



**Clackmannanshire  
Council**

[www.clacks.gov.uk](http://www.clacks.gov.uk)

Comhairle Siorrachd  
Chlach Mhanann

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

# **Meeting of Clackmannanshire Council**

**Thursday 10 February 2022 at 9.30 am**

**Via Video Conference (MS Teams)**



## **Clackmannanshire Council**

There are 32 Unitary Councils in Scotland. Clackmannanshire Council is the smallest mainland Council. Eighteen Councillors are elected to represent the views of the residents and businesses in Clackmannanshire. The Council has approved Standing Orders that detail the way the Council operates. Decisions are approved at meetings of the full Council and at Committee Meetings.

The Council is responsible for approving a staffing structure for the proper discharge of its functions, approving new policies or changes in policy, community planning and corporate governance including standards of conduct.

The Council has further responsibility for the approval of budgets for capital and revenue expenditure, it also has power to make, alter or cancel any scheme made under statute and to make, alter or cancel any orders, rules, regulations or bye-laws and to make compulsory purchase orders. The Council also determines the level of Council Tax and approves recommendations relating to strategic economic development.

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

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

If you require further information about Council or Committee meetings, please contact Committee Services by e-mail at [committees@clacks.gov.uk](mailto:committees@clacks.gov.uk) or by telephone on 01259 452006 or 452004.

**2 February 2022**

**A MEETING of the CLACKMANNANSHIRE COUNCIL will be held via VIDEO CONFERENCE (MS TEAMS), on THURSDAY 10 FEBRUARY 2022 at 9.30 AM.**



**NIKKI BRIDLE  
Chief Executive**

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

	<b>Page No.</b>
1. Apologies	--
2. Declaration of Interests <i>Elected Members are reminded of their obligation to declare any financial or non-financial interest which they may have in any item on this agenda in accordance with the Councillors' Code of Conduct. A Declaration of Interest form should be completed and passed to the Committee Services Officer.</i>	--
3. Confirm Minutes of Meeting of Clackmannanshire Council held on Thursday 16 December 2021 (Copy herewith)	07
4. Committee/Forum/Board Meetings Convened Since the Previous Council Meeting on 16 December 2021 (For information only)	- -
(i) Partnership and Performance Committee 13/01/22	
(ii) Place Committee 20/01/22	
(iii) People Committee 27/01/22	
(iv) Regulatory Committee 27/01/22	
(v) Audit Committee 03/02/22	
(vi) Planning Committee 08/02/22	
5. Committee Recommendations Referred to Council - report by the Chief Executive (Copy herewith)	15
6. Housing Revenue Account Budget 2022/23 and Capital Programme 2022/23 – report by Strategic Director (Place) (Copy herewith)	19
7. Wellbeing Hub Update – report by Strategic Director (People) (Copy herewith)	59
8. Learning Estate Update – report by Strategic Directors (People & Place) (Copy herewith)	85

## EXEMPT INFORMATION

**It is anticipated (although this is not certain) that the Council will resolve to exclude the press and public during consideration of these items.**

It is considered that the undernoted reports are treated as exempt from the Council's general policy of disclosure of all papers by virtue of Schedule 7A, Part 1, Paragraphs 1 and 9 of the Local Government (Scotland) Act 1973.

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9. Disposal of Council Asset – report by Strategic Director (Place) (Copy herewith)	95
10. Senior Manager (Housing), Temporary Recruitment – report by Strategic Director (Place) (Copy herewith)	99
11. Senior Manager Recruitment – report by Strategic Director (Place) (Copy herewith)	103



## Clackmannanshire Council – Councillors and Wards

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### Councillors

### Wards

Provost	Tina Murphy	1	Clackmannanshire West	SNP
Councillor	Darren Lee	1	Clackmannanshire West	CONS
Councillor	George Matchett, QPM	1	Clackmannanshire West	LAB
Councillor	Les Sharp	1	Clackmannanshire West	SNP
Councillor	Donald Balsillie	2	Clackmannanshire North	SNP
Councillor	Martha Benny	2	Clackmannanshire North	CONS
Councillor	Dave Clark	2	Clackmannanshire North	LAB
Councillor	Helen Lewis	2	Clackmannanshire North	SNP
Councillor	Jane McTaggart	3	Clackmannanshire Central	SNP
Councillor	Derek Stewart	3	Clackmannanshire Central	LAB
Councillor	Mike Watson	3	Clackmannanshire Central	CONS
Councillor	Chris Dixon	4	Clackmannanshire South	IND
Councillor	Kenneth Earle	4	Clackmannanshire South	LAB
Councillor	Ellen Forson	4	Clackmannanshire South	SNP
Councillor	Craig Holden	4	Clackmannanshire South	SNP
Councillor	Graham Lindsay	5	Clackmannanshire East	SNP
Councillor	Kathleen Martin	5	Clackmannanshire East	LAB
Councillor	Denis Coyne	5	Clackmannanshire East	CON





**MINUTES OF MEETING of the CLACKMANNANSHIRE COUNCIL held via MS Teams, on  
THURSDAY 16 DECEMBER 2021 at 9.30 am.**

**PRESENT**

Provost Tina Murphy (In the Chair)  
Councillor Donald Balsillie  
Councillor Martha Benny  
Councillor Dave Clark  
Councillor Denis Coyne  
Councillor Kenneth Earle  
Councillor Ellen Forson  
Councillor Darren Lee  
Councillor Graham Lindsay  
Councillor Kathleen Martin  
Councillor George Matchett QPM  
Councillor Jane McTaggart  
Councillor Les Sharp  
Councillor Derek Stewart

**IN ATTENDANCE**

Nikki Bridle, Chief Executive  
Stuart Crickmar, Strategic Director (Partnership & Performance)  
Lorraine Sanda, Strategic Director (People)  
Pete Leonard, Strategic Director (Place)  
Fiona Colligan, Strategic Director (Transformation)  
Lindsay Sim, Chief Finance Officer (Partnership & Performance)  
Catherine Quinn, Chief Education Officer (People)  
Chris Alliston, Senior Manager, HR and Workforce Development (Partnership & Performance)  
Cherie Jarvie, Senior Manager, Partnership and Transformation (Partnership & Performance)  
Alison Mackie, Active Primary School Co-ordinator (People)  
Alistair MacKenzie, Facilities Team Leader (Place)  
Catriona Scott, Improving Outcomes Manager (People)  
Lesley Baillie, Strategy and Performance Adviser (Partnership & Performance)  
Wilson Lees, Homelessness and Supporting People Manager (Place)  
Andrew Crawford, Environmental Health Team Leader (Place)  
Vikki Tibbit, Communications Officer (Partnership & Performance)  
Ann Dougan, Independent Consultant (Wellbeing Hub Project)  
Steven Coulter, Sportscotland (Wellbeing Hub Project)  
Lee Robertson, Legal Team Leader (Partnership & Performance) (Clerk to the Council)  
Gillian White, Committee Services (Partnership & Performance)

**CC.451            APOLOGIES**

Apologies were received from Councillor Helen Lewis, Councillor Mike Watson, Councillor Chris Dixon and Councillor Craig Holden.

**CC.452            DECLARATIONS OF INTEREST**

None.

**CC.453 CONFIRM MINUTE OF CLACKMANNANSHIRE COUNCIL 21/10/21:**

The minutes of the meeting of Clackmannanshire Council held on 21 October 2021 were submitted for approval.

**Decision**

The minutes of the meeting of the Clackmannanshire Council held on 21 October 2021 were agreed as a correct record.

**CC.454 COMMITTEE MEETINGS CONVENED SINCE THE PREVIOUS COUNCIL MEETING ON 21 OCTOBER 2021**

The Council agreed to note the Committee meetings that had taken place since the last ordinary meeting on 21 October 2021.

- (i) Partnership and Performance Committee 28/10/21
- (ii) Place Committee 04/11/21
- (iii) Planning Committee 04/11/21
- (iv) Special Meeting of the Place Committee 11/11/21
- (v) People Committee 18/11/21
- (vi) Audit Committee 25/11/21

**CC.455 COMMITTEE RECOMMENDATIONS REFERRED TO COUNCIL**

The report, submitted by the Chief Executive, sought Council approval of recommendations which had been made by the Partnership and Performance on 28 October 2021.

**Motion**

To agree the recommendations as set out in the report.

Moved by Councillor Ellen Forson. Seconded by Councillor Donald Balsillie.

**Decision**

The Council agreed from the Partnership and Performance Committee of 28 October, 2021 in relation to the report entitled "HR Policies" the revised policies – Flexible Retirement, Overseas Criminal Record Checks, Continuing Further Education and Mental Health, Stress and Wellbeing. The report relating to Partnership and Performance Committee is available on the Council's website.

**Action**

Strategic Director (Partnership and Performance)

**CC.456 BUDGET STRATEGY UPDATE**

The report, submitted by the Chief Finance Officer, provided an update on the Councils Budget Strategy and the process for setting the 2022/23 General Fund and HRA Revenue and Capital Budgets to ensure a balanced position.

**Motion**

That Council agrees the recommendations as set out in the report.

Moved by Councillor Donald Balsillie. Seconded by Councillor Ellen Forson.

## **Decision**

The Council agreed to note:

1. the financial impact of the Covid19 pandemic on projected revenue outturns as at August;
2. the 2022/23 indicative budget gap and illustrative Low, Medium and High scenarios and the Local Authority Settlement;
3. the budget approach to setting the 2022/23 budget to ensure a balanced position and progress update;
4. progress on the GF and HRA budget process for 2022/23 and timeline of key activities.

The Council agreed to approve:

1. Funding from uncommitted reserves to meet the in year cost pressure for property Repairs and Maintenance up to an amount of £0.585m (para 3.4)

## **Action**

Chief Finance Officer

### **CC.457            TREASURY MANAGEMENT UPDATE AT 30 SEPTEMBER 2021**

The report, submitted by the Chief Finance Officer, presented an update of Treasury Management activity for the period to 30th September 2021.

## **Motion**

That Council agrees the recommendations as set out in the report.

Moved by Councillor Donald Balsillie. Seconded by Councillor Ellen Forson.

## **Decision**

Having challenged and commented on the mid year review of the Council's Treasury Management activities, the Council agreed to note the report.

### **CC.458            WELLBEING HUB**

The report, submitted by the Strategic Director (People), provide Council with an update on progress with the development of the new Wellbeing Hub for Clackmannanshire and Interim Provision.

## **Motion**

That Council agrees the recommendations as set out in the report.

Moved by Councillor Graham Lindsay. Seconded by Councillor Jane McTaggart.

## **Decision**

The Council:

1. Agreed to the two possible sites to be included in the Options Appraisal (para 3.2)
2. Agreed to the principles to be applied to the Options Appraisal (para 3.3)
3. Noted progress made with Engagement (paras 3.4 and 3.5)
4. Noted ongoing swimming arrangements at Dollar Academy (para 3.6)
5. Noted progress with the procurement of an Interim Pool (paras 3.7)
6. Noted progress with the demolition of the Alloa Leisure Bowl (para 3.8).

## **Action**

Strategic Director (People)

*The Provost agreed to a 10 minute comfort break at 11.55 am until 12.05 pm*

## **CC.459            STRATEGIC WASTE MANAGEMENT UPDATE**

The report, submitted by the Strategic Director (Place), provided an update on national changes in waste collection and disposal which are being brought about in order to end the practice of sending biodegradable municipal waste to landfill and to contribute to climate change targets, ensuring that Scotland's waste is managed in a sustainable way. The paper also outlined plans for a review of waste services to comply with national policy initiatives.

The Council's Waste Service operates in a complex environment in terms of market changes, compliance requirements, budget and procurement. The report provided : an interim update on the Scottish Materials Brokerage Service for Residual Waste Treatment contract; an update on the legislative changes to the Biodegradable Municipal Waste Ban commencement date and the Council's legal duties; an update on the Local Authority joint working group for a collaborative procurement exercise, supported by the Scottish Government and Zero Waste Scotland; and details of the review and appraisal being undertaken by Zero Waste Scotland on household waste activities.

## **Motion**

That Council agrees the recommendation as set out in the report.

Moved by Councillor Jane McTaggart. Seconded by Councillor Donald Balsillie.

## **Decision**

The Council agreed to

1. endorse the commitment to ending the practice of sending biodegradable municipal waste to landfill;
2. endorse the regional collaborative approach to procuring a medium term residual waste treatment solution, in order to secure a best value and reliable waste treatment solution that enables the Council to meet its statutory duties under the Waste Management (Scotland) Regulations 2012, and in particular the ban on Biodegradable Municipal Waste which comes into effect in 2025;

3. note the timetable for the proposed procurement process and especially that the Council is not legally committed to the outcome of this process at this time;
4. note the review of household waste activities being carried out in partnership with Zero Waste Scotland; and
5. note the submission of three bids to the Scottish Government's £70m recycling infrastructure fund.

**Action**

Strategic Director (Place)

**CC.460 STATUTORY CONSULTATION FOR CLACKMANNANSHIRE SECONDARY SCHOOL SUPPORT SERVICES**

The report, submitted by the Chief Education Officer, sought Council approval and authority to hold a statutory consultation process on a proposal to permanently move Secondary School Support Services to its current location at The Orchard, Tullibody. (Former St Bernadette's Primary School) where it has been located since the closure of the Bedford Place building in July 2020.

**Motion**

That Council agrees the recommendations as set out in the report.

Moved by Councillor Graham Lindsay. Seconded by Councillor Les Sharp.

**Decision**

The Council agreed:

1. To officers taking forward a formal consultation on the proposal to permanently move Secondary School Support Services from its previous location at Bedford Place to its current location at the Orchard, Tullibody; and
2. That a full consultation proposal will be presented at a meeting of the People Committee in January 2022. This requires to be a formal consultation under the Schools Consultation (Scotland) Act 2010.

**Action**

Chief Education Officer

**CC.461 REFUGEE RESETTLEMENT PROGRAMME**

The report, submitted by the Strategic Director (Place), provided an update on internal developments resulting from Council's approval on 24 September 2021, to widen previous approvals regarding refugee resettlement so as to include refugees coming from Afghanistan and other possible future conflict zones.

**Motion**

That Council agrees the recommendations as set out in the report.

Moved by Councillor Jane McTaggart. Seconded by Councillor Ellen Forson.

## Decision

The Council agreed to note the proposed actions :

1. That management, financial oversight, and liaison with CoSLA and the Home Office remain with Housing.
2. That the programme be managed as a ten year programme, inclusive of the current year, 20/21, with budget set up accordingly. This recognises that service provision will run at deficit in the early years but will be programmed to deliver a balanced budget at the end of year ten.
3. That 1.5 FTE Housing Support Officers are employed for a period of seven years to support the families with their needs in the community. One FTE would be retained for a further year. This recognises the diminishing needs of families as they become settled and more independent. Funding for the full time Housing Support Officer post is to be drawn from the previous VPR program budget until 2025/26 and this is factored into costings attached at Appendix 1.
4. In order to fully support a 'Team around the Families' approach, People Directorate would require one Additional Support Needs teacher, one English as an Additional Language (EAL) teacher and one English for Speakers of Other Languages (ESOL) CLD worker to be recruited for eight years of the programme to meet the educational needs of the children and families. This would be based on the earlier award winning model. Funding for the (ESOL) CLD post is to be drawn from the previous VPR program budget until 2023/24 and this is factored into costings attached at Appendix 1.
5. Additionally, 0.4 FTE Educational Psychologists would be recruited for a nine year period. This post would be working in close partnership with Social Work colleagues.
6. Detailed costings are attached at Appendix 1 exploring the affordability of this proposal. Wage inflation is allowed at 2.5%
7. An uncommitted funding amount of £284,920 has been identified by the model which may be used to cover unforeseen expenditure. Please note that no allowance has been made for redundancy costs.

## Action

Strategic Director (Place)

## CC.462 COUNCILLORS' SAFETY

The report, submitted by the Strategic Director (Partnership and Performance), sought Council agreement to engage with elected members on developing a suite of safety principles and guidance notes to enable councillors to discharge their democratic duties within the community as safely as possible.

## Motion

That Council agrees the recommendations as set out in the report.

Moved by Councillor Donald Balsillie. Seconded by Councillor Ellen Forson.

## Decision

The Council:

1. Noted the draft principles in relation to councillor safety set out in this report; and .



2. Agreed that officers should set up a Members' workshop in the first part of 2022 to discuss and agree a set of safety principles and any support and training that may be necessary.

**Action**

Strategic Director (Partnership and Performance)

**CC.463 ANIMAL LICENSING**

The report, submitted by the Strategic Director (Partnership and Performance), sought Council agreement on Animal Licencing fees following the introduction of the Animal Welfare (Licencing of Activities Involving Animals) Scotland Regulations 2021.

**Motion**

That Council agrees the recommendations as set out in the report.

Moved by Councillor Donald Balsillie. Seconded by Councillor Ellen Forson.

**Decision**

The Council:

1. Noted the implications for the Licencing Authority in terms of the Animal Welfare (Licencing of Activities Involving Animals) Scotland Regulations 2021;
2. Agreed the schedule of fees as set out at Appendix 1 for 2021/22; and
3. Agreed that a 50% reduction should applied to the fees of Animal Welfare Establishments that are Scottish registered charities.

**Action**

Strategic Director (Partnership and Performance)

*In line with Standing Order 10.24, the Provost adjourned the meeting at this point in the proceedings (11:45am). When the meeting reconvened at 11:55 am, 14 members remained present.*

**CC.464 SCHEME FOR THE ESTABLISHMENT OF COMMUNITY COUNCILS**

The report, submitted by the Strategic Director (Partnership and Performance), invited Council to consider the outcome of the second stage of consultation on the content of a proposed new Scheme for the Establishment of Community Councils

**Motion**

That Council agrees the recommendations as set out in the report.

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

**Decision**

The Council agreed to approve the proposed new Scheme for the Establishment of Community Councils attached as Appendix 1 to the report for adoption.

**Action**

Strategic Director (Partnership and Performance)

**CC.465 JUBILEE HOLIDAY 2022**

The report, submitted by the Senior Manager, HR and Workforce Development, invited Council to designate Friday 3 June 2022 a Public Holiday for Council staff to mark the celebrations for Her Majesty the Queen's Platinum Jubilee celebrations in 2022.

**Motion**

That Council agrees the recommendations as set out in the report.

Moved by Councillor Donald Balsillie. Seconded by Councillor Ellen Forson.

**Decision**

The Council:

1. Noted the options considered as presented in Appendix 1 in relation to 2 and 3 June 2022;
2. Noted the exemption from the statutory requirement to provide 190 days of schooling. (paragraph 3.10);
3. Noted the provision related to 1140 hours (paragraph 3.12);
4. Noted the potential costs where staff may be required to work on 3 June 2022 should Council designate this as a local Public Holiday (paragraph 3.14); and
5. Agreed that Friday the 3 June 2022 is made an additional local Public Holiday in recognition of Her Majesty the Queen's Platinum Jubilee celebrations.

**Action**

Senior Manager, HR and Workforce Development

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

**CC.466 DISPOSAL OF COUNCIL ASSET (3 TOWNHEAD INSTITUTE, ALLOA)**

The report, submitted by the Strategic Director (Place), requested approval to declare surplus to requirements from the General Fund Account (Investment Property) and then market for sale, the property at 3 Townhead Institute, Alloa.

Under Standing Order 13.6 Motions must be moved and seconded before they can be debated or put to a vote.

As there was no mover or seconder, this item of business was not considered.

