. The Sustainable Scotland Network's e-learning module on the public bodies' climate change duties is available to all staff

2(c) Does the body have specific climate change mitigation and adaptation objectives in its corporate plan or similar document?

Provide a brief summary of objectives if they exist.

Objective	Doc Name	Doc Link

We effectively tackle the causes and effects of climate change	Taking Clackmannanshire Forward: Corporate Priorities 2012-2017	http://www.clacks.gov.uk/site/documents/makingclackmannanshireforwtakingclackmannanshire20122017/ page 6
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2(d) Does the body have a climate change plan or strategy?

If yes, provide the name of any such document and details of where a copy of the document may be obtained or accessed.

Clackmannanshire Sustainability and Climate Change Strategy: <http://www.clacks.gov.uk/document/2858.pdf>. This strategy has been reviewed with a revised version awaiting approval.

2(e) Does the body have any plans or strategies covering the following areas that include climate change?

Provide the name of any such document and the timeframe covered.

Topic area	Name of document	Link	Time period covered	Comments
Adaptation				An approach to climate change adaptation was submitted to the Head of Development and Environment Service for approval.. Due to ongoing team and Service restructuring issues the current emphasis is on projects and working with existing structures and processes rather than developing a formal standalone Strategy.
Business travel	Strategic Travel Plan	http://www.clacks.gov.uk/transport/counciltravelplan/	2012-2017	The travel plan addresses all modes of transport for visitors, commuting and business journeys. The overall aim of the

				travel plan is to demonstrate the impact each individual journey has on the environment, community and transport network to allow everyone to make an informed choice regarding transport in the Clackmannanshire area
Staff Travel	Strategic Travel Plan	http://www.clacks.gov.uk/transport/counciltravelplan/	2012-2017	The travel plan addresses all modes of transport for visitors, commuting and business journeys. The overall aim of the travel plan is to demonstrate the impact each individual journey has on the environment, community and transport network to allow everyone to make an informed choice regarding transport in the Clackmannanshire area.
Energy efficiency	Clackmannanshire Housing Strategy 2012-17 Home Energy and Affordable Warmth Action Plan Sustainability and Climate Change Strategy Single Outcome Agreement 2013-23	https://www.clacks.gov.uk/site/documents/housing/clackmannanshirehousingstrategy20122017 https://www.clacks.gov.uk/environment/sustainabilityandclimate/ https://www.clacks.gov.uk/document/2327.pdf	2012-17	Includes the objectives of the Council to reduce the carbon footprint of homes and properties owned by the Council. We have identified four priorities which are critical to making Clackmannanshire more sustainable: Reducing our contribution to climate change and preparing to adapt to its consequences Creating sustainable communities Living within environmental limits Protecting our natural resources and enhancing our environment This Single Outcome Agreement is a joint statement from the Clackmannanshire Community Planning Partnership, and sets out our vision for securing long term outcomes for our communities in Clackmannanshire. The Clackmannanshire Alliance presents this Single Outcomes Agreement in conjunction with the Local Policing and Fire plans for Clackmannanshire, as a suite of closely integrated plans focused on delivering positive outcomes for communities.
Fleet transport	Fleet Asset Management Plan	http://www.clacks.gov.uk/document/meeting/227/541/4283.pdf	2013-18	Includes the objective of "a fleet which is efficiently run, maximises value for money, is environmentally and energy efficient and contributes directly to delivering year on year reductions in greenhouse gas emissions
Information and communication technology	ICT Strategy	http://www.clacks.gov.uk/site/documents/informationtechnology/informationandcommunicationtechnologyictstrategy	2012-2017	One of the aims is "to use ICT to enable modern, smarter ways of working which enhance the ability of the Council to serve the needs of its citizens while reducing

				our impact on the environment". Includes a commitment to "improve our sustainability", including through reducing power requirements, and thus energy consumption, and re-use of equipment.
Renewable energy	Local Development Plan	https://www.clacks.gov.uk/property/ldpscheme/	2015-35	The Clackmannanshire Local Development Plan includes policies on renewable energy
Sustainable/renewable heat	Local Development Plan	https://www.clacks.gov.uk/property/ldpscheme/	2015-35	<p>The Clackmannanshire Local Development Plan includes a policy on decentralised energy, which includes district heating. Clackmannanshire Council has taken part in the Heat Network Partnership for Scotland's Local Authority District Heating Strategy Programme, and has undertaken work with Zero waste Scotland towards developing an energy master plan</p> <p>Following a successful funding bid Clackmannanshire Council has been awarded funding from the Scottish Government to develop a Local Heat and Energy Efficiency Strategy as part of a pilot Programme. The development of this strategy will assist the Local Authority to tackle climate change by providing a route map to improving energy efficiency and establishing heat decarbonisation targets.</p>
Waste management	Zero Waste Strategy	https://www.clacks.gov.uk/site/documents/wastemanagement/zerowastestrategy20122022jointmainissuespaperenvironmentalreport/	2012-2022	Addresses waste in Clackmannanshire as a whole, rather than in the Council's own operations. Addresses 7 main issues, one of which is Climate Change
Water and sewerage				Clackmannanshire intends to incorporate this within their proposed Carbon Management Plan
Land Use	Local Development Plan	https://www.clacks.gov.uk/property/ldpscheme/	2015-2035	Strategic environmental assessment was used in the preparation of the Local Development Plan to ensure that the plan and its policies contribute to reducing greenhouse gas emissions and climate change adaptation.
Other (state topic area covered in comments)	Biodiversity Action Plan	https://www.clacks.gov.uk/environment/biodiversity/	2012-2020	Addresses the impacts of climate change on biodiversity, and the role of ecosystems in adapting to climate change. The Plan has been reviewed and extended to 2020 in line with the requirements of the Scottish Biodiversity Strategy

2(f) What are the body's top 5 priorities for climate change governance, management and strategy for the year ahead?

Provide a brief summary of the body's areas and activities of focus for the year ahead.

Priorities suggested by officers to put to Corporate Management Team for Council consideration at the time of the last Climate Change Report include:

- Build upon progress such as Business Planning Guidance to build climate considerations into business as usual, including use of CCAT tool
- Complete revision of the Sustainability and Climate Change Strategy and implement actions
- Meet the requirements of the Procurement Reform (Scotland) Act – introduce sustainable Procurement Strategy
- Establish a Carbon Management Group and complete revision of Carbon Management Plan and Project Register
- Review fitness for purpose and ongoing validity of current Council strategies and policies associated with carbon management and climate change (many end after 2017)

2(g) Has the body used the Climate Change Assessment Tool(a) or equivalent tool to self-assess its capability / performance?

If yes, please provide details of the key findings and resultant action taken.

This has been tested at team level and a service-level version was developed but has not been used.

2(h) Supporting information and best practice

Provide any other relevant supporting information and any examples of best practice by the body in relation to governance, management and strategy.

Guidance on sustainable ways of working is now on the Council's online learning system (internal intranet link <https://tracking.brightwave.co.uk/LNT/Clacks/Login.aspx?ts=636407395702129467>)
Sustainability, including climate risk, has a more prominent place in the revised Business Planning Guidance (internal intranet link <http://connect/7-news/3342-business-planning-guide-2017-18.html>)
The draft Procurement Strategy incorporates sustainable procurement <http://www.clacks.gov.uk/site/documents/procurement/corporateprocurementprocess/>

PART 3: EMISSIONS, TARGETS AND PROJECTS**3a Emissions from start of the year which the body uses as a baseline (for its carbon footprint) to the end of the report year**

Complete the following table using the greenhouse gas emissions total for the body calculated on the same basis as for its annual carbon footprint /management reporting or, where applicable, its sustainability reporting. Include greenhouse gas emissions from the body's estate and operations (a) (measured and reported in accordance with Scopes 1 & 2 and, to the extent applicable, selected Scope 3 of the Greenhouse Gas Protocol (b)). If data is not available for any year from the start of the year which is used as a baseline to the end of the report year, provide an explanation in the comments column.

(a) No information is required on the effect of the body on emissions which are not from its estate and operations.

Reference Year	Year	Scope1	Scope2	Scope3	Total	Units	Comments
Baseline carbon footprint	2013/14	3623	5902	242	9767	tCO2e	Scope 1 represents Emissions from Gas, LPG, Fuel Oil, Diesel and Biomass
Year 1 carbon footprint	2014/15	3846	5581	276	9703	tCO2e	Scope 2 represents Emissions from Grid Electricity
Year 2 carbon footprint	2015/16	3792	5017	684	9493	tCO2e	Scope 3 represents Emissions from Water, Water Treatment and Grid Electricity (Transmission and Distribution)
Year 3 carbon footprint	2016/17	3894.77	4325.75	623.46	8844	tCO2e	Data Sourced from utility invoices - collated within the Current and Future CFs Tab within the CFPR tool spreadsheet.
Year 4 carbon footprint	2017/18	3940	3096	503	7539	tCO2e	Data Sourced from utility invoices - collated within the Current and Future CFs Tab within the CFPR tool spreadsheet.

3b Breakdown of emission sources

Complete the following table with the breakdown of emission sources from the body's most recent carbon footprint (greenhouse gas inventory); this should correspond to the last entry in the table in 3(a) above. Use the 'Comments' column to explain what is included within each category of emission source entered in the first column. If, for any such category of emission source, it is not possible to provide a simple emission factor(a) leave the field for the emission factor blank and provide the total emissions for that category of emission source in the 'Emissions' column.

Total	Comments – reason for difference between Q3a & 3b.	Emission source	Scope	Consumption data	Units	Emission factor	Units	Emissions (tCO2e)	Comments
7258.8		Natural Gas	Scope 1	15266034	kWh	0.1841639 89077374	kg CO2e/kWh	2811.5	

	LPG	Scope 1	93067 kWh	0.2145097 23	kg CO2e/kWh	20.0
	Fuel Oil	Scope 1	108284 kWh	0.2678917 20207764	kg CO2e/kWh	29.0
	Biomass (Wood Chips)	Scope 1	283872 kWh	0.0127	kg CO2e/kWh	3.6
	Diesel (average biofuel blend)	Scope 1	416491 litres	2.6001627 1124822	kg CO2e/litre	1082.9
	Grid Electricity (generation)	Scope 2	8805194 kWh	0.35156	kg CO2e/kWh	3095.6
	Grid Electricity (transmission & distribution losses)	Scope 3	85152 kWh	0.03287	kg CO2e/kWh	2.8
	Water - Supply	Scope 3	85152 m3	0.344	kg CO2e/m3	29.3
	Water - Treatment	Scope 3	107604 m3	0.708	kg CO2e/m3	76.2
	Average Car - Unknown Fuel	Scope 3	591918 km	0.18242	kg CO2e/km	108.0

3c Generation, consumption and export of renewable energy					
Provide a summary of the body's annual renewable generation (if any), and whether it is used or exported by the body.					
Technology	Renewable Electricity		Renewable Heat		Comments
	Total consumed by the organisation (kWh)	Total exported (kWh)	Total consumed by the organisation (kWh)	Total exported (kWh)	
Solar PV	171214	30828			

Wind	692	0			
Biomass			148300	0	

3d Targets

List all of the body's targets of relevance to its climate change duties. Where applicable, overall carbon targets and any separate land use, energy efficiency, waste, water, information and communication technology, transport, travel and heat targets should be included.

Name of Target	Type of Target	Target	Units	Boundary/scope of Target	Progress against target	Year used as baseline	Baseline figure	Units of baseline	Target completion year	Comments
										A substantial exercise in organisational restructure and changing resources has impacted upon the development and approval of the local Carbon Management Plan.

3e Estimated total annual carbon savings from all projects implemented by the body in the report year			
Total	Emissions Source	Total estimated annual carbon savings (tCO2e)	Comments
0.00	Electricity		There is insufficient data available on projects to quantify the carbon savings. Whilst in the midst of a major restructure, resources for recording data have not been available to collate and analyse the information. However, we are aware that savings will have been made with the ongoing roll out of LED lighting in public buildings and from street lighting upgrades
	Natural gas		There is insufficient data available on projects to quantify the carbon savings. Whilst in the midst of a major restructure, resources for recording data have not been available to collate and analyse the information. However, we are aware that the Housing Services Capital Investment in the upgrading of Central Heating systems (420), installation of Double glazed windows ((408 properties) and installation of External Wall Insulation (11 properties) will have contributed to carbon reduction in Council owned properties. Works on public buildings e.g. schools, will also have

		benefited from this and will have lead to the generation of heat savings.
Other heating fuels		There is insufficient data available on projects to quantify the carbon savings. Whilst in the midst of a major restructure, resources for recording data have not been available to collate and analyse the information
Waste		There is insufficient data available on projects to quantify the carbon savings. Whilst in the midst of a major restructure, resources for recording data have not been available to collate and analyse the information
Water and sewerage		There is insufficient data available on projects to quantify the carbon savings. Whilst in the midst of a major restructure, resources for recording data have not been available to collate and analyse the information
Business Travel		There is insufficient data available on Business Travel to quantify the carbon savings. Whilst in the midst of a major restructure, resources for recording data have not been available to collate and analyse the information. However, we are aware that with the reduction in staff numbers and the ongoing drop in private care use (in conjunction with the use of more electric pool vehicles) we are reducing our carbon footprint.
Fleet transport		There is insufficient data available from fleet records to quantify the carbon savings. Whilst in the midst of a major restructure, resources for recording data have not been available to collate and analyse the information
Other (specify in comments)		

3f Detail the top 10 carbon reduction projects to be carried out by the body in the report year

Provide details of the 10 projects which are estimated to achieve the highest carbon savings during report year.

Project name	Funding source	First full year of CO2e savings	Are these savings figures estimated or actual?	Capital cost (£)	Operational cost (£/annum)	Project lifetime (years)	Primary fuel/emission source saved	Estimated carbon savings per year (tCO2e/annum)	Estimated costs savings (£/annum)	Behaviour Change	Comments
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Street Lighting between midnight and 6.00 a.m.	Capital Budget/Salix Fund	2017/18	Estimated	183000 0		20	Grid Electricity	1152	110000		Upgrade/Dimming of Street lights to 75% luminance . Data taken from Street Lighting report to Council 13th Oct. 2016 The savings reflect £80,000 in lighting savings and £30,000 in maintenance costs (Total £110,000)
Campus at Tullibody South	Capital										Enabling works/pre-construction - closure of 2 Primary Schools
Sustainable Transport Review	Capital										Review of transport ongoing
Increased Pool fleet	Capital										Reduction in Business mileage envisaged
Education - Classroom upgrades	Capital										lighting/insulation/glazing – Clackmannan Primary School
I.T. - modernisation	Capital										Development of Virtual servers.
I.T. - Server infrastructure	Capital										Implementation of power management on server infrastructure.....power down when not in use
Alva Primary School and Nursery											Energy Efficiency upgrades incorporated into refurb. project
Park Primary School, Alloa											Energy Efficiency upgrades incorporated into refurb. project
Deerpark and Lochies Primary School, Sauchie											Energy Efficiency upgrades incorporated into refurb. project

3g Estimated decrease or increase in the body's emissions attributed to factors (not reported elsewhere in this form) in the report year				
If the emissions increased or decreased due to any such factor in the report year, provide an estimate of the amount and direction.				
Total	Emissions source	Total estimated annual emissions (tCO2e)	Increase or decrease in emissions	Comments

0.00	Estate changes			Estate changes are minimal and any resulting emissions changes are deemed negligible
	Service provision			We do not have a methodology to estimate how changes in service provision have affected our carbon footprint.
	Staff numbers			Changes in staff numbers are unlikely to have had a significant impact on building energy use, although a reduced staff complement will have reduced the use of hot water. Reduced staff numbers are also likely to have led to reduced staff mileage.
	Other (specify in comments)			