OoO

At the conclusion of the meeting, the Provost wished everyone a healthy, safe and peaceful Christmas.

Ends: 12:15pm

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**Report to: Clackmannanshire Council**

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**Date of Meeting: 10 February 2022**

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**Subject: Committee Recommendations Referred to Council**

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**Report by: Chief Executive**

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## **1.0 Purpose**

- 1.1. The purpose of this report is to seek Council approval of recommendations which have been made by the Partnership and Performance Committee on 13 January, 2022.
- 1.2. Under the Council's decision-making framework, Council has delegated certain matters to committees and has reserved certain powers. Included in the latter are the approval of main policies and strategies (Scheme of Delegation 3.2), the approval of budgets (Scheme of Delegation 3.19) and the spending of money not budgeted for (Scheme of Delegation 3.20).
- 1.3. Standing Order 8.4 requires that where a Committee passes a report to Council, the full Committee report shall not be included again on the Council agenda and that officers should prepare a brief report that refers to the relevant Committee report and recommendation(s).

## **2.0 Recommendations**

- 2.1. It is recommended that Council:
  1. from the **Partnership and Performance Committee of 13 January, 2022** in relation to the report entitled "*Local Fire and Rescue Plan - Clackmannanshire*"
    - a) Agrees the Local Fire and Rescue Plan 2021 at Appendix 1 of the report
  2. from the **Partnership and Performance Committee of 13 January, 2022** in relation to the report entitled "*Revised Data Protection Policy*"
    - a) Agrees the revised Data Protection Policy at Appendix 1 of the report
  3. from the **Partnership and Performance Committee of 13 January, 2022** in relation to the report entitled "*CCTV Systems Policy*"

a) Agrees the Closed Circuit Television Systems Policy at Appendix 1 of the report

2.2 The reports relating to Partnership and Performance Committee are available on the Council's website.

### 3.0 Sustainability Implications

3.1. N/A

### 4.0 Resource Implications

4.1. *Financial Details*

4.2. 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

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

4.4. *Staffing*

### 5.0 Exempt Reports

5.1. Is this report exempt? No

### 6.0 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)

### 7.0 Equalities Impact

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

Yes  No

## 8.0 Legality

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

## 9.0 Appendices

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

None.

## 10.0 Background Papers

10.1 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)

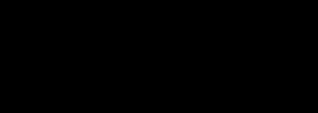
Yes  (please list the documents below) No

a) Agenda, together with Minute of the Partnership and Performance Committee of 13 January, 2022

### Author(s)

NAME	DESIGNATION	TEL NO / EXTENSION
Nikki Bridle	Chief Executive	452002

### Approved by

NAME	DESIGNATION	SIGNATURE
Nikki Bridle	Chief Executive	



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**Report to: Clackmannanshire Council**

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**Date of Meeting: 10th February 2022**

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**Subject: Housing Revenue Account Budget 2022/23 and Capital Programme 2022/23**

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

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## **1.0 Purpose**

- 1.1. This report presents the Housing Revenue Account budget and Housing Capital Programme for the financial year 2022/23 and highlights the key factors influencing the budget.
- 1.2. The Housing Revenue Account (HRA) budget setting process is subject to statutory, regulatory and governance requirements. This report requests approval for the 2022/23 HRA Income and Expenditure revenue budget and rent levels, as defined within the Housing (Scotland) Act 1987.
- 1.3. The report also references housing programme alignment with the Council's transformational programme, Be The Future.

## **2.0 Recommendations**

- 2.1 It is recommended that Council:
  - 2.1.1. Approves the summary revenue budget 2022/23, as set out in Appendix 1;
  - 2.1.2. Approves the Housing (HRA) capital programme 2022/23 and illustrative programme to 2026/27, as set out in Appendix 2;
  - 2.1.3. Approves HRA Borrowing Requirement 2022/23 to 2025/26 as set out in Appendix 3;
  - 2.1.4. Approves an increased level for Council house rents of 3.1% for the financial year 2022/23, as set out in Appendix 6;
  - 2.1.5. Approves the same level of increase (3.1%) be applied equally to lock-up garages, garage pitch-site rentals and associated tenancy charges, as set out in Appendix 6;

2.1.6. Notes that the rental charge for the Westhaugh Travelling Persons site will be frozen as the site is due to be decanted throughout the year for Scottish Government grant funded improvements.

2.1.7. Notes the housing programme alignment with the council transformational programme,

2.1.8. Otherwise notes the remainder of the report.

### 3.0 Considerations

3.1. The Housing Revenue Account (HRA) budget setting process is subject to statutory, regulatory and governance requirements. This report requests approval for the 2022/23 HRA Income and Expenditure revenue budget and rent levels, as defined within the Housing (Scotland) Act 1987.

### 3.2. Outline HRA Budget 2022/23

<i>Description</i>	<i>Annual Budget for 2021/22</i> £'000	<i>Forecast to March 2022</i> £'000	<i>Annual Budget for 2022/23</i> £'000
<b>Employee Related Expenditure</b>	7,918	7,577	8,485
<b>Premises Related Expenditure</b>	1,547	1,517	1,416
<b>Transport Related Expenditure</b>	373	407	359
<b>Supplies and Services</b>	1,763	1,843	2,666
<b>Third Party Payments</b>	1,219	1,183	1,392
<b>Support Services</b>	1,204	1,204	1,204
<b>Capital Financing Costs</b>	1,482	1,637	1,708
<b>Total Gross Expenditure</b>	<b>15,504</b>	<b>15,368</b>	<b>17,230</b>
<b>Income</b>			
<b>House Rents</b>	-19,850	-19,892	-20,525
<b>Lockups/Garage Sites/Shops</b>	-62	-81	-102
<b>Other Income</b>	-1,237	-1,542	-2,227
<b>Income Total</b>	<b>-21,150</b>	<b>-21,514</b>	<b>-22,855</b>
<b>Net Expenditure</b>	<b>-5,645</b>	<b>-6,146</b>	<b>-5,625</b>

3.3. The above table highlights the main expenditure items in the Housing Revenue Account, compared with the annual budget for 2022/23 and the current forecast outturn projection. The table below details the adjustments applied to the budget.



### 3.4. Proposed HRA Budget Savings/Pressures 2022-23

Savings	2022-23 £'000	Description
Property Contract Income	(990)	It is anticipated that work on the capital kitchen programme will be able to recommence, therefore income from the Capital Programme will come into the housing revenue budget to pay for staff costs.
Bad Debt Provision	(195)	Review of requirement following 100% coverage at end of March 2021 due to improvement in arrears performance.
Computer Expenditure	(114)	Budget for new housing management system in 2021-22. This will either be purchased late in year or earmarked within Reserve.
House Rents	(675)	Proposed 3.1% increase on rents and a small increase in stock.
Employee Expenditure	(126)	Phased implementation of proposed Housing restructure with appointments to new posts occurring throughout the year, subject to completion of organisational design protocols. Allowance has also been made for additional HRA property support positions.
General Rents	(40)	Westhaugh travelling persons site (TPS) – completion of the budget transfer from GF to HRA.
<b>Savings Sub Total</b>	<b>(2,140)</b>	
Pressures	2022-23 £'000	Description
Pay Award and Increments	139	2% pay award forecast for this year, along with budget savings from top of scale to vacant post.
Housing & Property (HRA) Staffing Restructure	334	Full year costs of first stage of Housing restructure, plus additional HRA property staffing requirements.
Additional 1.25% Employers National Insurance (NI)	60	Costs of Budget increase.
Trades Overtime	160	Increased to reflect current levels of payments made.
Materials	379	Increased back to 2020-21 levels, with a further 30% increase to reflect anticipated cost increases by suppliers.
Direct Materials	525	Increased to reflect the start of kitchen programme, with a further 30% increase to reflect anticipated increases by

		suppliers.
Payments to Sub Contractors	150	A 30% increase to reflect anticipated increases by suppliers. The same assumptions have been applied in the General Fund demand pressures.
Trades Supplies & Services	112	Increased to allow for new equipment and consumables required to ensure health & safety.
Borrowing Costs	225	Increased principal repayments along with expected increased interest on borrowing and the expectation of the requirement to borrow this year have increased costs.
Insurance	27	Increased cost of premiums
Other Local Authorities	24	Completion of the budget transfer from GF to HRA for the shared cost with Stirling Council of Westthaugh TPS Warden.
Others	25	
<b>Pressures Sub Total</b>	<b>2,160</b>	
<b>Grand Total</b>	<b>20</b>	<b>Balance of Savings and Pressures</b>

### 3.5. Rent Strategy & Proposed Increase

- 3.6. Clackmannanshire Council approved the objectives for the 2018/23 HRA Financial Business Plan in February 2018, which established a rental strategy of pegging the rent increase to CPI. Although Council did not determine a point in time for the CPI indicator the most common inflationary indicator used is inflation as at September, as that is the inflation measure used for benefit uprating. In September CPI inflation was 3.1% and rising, with CPI reaching 5.4% in January 2022 for the first time since December 1989.
- 3.7. The results of the consultation are summarised in Appendix 5.
- 3.8. In 2019 the service online rent survey only received 54 responses. Last year we decided to implement a hybrid approach to consultation to ensure that we met the requirements of the housing charter.
- 3.9. The hybrid approach meant that the service wrote to all tenants, with an information pack and a paper survey to be completed and returned in a freepost envelope, as well as allowing tenants to complete an online survey if they wished.
- 3.10. The consultation ran from 06/12/21 – 10/01/22, with the Questionnaire sent to 4,775 tenants. 633 responses were completed and returned – compared to 676 last year, a disappointing 6.36% drop in our return.

- 3.11. In terms of online vs paper form returned; 113 surveys were completed online, which is a 109% increase compared with online response rate in 2019. 520 responses were completed via paper questionnaires returned. Overall this gave a tenant survey response rate of 13.2%.
- 3.12. Of those completing the survey, 58% indicated that they received some form of rent cost assistance whether that is Housing Benefit (HB) or Universal Credit (UC). This is in line with our tenant profile.
- 3.13. 69% of respondents agreed that our rent represents good value for money, whilst 78% felt our current rent charge was affordable.
- 3.14. We asked specifically “To enable us to continue our capital investment at current levels the business plan requires a minimum of 3.1% (on average £2.34 per week) increase this year. Do you feel this increase would be appropriate?” Two thirds of respondents indicated that they were in agreement that it would be appropriate.
- 3.15. This year we asked a rank preference question and we need to think about this type of question going forward in terms of fully understanding the results. There was a disparity in terms of those who had indicated 3.1% was appropriate that then did not indicate that, due to some respondents only putting 1 preference rather than ranking all the options. However, of those indicating a preference 2.1% was the clear choice.
- 3.16. Reflective of the consultation and the inflation forward projections it is recommended that the council approves at least a 3.1% increase in the rent. Most commentators and economists expect that CPI could easily exceed 7% by the time tenant’s rents would be increased, subject to decision on this report. In effect, this could be seen as real-terms rent cut. The service will need to be cautious going forward that the costs base does not grow beyond the income that can allow the stock and service to be sustained at current levels.
- 3.17. The service does appreciate the real cost of living increases being felt by tenants. Additional supports are referenced in the report to help tenants and housing officers will also fully engage with tenants who require support and/or assistance. The table below, showing data from the Scottish Housing Regulator, shows that the Council is maintaining a lower than average rent charge for our tenants:

**Sample Council rent and rent-range- ARC 20/21**

Apt size	Edinburgh	Fife	South Ayrshire	Moray	Clacks	SHR average
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1	£79.60	£70.58	£69.34	£38.99	£67.35	£73.61
2	£90.18	£74.19	£74.56	£52.63	£72.14	£79.48
3	£102.95	£77.88	£76.36	£61.84	£73.97	£82.60
4	£118.53	£80.66	£80.64	£71.49	£75.87	£89.91
5	£127.76	£84.38	£85.26	£90.59	£77.99	£99.97
range	60.50%	19.55%	22.96%	132.34%	15.80%	35.81%

### 3.18. HRA Expenditure 2022/2023

3.19. The Total Gross Revenue Expenditure is estimated at £17.23m.

### 3.20. Repairs and Maintenance

3.21. The budget for reactive repairs and maintenance to tenants has been set at the level required to meet historical service demand. There has been significant capital investment in improving stock condition in recent years, however a number of factors beyond stock condition can lead to a need for repair works.

3.22. The vast majority of repairs, maintenance and void property works are undertaken by the Council's own direct labour force currently working within the housing service and based at Kelliebank. Whilst the service will continue to review the balance of trade mix and work done in-house, not all work can be provided in-house due to a variety of factors such as skill set, storage capacity and price/value for money considerations. The service is currently supporting thirteen apprentices, which is the maximum the service can accommodate with the supervisory capacity required.

3.23. Allocated appointments for repairs have provided tenants with improved levels of service delivery, with the percentage of tenants satisfied with the repairs and maintenance service increasing from 97.31% in 2019/20 to 98.6% in 2020/21. A planned improvement to a new housing business management system (incorporating repairs) will provide for a streamlined, robust and modern repairs system moving forward. Funding for a replacement cloud based system has been provided for in the proposed budget.

3.24. Satisfaction with the repairs service is high. From the formal independent tenant consultation survey carried out during summer 2019, 92% of tenants were either very or fairly satisfied with the repairs service. While this is an excellent level of satisfaction, the Service is continually looking for ways to improve and raise this.

### 3.25. Supervision and Management

3.26. The supervision and management charge centres upon the direct cost of mainly front line Housing staff in the delivery of day-to-day services for tenants and collection of rent. It also includes indirect costs mostly charged as overheads to the HRA. In accordance with the Housing Charter and regulatory framework, charges applied to the account

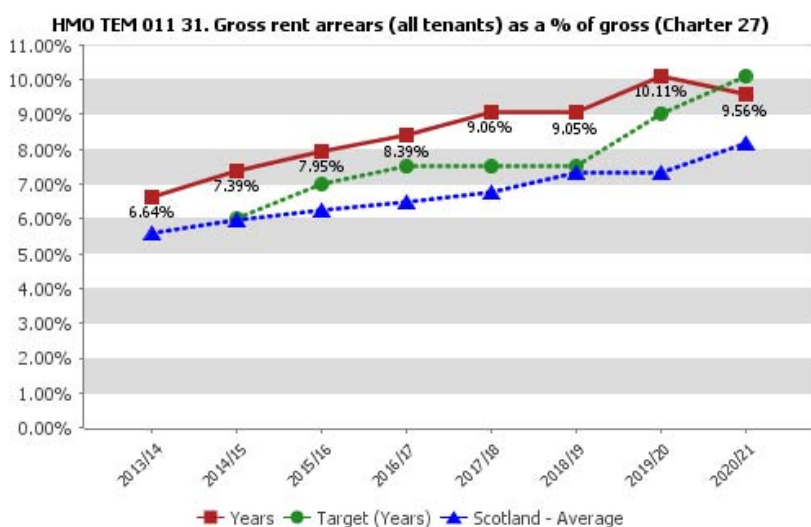
continues to be an area of concern for tenants, especially with the pandemic response perhaps not allowing for a full range of services to be provided to the tenant base as would be the case in normal years.

- 3.27. A crucial element for tenants in regard costs to the service is the charge for non direct staffing and support costs, i.e. costs such as legal, finance and HR. As the current business plan has reached the end of its five year cycle work is required during the year to revise the business plan. Included within that review will be an independent review of all General Fund and HRA charges to ensure we continue to demonstrate compliance with the Scottish Housing Regulator and Audit Scotland. This current financial year, HRA staff have provided covid response activities and have been involved in the delivery of statutory General Fund activities and these costs are being explored to ensure that the HRA is accurately recompensed for this work in line with auditory requirements.
- 3.28. In addition to the above, the business plan will need to closely examine future inflationary pressures and provide worked examples of future rent modelling based on current Scottish Government policy requirements and Council priorities.
- 3.29. The Housing service has been examining the staffing structure in line with tenant priorities. The focus from Housing is for re-establishing our close work with tenants, dedicating increased resources to tenant participation. The presentation of the budget includes the HRA contribution to the proposed re-design of the Service, along with provision for additional property positions to be funded by the HRA. Members will be updated as the Service moves through the organisation re-design protocol. It is evident that not all the new posts will be in place by 1<sup>st</sup> April 2022, therefore the Service is proposing a phased implementation of the new structure. Members can see this, in cash saving terms, listed as vacancy management in table 3.4.
- 3.30. **HRA Income 2022/23**
- 3.31. The projected base rental charges with the rent rise and other income is estimated to generate income of £22.85m.
- 3.32. With Gross Expenditure of £17.23m, this means that £5.62m is budgeted and available to transfer to the Capital Investment fund for tenant priorities. This reduces the Council's requirement to borrow, and for 2022/23 only £4.35m in borrowing is required (Appendix 3).
- 3.33. The pandemic has caused challenges for tenants across Scotland in paying their rent, however the Service has worked proactively with tenants to address this and reduce the pressure put on rent arrears. The table below highlights our improved performance in this area, where the Local Government Benchmarking Framework (LGBF) shows that Clackmannanshire Council has moved up from 23<sup>rd</sup> to 16<sup>th</sup> place for the level of rent arrears as a % of rent due in the year. This has meant that the service has been able to reduce it's coverage for bad and doubtful debts, releasing £195,000 for investment in tenant

priorities. The purchase and installation of a new system for monitoring our rent arrears has contributed to this excellent progress, enabling our Housing Officers to identify those rent accounts which require early intervention to prevent arrears accruing.

3.34. This table from the LGBF shows the improvement made over the last year, reducing the level of rent arrears calculated as a percentage of the overall rent due:

	(£) Gross Rent Arrears	(£) Total Rent Due	Value	Variance	Target	Status	Rank	Scotland
2016/17	1,468,981	17,509,408	8.39%	5.56%	7.50%	⚠️	20	6.49%
2017/18	1,605,058	17,719,728	9.06%	7.96%	7.50%	🛑	22	6.75%
2018/19	1,632,129	18,042,803	9.05%	-0.13%	7.50%	🛑	18	7.33%
2019/20	1,856,537	18,354,350	10.11%	11.82%	9.03%	⚠️	23	7.31%
2020/21	1,792,483	18,741,403	9.56%	-5.45%	10.11%	✅	16	8.19%



### 3.35. Housing alignment with key identified Council projects/priorities

3.36. The Council's transformation programme, Be the Future sets out corporate priorities and outcomes which are aligned to the Local Outcome Improvement Plan (LOIP), and the vision and values as expressed in the Corporate Plan. This alignment maintains a consistent focus on our key themes - Sustainable Inclusive Growth; Empowering Families and Communities; and Health and Well-being - and provides a clear focus for Council investment and delivery. The Housing Service and the HRA budget as a key enabler have a direct influence on meeting these aspirations.

3.37. The Council's affordable housing supply programme directly influences economic growth with the regeneration of our communities. The

Council is currently taking forward a new build development in Clackmannan for expected bungalow accommodation. In addition, the HRA owned Glentana Mill site is seen as the next site for the Council's aspirations around sustainable ageing developments, following on from Primrose Street.