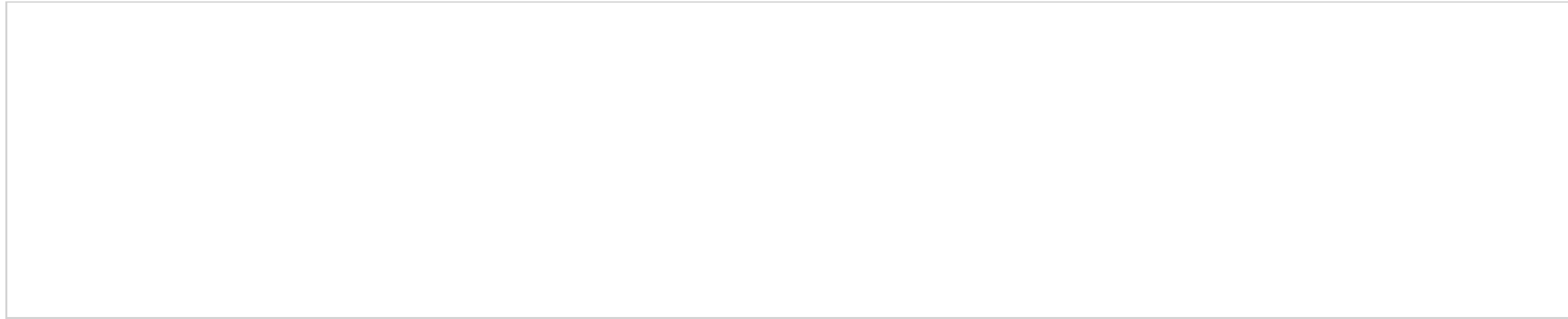
3h Anticipated annual carbon savings from all projects implemented by the body in the year ahead				
Total	Source	Saving	Comments	
288.00	Electricity	288	Street Lighting Upgrade/Dimming of Street lights to 75% luminance between midnight and 6.00 a.m	
	Natural gas			
	Other heating fuels			
	Waste			
	Water and sewerage			
	Business Travel			
	Fleet transport			

	Other (specify in comments)		
--	-----------------------------	--	--

3i Estimated decrease or increase in the body's emissions attributed to factors (not reported elsewhere in this form) in the year ahead				
If the emissions are likely to increase or decrease due to any such factor in the year ahead, provide an estimate of the amount and direction.				
Total	Emissions source	Total estimated annual emissions (tCO2e)	Increase or decrease in emissions	Comments
0.00	Estate changes			
	Service provision			
	Staff numbers			
	Other (specify in comments)			

3j Total carbon reduction project savings since the start of the year which the body uses as a baseline for its carbon footprint	
If the body has data available, estimate the total emissions savings made from projects since the start of that year ("the baseline year").	
Total	Comments
	Data unavailable

3k Supporting information and best practice
Provide any other relevant supporting information and any examples of best practice by the body in relation to its emissions, targets and projects.



PART 4: ADAPTATION**4(a) Has the body assessed current and future climate-related risks?**

If yes, provide a reference or link to any such risk assessment(s).

We have not completed a thorough and systematic assessment of current and future climate-related risks, but we have made steps towards this including the collation of risks from the earlier LCLIP and from the Incident Report, Resilience Plans and business plans. As with last year, climate change is featured in the corporate risk log as a subset of "Failure to Prepare for Severe Weather Events". In addition, we have specific measures for certain aspects, most notably flood risk management planning. When the Council considers FRM and specifically when it produces studies to inform flood protection schemes, it strives to build in the very latest thinking on what should be accounted for in designed solutions (structural and non-structural) when considering Climate Change.

4(b) What arrangements does the body have in place to manage climate-related risks?

Provide details of any climate change adaptation strategies, action plans and risk management procedures, and any climate change adaptation policies which apply across the body.

The corporate risk log is owned by the Corporate Management Team and the Head of Strategy & Customer Services is responsible for the corporate risk management approach. The Council follows a systematic risk process, reporting corporate and service risks to Council on a regular basis. Processes are assessed via internal and external governance and audit mechanisms, and peer-reviewed by other local authorities. Adaptation is also embedded in our proposed Local Development Plan and associated supplementary guidance.

The Corporate Risk Log includes climate change as a subset of "Failure to Prepare for Severe Weather Events": Inability to respond to impact of severe weather events on workforce or community due to lack of appropriate planning and equipment. This is most likely to include flooding from rainfall or coastal surges, hazardous winter weather or heatwaves (all of which, due to climate change, are likely to become more frequent and severe). The risk is owned by the Executive Director. The end of year update (May 2018) states that, "Existing controls remain in place for both winter-related weather and flooding threat, with recent weather events proving procedures to be broadly robust, though with lessons always being learnt and built into the development of future plans. Reduction in staff numbers is threatening resilience but Service is implementing measures for mitigation. Controls continue to be developed and de-briefs will outline actions required."

The Council's Statement of Preparedness for end of year 2017-18 is at <https://www.clacks.gov.uk/document/meeting/260/842/5940.pdf>

In addition our Business Planning Guidance makes specific reference to climate risk including the provision that Services should ensure that all business plan actions are assessed for their susceptibility to the impacts of severe weather events, including impacts on staff, service users and supply chain.

Local Flood Risk Management Plans for the Forth and Forth estuary Local Plan Districts were published in June 2016 and are available at <http://www.clacks.gov.uk/transport/flooding/>

4(c) What action has the body taken to adapt to climate change?

Include details of work to increase awareness of the need to adapt to climate change and build the capacity of staff and stakeholders to assess risk and implement action.

We continue to work with internal and external partners. We have continued to run climate change adaptation projects with Inner Forth Landscape Initiative partners. Transportation staff have worked with Sustainability and with the Trust for Conservation Volunteers to develop a network of Flood Risk Monitor volunteers to monitor key choke points in watercourses to enhance community flood resilience and we have developed this model further in order to encompass invasive species on the selected watercourses in addition to choke points. We continue to engage with these and other partners to promote flood risk management and community awareness. We also have a continuing partnership with SFF/TCV to develop community resilience groups. The Council also has an ongoing partnership with the SFRS to promote better links with them re FRM and Community Resilience capacity building.

4(d) Where applicable, what progress has the body made in delivering the policies and proposals referenced N1, N2, N3, B1, B2, B3, S1, S2 and S3 in the Scottish Climate Change Adaptation Programme(a) ("the Programme")?					
If the body is listed in the Programme as a body responsible for the delivery of one or more policies and proposals under the objectives N1, N2, N3, B1,B2, B3, S1, S2 and S3, provide details of the progress made by the body in delivering each policy or proposal in the report year. If it is not responsible for delivering any policy or proposal under a particular objective enter "N/A" in the 'Delivery progress made' column for that objective.					
(a) This refers to the programme for adaptation to climate change laid before the Scottish Parliament under section 53(2) of the Climate Change (Scotland) Act 2009 (asp 12) which currently has effect. The most recent one is entitled "Climate Ready Scotland: Scottish Climate Change Adaptation Programme" dated May 2014.					
Objective	Objective reference	Theme	Policy / Proposal reference	Delivery progress made	Comments
Understand the effects of climate change and their impacts on the natural environment.	N1	Natural Environment	N1-8	The Local Flood Risk Management Plan has been published and work is under way to take forward the actions within it.	

			N1-8	Further projects on impacts of climate change on the Inner Forth with Inner Forth Landscape Initiative partners	
			N1-10	The Local Flood Risk Management Plan has been published and work is under way to take forward the actions within it.	
Support a healthy and diverse natural environment with capacity to adapt.	N2	Natural Environment	N2-2	The Local Development Plan and Supplementary Guidance documents have policy and guidance to enhance habitat and green networks. Clackmannanshire Council is engaged in the Forth Area River Basin Management Plan Advisory Group.	
			N2-7	Continuing public engagement on managing invasive species with Inner Forth Landscape Initiative partners	
			N2-11	The Local Development Plan and Supplementary Guidance documents have policy and guidance to enhance habitat and green networks.	
			N2-17	Clackmannanshire Council is engaged in the Forth Area River Basin Management Plan Advisory Group.	

			N2-20	The Local Flood Risk Management Plan has been published and work is under way to take forward the actions within it.	
			N2-20	Exploring options for coastal realignment project as part of City Deal submission	
Sustain and enhance the benefits, goods and services that the natural environment provides.	N3	Natural Environment			Local authorities are not listed as responsible for delivering any projects under objective N3.
Understand the effects of climate change and their impacts on buildings and infrastructure networks.	B1	Buildings and infrastructure networks	B1-13	The Local Flood Risk Management Plan has been published and work is under way to take forward the actions within it.	
			B1-14	The Local Flood Risk Management Plan has been published and work is under way to take forward the actions within it.	
Provide the knowledge, skills and tools to manage climate change impacts on buildings and infrastructure.	B2	Buildings and infrastructure networks			Local authorities are not listed as responsible for delivering any projects under objective B2; however, see question 4h for how we contribute to B2-2.

Increase the resilience of buildings and infrastructure networks to sustain and enhance the benefits and services provided.	B3	Buildings and infrastructure networks	B3-2	Related activity in the Council includes the Local Development Plan and Supplementary Guidance on Water (B3-2, B3-3), the Open Space Strategy (B3-3), ongoing work on energy efficiency and fuel poverty (B3-6, 7, 8, 9), and river basin management planning (B3-13).	
			B3-3	Related activity in the Council includes the Local Development Plan and Supplementary Guidance on Water (B3-2, B3-3), the Open Space Strategy (B3-3), ongoing work on energy efficiency and fuel poverty (B3-6, 7, 8, 9), and river basin management planning (B3-13).	
Understand the effects of climate change and their impacts on people, homes and communities.	S1	Society			Local authorities are not listed as responsible for delivering any projects under objective S1; however, see question 4h for how we contribute to S3-1.
Increase the awareness of the impacts of climate change to enable people to adapt to future extreme weather events.	S2	Society			Local authorities are not listed as responsible for delivering any projects under objective S2; however, see question 4h for how we contribute to S2-5.
Support our health services and emergency responders to enable them to respond effectively to the increased pressures associated with a changing climate.	S3	Society			Local authorities are not listed as responsible for delivering any projects under objective S3

4(e) What arrangements does the body have in place to review current and future climate risks?

Provide details of arrangements to review current and future climate risks, for example, what timescales are in place to review the climate change risk assessments referred to in Question 4(a) and adaptation strategies, action plans, procedures and policies in Question 4(b).

The 2016/17 report noted that as part of the proposed approach to a Climate Change Adaptation Strategy, it would be necessary to consider inclusion of review periods for assessing climate risks: the strategy would be an ideal place to present all this information in one place and provide a sense as to appropriate review periods for the various actions listed in 4 (b) above. However, as in 2016/17, in 2017/18 with resource shortages and multiple changes in Council governance and leadership within the year we have focussed on projects rather than a pursuing the development of a formal Strategy

4(f) What arrangements does the body have in place to monitor and evaluate the impact of the adaptation actions?

Please provide details of monitoring and evaluation criteria and adaptation indicators used to assess the effectiveness of actions detailed under Question 4(c) and Question 4(d).

At present we do not have a formal suite of criteria and indicators for our overall adaptation effort. Discrete aspects such as our flood risk planning and emergency planning have monitoring and evaluation criteria and timescales.

4(g) What are the body's top 5 priorities for the year ahead in relation to climate change adaptation?

Provide a summary of the areas and activities of focus for the year ahead.

Internal Audit and Energy and Sustainability Team Officers presented the following recommendations to the Corporate Management Team for Council consideration in 2016/17 unfortunately these remain outstanding over 2017/18 due to a reduction in resources and an ongoing major restructure within the organisation:

- Continue to review delivery of climate change activity across the Council to improve integration and opportunities for improvement.
- Continue to integrate adaptation into existing strategies and processes: in particular to boost uptake of building climate considerations into risk assessment in work planning.
- Continue to build upon existing good practice and work already ongoing such as in Local Development Plan, Emergency Planning, Flood Risk Planning, and engage with revision of LDP
- Continue to develop projects where opportunities and partners permit, develop a formal strategy when governance and leadership issues are resolved
- Build upon success of Menstrie Primary resilience event and Hillfoots river monitoring projects

These proposals will be presented to our CMT for further consideration following the submission of this year's return.

4(h) Supporting information and best practice

Provide any other relevant supporting information and any examples of best practice by the body in relation to adaptation.

As with 2016/17, there are a number of policies and proposals in the Adaptation Programme where local authorities are actively engaged but are not listed as delivery agents in the Programme. In particular, Clackmannanshire Council considers that it contributes to:

N1-9 (supporting citizen science and voluntary environmental monitoring) by working with the Clackmannanshire Biodiversity Partnership and partners in the Inner Forth Landscape Initiative in support of environmental recording and volunteer engagement, and also the TCV/Hillfoots volunteer river monitor project on which work started in FY 2016-17;

N2-4 (manage designated sites for land based biodiversity) by conducting an ongoing review of Local Nature Conservation Sites with a view to ensuring appropriate management; ongoing

N2-7 (reduce the pressure on ecosystems from invasive non-native species (INNS) by working with Inner Forth Landscape Initiative partners to develop better understanding of the spread of invasive non-native species at a landscape level and to assess climate change impacts for the overall Inner Forth Landscape Initiative programme, co-organising a regional conference on invasive species, and extending the Hillfoots river monitoring project to encompass invasives monitoring in addition to flood hotspot monitoring on which work started in FY 2017-17;

N2-9 (implement the Scottish Biodiversity Strategy) by supporting an active Biodiversity Partnership to deliver the Clackmannanshire Local Biodiversity Action Plan (CBAP) in support of the Scottish strategy, with stronger emphasis on climate change following review and extension of the 2012-17 CBAP to 2020; ongoing

S2-5 (Develop and promote resources which support capacity building in communities, to help build resilience to emergencies, including responding to severe weather events) by ongoing work to develop "What can I do?" advice for households affected by severe weather events. And in particular with developing a project to engage volunteers in the Hillfoots villages in monitoring high flood risk sites in watercourses;

With regard to S3-1 (NHS Scotland Boards to develop individual climate change adaptation plans), with the integration of health and social care initiated in 2014-15, this is an issue on which local authorities and NHS boards need to work together, and we started to work with NHS Forth Valley, Stirling Council and Falkirk Council to identify areas where partnership approaches could be of especial benefit. Resource limitations have hindered progress

Clackmannanshire Council has taken significant steps either as specific climate adaptation measures or as part of broader good practice including using our experience of the impacts of flooding on vulnerable groups informs our work on flood risk management; and carrying out presentations to staff groups and community planning partners.

PART 5: PROCUREMENT

5(a) How have procurement policies contributed to compliance with climate change duties?

Provide information relating to how the procurement policies of the body have contributed to its compliance with climate changes duties.

We have adopted a sustainable procurement policy as part of our corporate procurement process.

The Sustainable Procurement Duty is now built into the Council's tender authorisation form which must be completed by the Contract Responsible Officer, before any tender process commences. It requires that before the Council buys anything, it must think about how it can improve the social, environmental and economic wellbeing of the area in which it operates, with specific guidance on economic, social, health-related and environmental factors

An Interim Strategy was produced. However The Procurement Strategy is still to be approved by Council and this is expected late in 2018/19.

5(b) How has procurement activity contributed to compliance with climate change duties?

Provide information relating to how procurement activity by the body has contributed to its compliance with climate changes duties.