- 3.38. The Glentana Mill development is likely to feature as part of a future transformational zone as part of the intergenerational living innovation programme, working alongside the University of Stirling. This will be a test of practice in terms of design for the wider roll out in our communities, with the emphasis on enabling people to stay in their homes safer and for longer.
- 3.39. The Service has a specific capital budget for community improvements. This can range from smaller improvements such as enhancing the laundry facilities in Marchside Court, to larger scale improvements such as those underway in Whins Road to reshape the communal areas and garden ground. This work has been undertaken following feedback from residents and tenants, and will enhance the quality of life of occupants and reduce the low demand and high turnover of the properties. These types of engagements across our estate are what the Housing Service redesign has at its heart.
- 3.40. Housing Officers are key enablers in our community in terms of ensuring our tenants receive appropriate supports, whether that is benefit maximisation or highlighting and assisting in applications for work opportunities, such as the new PEC project. The Pre-employability in Clackmannanshire (PEC) project is run by a range of charities and social enterprises in a bid to provide opportunities for people of all ages.
- 3.41. More formally our approach has been defined and corporately joined up under the STRIVE project, with Housing staff playing key roles. The involvement of the Housing Service with the STRIVE project has been a very positive experience, with the multi-agency approach enabling us to deliver improved outcomes to our customers. Tenants have been able to access additional services, and the Housing Officers who have been involved have built positive relationships with other agencies. This has enabled them to provide additional support to colleagues who have not been directly involved in the STRIVE project, and extend our contact base.
- 3.42. The Service now seeks to enhance the corporate link with STRIVE, and make appropriate links with the family wellbeing project to ensure that cross corporate opportunities are maximised in terms of funding opportunities. Links with the external partners involved in the project, such as Alloa Police Service, Scottish Fire and Rescue Service, Transform Forth Valley and Well-Being Scotland are now well established and provide valuable resource to Housing Officers when engaging with tenants who have complex support needs. It is anticipated that this work will lead to better outcomes for our customers, together with reduced service demand and council budgetary pressure.

- 3.43. The pandemic has changed the face of public service delivery and Housing is no different. Our staff have fully embraced the new opportunities to work more flexibility, with colleagues fully supported to work from home with a standard IT kit roll out. Our HR team has set up a number of working groups to explore the future of our service delivery and employee relations. Housing staff are involved in this crucial work, looking at the design of the workforce of the future together with the rules and governance surrounding decisions on new ways of working, and how we utilise our office space and accommodation.
- 3.44. It is likely that in the short to medium term the service will be delivered using a hybrid working model with time at home and in the office. Our tenants and customers will have an influence on this direction of travel, and we have a requirement to consult our customers on how they would like to engage with the Service. If, for example, our customers appreciate and feel the benefit from our Housing Options shop approach then that will need to remain and be staffed. Technology is clearly an enabler in this area and various innovative ideas are being explored by many social landlords. We continue to monitor new developments that may be of use to ensure that we are maximising the value add for the customer as well promoting staff morale and wellbeing.
- 3.45. The service is nearing the end of the procurement phase of our new IT system, which will greatly reduce duplication and ensure that staff can focus on customer service delivery to provide a much more rounded service. The system could have corporate benefits in terms of CRM (Customer Relationship Management) tools, to give a one-customer overview of council interactions. In addition, the service is working with the transformation team to maximise the opportunities afforded by the Internet of Things (IOT) network. This network can be used to install specific technology in peoples homes which will alert us to issues without the customer calling in or even knowing there is something wrong. This will allow us to be much more proactive in our approach and could have huge transformation benefits in our response to reactive repairs, whilst leading to reduced costs that could mitigate inflationary pressures or help keep rents affordable.
- 3.46. **Capital programme Plan 2022/23**
- 3.47. A comprehensive update for Members on the HRA capital spend to the end of Quarter 3 of 2021/22 is attached as Appendix 4. Overall, up to December 2021 good progress was made on many of the Housing Services key priorities within the Capital Programme, despite the Covid19 restrictions. Excellent progress can be reported particularly within key projects such as the Weir Multicon upgrades in Alva, Window Replacement programme, Roof & Render programme, Structural Works upgrade programme and the Safe Electrical Programme including our Hardwired/Hybrid Smoke detector upgrades (to meet the revised Tolerable Standard).



- 3.48. The investment in Council stock has meant that our council homes are ranked 2<sup>nd</sup> best in the country in meeting the Scottish Housing Quality Standard (SHQS). There has also been significant progress on our EESSH related works (Energy Efficiency Standard for Social Housing), although our benchmarking returns have not fully captured this due to staff challenges in updating our EPC records. This has now been resolved and will be reflected in future LGBF returns.
- 3.49. Key investment priorities over the short to medium term continue to be external building fabric such as roof replacement with external wall upgrade, central heating upgrade, and window replacement. Forward pressures will exist in the delivery of the new energy efficiency target (EESH2 standard), which will require a strategic review of our funding priorities linked to availability of grant funding where applicable, and the Council's Grant Officer is helping with that process.
- 3.50. The programme for 2022/23 is based largely on a loosening of any remaining covid working restrictions in the coming weeks and months. For example, the Council is hoping to return to the in-house trades team delivering Kitchens in tenanted homes, which has not been possible since March 2020. However, a lot of activity is dependent on retendering of contracts which are ending or have ended.
- 3.51. Roof/Rainwater/External Walls – This remains a significant priority for the HRA Assets as much of this work was previously back programmed in order to focus on delivering the 'Local Clacks Standard' for 2015. The programme for 2022/23 will be located in Clackmannan, with a budget of £2.5m.
- 3.52. Windows – The service is working to a 15 year programme to replace windows which are around 30 years old. The budget has been set for this year at 450 homes.
- 3.53. Central Heating – Most of the stock is heated by an 'A' rated Gas boiler which is replaced at 15 year intervals. The service plans and schedules are for 140 replacements each year.
- 3.54. Kitchen Renewals – The Council's current policy is to replace kitchens at year 25 and our oldest kitchen in the stock is only 19 years old. The kitchen programme is delivered by in-house trades, and this year we propose to replace 350 kitchens between the capital programme and void stock. The budget for this work is £1m.
- 3.55. Bathroom Renewal – The main replacement programme ended in 2016. Budget set at £50k to deal with any remaining refusals and failures (picked up during voids). This equates to around 20 bathroom upgrades carried out in-house. Properties that refused the programme are upgraded as part of the void process.
- 3.56. Safe Electrical Systems – The Service has been focussing efforts on meeting the requirement of the Scottish Government for the installation of interlinked fire alarms by 1<sup>st</sup> February 2022. At the point of writing the report, the Service has completed 4,829 out of 4,969 installations,

with a programme currently being carried out to complete the remainder. The properties left are subject to forced entry with Housing Officers providing support in this matter. They are due to be completed within this financial year.

- 3.57. Secure Door Entry Systems – The programme has re-started and the service is seeking to achieve around 20 installs per year, which will include CCTV systems.
- 3.58. Renewable Heating (zero direct emissions at point of use) – The UK and Scottish Government are both keen to decarbonise the heating systems in use in homes across the country, either through the use of heat pumps or piloting of hydrogen boilers which produce zero emissions at the point of use. This will likely feature as part of the councils responsibility for EESH 2, which may mean that from a certain point we will not be able to replace gas boilers within existing homes. This has already been agreed for new build homes from 2024. The Service has been working with our term heating contractor to install air source heat pumps in a variety of pilot houses. This has been delayed due to availability of heat pumps caused by an increased demand by the RHI grant (Renewable Heating Incentive) deadline ending in March 2022. The Council's Grant Officer has found additional schemes which will be opening in the next financial year, which the Council will explore for additional pilot houses.
- 3.59. Westhaugh Improvements – The Council has recently secured Scottish Government funding to take forward improvements on the site, with up to 60% of the cost of the re-development being met. The Service is in the process of appointing a Solutions Architect to work with the residents, in line with the Place standard toolkit and the Governments new Site Design Guide, to shape the design of the infrastructure and living accommodation on site. Some improvements have already been implemented, such as the installation of solar panels, enhanced divisional fencing, and community wi-fi/broadband. The current plan is for the site residents to be decanted during the year for the re-development to be progressed.

#### **4.0 Capital Investment and prudential borrowing (Appendix 3 & 4)**

- 4.1. The HRA financial plan approved in February 2018 had a reduced reliance upon borrowing. Investment in our stock is therefore focused on capital financed from current revenue (CFCR) and on limited borrowing. The HRA will have an in year projected surplus of around £5.62m in 2022/23, added to an existing projected reserve of £7.44m. The expected capital programme in 2022/23 is projected at £15.90m, which means that the HRA will end the financial year with £821K in reserves.
- 4.2. Reserves will return to their minimum of 4% of rental income during 2022/23, when it is expected the service will require borrowing of £4.35m to help fund the assumed capital expenditure.

## 5.0 Sustainability Implications

- 5.1. The sustainability implications of this report are comprehensively positive in terms of financial resilience, community participation, the local economy, energy efficiency, climate change, asset management and human resource.

## 6.0 Resource Implications

### 6.1. *Financial Details*

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

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

### 6.4. *Staffing*

- 6.5. As detailed in the report the Housing and Property functions have started a process of engagement with Trade Unions and SLG on a redesign in line with the councils organisational redesign principles. Additional staffing has been indicated to manage the council statutory duties and priorities and the financial implications for the HRA have been detailed in the report.

## 7.0 Exempt Reports

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

## 8.0 Declarations

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

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

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

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

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

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

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

The Housing Revenue Account Financial Business Plan 2018 – 2023

## 9.0 Equalities Impact

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

Yes

No

## 10.0 Legality

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

Yes

## 11.0 Appendices

- Appendix 1 – HRA Revenue Budget Summary 2022/23
  - Appendix 2 – HRA Capital Programme 2022-2023 to 2026/27
  - Appendix 3 – HRA Borrowing Requirement 2022/23
  - Appendix 4 – Housing Investment Team - HRA Capital Programme - Q3 Performance Report 2021-22
  - Appendix 5 – Rent Consultation responses
  - Appendix 6 – Proposed Rent Increase Illustration 2022/23
- 

## 12.0 Background Papers

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

Yes

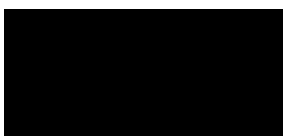
No

(please list the documents below)

### Author(s)

NAME	DESIGNATION	TEL NO / EXTENSION
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Owen Munro	Team Leader (Housing)	5172
Craig Dickson	Accountant (Place)	2037
Katie Roddie	Senior Housing Officer	2688

### Approved by

NAME	DESIGNATION	SIGNATURE
Pete Leonard	Strategic Director (Place)	

## Service Summary - Housing Revenue Account

Description	Annual Budget for 2021-22	Forecast to March 2022	Annual Budget for 2022-23
Chief Officers Gross Salaries	23,968	23,968	9,587
Chief Officers Employers Superann	5,393	5,393	2,158
Chief Officers Employers NIC	529	529	211
Single Status Gross Salaries	6,046,802	5,308,960	6,410,713
Single Status Employers Superann	1,331,458	1,175,436	1,411,501
Single Status Employers NIC	568,261	508,517	674,990
Single Status Overtime	260,000	411,416	420,000
Single Status Absence Pay	0	76,997	0
Trainee Allowances Gross Salaries	16,262	13,171	16,262
Long Service Awards	2,350	2,350	2,350
Salary Related Admin Costs	2,160	60	2,160
Employee Management Costs	3,000	1,680	3,000
Staff Training	88,000	49,000	88,000
Vacancy Management	(430,233)	0	(555,799)
	<b>7,917,950</b>	<b>7,577,477</b>	<b>8,485,133</b>
Annual Maintenance External Providers	300,000	263,163	300,000
Cleaning & Hygiene Materials	1,500	4,100	10,000
Gas	6,000	6,000	8,000
Electricity	20,000	20,000	24,000
Void Rent Loss	450,000	436,650	450,000
Rates	3,000	17,000	13,000
Council Tax	10,000	22,000	31,000
Property Insurance	203,000	210,056	216,300
Bad Debt Provision	400,000	400,000	205,000
Building Costs - Recharges Internal	103,000	103,000	103,000
Land Services - Internal Recharges	50,000	35,000	55,500
	<b>1,546,500</b>	<b>1,516,969</b>	<b>1,415,800</b>
Short Term Vehicle Hire	4,000	6,000	4,000
Staff Travel Mileage Expenses	23,500	8,149	10,000
Vehicles - Maintenance Recharges	345,000	393,000	345,000
	<b>372,500</b>	<b>407,149</b>	<b>359,000</b>
Purchase Of Equipment	23,070	52,000	60,000
Purchase Of Furniture	500	0	500
Storage & Removal Charges	2,000	0	2,000
Materials (issued from Stock)	700,000	798,000	1,079,000
Materials - Direct purchases from suppliers	450,000	550,000	975,000
General Consumables (small items)	35,500	45,500	46,150
Equipment Maintenance	10,000	20,000	30,000
Equipment Rental/Leasing	20,000	20,000	30,000
Scaffold Hire	50,000	50,000	75,000
Medical Supplies	1,100	100	1,100
Hospitality	100	(0)	100
Uniforms & Clothing	6,280	2,500	3,000
Office Equipment - Purchases	3,650	3,650	3,650
Printing & Photocopying	7,800	3,000	7,800
Stationery	6,260	5,250	6,260

<i>Description</i>	<i>Annual Budget for 2021-22</i>	<i>Forecast to March 2022</i>	<i>Annual Budget for 2022-23</i>
Publications	500	700	800
Insurance	32,120	44,169	45,500
Professional Fees	52,150	43,650	52,150
Performing Rights	300	300	300
Postages	8,000	4,500	8,000
Legal Expenses	32,000	20,055	32,000
Subscriptions	20,600	13,100	20,600
Telephones	150	0	150
Mobile Telephones	33,810	32,550	33,810
Computer Hardware Purchase	20,000	20,000	20,000
Computer Software Purchase	163,500	350	0
Computer Software Maint.	83,300	113,300	133,300
	<b>1,762,690</b>	<b>1,842,674</b>	<b>2,666,170</b>
Other Council Accounts	552,620	552,220	552,620
Other Local Authorities	0	0	23,500
Voluntary Organisations Payment	67,730	29,400	67,730
Payments To Contractors	98,200	98,450	98,200
Payment To Subcontractor	500,000	500,000	650,000
Payments To Individuals	0	3,060	0
	<b>1,218,550</b>	<b>1,183,130</b>	<b>1,392,050</b>
Support Services	1,204,000	1,204,000	1,204,000
	<b>1,204,000</b>	<b>1,204,000</b>	<b>1,204,000</b>
Loans Fund Interest	1,154,700	1,312,185	1,298,700
Debt Management Expenses	23,370	20,400	24,600
Principal Repayments	304,000	304,185	384,100
	<b>1,482,070</b>	<b>1,636,770</b>	<b>1,707,400</b>
<b>Total Expenditure</b>	<b>15,504,260</b>	<b>15,368,169</b>	<b>17,229,553</b>
Charges for Services Standard VAT	(61,400)	(10,000)	(61,400)
Other Income	(5,740)	(13,912)	(5,740)
Housing Rents	(19,850,150)	(19,891,501)	(20,525,150)
General Rents	(62,350)	(80,950)	(102,350)
Interest(Revenue Balance)	(10,000)	(10,000)	(10,000)
Internal Trading Contract	(1,160,000)	(1,507,900)	(2,150,000)
<b>Total Income</b>	<b>(21,149,640)</b>	<b>(21,514,263)</b>	<b>(22,854,640)</b>
<b>Net Surplus</b>	<b>(5,645,380)</b>	<b>(6,146,094)</b>	<b>(5,625,087)</b>

## HRA Capital Budget 2022-23 to 2026-27

Primary Building Elements	2022-23	2023-24	2024-25	2025-26	2026-27
<b>Structural Works</b>	<b>Programme</b>	<b>Programme</b>	<b>Programme</b>	<b>Programme</b>	<b>Programme</b>
Asbestos Testing	20,000	20,000	20,000	20,000	20,000
Asbestos Removal Works	50,000	50,000	50,000	50,000	50,000
Structural Upgrades	430,000	430,000	430,000	430,000	430,000
	<b>500,000</b>	<b>500,000</b>	<b>500,000</b>	<b>500,000</b>	<b>500,000</b>
<b>Secondary Building Elements</b>					
<b>Damp/Rot</b>					
Damp & Rot Works	120,000	120,000	120,000	120,000	120,000
<b>Roofs/Rainwater/External Walls</b>					
Roof & Render Upgrading	2,500,000	3,000,000	3,000,000	3,000,000	3,000,000
<b>Windows &amp; Doors</b>					
Window Replacement	1,800,000	2,000,000	2,000,000	2,000,000	2,000,000
Door Replacement	0	50,000	400,000	400,000	400,000
	<b>4,420,000</b>	<b>5,170,000</b>	<b>5,520,000</b>	<b>5,520,000</b>	<b>5,520,000</b>
<b>Energy Efficiency</b>					
<b>Central Heating</b>					
EPC Survey Programme	50,000	50,000	50,000	50,000	50,000
Renewable Central Heating Systems	60,000	60,000	500,000	500,000	500,000
Central Heating Design and Installation	650,000	650,000	350,000	1,600,000	1,600,000
Internal Wall Insulation	50,000	50,000	100,000	100,000	100,000
	<b>810,000</b>	<b>810,000</b>	<b>1,000,000</b>	<b>2,250,000</b>	<b>2,250,000</b>
<b>Modern Facilities &amp; Services</b>					
<b>Kitchens</b>					
Kitchen Replacement	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000
<b>Bathrooms</b>					
Bathroom Replacement	50,000	50,000	50,000	50,000	1,000,000
	<b>1,300,000</b>	<b>1,300,000</b>	<b>1,300,000</b>	<b>1,300,000</b>	<b>2,250,000</b>
<b>Healthy, Safe &amp; Secure</b>					
<b>Safe Electrical Systems</b>					
Safe Electrical Systems	1,200,000	1,500,000	1,500,000	1,500,000	1,500,000
<b>Communal Areas (Environmental)</b>					
Fencing, Gates & Paths	325,000	325,000	325,000	325,000	325,000
Secure Door Entry Replacement	200,000	200,000	200,000	200,000	200,000
CCTV Security	100,000	100,000	100,000	100,000	100,000
	<b>625,000</b>	<b>625,000</b>	<b>625,000</b>	<b>625,000</b>	<b>625,000</b>
<b>Particular Needs Housing</b>					
<b>Conversions &amp; Upgradings</b>					
Conversions & Upgradings	70,000	70,000	70,000	70,000	70,000
<b>Disabled Adaptations</b>					
Aids & Adaptations	250,000	250,000	250,000	250,000	250,000
<b>Environmental Improvements</b>					
Roads & Footpath Improvements	100,000	100,000	100,000	100,000	100,000
MCB Tenant Community Imp Fund	200,000	200,000	200,000	200,000	200,000
	<b>300,000</b>	<b>300,000</b>	<b>300,000</b>	<b>300,000</b>	<b>300,000</b>
<b>Council New Build Housing</b>					
New Build - Clackmannan	801,000	0	0	0	0
Off the Shelf Purchase & Refurbishment	900,000	900,000	900,000	900,000	900,000
	<b>1,701,000</b>	<b>900,000</b>	<b>900,000</b>	<b>900,000</b>	<b>900,000</b>
<b>Other Costs</b>					
Construction Design Management	20,000	20,000	20,000	20,000	20,000
Housing Business Mgt System	112,000	0	0	0	0
Lock Up Strategy	100,000	100,000	100,000	100,000	100,000
Westhaugh Travelling Site Alva	16,000	0	0	0	0
IT Infrastructure / Clacks IT	21,000	21,000	21,000	21,000	21,000
Demolitions	0	0	300,000	300,000	300,000
Inflation Allowance @ 2.5%	0	286,000	296,000	318,000	349,000
	<b>269,000</b>	<b>427,000</b>	<b>737,000</b>	<b>759,000</b>	<b>790,000</b>
<b>GRAND TOTALS</b>	<b>11,445,000</b>	<b>11,852,000</b>	<b>12,702,000</b>	<b>13,974,000</b>	<b>14,955,000</b>
<b>2021-2022 Carry Forward</b>					
Window Replacement	568,000				
Safe Electrical Systems	157,500				
Off the Shelf Purchase & Refurbishment	1,100,000				
Housing Business Management System	260,000				
Lock Up Strategy	109,000				
Westhaugh Travelling Site Alva	239,000				
	<b>2,433,500</b>				
<b>2021-2022 Earmarked Reserves</b>					
Westhaugh Travelling Site Alva	1,440,000				
New Build - Clackmannan	584,000				
<b>2022-23 CAPITAL PROGRAMME</b>	<b>15,902,500</b>				