The proposed Action Plan contains measures to enable monitoring of future activity, but this still requires approval by the Council, expected late in 2018/19:

Utilise the Scottish Government's sustainable prioritisation tool to identify and prioritise procurement activity

Utilise the Flexible Framework Self-Assessment Tool (FFSAT) to provide a Sustainable Action Plan to establish the performance level of sustainable procurement across the council

Create and manage a sustainable register to capture, monitor and report on the sustainable outcomes achieved via procurement activity, and link to related internal and external reporting requirements

Establish systems to record the impact of procurement policies and practices on the council's climate change duties

5(c) Supporting information and best practice

Provide any other relevant supporting information and any examples of best practice by the body in relation to procurement.

The Council produced its interim procurement strategy to cover the latter part of the 2016/17 financial year and the full 2017/18 financial year. During 2017/18 the Council undertook a consultation exercise in order to prepare the full procurement strategy. The Consultation was undertaken using the Council consultation hub and took place between August and September 2017.

The strategy can be seen at <https://www.clacks.gov.uk/document/meeting/1/840/5917.pdf>

PART 6: VALIDATION AND DECLARATION

6(a) Internal validation process

Briefly describe the body's internal validation process, if any, of the data or information contained within this report.

Internal Audit validated the report . Their work focused on reviewing the reporting arrangements and the accuracy of the information in the report. On this basis Internal Audit have provided "substantial assurance" on the Council's reporting arrangements and the accuracy of the information in the report. Substantial assurance is defined as

The systems for risk, control, and governance are largely satisfactory, but there is some scope for improvement as the present arrangements could undermine the achievement of business and/or control objectives and/or leave them vulnerable to some risk of error/abuse.

Internal Audit's review of the report notes that the report contains several proposals for improvement in future years and also makes a recommendation to enhance the audit trail associated with the reporting process by using an electronic evidence pack to support each of the sections of the report. In addition to this they have suggested that target dates be set for updating the Sustainability and Climate Change Strategy, establishing a Carbon Management Group, revising the Carbon Management Plan, and developing a Climate Change Adaptation Strategy.

6(b) Peer validation process

Briefly describe the body's peer validation process, if any, of the data or information contained within this report.

Internally we have a degree of this by virtue of the collegiate approach what we are taking to compiling the report .

In 2016/17 we engaged, via SSN, with a range of peer bodies to compare approaches. This included holding a round table session in November with the Joint Integrated Board (Stirling & Clacks Health & Social Care) along with Stirling Council and NHS Forth Valley. Resource constraints prevented this from taking place in 2017/18.

6(c) External validation process

Briefly describe the body's external validation process, if any, of the data or information contained within this report.

As in 6b above

6(d) No validation process

If any information provided in this report has not been validated, identify the information in question and explain why it has not been validated.

6e - Declaration

I confirm that the information in this report is accurate and provides a fair representation of the body's performance in relation to climate change.

Name	Role in the body	Date
Lawrence Hunter	Energy and Sustainability Lead officer	2018-11-29

RECOMMENDED – WIDER INFLUENCE**Q1 Historic Emissions (Local Authorities only)**

Please indicate emission amounts and unit of measurement (e.g. tCO₂e) and years. Please provide information on the following components using data from the links provided below. Please use (1) as the default unless targets and actions relate to (2).

(1) UK local and regional CO₂ emissions: **subset dataset** (emissions within the scope of influence of local authorities):

(2) UK local and regional CO₂ emissions: **full dataset**:

Select the default target dataset**Table 1a - Subset**

Sector	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	Units	Comments
Total Emissions	427.41	495.78	510.18	409.98	502.40	457.21	424.91	421.24	365.34	349.88		ktCO ₂	
Industry and Commercial	223.04	291.72	307.07	220.87	305.57	278.14	239.32	241.60	203.36	190.67		ktCO ₂	
Domestic	134.09	132.04	132.55	119.45	127.14	111.21	119.05	115.23	96.03	92.64		ktCO ₂	
Transport total	70.28	72.03	70.56	69.65	69.68	67.85	66.54	64.41	65.95	66.57		ktCO ₂	
Per Capita	8.63	9.80	9.97	7.99	9.79	8.88	8.29	8.21	7.14	6.81		tCO ₂	
Waste												tCO ₂ e	
LULUCF Net Emissions												ktCO ₂	
Other (specify in 'Comments')													

Table 1b - Full

Sector	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	Units	Comments
Total Emissions	617.44	684.78	697.91	578.86	658.27	634.23	610.08	598.47	533.55	511.49		ktCO ₂	
Industry and Commercial	382.79	451.34	466.36	361.78	460.69	428.36	397.68	393.79	346.99	328.15		ktCO ₂	
Domestic	134.09	132.04	132.55	119.45	127.14	111.21	119.05	115.23	96.03	92.64		ktCO ₂	
Transport total	84.32	85.61	84.33	83.56	83.75	81.59	80.33	77.92	79.77	80.14		ktCO ₂	
Per Capita	12.46	13.53	13.63	11.29	13.35	12.32	11.90	11.67	10.42	9.96		tCO ₂	
Waste												tCO ₂ e	
LULUCF Net Emissions	16.25	15.79	14.68	14.07	13.70	13.07	13.02	11.53	10.76	10.55		ktCO ₂	
Other (specify in 'Comments')													

Q2a – Targets

Please detail your wider influence targets

Sector	Description	Type of Target (units)	Baseline value	Start year	Target saving	Target / End Year	Saving in latest year measured	Latest Year Measured	Comments

Q2b) Does the Organisation have an overall mission statement, strategies, plans or policies outlining ambition to influence emissions beyond your corporate boundaries? If so, please detail this in the box below.

The Community Plan, Working Together for Clackmannanshire, sets out in broad terms how the community planning partners want to see Clackmannanshire improve over the next decade. This includes an aspiration that "we recognise how our lifestyles and choices impact on the environment" (page 8).

The Clackmannanshire Community Plan 2010 is available at: <http://www.clacks.gov.uk/document/3212.pdf>

In its vision for Better Communities, the Clackmannanshire Council Corporate Plan, Taking Clackmannanshire Forward, states that "We want to keep Clackmannanshire at the forefront of green, recycling and sustainability initiatives", with an outcome that "we effectively tackle the causes and effects of climate change" (page 6). Performance indicators relating to better communities include:

- Decrease biodegradable waste sent to landfill
- Improve recycling levels
- Deliver carbon reduction targets

• Priority actions identified in the plan (pages 13-14) include:

- Invest to keep Clackmannanshire at the very forefront of recycling, sustainability and zero waste initiatives
- Maximise opportunities and investment to further develop energy efficiency initiatives within Clackmannanshire as part of a greater move to mitigate fuel poverty in the area
- Continue to promote green energy schemes and improve recycling rates, with the objective of saving money as well as helping the environment
- Promote energy efficiency and a sustainable environment for our citizens through the early adoption of good practice and pilot projects to demonstrate and examine the best fit of these measures for Clackmannanshire

The Clackmannanshire Council Corporate Plan 2012-2017 is available at: <http://www.clacks.gov.uk/document/4506.pdf>

Q3) Policies and Actions to Reduce Emissions

Sector	Start year for policy / action implementation	Year that the policy / action will be fully implemented	Annual CO2 saving once fully implemented (tCO2)	Latest Year measured	Saving in latest year measured (tCO2)	Status	Metric / indicators for monitoring progress	Delivery Role	During project / policy design and implementation, has ISM or an equivalent behaviour change tool been used?	Please give further details of this behaviour change activity	Value of Investment (£)	Ongoing Costs (£/ year)	Primary Funding Source for Implementation of Policy / Action	Comm

Please provide any detail on data sources or limitations relating to the information provided in Table 3

Governance and resourcing issues have delayed completion of the Carbon Management Plan and Project Register including data management capacity

Q4) Partnership Working, Communication and Capacity Building.
 Please detail your Climate Change Partnership, Communication or Capacity Building Initiatives below.