## HRA Borrowing Requirement 2022-23 to 2026-27

2021-22 Forecast Borrowing	£0	<b>October 2021 Forecast</b>
2021-22 Available reserve	£6,650,000	
2022-23 Surplus	£5,625,000	
Increase in Minimum Reserve	-£27,000	
2022-23 Capital programme	-£15,902,500	
Primrose Place Contribution	-£700,000	
	<b><u>-£4,354,500</u></b>	<b>New Borrowing</b>
2023-24 Surplus	£6,050,000	
Increase in Minimum Reserve	-£17,000	
2023-24 Capital programme	-£11,852,000	
	<b><u>-£5,819,000</u></b>	<b>New Borrowing</b>
2024-25 Surplus	£6,250,000	
Increase in Minimum Reserve	-£17,000	
2024-25 Capital programme	-£12,702,000	
	<b><u>-£6,469,000</u></b>	<b>New Borrowing</b>
2025-26 Surplus	£6,500,000	
Increase in Minimum Reserve	-£17,000	
2025-26 Capital programme	-£13,974,000	
	<b><u>-£7,474,000</u></b>	<b>New Borrowing</b>
2026-27 Surplus	£6,750,000	
Increase in Minimum Reserve	-£18,000	
2026-27 Capital programme	-£14,955,000	
	<b><u>-£8,205,000</u></b>	<b>New Borrowing</b>



**Housing Investment Team Performance Update 2021-22**  
**Quarter 3 - HRA Capital Programme & SHQS**

**Completed Works to 31<sup>st</sup> December 2021**

<b>Project</b>	<b>Number of Houses Completed to Quarter 3</b>
Window Replacement Programme	433
Bathroom Replacements - PCU	30
Kitchen Replacement – PCU	43
Disabled Bathroom Adaptations	19
Hard Wired Smoke Detection	558 Houses Completed
Central Heating Upgrades	52 Houses up to 10 <sup>th</sup> of December
Safe Electrical Tests & Upgrades	320 Tests & 264 Remedials
Roof Replacements	21
Roughcast /Cladding Replacement	1
Roof and Render	30
Secure Door Entry Upgrades CCTV	3 closes 3 closes
Fencing Replacements	59 properties
Asbestos Testing	109
Asbestos Removal Works	77
Stock Condition Surveys	0
Completed Damp/ Rot Works	51
"Off the Shelf" refurbishments to SHQS	1
Structural Works	3 large projects including High Street Alloa
Weir Multicom Upgrade	14 complete (1 in progress)
Energy Performance Surveys	0

## **HRA Capital Programme Update to Quarter 3**

Overall, up to December 2021 good progress has been made on many of the Housing Services key priorities within the Capital Programme, despite the Covid19 restrictions. Excellent progress can be reported particularly within key projects such as the Weir Multicon upgrades in Alva, Window Replacement programme, Roof & Render programme, Structural Works upgrade programme and the Safe Electrical Programme including our Hardwired Smoke detector upgrades (to meet the revised Tolerable Standard for the February 2022 deadline). We are confident our current excellent Scottish Housing Quality Standard position will be sustained. There has also been significant progress on our EESSH related works (Energy Efficiency Standard for Social Housing).

Key progress updates to the end of quarter three are as follows:

### **Window Replacement Programme**

Our term contractor, SIDEY LTD, has completed a total of 433 window replacements up to December 2021. This covered all areas throughout the county and included timber units in the conservation area of Clackmannan and Kennet.

Progress this year has been excellent with customer satisfaction returns producing a 'very satisfied' rate of 96.7%. This is a slight increase on last years score. We as a team are looking to digitise some of the surveys, with Lauren Fairley leading a small project to see how this can be achieved..

Our window replacement programme initially commenced in 2015, and at the end of this financial year nearly half of our housing stock would have been completed with Energy Efficient replacement windows. The backlog that was created by Covid19 pandemic has now been fully concluded.

### **Fencing Programme**

Our fencing contractor, A&B Reid, have completed 59 garden fencing replacements within Stoneyacre and Hareburn Road, Tillicoultry. The contractor is now moving into the Alva area as planned to complete major fencing refurbishment works. This is part of the housing strategy to improve the area.

We have been working closely with our Tenancy Management colleagues and reviewing stock condition survey information to ensure that all properties have appropriate fencing, and that areas of sub-standard fencing are identified and programmed for upgrade. We are also discussing priority areas with Tenancy Management staff for 2023-24 to ensure that the budget is utilised.

The fencing programme has been well received as it addresses long standing issues within gardens and common areas for our customers. Better value is being achieved through carrying out this work on a programmed basis using a fixed long term contract instead of on an ad-hoc basis. Fencing and common

area enhancement works are very much a “catch up” programme as this work was not prioritised in the lead up to the SHQS deadline in 2015.

The fencing specification includes galvanised steel posts to ensure longevity and reduce the pressures on reactive maintenance. The Fencing Replacement Programme is now in its 5<sup>th</sup> term.

### **Damp/Rot Management**

Our term contractor, M.A.B Preservations, have completed 51 jobs as at the end of December 2021. Most of these were rising dampness and condensation related issues, with the majority of work being ventilation upgrade and Damp Proof Course injections.

Having a specialist contractor and placing internal expertise at the front end of our processes to identify any damp or rot issues through our maintenance inspection delivers the best value and service for both our customers and the council. This approach has produced an annual saving of between £100-£150k.

The contract is fixed over a 4 year period and this allows the council to accurately budget and programme key works.

We have begun including redecoration within our upgrade specification to minimise inconvenience for our customers. Rot and damp treatment are key works, particularly given the age profile of some of our HRA Assets. Due to heating enhancements, particularly to previous non-gas areas and increased ventilation within the specifications of the kitchen and bathroom replacement programmes, there has been a marked reduction in cases of condensation damp.

### **Kitchen Replacement Programme**

We have successfully installed 43 new kitchens to properties up to the end of December 2021. Our rolling kitchen programme has been affected by Covid19 restrictions as works involve multiple trades working in confined spaces within tenant’s homes. We have still managed to enable significant spends through upgrading void properties.

This programme has been delivered using our own internal trade’s resources at Kelliebank.

The standard of kitchen being fitted helps us maintain a positive SHQS position whilst meeting our customer’s expectations. The unit cost achieved is in line with private sector, and by utilising lean management techniques we are achieving increased cost savings.

By securing this work in-house rather than using an external provider, we are sustaining local jobs, providing continuity in the workflow for our trades, upskilling and delivering a great product for our customers.

### **Weir Multicom Upgrade**

The Weir Multicom project is progressing without hindrance, with 90% of works completed. All risks and actions outstanding with the contractor have been resolved and we are confident these will be completed by the end of the year. BEIS have increased pressure for PAS2035 conformance and we have changed the scope of works to include a few extra energy efficiency measures. This is within budget as we had a build in contingency for such works. We are working in partnership with Lawrence Hunter and the HEAT team to ensure project success and conformance with BEIS monitory grant restrictions. A total of 15 private owners out of a total of 32 are participating in the programme albeit with a reduced scope of works. Three private properties have been completed to date. Consistent site walk rounds have ensured quality has remained consistent on all builds.

### **Roof & Render Upgrade**

Roof and external wall render upgrade works are ongoing within the following areas–

- Emergency works only being carried out throughout Clackmannanshire

External roof upgrade uses high quality materials, and the scope of works allows for the renewal of rainwater goods with rainwater gutter protection brushes installed in areas of heavy tree coverage, reducing future maintenance dependency. On-going maintenance is further reduced with installation of UPVC eaves, soffit and fascia boards to replace the previous timber finish.

External wall render upgrades utilises the latest in polymer wall render technology, ensuring improved breathability of the underlying structures. Aluminium oversill installations, bargeboard/fascia renewal and lintel and sill remedial/replacement works are all encompassed within the scope of works as and when required.

Upgrade works have provided not only an aesthetically pleasing finish to some of our oldest stock but also protect the integrity of the underlying building structure, prolonging the lifespan of the housing stock.

Works at Johnstone Court, Alva are nearing completion, with the roof and render works finished and the replacement canopy installation commencing next week. Bin stores will be erected when the canopy is completed and landscaping works are scheduled for early next year.

Storm Arwen caused substantial damage to the rear boundary wall which will require discussion with the mutual owners of the properties on West Stirling Street to arrange replacement works.



East entrance before works



West of complex before works



East entrance after roof and render



East view after roof and render works

The current contract is nearing completion and because of the covid restrictions only emergency works are currently being carried out. Works to the end of the 3<sup>rd</sup> quarter will be 51 roof replacements and 31 render works completed.

A new tender is expected to be advertised in the next few weeks with the appointment expected in March / April 2022.

### **Secure Door Entry Programme / CCTV**

A new four year term contract has been awarded to Electrical Contractors McGill in October 2021. Initial programme works have been instructed and commenced on site in December.

Secure doors have been designed to ensure a high level of security and durability. The doors have achieved PAS 23/24 at a UKAS accredited test centre and achieve the Secure By Design criteria which is the preferred police security standard.

We have a full programme of works prepared for the coming 18 months in liaison with our Tenancy Management colleagues. Challenges remain in trying to secure agreement with sharing private owners in many of our common blocks. Scheme decisions are carried out in each mixed tenure block with a majority vote in favour enabling the works to be instructed.

CCTV installs are of huge benefit to housing officers and Police in managing anti social behaviour. The cctv systems we are installing have the ability to

enable remote log in to view the closes at any time from an internet enabled device. Our IT department are currently working with McGill to set up the necessary requirements within our network to allow this option from our devices.

### **Safe Electrical Testing and Upgrade**

Our 4 year term contract with the supplier AC Gold commenced in June 2019. This quarter AC Gold have installed 558 smoke alarm systems, tested 320 properties and completed remedial work in 264 properties.

The electrical rewire programme overall is influenced by the results from electrical testing. Due to the existing condition of the electrics many of our properties will meet the modern standards with a partial upgrade as opposed to a full electrical rewire. This provides significant savings within our Safe Electrical programme and allows the council to upgrade properties with hardwired smoke detection. We currently have less than 200 properties remaining on the smoke alarm install programme.

There has been a slight drop over the last two years due to Coronavirus, however we have picked up and increased the amount of testing being carried out from now until the end of the contract to balance out what we have missed. Due to the Tillicoultry incident last December, all new consumer units have surge protection installed to prevent our properties against diverted neutral fault occurrences in the future. This will limit the damage that may be caused to our domestic wiring systems and will now become a standard part of the electrical upgrades.

### **Conversions & Adaptations**

Bathroom adaptations have been carried out in 19 homes to the end of December 2021. Demand for this work is rising, however going forward, additional budget within the HRA Capital Programme is proposed. Once again this is also work that we are undertaking utilising our own trades.

Both design and installation are carried out “in house”.

During lockdown a minimal number of adaptations were completed for tenants who required then before they could be discharged from hospital. These were carried out in empty properties and therefore posed a negligible risk to our trades and the tenant.

The adaptation programme recommenced in August and is progressing at the pre-covid pace of 1 adaptation per week. The current waiting list has 19 assessed referrals, i.e. submitted by health professionals, which includes 3 conversions. There are also 85 self referrals i.e. tenants who have not been assessed, making a current total of 104 with additional tenants being added weekly.

A single conversion has been completed this year, which involved turning a ground floor storage area / box room into a shower room. The elderly tenant in question had great difficulty climbing the stairs to the bathroom, but refused

to be rehoused as his local support network was excellent. The completion of these works has led to a huge improvement in this tenant's quality of life. It also means he doesn't have the risk of going up stairs and the danger that posed for him. He now has the ability for self care, meaning he is less likely to require hospital admission.

There are a further 2 conversions planned for the 4<sup>th</sup> quarter, both of which are to install ground floor toilets and wash hand basins.

### **Structural Works**

A 4 year term contract with a local supplier was agreed in October 2019 for brickwork/walls enhancement.

High Street/ Mill Street Alloa emergency render works were completed in September 2021.

Retaining walls at Branshill Park and the renovation of Quarry Place, Alloa remain the focus of the budget for the remainder of the financial year.

### **Central Heating Upgrade**

Our programme has been affected with the Covid 19 restrictions and works completed to date this year have been via void properties and emergency failures. The majority of the emergency failures have been previous refusals from previous contracts.

To date we have carried out 52 boiler and heating upgrades via our term contract with PH Jones. There are a further seven jobs to be planned in, we are awaiting further readiness, suitability and time frame instructions both from voids and some tenants.

Further works are programmed in 2022 to catch up on our programme once restrictions are lifted.

There is also a pilot project taking place at the moment to install three new full installs of Air Source Heat Pump Systems. This work will be carried out early in the New Year.

Once these upgrades have been completed we will carefully monitor progress and efficiency as well as cost. This will help shape future programmes as we roll these out in line with the Governments Net Zero targets by 2040.

This will go a long way in helping the Council be at the forefront of the new green technology and new green energy sector that is coming to us all, which in turn will then help achieve Government guidelines in obtaining the goal of net zero carbon emission's.

### **Landscaping Works**

Landscaping work has been completed at the rear of 31-33 Main St, Sauchie. This work included demolition of 4 derelict lock ups, and the excavation and



## Appendix 4

regrading of the garden areas. 3 public parking spaces have been created on the site of the former lock ups.

A previous tenant had attempted to landscape and tier the garden at No31, but this was considered a hazard to the new tenant, who has young children.

The neighbouring garden at 33 was overgrown.

Works were completed by Lands Services and funded from MCB budget.



Lock ups prior to demolition



Public parking area in place of the lock ups



Garden at No31 before



Garden at No31 after



Garden at No33 after

Similar works are ongoing at the rear of 73-93 Whins Road, but on a much larger scale. The area to the rear of these properties, which include bungalows, was on 5 different levels making accessing the mutual drying area high on impossible for tenants with mobility issues which the bungalows were otherwise ideal for. The garden stores were derelict and collapsing due to the self seeded shrubbery growing between the back wall of the stores and the boundary wall with Argyll Street. These were in danger of collapse and had been fenced off for a considerable time until statutory permissions were gained for the works. The tenants are all in support of this work and appreciate it will be noisy and messy during the excavations. They have all been kept informed of what will be happening.

The owner of Clackmannanshire Mosque is currently in negotiations with Clackmannanshire Council to purchase the area of ground the stores previously housed, to enable the Mosque to extend. He is aware of our landscaping lay out and is required to obtain all the required statutory permissions prior to being able to commence any construction works.

When our landscaping works are completed there will only be 2 levels throughout the whole area making access far easier for mobility impaired tenants.



Again Land Services are carrying out these works, which are expected to be completed in January, weather dependant.



Various levels of communal area



Excavation works ongoing

### **Overall Scottish Housing Quality Standard Position @ December 2021**

Using the charter methodology for assessment of SHQS, the council is currently 73.33% compliant with the model. This decline in percentage from the previous year is primarily due to the change in reporting methods, with any property now failing EESSH automatically failing SHQS.

The primary cause of the EESSH failings is a lack of EPC's for conformance, due to the fact that EPC's are now falling outwith the 10 year age allowed for the reporting standards. We are addressing this by running a capital project to capture 1000 EPC's per year through a running programme of work. This is being delivered internally by HEAT team.

**Pictures of Completed Works – Gallery**

Kitchen Replacement



Fencing Upgrade at Clackmannan





Scott Crescent Alloa – Roof and Render Upgrade – December 2019



Fencing Upgrade @ Tillicoultry





Non-Traditionally Built Upgrade – Clackmannan Lochies Road



Secure Door Entry Upgrade – Branshill Park Sauchie



Roof and Render Upgrade Scott Crescent Alloa





Mill Street Alloa



Roof, Render, Windows and Fencing Hutton Park





Weir Multicom



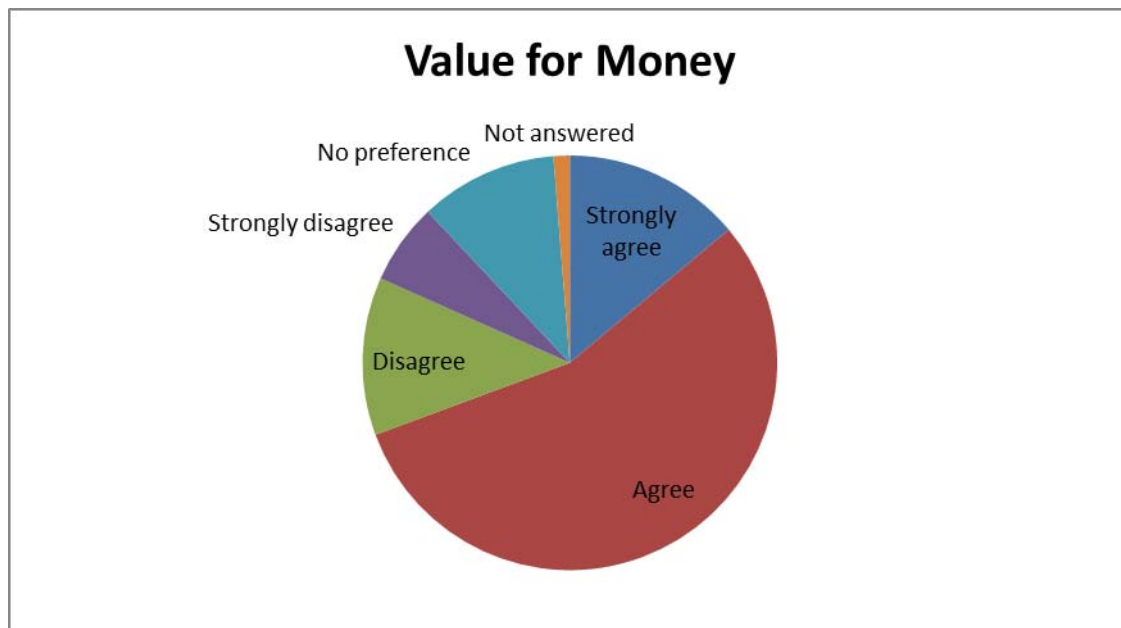


### Rent Increase Consultation 2022/23

The following details the results of the consultation published on Citizen Space in relation to the Rent Increase Consultation 2022/23, which was open from 6<sup>th</sup> December 2021 to 10<sup>th</sup> January 2022.

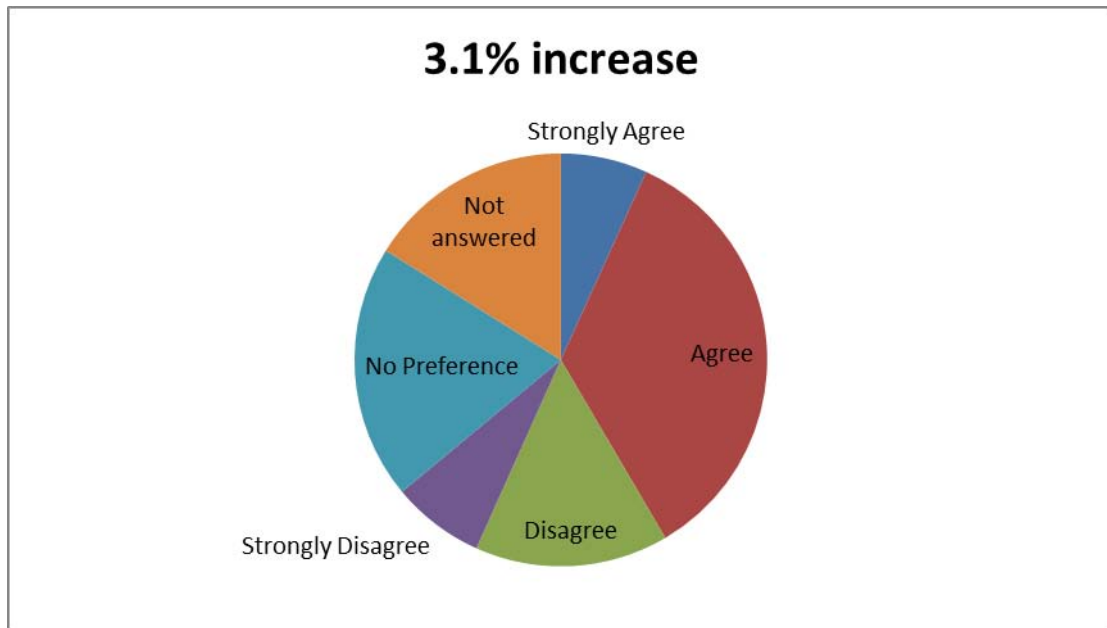
633 responses were received, a summary of the responses are detailed below:

#### Do you think the rent you pay represents good value for money?



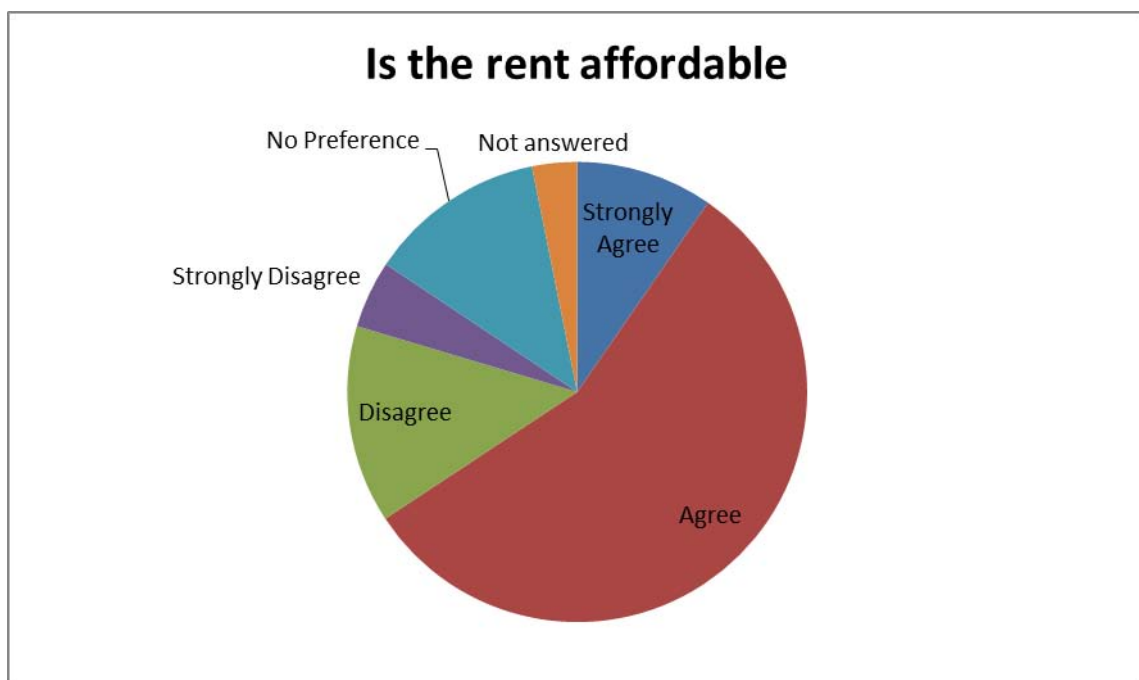
	Strongly Agree	Agree	Disagree	Strongly Disagree	No Preference	Not answered
Value for Money	88	351	78	40	68	8
	13.90%	55.45%	12.32%	6.32%	10.74%	1.26%

To enable us to continue our capital investment at current levels the business plan requires a minimum of 3.1% (on average £2.34 per week) increase this year. Do you feel this increase would be appropriate?



	Strongly Agree	Agree	Disagree	Strongly Disagree	No Preference	Not answered
3.1% increase	43	220	96	46	126	102
	6.79%	34.76%	15.17%	7.27%	19.91%	16.11%

**It is important that we take account of what current and prospective tenants and other customers are likely to be able to afford. As the Council's current rent is below the average in Scotland, do you think the rent charged by Clackmannanshire Council is affordable?**



	Strongly Agree	Agree	Disagree	Strongly Disagree	No Preference	Not answered
Is the rent affordable	61	355	88	30	79	20
	9.64%	56.08%	13.90%	4.74%	12.48%	3.16%

**Please rank the following rent increase proposals in order you prefer most. 1 being the one you would prefer the most, to 4 being your least favoured option.**





Rent Costs for Houses with effect from 28 March 2022

	£ Rental Charge 2021/22	£ Increase	£ Revised Charge 2022/23
<b>1 Apartment</b>	78.22	2.42	80.64
<b>2 Apartment</b>	80.10	2.48	82.58
<b>3 Apartment</b>	82.05	2.54	84.59
<b>4 Apartment</b>	83.71	2.60	86.31
<b>5 Apartment</b>	85.79	2.66	88.45
<b>6 Apartment</b>	87.88	2.72	90.60

Rent Costs for Flats with effect from 28 March 2022

<b>1 Apartment</b>	76.78	2.38	79.16
<b>2 Apartment</b>	78.62	2.44	81.06
<b>3 Apartment</b>	80.56	2.50	83.06
<b>4 Apartment</b>	82.33	2.55	84.88
<b>5 Apartment</b>	84.36	2.62	86.98

Average Rent (48 weeks)	£84.39
Average Rent (52 weeks)	£77.90

Rent Cost for Lock-ups with effect from 28 March 2022

<b>Lock-ups</b>		<b>Increase £</b>	<b>Weekly £</b>
<b>Lock-up Rent</b>	7.76	0.24	8.00
<b>Lock-Up with VAT</b>	9.32	0.29	9.61

Garage Pitch Site Annual Cost £90.89 (£109.10 VAT)

The rent charge-free weeks for 2022/23 will be the weeks commencing:

- 1 August 2022
- 8 August 2022
- 19 December 2022
- 26 December 2022



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**Report to Clackmannanshire Council**

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**Date of Meeting: 10<sup>th</sup> February 2022**

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**Subject: Wellbeing Hub Update**

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**Report by: Lorraine Sanda, Strategic Director, People**

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**1.0 Purpose**

- 1.1. The purpose of this report is to update Council on the development of the Wellbeing Hub and the Interim Swimming Pool:

**2.0 Recommendations**

Wellbeing Hub

- 2.1. It is recommended that Council notes the following:
- 2.1.1. Work has commenced on the procurement journey of the Wellbeing Hub to allow a Business Case to be developed and brought to Council as detailed in Report to Council on 16 December 2021.
  - 2.1.2. The update on Stakeholder and Partner engagement and in particular the involvement of Health in the Programme (para 3.2);
  - 2.1.3. The establishment, membership and Terms of Reference of the new Steering Group (paras 3.7).

Temporary Swimming Pool

- 2.2. It is recommended that the Council notes the following:
- 2.2.1. That work has commenced on the procurement journey for the Temporary Swimming Pool (para 3.15);
  - 2.2.2. That the costs of the Interim Pool will be covered in the approved budget for the Wellbeing Programme (para 3.15)
  - 2.2.3. The operating costs of the Temporary Swimming Pool as detailed in **Appendix 4.**

### 3.0 Considerations

#### 3.1. Wellbeing Hub

3.2. Extensive engagement has continued across the full range of stakeholders. A full summary is provided at **Appendix 1**. This level of participation will be prioritised throughout the development of the programme, to ensure that it is genuinely community-led, there is stakeholder ownership of the design and planning process, and that opportunities for collaborative work are maximised.

3.3. From the outset, and reinforced by the ongoing engagement work, it is clear that the programme has wider aims than just the design and build of a new facility. The key deliverables for the programme are summarised as:

3.3.1. **Connect** - create a connected view of community sport and active living provision across Clackmannanshire;

3.3.2. **Inspire** - develop a community sport and active living narrative which inspires key stakeholders and supports engagement with existing provision as well as the future Well-Being Hub;

3.3.3. **Develop** - develop capabilities of community sport and active living network to focus on agreed local outcomes e.g. equality, diversity, inclusion, changing lives ;

3.3.4. **Build** - design and build a Well-being Hub (and associated facilities that could be part of the network) which supports community sport and active living provision and provides complementary facilities and offerings; and

3.3.5. **Operate** identify the best operating model for the Hub and network to deliver local outcomes - particularly Community Wealth Building.

3.4. The dependencies with other key strands of work are also being considered to avoid duplication and confusion, particularly but not exclusively with :

3.4.1. Sport and Active Living Framework

3.4.2. Health Locality Plans and Health Improvement

3.4.3. Transforming Care agenda within the Health and Care Social Care Partnership

3.4.4. Shaping Places

3.4.5. COVID Recovery

3.4.6. Family Wellbeing Partnership.

3.5. The health benefits of participation in sport, physical and wellbeing activity are well known and include enabling people to retain independence, supporting



social inclusion, maintaining healthy lifestyles and good mental health, and reducing inequalities for people with long term conditions.

- 3.6. Partnership working with Health has already led to the community-based provision for lower limb joint problems, which has demonstrated benefits as part of an HSCP wider approach to managing joint problems. Further opportunities are being explored within the programme to strengthen the partnership with Health and possible further integration of healthcare services which support wellbeing and improved health outcomes including: shared facilities and multi-agency working as demonstrated in the STRIVE project; social prescribing; providing wellbeing experiences and activities for all ages and abilities; connecting to active travel and outdoor recreation opportunities. Partnerships and collaboratives with the third sectors, clubs, and the private sector are also being explored.
- 3.7. The Programme will be overseen by a new Steering Group which has been established and met for the first time on 27 January. The Project Overview and the Terms of Reference setting out the membership and Governance is included at **Appendix 2**.
- 3.8. As outlined in the report to Council on 21 December 2021, work on the Options Appraisal process has commenced. Phase 1 of this work is now complete (December 2021) and has identified that across the UK there is an emerging trend of replacing old traditional sports centres with new wellness hubs as part of a strategic shift towards more integrated care.
- 3.9. Most of the hubs reviewed involve a range of partners investing in the new facility and co-locating different services under one roof, including a core sports and leisure offer, with for example hydrotherapy pools, libraries, community spaces, GP practices, nurseries, outpatient clinics, adult day care, mental health services and youth services.
- 3.10. The next two phases which will Test the brief and then complete the Options Appraisal (including a site comparison) with a maximum of 3 short-listed options over the 2 identified sites.
- 3.11. In order to continue to progress with the new build at pace, the Procurement Strategy which will set out the approach through the RIBA stages including Developing the Brief, Options Appraisal, Concept Design, Technical Design, Planning, Manufacturing and Construction through to completion has commenced.
- 3.12. As confirmed in this Report and the Report to Council dated 16 December 2021 a Business Case will be brought to Council for consideration once the options appraisal has been finalised.
- 3.13. In conjunction with the preparation of the Business Case both private and public sector investment for the Wellbeing Hub is being pursued in order to maximise the opportunity and facilities for the people of Clackmannanshire.

### **3.14. Interim Pool**

- 3.15. Following a successful procurement process, Recreation/Total Swimming have completed the design of an Interim Pool for Alloa. This has now progressed to the Planning Stage as agreed at Council in October 2021. The Proposed Design specification is attached at **Appendix 3**. The Capital cost of the Interim Pool is estimated at £2.16m. These costs will be met from the approved budget for the Wellbeing Hub included in the Capital Programme. The overall budget for the Wellbeing Programme (Interim Pool and Wellbeing Hub) is being reviewed as part of the 22/23 Budget process and will reflect these costs.
- 3.16. The Procurement journey to proceed with the Technical Design (RIBA 4) to handover and completion (RIBA 7) of the Interim Pool is also under development which will allow for a Developer to be appointed to take the project and manage it through to completion. It is proposed that the Interim Pool will be funded through the Capital Programme and retained as a Capital Asset.
- 3.17. As agreed at Council on 16<sup>th</sup> December 2021, estimated operating costs for the Interim Pool are now provided at **Appendix 4**. These include maintenance and utilities costs, based on other similar projects, and staffing/training costs based on an operating model of 5 days opening with limited opening times to allow for club, public swimming and learn to swim provision, as well as a school swimming programme.

## **4.0 Sustainability Implications**

- 4.1. Clackmannanshire Council has committed to developing a comprehensive Climate Change Strategy within the next 12 months which will deliver a framework to ensure that all strategic decisions, budgets and approaches to planning decisions are in line with a shift to net zero greenhouse gas emissions by 2045.

## **5.0 Resource Implications**

### *5.1. Financial Details*

- 5.2. The Costs at Appendix 4 will be met within existing budgets without any additional pressure.

### *5.3. Staffing*

- 5.4. Sport Scotland continue to provide significant staffing input to the Programme.
- 5.5. Overall Project Management continues to be a gap.

5.6. Risks

5.7. Given the ongoing volatility in the markets, particularly in relation to construction and utilities, there is a risk that any estimated costs could increase. Where there is an increase in operating costs, which could not be met from Council's existing budgets, then approval of Council may be required for such increased cost.

**6.0 Exempt Reports**

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

**7.0 Declarations**

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

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

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

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

**8.0 Equalities Impact**

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

**9.0 Legality**

9.1 It has been confirmed that in adopting the recommendations contained in this report, the Council is acting within its legal powers. Yes  No

## 10.0 Appendices

**Appendix 1** Summary of Engagement

**Appendix 2** Project Overview and Terms of Reference

**Appendix 3** Proposed Design Specification

**Appendix 4** Interim Pool Costs

## 11.0 Background Papers



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

Yes  (please list the documents below) No

### Author(s)

NAME	DESIGNATION	TEL NO / EXTENSION
Lorraine Sanda	Strategic Director, People	2425

### Approved by

NAME	DESIGNATION	SIGNATURE
Lorraine Sanda	Strategic Director, People	
Nikki Bridle	Chief Executive	

<b>Stakeholder Engagement</b>	<b>Consultation Process</b>	<b>When</b>	<b>Outcome</b>	<b>Feedback areas</b>
<b>Children &amp; Young People Adults over 18</b>	Sports Development 'Step Up' Survey via Citizen Space – two online surveys looking at activity patterns & a return to activity	September 2020	857 responses  604 responses <i>Summary report created</i>	Past and current PA / Sport trends Where participation takes place Reasons / impact
<b>Clackmannanshire Cycling Development Group</b>	Virtual discussion forums looking at Active Travel including Cycling Scotland, Scottish Cycling, CDT, local club and a range of Council Officers from sport & roads.	Quarterly Feb 21 to current	Feedback to place Active Travel at heart of hub – use 'Cycling By Design' as guidance. <i>Notes fed into Team Wellbeing Group</i>	Opportunities to develop both programmes & places to cycle
<b>Focus Groups</b> School pupils, over 50s/over60s groups, tenants associations, veterans groups, community sports clubs, local development trusts	Range of methods used including face-to-face discussions, zoom forums, telephone conversations & email communications	April / May 2021	28 Focus groups / 1336 individuals involved  <i>Summary report created</i>	Current & future physical activity & sport needs What they would like to see in the hub (facilities & activities)
<b>Clackmannanshire wide</b> online Leisure & Wellbeing survey	Circulated through all forums, groups and online mediums. Citizen space survey.	April to June 2021	1204 surveys completed  <i>Summary report created</i>	Past leisure & sport trends Thoughts on current facilities Needs and opportunities for future facilities & activities
<b>Clackmannanshire Bowling Community</b>	Forum including Bowls Scotland, Scottish Indoor Bowls Association & members of local outdoor/indoor bowling clubs	April to December 2021	4 meetings <i>Notes fed into Team Wellbeing Group</i>	Distressed at loss of indoor bowling venue, need for over 60s activities in new hub
<b>Alloa Amateur Swimming Club</b>	Forum including Scottish Swimming and committee members from the swimming club	May to December 2021	4 meetings <i>Notes fed into Team Wellbeing Group</i>	Huge negative impact on no pool in Clacks. Given feedback on design & requirements for new & interim hub pools
<b>Disability Sport Community</b> FVDS / SDS committees / local ASN sports clubs	Facilitated discussion with their client groups based around focus group questions	June 2021	Group & individual family feedback received  <i>Summary report created</i>	Quality and accessibility of current and new facility New opportunities available through new hub
<b>Live Action Days</b> All local communities	12 communities visited to conduct face-to-face surveys	July 2021	833 participants  <i>Summary report created</i>	What does Wellbeing mean to them What facilities / programmes are needed

<b>Stakeholder Engagement</b>	<b>Consultation Process</b>	<b>When</b>	<b>Outcome</b>	<b>Feedback areas</b>
<b>Partner Strategic Workshops</b>	Sportscotland facilitated x2 workshops with SMT, Councillors, national & local partners including NHS, CTSi, Stirling University & Forth Valley College	August 2021	<i>Summary report created</i>	High level messaging Quality / sustainable facility Accessible hub Improved services Partnership working
<b>Arts Forum</b>	Online discussion facilitated by local Councillors with members of the local arts community	November 2021	1 meeting	Place to showcase art Raise profile and range of opportunity
<b>Swimming Survey</b>	Online survey disseminated through schools & online platforms to gather views on future swimming requirements	December 2021	Responses from 1158 children aged nursery to S6 <i>Summary report created</i>	Demand for a pool 98% want a LTS programme
<b>Active Communities Group</b>  Local / national partners Development Trusts / Tenant Organisations / Disability Sport & Groups / Community Organisations & Sports Clubs / Veterans Group	Strategic working group looking at specific outcomes from the SALF document. Membership includes national and local partners.	December 2021	25 attendees 23 organisations represented  <i>Summary report created</i>	Accessibility and inclusivity Affordability Location and public transport Inactive & Referrals Social Isolation and Fuel poverty Existing connections Family activity Profiling and connects with Development Trusts / existing community groups Key demographics

# Well-being Hub

## Project Overview

### What is the current situation?

Clackmannanshire Council is committed to building a better future for its' communities, particularly those facing inequality and disadvantage. This is reflected in the Local Outcomes Improvement Plan (LOIP) Strategic Outcomes 2017-2027

- A place that is attractive to businesses and people and ensures fair opportunities for all
- Communities that are resilient and empowered so that they can thrive and flourish
- Families, children and young people that have the best possible start in life
- Women and girls that are confident and aspirational and achieve their full potential

As part of this, the Sports and Active Living Framework (SALF) was published in 2018. Since then, the Council has been reviewing sports and leisure provision and in May 2021 took the decision to close the Alloa Leisure Bowl and develop a new Well-being Hub. Following extensive public consultation and discussion with partners, the idea of a Well-being Hub has further developed to become - A community sport and active living network with a Well-being Hub at its' centre.