Key Action Type	Description	Action	Organisation's project role	Lead Organisation (if not reporting organisation)	Private Partners	Public Partners	3rd Sector Partners	Outputs
Partnership Working	Energy advice with Home Energy Scotland Community Wellbeing Partnership with Community Planning Partners Citizens' Advice Bureaux partnership promotion related to energy efficiency and fuel poverty Energy master planning with Zero Waste Scotland Community engagement on fuel poverty with tenants' and residents' associations Engagement with Scottish Government on developing Energy Efficiency programmes (SEEP)	Behaviour Change	Lead			NHS Forth Valley, Forth Valley College, Police and Fire & Rescue Services	Home Energy Scotland Zero Waste Scotland Scottish Government BSBI, RSPB, SWT	Behaviour Change Awareness raised Learning Skills/Capacity Building
Partnership Working	Community engagement, volunteer action and monitoring and recording. Partnership development/delivery of capital projects. Ongoing work with Clackmannanshire Biodiversity partnership (54 actions included within the Biodiversity action plan relating to awareness, overarching action, action for Habitats and species))	Partnership working of climate change or sustainability	Participant	Dependent upon project. Examples may be Community Groups, Volunteers, Trusts etc		SNH, Forestry Commission	BSBI, RSPB, SWT	

Partnership Working	Ongoing work with Inner Forth Landscape Initiative	Partnership working of climate change or sustainability	Participant	RSPB		SNH, HES, Falkirk Council, Stirling Council	Buglife, Butterfly Conservation, Clackmannan Field Studies Society, CSGN Trust, RSPB, SWT
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OTHER NOTABLE REPORTABLE ACTIVITY

Q5) Please detail key actions relating to Food and Drink, Biodiversity, Water, Procurement and Resource Use in the table below.

Key Action Type	Key Action Description	Organisation's Project Role	Impacts	Comments

Q6) Please use the text box below to detail further climate change related activity that is not noted elsewhere within this reporting template



MEMO

To: Lawrence Hunter, Energy and Sustainability Strategy Officer

Copy To: Garry Dallas, Strategic Director (Place)
Stuart Crickmar, Strategic Director (Partnership and Performance)
Ian Doctor, Service Manager Regulation
Gordon O'Connor, Internal Audit Manager

From: Graham Templeton, Senior Internal Auditor

Date: 23 November 2018

Subject: **INTERNAL AUDIT – PUBLIC SECTOR CLIMATE CHANGE DUTIES REPORT**

1. As part of our Internal Audit coverage for 2018/19, Internal Audit has recently completed work on the Council's Climate Change Act Public Body Duties 2017/18 Annual Report.

Background

2. The Climate Change (Scotland) Act 2009 (the Act), introduced the requirement for public bodies to report on their climate change duties.

3. In line with the timescales from the Act, the Council's annual report has to be submitted to the Sustainable Scotland Network (SSN) by 30 November 2018.

Internal Audit Work

4. In order to ensure the consistency of returns across public bodies the annual report format is a standard template split into five areas:

- Profile of Reporting Body;
- Governance, Management, and Strategy;
- Emissions, Targets, and Projects;
- Adaptation; and
- Procurement.

5. Our work focused on reviewing the reporting arrangements and the accuracy of the information in the report.

Internal Audit Findings

6. Our findings are summarised in the attached **Annex 1**.

7. During the course of our audit work we also identified issues which should be considered for future years' reporting. These are at paragraphs 8 and 9.

8. In addition, we have suggested that target dates should be set for updating the Sustainability and Climate Change Strategy, establishing a Carbon Management Group, revising the Carbon Management Plan, and developing a Climate Change Adaptation Strategy. These are at paragraphs 3 and 11.

Internal Audit Assurance

9. We can provide **SUBSTANTIAL ASSURANCE** (see **Annex 2** for definition) on the Council's reporting arrangements and the accuracy of the information in the report.

Graham Templeton
Senior Internal Auditor
23 November 2018

PUBLIC SECTOR CLIMATE CHANGE DUTIES REPORT
INTERNAL AUDIT FINDINGS

Section 1 – Profile of Reporting Body

1. We were content that Section 1 had been completed with information being provided from Human Resources, Performance and Change Section, and Accountancy. Information recorded includes the number of full time equivalent staff, floor area of operational and non-operational estate, and the Council's budget for 2017/18. We were also content that the figures provided were consistent with the return for last year.

Section 2 – Governance, Management, and Strategy

2. The information in Section 2 is provided from a variety of sources across the Council and we were content that it had been accurately recorded.

3. Section 2(f) of the report sets out the Council's top five priorities for climate change, governance, management, and strategy for the year ahead. We noted this covers key areas such as revising the Sustainability and Climate Change Strategy (current version is from 2010), establishing a Carbon Management Group (previous group has not met for a number of years), and developing the Carbon Management Plan (most recent version covered the period 2011-2016).

4. In our view, due to the importance of each of these, target dates should be agreed for revising and developing these documents and establishing the group.

Remit Item 3 – Emissions, Targets, and Projects

5. The emissions data is based on those areas of CO₂ emissions which the Council can significantly influence.

6. We reviewed the data for Sections 3(a), 3(b), 3(c), 3(f), and 3(j) of the report and these could be reconciled to the Carbon Footprint and Project Register Tool.

7. We were content that the information provided in relation to Scope 1, Scope 2, and Scope 3 emissions were consistent with those in the 2016/17 report.

8. We noted that Waste Management related emission sources (eg, refuse municipal to landfill) are not included within the report. This should be considered for future years reporting.

9. In Section 3(f) the only data provided in relation to the Council's top ten carbon reduction projects was for the street lighting upgrade. We were advised this was the only project that the Energy and Sustainability Strategy Officer was able to accurately monitor and report the estimated savings. The development of the Carbon Management Plan (which would include details of both current and planned projects across the Council) and the establishment of the Carbon Management Group, referred to at paragraph 3, should result in more comprehensive reporting in future years.

Section 4 – Adaptation

10. The objectives and themes covered in Section 4 are part of the standard template fields. The progress made, and comments, in the return were provided by the Energy and Sustainability Strategy Officer using their knowledge of corporate developments.

11. We noted that Sections 4(e) and 4(f) of the report referred to the development of a Climate Change Adaptation Strategy and associated indicators. It is recorded in the report that this work has been delayed due to ongoing resourcing issues and changes in Council governance and leadership. In our view, target dates should be agreed for finalising the Strategy and the indicators.

Section 5 – Procurement

12. The information contained within this section of the report was agreed with the Procurement Manager. These arrangements were sound.

DEFINITION OF ASSURANCE CATEGORIES

Level of Assurance	Definition
Substantial assurance	The systems for risk, control, and governance are largely satisfactory, but there is some scope for improvement as the present arrangements could undermine the achievement of business and/or control objectives and/or leave them vulnerable to some risk of error/abuse.
Limited assurance	The systems for risk, control, and governance have some satisfactory aspects, but contain a number of significant weaknesses that are likely to undermine the achievement of business and/or control objectives and leave them vulnerable to an unacceptable risk of error/abuse.
No assurance	The systems for risk, control, and governance are ineffectively designed and/or are operated ineffectively such that business and/or control objectives are not being achieved and the risk of serious error/abuse is unacceptable. Significant improvements are required.

Report to: Place Committee

Date of Meeting: 24th January 2019

Subject: Energy Efficiency Scotland Route Map and Local Heat & Energy Efficiency Strategy (LHEES)

Report by: Strategic Director (Place)

1.0 Purpose

- 1.1. This report informs the Committee of the Scottish Governments new Energy Efficiency Scotland (EES): Route Map and provides information on the development of the Local Heat and Energy Efficiency Strategy (LHEES) for Alloa and Tullibody.

2.0 Recommendations

- 2.1. It is recommended that Committee notes the content of the report and supports the ongoing development of the LHEES for Alloa and Tullibody which will allow access to Scottish Government funding to deliver a programme of works which will enable energy demand reduction and decarbonisation of the heat supply of buildings in Alloa and Tullibody.