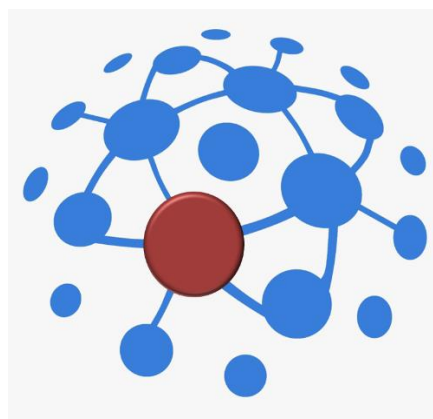
### What are we trying to achieve?

The aims of the project are two-fold

1. To improve the health and well-being of people in Clackmannanshire by inspiring them to enjoy sport and be physically active.
2. To improve the lives of people facing inequality and disadvantage by enabling them to take part in targeted sport, physical activity and wellbeing programmes.

### How will we achieve our aims?

The development of the Hub is essentially a catalyst for creating and sustaining a network of community sport and physical activity across Clackmannanshire.



The principle of the network is that it is not a fixed design with a defined number of members. Instead it will develop organically according to local need and provision.

The network is intended to bring together the infrastructure and programming for sport and physical activity already provided by public, private and third sector organisations in the area. The initial work is to **connect** these organisations and raise awareness of what they offer and how people can access it. The Hub development provides an impetus for this work (some of which is already underway through the SALF).

At the same time, there is an opportunity to build a narrative that will **inspire** partners and individuals alike to engage with both the network and the development of the Hub. The basis of this narrative already exists in the form of “Get going, Get out, Get active”. This needs to be further developed and amplified to resonate with defined audiences.

Meanwhile, work is required to design and **build** the Hub which will be located in Alloa. The Hub will include a new swimming pool alongside indoor and outdoor well-being spaces and will be connected to active travel routes. Decisions on specific features and facilities will take into account local needs and will seek to complement and strengthen the existing network of sport and physical activity provision.

Alongside the build, work is also required to **develop** the capabilities of both the Hub and the network to ensure their facilities and programmes are diverse, equal, accessible and inclusive. Meanwhile, **operating** models should ensure the sustainability of the Hub and network and facilitate community wealth building wherever possible.

#### What are the key deliverables?

**Connect** - create a connected view of community sport and active living provision across Clackmannanshire

**Inspire** - develop a community sport and active living narrative which inspires key stakeholders and supports engagement with existing provision as well as the future Well-Being Hub.

**Develop** - develop capabilities of community sport and active living network to focus on agreed local outcomes e.g. equality, diversity, inclusion, changing lives

**Build** - design and build a Well-being Hub (and associated facilities that could be part of the network) which supports community sport and active living provision and provides complementary facilities and offerings

**Operate** identify the best operating model for the Hub and network to deliver local outcomes - particularly Community Wealth Building.

#### What will the outcomes be?

This project aims to impact on all four of the Council’s strategic outcomes with particular focus on

- We will have improved the proportion of young people destinations
- Our communities are more inclusive and cohesive
- Substance misuse and its’ effects are reduced
- Health is improving and we have reduced health inequalities
- Women and girls thrive as equal citizens, socially, economically, culturally and politically
- Positive gender roles are promoted in Clacks
- Local communities have opportunities to engage with partners in designing local services
- Clacks is a place where all people have equal opportunities regardless of their background or circumstances



In addition, it will seek to contribute to strategic partners outcomes e.g. the Active Scotland outcomes used by sportscotland and other organisations working in Scotland's sporting system.

### What are the dependencies?

There are several initiatives, projects and plans that the Well-being Hub development must take account of.

- Involving local communities in the design and delivery of the Hub/Network.
- COVID recovery plans
- Shaping places for Wellbeing
- Sport and Active Living Framework
- Alloa Transformation Zone
- Clackmannanshire Family Wellbeing Partnership and STRIVE
- Scotland's International Environment Centre/City Region Deal
- Interim pool provision
- Community Wealth Building
- Wellbeing Economy
- Learning Estate
- Health Locality Plans
- HSCP Transforming Care
- Green Recovery
- Community Planning and Clackmannanshire Alliance LOIP

### What is not in scope?

Digital infrastructure is not in scope of the project. Other out of scope items will be agreed as the project planning progresses.

### What are the timescales?

The Well-being Hub development is following the Royal Institute of British Architects (RIBA) capital build project approach which involves the following stages:

- Stage 0 - strategic definition
- Stage 1 - Preparation and briefing
- Stage 2 - Concept & design
- Stage 3 - Spatial coordination
- Stage 4 - Technical design
- Stage 5 - Manufacturing & construction
- Stage 6 - Handover
- Stage 7 - Use

The timescales for the creation of the narrative, building of the network and development of its' capabilities will be aligned with the capital project.

### Review

The project overview document will be kept under review as the project further develops.

# Well-being Hub Steering Group

## Terms of Reference

### Role of the Steering Group

The Steering Group is responsible for the delivery of a Clackmannanshire community sport and active living network with a Well-being Hub at its' centre, as described in the [project overview](#).

The Network/Hub aims to improve the lives of people in Clackmannanshire by

- Inspiring them to enjoy sport and be physically active
- Enabling them to take part in targeted sport, physical activity and wellbeing programmes

### Membership of the Steering Group

- Lorraine Sanda, Strategic Director People, Clackmannanshire Council (Chair and Executive Sponsor)
- Peter Leonard, Strategic Director Place, Clackmannanshire Council (Place)
- Jacqueline Lynn, Head of School/Community Sport, sportscotland (Sport)
- Janette Fraser, Head of Planning, NHS Forth Valley (Health)
- [name tbc] Project Manager (Build)
- Ann Dougan, Professional Advisor (Stakeholders)

### Steering Group responsibilities

- Agree the project direction in the context of the wider policy and delivery landscape
- Ensure the project is well defined, resourced and managed
- Champion the project, as described in the [project overview](#) with internal/external stakeholders
- Monitor the progress of the project in line with the [project plan](#)
- Ensure communications activity is engaging key stakeholders with the [agreed narrative](#)
- Ensure financial commitments follow the [Council financial procedures](#)
- Resolve escalated issues and risks from the [project delivery team](#)

### Meetings

Meetings will be arranged to take place on an eight-week cycle. Special meetings may be called at any time at the discretion of the Executive Sponsor.

### Governance

The Steering Group will sit within, and be subject to, the Council's democratic structures and procedures. Reporting will be provided to Clackmannanshire Council with oversight from the Convenors of Place and People. Updates will be provided to the Clackmannanshire Alliance.

### Review of Terms of Reference

It is anticipated that the Steering Group will meet for a minimum of 18 months. This Terms of Reference will be kept under review and amended as necessary.



**849.49 Alloa Temporary Pool**  
Proposed Look & Feel

# Introduction

**DOCUMENT TITLE:** Look & Feel Presentation  
**DATE:** 14/01/2021  
**AUTHOR:** CM  
**REVISION:** /

**SUMMARY:**

This document has been prepared to show the look and feel of the temporary pool in Alloa.

The document does not present a final design and is subject to change following coordination with specialists, suppliers and statutory requirements.

Due to the pool's temporary nature we have omitted bespoke or fitted joinery, and kept additional wall finishes to a minimum. We have brought about the theme of the design through changes in wall colour and floor finishes, which delineate different spaces and perform a way-finding function. We have proposed internal furniture and finishes suitable for a pool environment, though exact product specifications may change.

Rev Summary

/ / /



# Proposed Temporary Structure

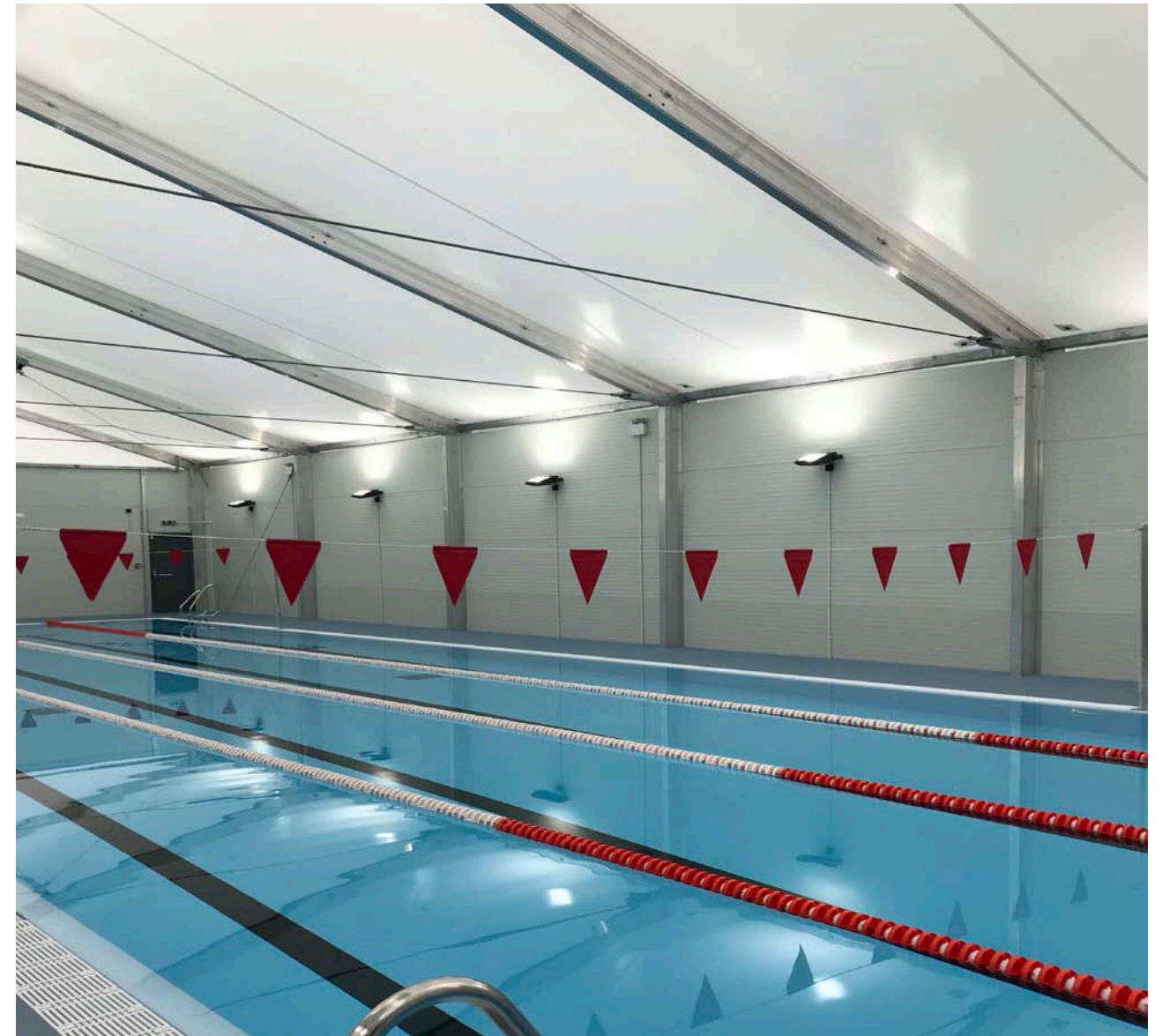
The proposed structure will be an Aganto Temporary Structure, which comprises an aluminium frame with a PVC roof covering and insulated wall panels.

The PVC roof covering allows natural light to penetrate into the building. To take advantage of this, ceilings have not been included in the main spaces. This will make the spaces feel larger as well as lighter.

The exterior of the building will show the insulated panels, structural frame and PVC roof covering. Additional hoarding / planting may be provided to surround the building and this is currently being discussed as part of the pre-application advice process.



An Aganto structure for a similar sized building

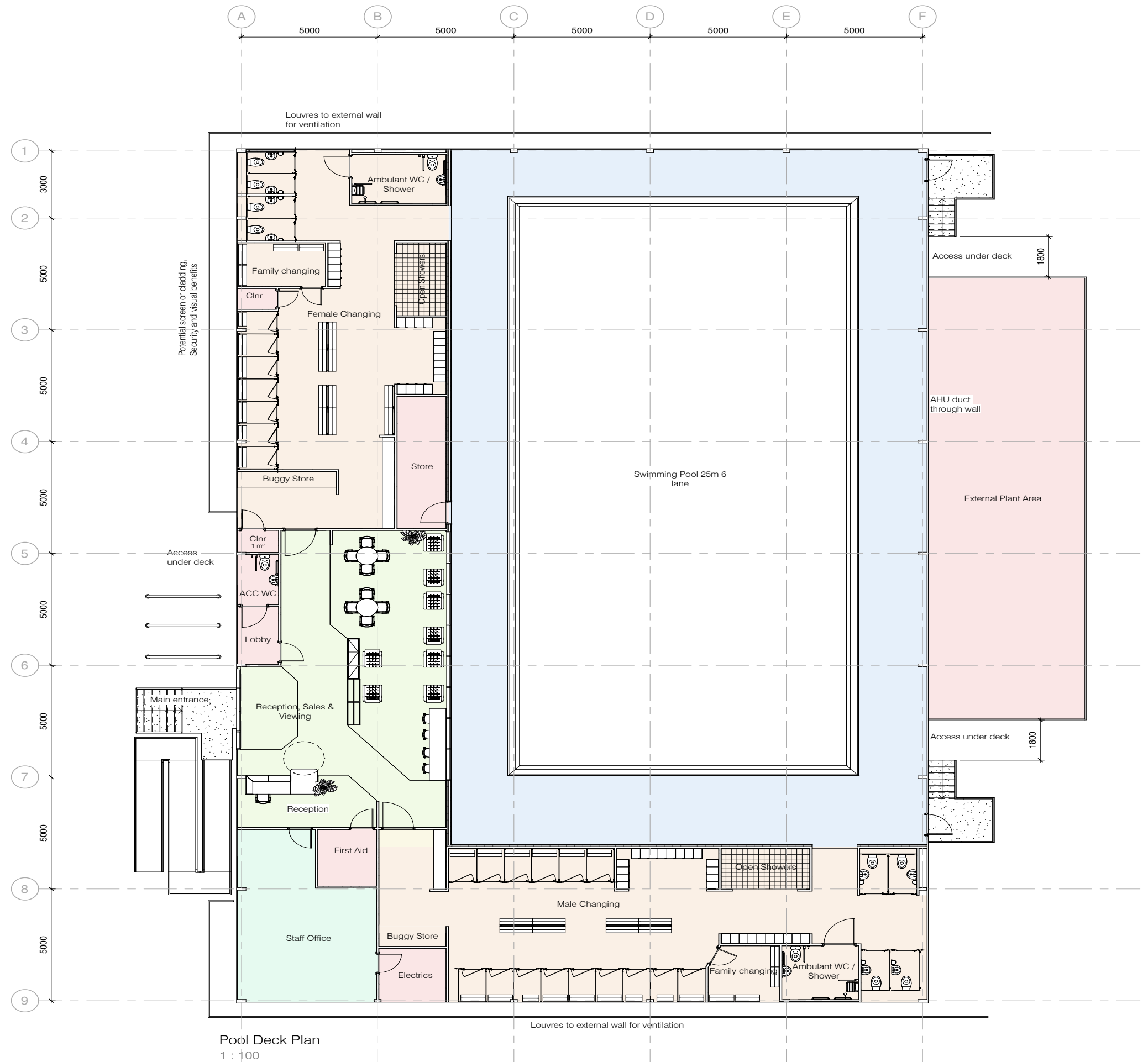


Pool hall within an Aganto Structure

# Proposed Layout

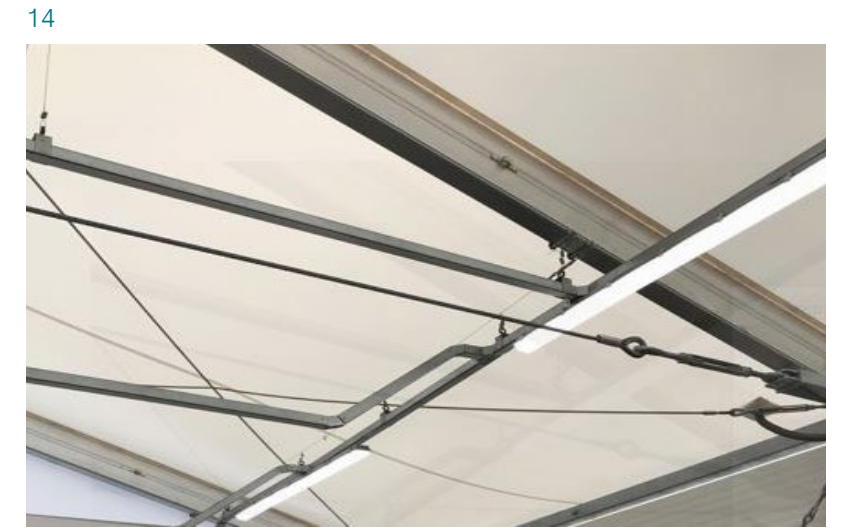
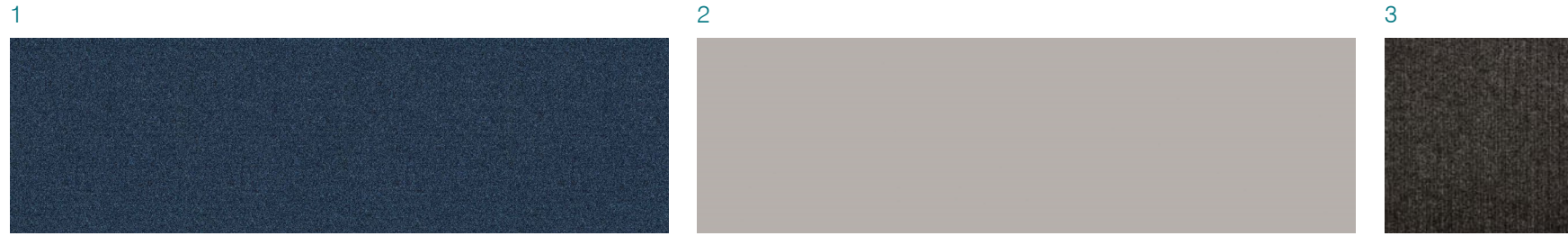
The proposed layout comprises a 6-lane, 25m pool, services by two separate gender changing rooms at circa 100m<sup>2</sup> each. An open plan reception and viewing area looks out onto the pool. Each of these spaces will provide a continuation of design them, which is explored in detail on the following pages.

The layout is designed to accommodate the requirements of the temporary structure frame, and to include this as part of the design from an early stage. However the exact grid and building size may alter to suit structural requirements.





# Reception and Viewing Area



## Entrance Moodboard Key

1. Forbo Tessera Teviot - Navy
2. Forbo Sarlon Uni - Medium Grey
3. Burmatex Grimebuster Entrance Matting
4. Painted Feature Wall (Primary)
5. Painted Feature Wall (Secondary)
6. Red-Orange stackable chair
7. Orangebox Dune 01 table
8. Red-Orange Broom Counter Stool
9. Indoor potted banana plant
10. Naughtone Clyde armchair
11. Hoppe Paris Coloured Nylon ironmongery (Anthracite)
12. Feature pendants in yellow (Zero lighting)
13. Movable clothes hangers - Essem Design
14. Aganto linear lighting

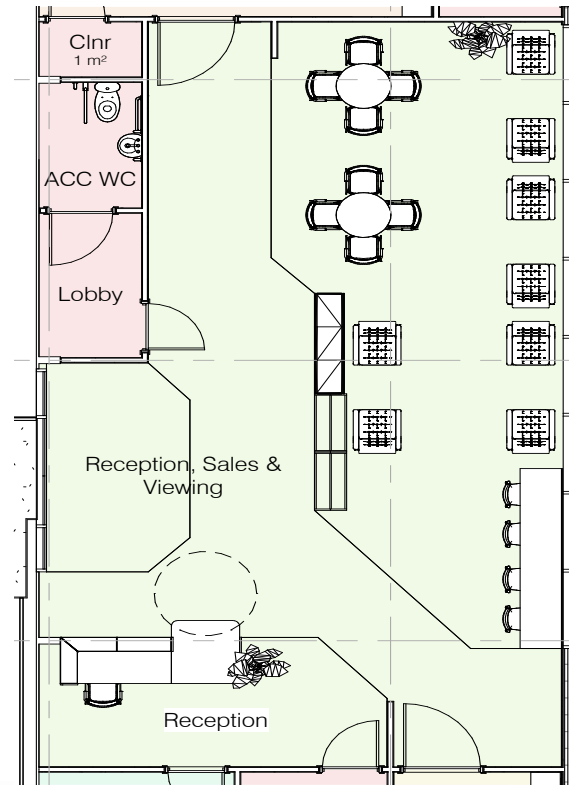




# Reception and Viewing Area Visuals

The reception area provides a bright and welcoming layout. Generous circulation is clearly delineated through contrast to the much darker carpeted areas.

The primary feature colour is used on elements of loose furniture, as well as delineating entrances to the changing rooms. The secondary feature colour is located against the carpeted zones to help delineate the reception and viewing areas. Small features of yellow and green are dotted around, by way of feature lights or plants, which compliment the colour scheme.



Reception and Sales Area



Viewing area



Reception Area and Main Entrance



# Changing Rooms



## Changing Rooms Moodboard Key

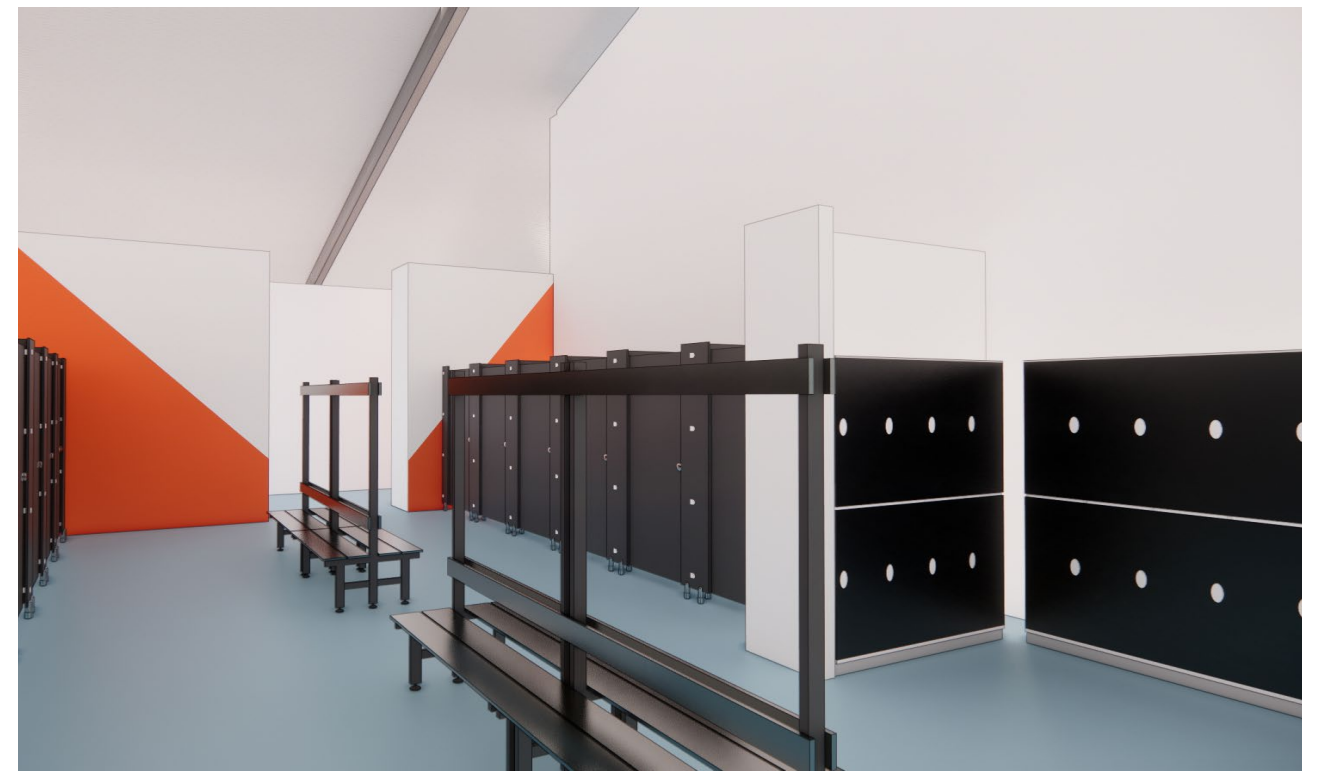
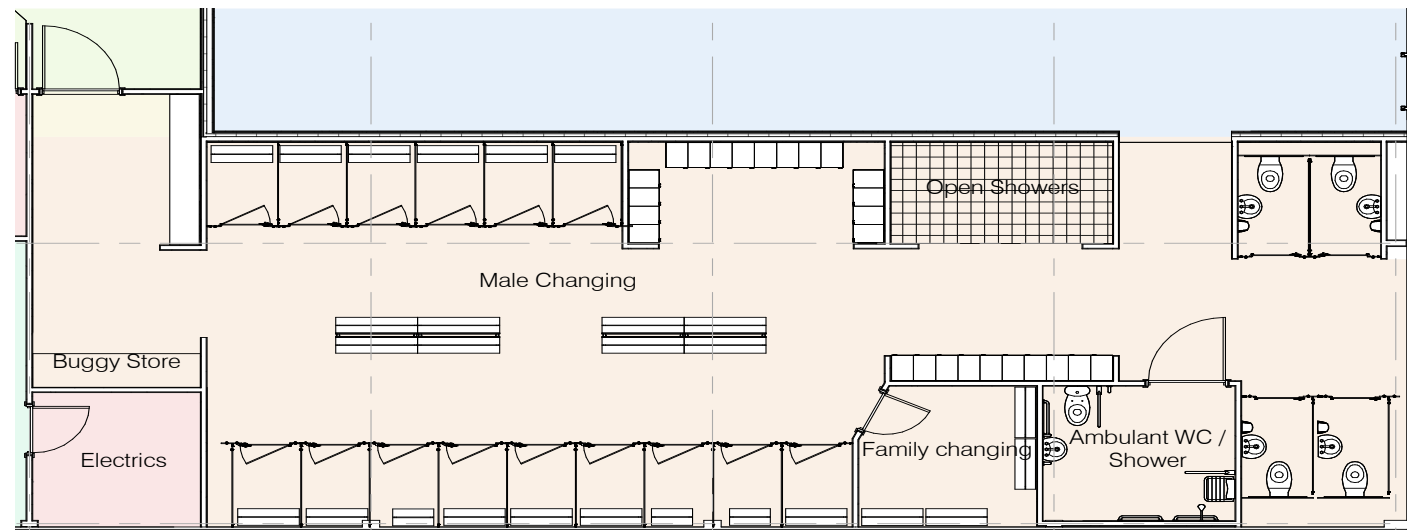
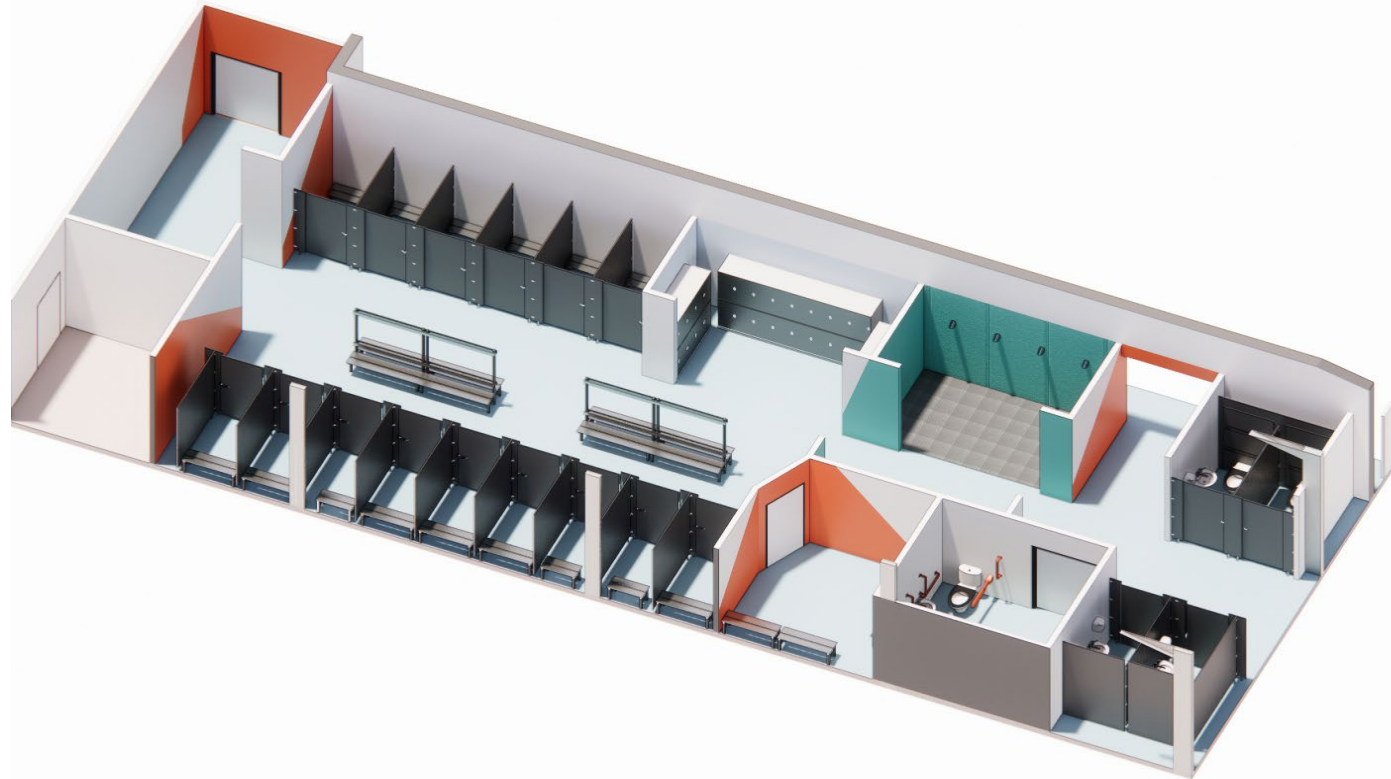
1. Altro Pisces - Sea Urchin
2. Johnson Tiles - Kerastar Discface - Graphite
3. Painted Feature Wall (Primary)
4. Painted Feature Wall (Secondary)
5. Altro Whiterock Chameleon to showers - Sheer Glass
6. Colour matched paint to Whiterock Sheer Glass
7. Ikea Oval mirror
8. Toilet Cubicles - Seclusion range - Slate Grey
9. Changing Cubicles - Shower range - Slate Grey
10. Changing benches with SGL slats - Dark Grey
11. Two door SGL wet area lockers
12. Harmer plastic drain covers with vinyl floor clamp
13. Hoppe Paris Coloured Nylon ironmongery (Grey with matching door frames)
14. Aganto linear lighting
15. Koala Kare wall mounted baby change unit (within cubicles)
16. San Ceram anti-vandal shower heads
17. San Ceram Sanitaryware and accessories (sensor activated)



# Changing Room 1 Visuals

The changing room provides a clear sight line through the changing area to allow the space to be easily navigated, without allowing views from the pool into the changing spaces. The toilets are kept close to the pool area for convenient use.

The primary feature colour is used to delineate entrances and exits, while the secondary feature colour delineates the lockers and buggy park zones. A teal colour is introduced to the showers to contrast them against the dry areas and to compliment the orange. The lockers and benches are in slate grey to keep the colour scheme well defined and to avoid poorly matched colours.



Main Changing Space



Vanity and Buggy Store

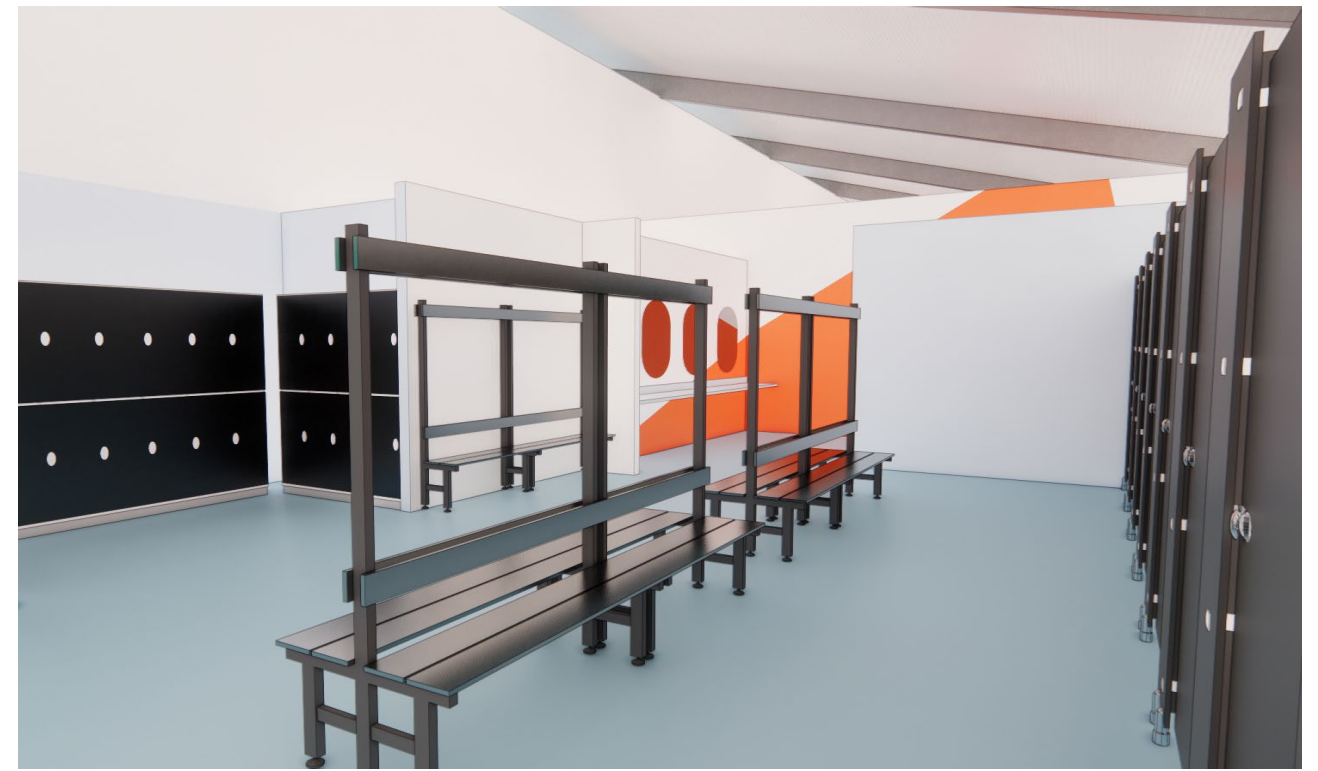
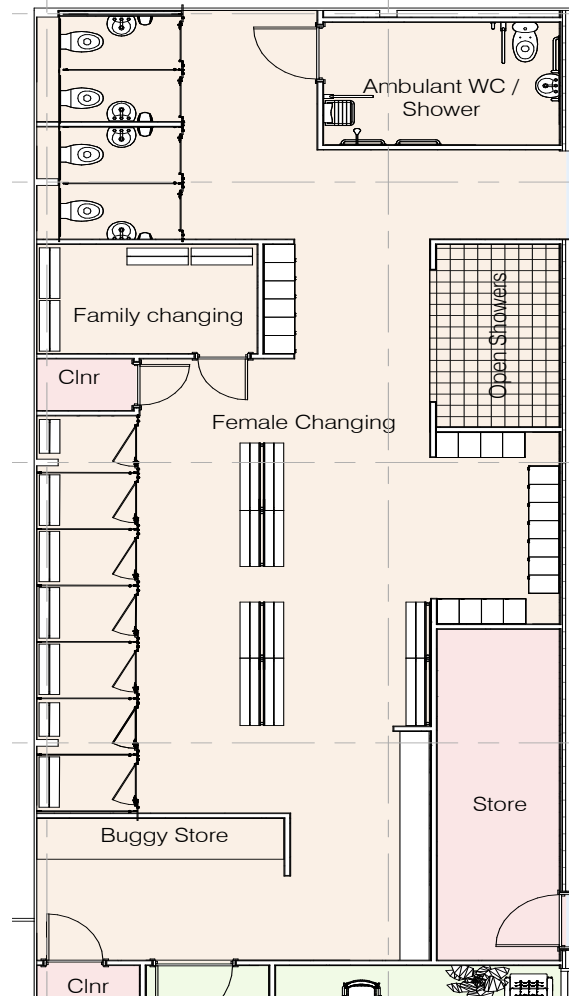


Lockers and Shower Zone



# Changing Room 2 Visuals

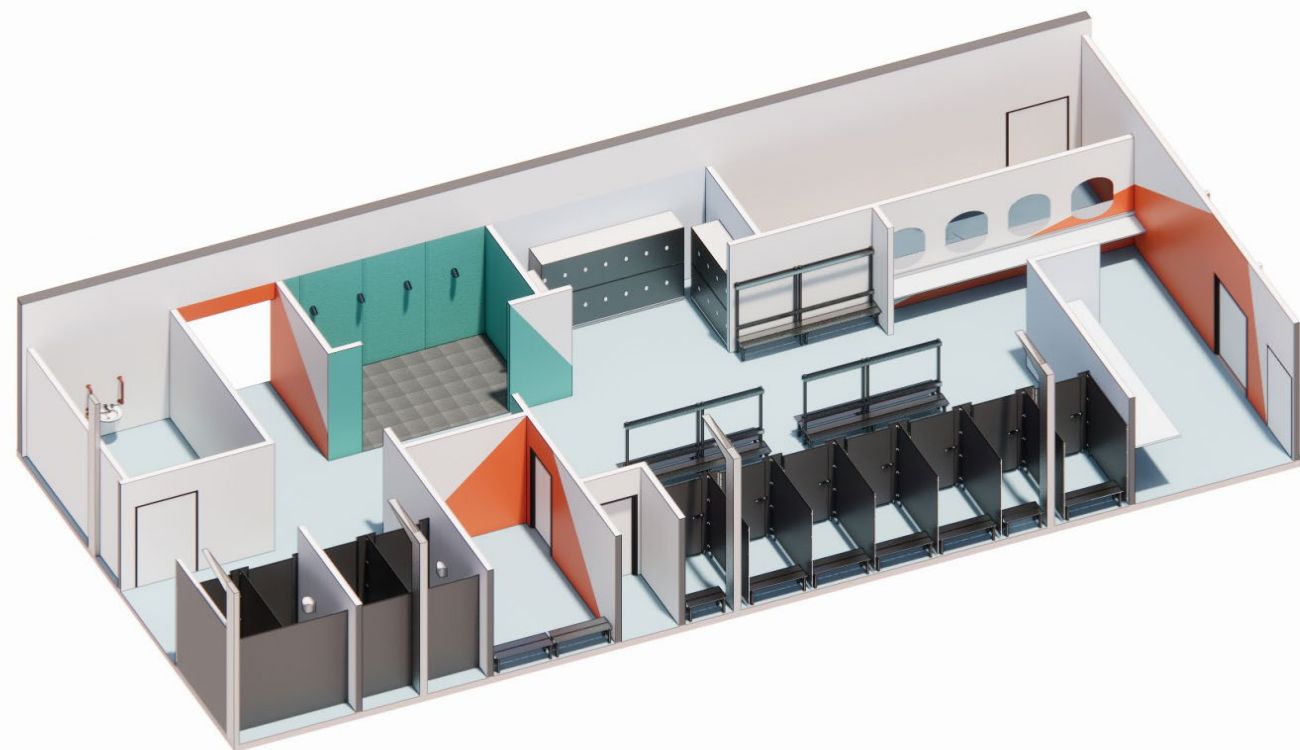
The same concept and design rules have been used in the second changing room. The layout differs due to the slightly different shape.