3.0 Background

3.1. Energy Efficient Scotland (EES): Route Map

- 3.1.1. The Scottish Government have committed to take long-term action to reduce the energy demand of our residential, service and industrial sectors through designating energy efficiency as a national infrastructure priority. Ministers have announced that the cornerstone of this will be the Energy Efficiency Scotland: Route Map
- 3.1.2. The Route Map sets out the journey our homes, businesses and public buildings will take to become more energy efficient. It is considered that local authorities will have a major role in the delivery of the EES.
- 3.1.3. The Government has announced a new £54.5 million strategy to improve the energy efficiency of our buildings and to combat fuel poverty through EES, setting out a clear commitment to energy efficiency and low carbon heat with substantial public funding. EES will be an unprecedented large-scale, long-term programme, operating for up to 20 years across all parts of Scotland.

- 3.1.4. It is intended that EES will tackle the problems of fuel poverty and greenhouse gas emissions. Activities identified within the strategy will continue to drive change by, for example, addressing our energy sourcing and use, waste production and disposal, travel and transport, and the purchasing of goods and services. At a time of intense pressure on resources the expanding green economy also presents an opportunity to set a positive agenda. For example, the use of renewable and low carbon technologies can stimulate jobs, reduce reliance on fossil fuels with associated harmful carbon emissions, reduce energy bills, and create an income to the council through government initiatives such as the Renewable Heat Incentive (income from producing heat from renewable or low carbon sources) and Feed-In-Tariffs (income from producing electricity from renewable sources and feeding it in to the national grid).
- 3.1.5. The Government consider that the development of Local Heat and Energy Efficiency Strategies (LHEES) will be pivotal to the success of EES. On the 22 Nov. 2018 the Minister for energy provided a statement on the future of Energy Efficiency in Scotland. In this statement he proposed that all local authorities should develop Local Heat & Energy Efficiency Strategies (LHEES) and these should be placed on a statutory basis. Further to this the Scottish Government has agreed with COSLA to set up a short life working group to draft formal LHEES guidance and outline the process for a dedicated consenting regime for district heating. In July 2017, the Energy and Environmental Regulation Team successfully negotiated a £60,000 grant from The Scottish Government to develop a pilot LHEES in Alloa and Tullibody.
- 3.1.6. To assist in the development of the pilot, the Scottish Government procured ATKINS sustainability and environmental consultancy to support Clackmannanshire deliver the project. Work with the consultants began in October 2017.

4.0 LHEES Pilot

- 4.1 The output of this project will be the production of a framework and delivery programme which will assist the Council to reduce energy demand and decarbonise the heat supply of buildings in Alloa and Tullibody, which will ensure progress against the national objectives of the EES: Route Map.
- 4.2 Completion of this pilot project will enable us to prioritise and target work, whether that is supporting owner occupiers and small and medium sized enterprises (SMEs) to install energy efficiency measures or encouraging the development of district heating and other low carbon heat solutions within the district.
- 4.3 Production of an LHEES will be pivotal to accessing funding from the Scottish Government to deliver local energy efficiency programmes under the EES.
- 4.4 To deliver the output, the project team will test integrated area based approaches to delivering energy efficiency improvements to domestic and non-domestic buildings by means of fabric measures, renewable heat supply models and advice and support measures.

- 4.5 It is envisaged that the outcomes of the project will help to reduce fuel poverty and health related issues and have a significant impact on the local economy (job creation, skills and use of local installers).
- 4.6 The approaches and priorities will be developed and delivered in liaison with local stakeholders (local businesses, registered social landlords, community groups, public bodies, financial investors and regulators) and the final programme presented to Committee for approval.
- 4.7 Adoption of the Alloa and Tullibody LHEES will provide a template which can be utilised to cover the whole of Clackmannanshire at a later date.

5.0 Progress to date

- 5.1 A work plan has been drawn up to establish the outputs from the project (see Appendix 1). The overall aim of the initiative is to develop a number of key LHEES elements in Alloa and Tullibody to provide a framework for targeting energy efficiency and heat decarbonisation measures using current funding streams and potential future funding through EES.
- 5.2 Atkins recently completed a baseline study of existing energy efficiency, heat mapping and fuel poverty data for Clackmannanshire to enable further assessment of energy efficiency/ heat decarbonisation opportunities and to help establish targets for the LHEES pilot areas.
- 5.3 In July, Atkins invited key Council leaders and Officers to a workshop to review the captured data and to commence work on target setting. The workshop focussed on targeting the energy efficiency and heat decarbonisation options assessment towards options that were in-line with actionable local opportunities and the Council's development plan.
- 5.4 The focus areas identified were:
- Alloa West development
 - Eco Village Forest Mill
 - Geothermal(Alloa/Tullibody)
 - Targeting of major property owners
 - Targeting of public buildings that are either coming towards end of life or are due for major refurbishment
- 5.5 Following on from the workshop, the Council have provided Atkins with relevant plans and pre-existing studies to help them formulate a report on the options for energy efficiency and heat decarbonisation in the identified areas. The report is scheduled to be completed by mid September. On completion of this report a series of stakeholder engagement events will be held during the autumn to help finalise the LHEES for Alloa and Tullibody.
- 5.6 The final LHEES will be presented to Committee for approval.

6.0 Conclusion

- 6.1 The award of funding and completion of the project will create financial and investment opportunities for Clackmannanshire.

- 6.2 The LHEES will provide a framework and delivery programme to enable energy demand reduction and decarbonisation of the heat supply of buildings in Alloa and Tullibody
- 6.3 Implementation of the LHEES will help tackle fuel poverty and health related issues as well as having a significant impact on the local economy by creating jobs, enhancing skills and knowledge and the utilisation of local installers and local business.
- 6.4 The LHEES will help to reduce Clackmannanshire's dependence on fossil fuels while supporting citizens and businesses to reduce their energy costs.
- 6.5 Delivery of the Alloa and Tullibody LHEES will permit Clackmannanshire Council to be prepared for the potential introduction of a statutory duty for local authorities to develop a district wide LHEES.
- 6.6 The development of the LHEES will compliment projects associated with the City Deal, in particular geothermal and poly generation renewable District Heat Networks.
- 6.7 The work plan for this project is currently on target

7.0 Resource Implications

7.1 *Financial Details*

7.2 Details of the grant award are included within the report Yes

7.3 *Staffing*

7.4 The project will be delivered through a combination of in house Local Authority resources (primarily Energy and Sustainability), government agency support (e.g Zero Waste Scotland, the Energy Savings Trust) and external consultancy (ATKINS)

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	<input checked="" type="checkbox"/>
Our communities are more cohesive and inclusive	<input checked="" type="checkbox"/>
People are better skilled, trained and ready for learning and employment	<input checked="" type="checkbox"/>
Our communities are safer	<input checked="" type="checkbox"/>
Vulnerable people and families are supported	<input checked="" type="checkbox"/>
Substance misuse and its effects are reduced	<input type="checkbox"/>

- Health is improving and health inequalities are reducing
- The environment is protected and enhanced for all
- The Council is effective, efficient and recognised for excellence

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

- Local Development Plan
- Local Housing Strategy
- Fuel Poverty Strategy
- Local Outcome Improvement Plan
- Biodiversity Strategy
- Climate Change Strategy

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 Appendix 1 – Project Plan

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)

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Approved by

NAME	DESIGNATION	SIGNATURE
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EES LHEES Pilot Work Plan

Background

Clackmannanshire is the smallest mainland authority in Scotland with a population of 49,900 living in a number of towns and villages and covers 159 square kilometres. Geographically, Clackmannanshire has the second smallest land area in Scotland. This project will pilot the development of an LHEES in the Clackmannanshire settlements of Alloa & Tullibody.

The domestic housing profile for Alloa/Tullibody is detailed in the table below:

Area	Homeless accommodation	Housing Association Housing	Local Authority Housing	Other	Private Rented/ Owner Occupiers	Total
Alloa	4	620	1855	25	4,018	6522
%	0.1%	9.5%	28.4%	0.4%	61.6%	100%
Tullibody	0	690	498	3	1966	3157
%	0%	21.8%	15.8%	0.1%	62.13%	100%

SIMD data shows that Alloa South and East remain the most deprived area in Clackmannanshire with two datazones found in the 5% most deprived areas in Scotland. Tullibody South is found to be in one of the 15% most deprived areas in Scotland. Alloa South and East also suffer from high rates of unemployment. Tullibody South has the highest level of health deprivation and falls in the 10% most health deprived areas in Scotland.

The town of Alloa contains over half of the top 20 buildings with the highest heat demand in Clackmannanshire. These “anchor loads” present opportunities to underpin the “zoning” of areas for heat decarbonisation. The town centre (Bank Street/ Mill Street) and surrounding streets represent the area with the highest heat demand density. Many of the properties in this area are small/medium sized private sector commercial buildings.

Tullibody contains two major non-domestic heat loads in the form of GlenOchil Prison and Lornshill Academy. In addition to this, a small developing business park is showing increasing demand for heat.

The local economy is vulnerable with higher than average unemployment rates and a lack of skilled labour. There are fewer jobs in professional, scientific & technical and business & financial service sectors than in other parts of Scotland. Clackmannanshire Council are interested in understanding how the implementation of heat decarbonisation solutions can have a positive socio-economic impact on the local area.

Overall Project Aims

To develop a number of key LHEES elements in Alloa and Tullibody to provide a framework for targeting energy efficiency and heat decarbonisation measures using current funding streams and potential future funding through EES.

Consultancy Requirements

Clackmannanshire Council will work closely with Atkins throughout the duration of the contract. The Council's requirements for consultancy support are as follows:

1. *Assessment of building energy performance and heat demand for the pilot area*

Atkins will produce a report and dataset which sets out the energy efficiency and heat demand of all buildings across the pilot area. The output dataset should be compatible with data held in the Scotland Heat Map. This baseline study should also consider:

- The influence of long term development and regeneration on the future energy efficiency and heat demand in the pilot area.
- The potential influence of National policy on future energy efficiency, for example, proposed minimum standards for energy efficiency across social, private rented and owner occupied housing.

The following existing data and information will be made available to the consultant:

- Heat Mapping Data
- Home Analytics
- Public Buildings Energy data
- Clacks Social Housing information held in the Local Housing Strategy
- SIMD
- Local Fuel Poverty Data capture
- Clacks Planning data
- Local Development Plan

The council anticipate that a lack of data in the non-domestic/commercial sector will preclude a complete assessment of energy efficiency and heat demand across the building stock. As such, Atkins is required to address this gap through an appropriate data collection methodology, possible approaches may include but not be limited to:

- Non-domestic building archetype study & sample energy efficiency surveys
- Simplified building energy modelling applied on an area wide basis

2. *Supporting Clackmannanshire Council to set area based fuel poverty, energy efficiency and heat decarbonisation targets.*

Clackmannanshire council will lead on the internal decision making process for energy efficiency and heat decarbonisation target setting. This will consist of a workshop attended by internal decision makers at which Atkins will be invited to present the baseline study and answer questions.

3. *Conduct an options appraisal to identify potential energy efficiency programs and heat decarbonisation solutions*

Atkins will use the baseline dataset to identify potential long term energy efficiency and heat decarbonisation solutions for the pilot area. This should consider opportunities for area based fabric energy efficiency programs offering economies of scale through implementation of measures on an area wide basis.

Atkins will consider the cost/benefit of carbon savings through demand side energy efficiency measures in comparison to supply side carbon saving measures. Potential solutions for supply side heat decarbonisation may include, but not be limited to the following:

- Electrification of Heat
- District Heating – (considering the most appropriate heat supply technology)
- Re-purposing gas networks for use with hydrogen

Proposed solutions may be ubiquitous across the pilot area or may require a sub-division of the pilot area into a number of zones where different solutions are most appropriate. When identifying/justifying solutions, Atkins should consider the following:

- Fuel Costs and cost of overall heat supply (incorporating any operating/maintenance costs)
- Heat production efficiency
- Carbon saving potential of identified solution
- Capacity for storage or demand side management to address daily/seasonal fluctuations in demand
- Requirement for the installation of new infrastructure or the reinforcement of existing infrastructure and associated capital costs and timescales
- Limitations on the implementation rate of identified solutions (e.g. maximum number of properties converted per year)
- The scale of infrastructure installation works required and capability for such infrastructure to be located alongside existing utilities
- Level of local disruption arising from infrastructure works and suggested strategies to minimize disruption (with consideration given to specific local

issues such as traffic disruption, tenant displacement, network downtime etc.)

- Outline costing of internal upgrades required for consumers to be compatible with the proposed solution (e.g. internal heating system requirements & conversion or replacement of cooking equipment)
- Visual and noise impact of propose solution(s)
- Identification of barriers to consumer acceptance
- Socio-economic evaluation of proposed measures considering the impact on employment, health, air quality etc.

The output of this activity will be a draft report detailing the options for demand reduction and heat decarbonisation. Atkins will also indicate and justify what they believe is the most suitable option.

4. *Evaluate and prioritise proposed energy efficiency and heat decarbonisation solutions in line with the Local Authority's drivers/priorities.*

Atkins will be expected to present the options for demand reduction and heat decarbonisation at both a workshop of internal stakeholders and then at an event targeted at local residents and businesses. Clackmannanshire council will lead on the stakeholder engagement process. The purpose of this is to discuss the relative weighting of criteria used to assess the suitability of proposed solutions and to gain feedback to inform the "offers" required to deliver identified measures at a local level.

Following this, the consultant is expected to revise the draft report to identify the best solution based on weighing given to criteria in the workshop.

5. *Develop costed delivery plans that identify any barriers associated with implementation of the proposed measures and set out existing funding mechanisms and potential EES funding could be used.*

Following the identification of energy efficiency and heat decarbonisation solutions, Atkins will produce an implementation plan for the pilot area. This should reflect the views of local consumers based on feedback from stakeholder engagement activities undertaken by the council. The implementation plan will consider the following:

- Identify what regulation or standards would be required, either at a local or national level to support implementation
- Identify key stakeholders that need to be included in any communication plan to support implementation
- Highlight the technological barriers to implementation of the proposed solution(s) and comment on the role that the Local Authority could play in facilitating technological development (e.g. demonstration sites, pilot schemes etc.)
- Provide outline costs for the delivery of the proposed solution(s)

- Identify possible funding sources for the proposed solution. This should consider how best to use future sources of public funding, the potential for private sector investment and, where appropriate, opportunities to encourage investment from existing network owners to meet their own environmental targets.
- Suggest where the local authority can support the implementation of the identified solutions within existing powers (e.g. through planning policies, investment in their own building stock or enforcement of building standards)
- Consider strategies to overcome barriers to consumer acceptance.
- Identify what “offers” would be required for consumers to enable implementation of fabric energy efficiency measures or modification of internal heating systems/equipment to be compatible with identified solution(s)
- Consider how best to phase the implementation of the proposed solutions, considering limitations on the conversion/connection rate of buildings within the pilot area, barriers to implementation and alignment with timescales for the delivery of national programs
- Produce an outline action plan for the near term (e.g. first 5 years) implementation of the LHEES strategy, highlighting the roles and responsibilities of those involved, desired outcomes of actions and quantify the short term benefits/impacts of identified actions.

Expected Consultancy Outputs:

- A report setting out the baseline for the area in a format that can be readily communicated and understood (complete).
- Attendance at a workshop on target setting (July 2018).
- A report presenting the options for area based energy efficiency and heat de-carbonisation solutions. This report should include at least one draft and revision to allow local views to be incorporated. (by 31st August 2018).
- Attendance and support at Local Authority led stakeholder engagement events (by March – April 2019).
- An implementation plan incorporating the information set out above (by April 2019).