Main Changing Area



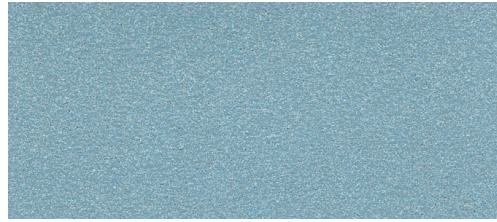
Lockers and Shower Zone



Vanity / Hair dryers.

# Pool Hall

1



2



3



4



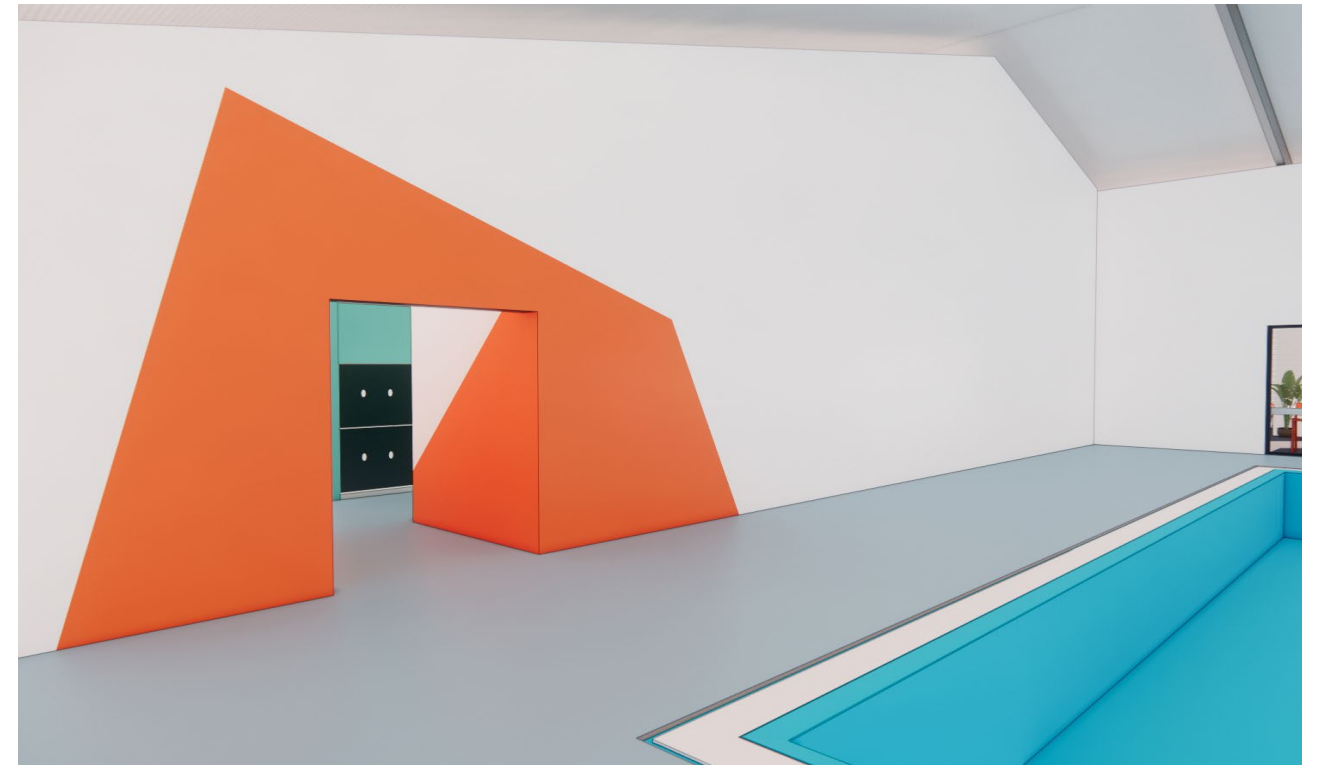
5



## Pool Moodboard Key

1. Altro Pisces - Sea Urchin
2. Poolside Drainage - White
3. Painted Feature Wall (Primary)
4. Aganto Uplights
5. Hoppe Paris Coloured Nylon ironmongery (Anthracite)

The pool hall itself will benefit from ambient natural light from the temporary structure roof. The main feature colour is used to highlight the changing room entrances in a geometric design.



Changing Room Entrance



Pool Hall

**box**  **architects**





## Business Case - Interim Pool: Running Costs

## Appendix 4

<b>Project Proposal Title</b>	Wellbeing Hub : Interim Pool Arrangements
<b>Version and Date:</b>	180122
<b>Author's name and role:</b>	Lorraine Sanda, Executive Sponsor
<b>Lead Portfolio or Service:</b>	People

In order to maintain swimming provision within Clackmannanshire while a new Wellbeing Hub Build is progressing, it has been agreed by Clackmannanshire Council that arrangements for an Interim Pool should be progressed. This document sets out the Running costs of such a facility. The Capital Cost of the Asset will be agreed as required through the Capital Budget process.

### STAFF RESOURCES REQUIRED

Costs are based on existing staffing costs, maximising efficiency eg limited unsociable hours.

Staff Resource (Role and Service)	Comments (i.e. Type, Frequency, Duration, Additional Capacity Requirements, Back-filling requirements etc.)
Lifeguards - People	5 FTE positions
Duty Officers - People	2 FTE positions
Receptionists / leisure attendants - People	2 FTE positions
Swimming Teachers - People	4 positions – casual staff
Water Based activity deliverers - People	1 position – casual staff
Cleaner	1 evening position required ?

### Summary of Financial Costs<sup>1</sup> - estimated costs as at 20 January 2022

	Year 1 2022/23 <sup>2</sup>	Year 2 2023/24	Year 3 2024/25	Year 4 2025/26	Year 5 2026/27	Years 1-5 Total
Employees	£120,000 <sup>3</sup>	£370,000	£375,000			
IT	£5,000					
Hire	£150,000					
Utilities	£25,000 <sup>4</sup>	£75,000	£75,000			
Maintenance	£12,000	£35,000	£35,000			
Training	£12,000	£2,500	£2,500			
Insurance	£4,000	£10,000	£10,000			
NDR <sup>5</sup>	£10,000	£30,000	£30,000			
<b>Total Revenue Costs<sup>6</sup>:</b>	<b>£338,000</b>	<b>£522,500</b>	<b>£527,500</b>			

<sup>1</sup> Costs may be offset by income generation from Charges and learn to Swim Programme

<sup>2</sup> Based on 4 months

<sup>3</sup> Based on a 2% increase from 21/22 current salary scale

<sup>4</sup> Based on similar projects

<sup>5</sup> Indicative costs only

<sup>6</sup> This will be offset by income generation from fees and charges





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**Report to Clackmannanshire Council**

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**Date of Meeting: 10 February 2022**

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**Subject: Learning Estate Update**

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**Report by: Strategic Directors (People and Place)**

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**1.0 Purpose**

- 1.1. The purpose of this report is to provide an update on the Learning Estate and in particular to seek Council approval to proceed with Options Appraisals for Lochies/Deerpark Primary School and the relocation of St Mungo's Primary School.

**2.0 Recommendations**

- 2.1. It is recommended that Council approves:
- 2.2. Commencement of an Options Appraisal for Lochies/Deerpark Schools in preparation for a bid to the next phase of the Learning Estate Investment Programme (Section 3.4); and
- 2.3. Commencement of an Options Appraisal for the relocation of St Mungo's Primary School (Section 3.5).
- 2.4. It is recommended that Council notes and provides comment and challenge on:
- 2.5. The update provided on the Learning Estate.

**3.0 Considerations**

- 3.1. The Learning Estate Strategy 2019-2040 set out the vision and high level plan for the Learning Estate. In the 2021/22 Budget Process, £3.325m capital expenditure was committed for the Learning Estate. The last Progress Report was provided to Council on 11 February 2021. This paper provides a further progress report.

### 3.2. Update on Learning Estate

#### 3.2.1 Park ELC



The refurbished/extended Park ELC opened on 20<sup>th</sup> of September 2021. Feedback from staff and parent/carers is very positive. Parents have said:

*"The nursery is amazing, my child loves going into the new building. It is a lovely atmosphere when dropping my child off as its quieter."*

*"The new paths are great as this helps me from my home to get to nursery easier."*

*"My child loves the new building and enjoys the bigger space inside and outside as more room to play and explore"*

Staff were enthused to move into the new build, lots of space and light. They were excited to be supporting children through their transition into a new, enhanced learning environment. They acknowledged the outdoor space also offered a lot of opportunity to develop outdoor learning and community involvement when feasible. They saw this as a fresh start, with the opportunity to move forward and develop as a team.

The project is now in the Defects Period until 13<sup>th</sup> of September 2022. The Contractor is working through outstanding snagging identified and some minor external works are still to be completed to the footpaths and common areas. Ongoing meetings are being held with Hubco each month to work through the outstanding snagging items.

Two boilers are being replaced to the existing Park ELC original building. These are at the end of their design life and we are keen to capture these essential upgrades as part of the Project. These will be carried out at weekends and school breaks.

An additional snack preparation area within the existing kitchen areas has been requested by the ELC Team and this is currently being reviewed and worked through by the Property Team.

The project is currently within overall budget, with some variations agreed.

## Park ELC Outturn

<b>Spend To Date – Park ELC Extension 2018-22</b>		
Financial Year 2018-19		£39,157.08
Year	2019 20	£697,560.76
Year	2020-21	£845,953.79
Year	2021-22	£1,769,190.35
<b>Total to January 2022</b>		<b>£3,351,861.98</b>

**Total Budget Agreed at Council - £3,733,570 – September 2020 Paper to Council**

**Projected Final Outturn - £3,579,992.**

**Projected Underspend £153,578**

### 3.2.2 Bowmar Centre Upgrade



The Bowmar Centre upgrade was completed and handed over on Monday 18<sup>th</sup> of October 2021. Building upgrades included a new roof to the building, replacement heating and full internal rewire, bathroom replacements and re-painting including hall flooring re-finish.

The project is now in the Defects Period until October 2022.

An upgrade to the IT equipment is also to be installed and on completion, the project is expected to cost £651,000. £6,000 over the original £645,000 budget. This includes retentions to be paid in 2022/23.

In addition to the original budget, the Council has recently been awarded a further Grant of £90,000 for the Bowmar to complete works on new doors and front elevation, landscaping and sound proofing.

### 3.2.3 *ABC ELC Update*

Further structural periodical assessments have been carried out by the Council's consultant Structural Engineer for monitoring purposes and all was found fine meantime with no change on earlier findings. Monitoring of the building is continuing by the Property Team.

Estates Team have commenced advertisement for sale of the site.

### 3.2.4 *Bedford Place CSSS*

Work continues with a consultant Conservation Architect, Historic Environment Scotland and the Council's Building Standards service to explore a range of options regarding the future of this property.

Further structural assessments have been carried out by the Council's consultant Structural Engineer and remedial works to maintain the stability of the property are being progressed.

At the meeting of 16 December 2021, the Council agreed that a formal consultation should commence to permanently relocate the Support Service to The Orchard (former St Bernadette's PS).

It is anticipated that a report on the outcome of the formal consultation will come back for a formal decision of Council in June 2022. This report will include a range of options for the disposal of the property, subject to the result of the consultation.

### 3.2.5 *Tullibody South Campus*





An order has been instructed to the Council's internal Land Services Team to complete the external areas and external play equipment previously value engineered out of the contract. Final Designs were agreed by PTA Groups and the pupils themselves. This includes playground surfacing, play equipment, garden furniture, compost bins, bird tables etc. that were removed from the original contract.

Work commenced on the 13<sup>th</sup> of December and will be finalised by the end of January.

The maintenance works identified to the boundary walls have commenced and the high risk areas have been completed. Installation of the front fence will be undertaken when the school is closed in February and at Easter.

The project is expected to spend within the approved budget of £1.268m for 2021/22 including the additional works noted above and upgrade works to the School Road.





### 3.2.6 *Menstrie ELC & Primary*

There is contract retention outstanding for £28,000 for the ELC Portion of the works and this has been passed for final payment. Project Completed.

### 3.2.7 *Craigbank ELC Early Years – Construction Complete*



Project has been completed and retention monies have been passed for payment - £16,000.

## 3.3 **Condition Surveys**

3.3.1 A total of 13 schools have now been surveyed and the remaining schools are planned over the “in Service” days in February 2022. Schools which have been assessed are:

- Deerpark PS
- Lochies ASN
- Sauchie ELC
- Park PS
- St Mungo’s PS
- Strathdeven PS
- Alva PS including ELC and ASN area.
- Coalshaughton PS
- Sunnyside PS
- Muckhart PS
- Menstrie PS
- Tillicoultry PS
- Fishcross PS

3.3.2 Surveys have been reviewed and urgent works have been instructed meantime. The findings of the condition surveys, together with suitability survey details, will be used to inform and shape the programme of options appraisals, ultimately providing robust evidence to underpin future capital investment in the estate.

3.3.3 The combined budget for the surveys and options appraisals is £225,000. Survey costs are outturning at £165,116 plus internal fees for officer time estimated at £10,200, leaving a balance of £49,684. A capital bid is being

prepared to be considered as part of the 2022/23 budget process in order to fund a programme of options appraisals to support the further development of the Learning Estate Strategy.

### **3.4 Learning Estate Investment Programme (LEIP)**

3.4.1 Scottish Government has announced that there will be a further Learning Estate Investment Programme Phase 3 in 2022 where local authorities will be asked to submit bids for new schools. The criteria for the bid process includes availability of capital funding, and the assessed condition and suitability of any existing building.

3.4.2 The Education Service has begun the required Suitability Survey of all schools, in order to make an up to date assessment on condition and suitability of learning environments. The following schools have now been surveyed.

- Alva Primary, ELC and SADD Provision
- Coalsnaughton Primary
- Lochies School
- St Mungo's Primary (within Alloa Academy)
- Stathdevon Primary and ELC

3.4.3 Along with the condition survey work carried out by Place, this has identified that replacing Deerpark and Lochies with new schools would be a priority for a Phase 3 LEIP Bid.

3.4.4 It is expected that there will be a tight timeline to prepare for the bids process, expected submission by Summer 2022. In order to prepare for that process, Council is asked to agree to the immediate commencement of an Options Appraisal to look at the current site of Deerpark/Lochies and possible options for new schools. The Options Appraisal should consider the impact of proposed new housing on the former distillery site at Carsebridge, which is in the Deerpark catchment area. The outcome of the Options Appraisal would then inform the Council's LEIPs Bid for Phase 3.

### **3.5 St Mungo's Primary School**

3.5.1 St Mungo's Primary School relocated to Alloa Academy in April 2018 as a result of water ingress in the school. A number of modifications have been made to the environment. This included the creation of a dedicated entrance for St Mungo's parents. Some further modifications are planned including a buzzer intercom system at the entrance, creating a soundproof office within an existing room for the Headteacher and low level fencing in playground area. Opportunities for Alloa Academy staff to work across both schools has further enhanced the children's learning experiences. Both Headteachers work together to ensure that any issues or concerns from staff or parents are considered.

3.5.2 As set out in paragraph 3.3, the former St Mungo's property was the subject of a detailed condition survey. The executive summary of the survey report highlights the following:

*'The building appears structurally sound, however, the roof finishes and internal finishes are in very poor condition. The building has been vacant since 2018 and a combination of water ingress from defective roof finishes and from ground water ingress causing standing water in the solum has resulted in a very poor internal condition. Health and Safety considerations are a result, with weakened floorboards through out and unsafe overhead building materials. As such, the overall condition of the building was deemed to be so poor, that it is our opinion that a full internal refurbishment is not an economically viable option, and therefore is not our recommendation.'*

3.5.3 Previous investigations into the cause of the ground water issues at the site have proved inconclusive and there remains a high risk of continued problems at this site, which reinforces the view of the consultant surveyors that internal refurbishment would not be economically viable. Any option to demolish and rebuild on the site would encounter the same ground water issues and could not be taken forward until a detailed ground water survey and modelling exercise was carried out, which would be expensive and time consuming.

3.5.4 Therefore it is concluded that the existing site is considered as not being viable for a school. The site constraints described above would equally apply to any other use for this site.

3.5.5 It is now proposed that the Options Appraisal process on the future location of St Mungo's Primary should commence, bringing forward options to Council on its relocation.

3.5.6 It is envisaged that high level options would include:

- Remain within Alloa Academy
- New build stand alone school
- Shared campus – new build
- Shared campus – extension of existing property

The options appraisal may also identify other potential solutions for consideration.

3.5.7 An Options Appraisal process will be commenced using existing framework arrangements. Once commissioned, Options Appraisals are likely to take around 12 weeks to complete. The process will involve engagement with stakeholders to explore a range of potential options and to assess each of these to develop a short list of preferred options. Options will be brought back to Council for decision subject to a full consultation under the Schools Consultation Act 2010. This will be commenced before Summer 2022. This consultation process will include the school community including the Catholic Diocese and Education Scotland. The consultation process is lengthy and will require at least 6 months for completion.



3.5.8 Council is asked to agree to the Options Appraisal process followed by a full statutory consultation process.

#### 4.0 Financial Details

4.1. The full financial details are set out in the body of the report at the relevant sections.

4.2. The projects noted above are expected to spend within budget and updates will be provided through future Learning Estate update reports and also through the Councils financial outturn reports presented to Audit Committee throughout the year.

4.3. The costs for the two proposed Options Appraisals – Deerpark/Lochies and St Mungos, as set out above would be covered by the £49,684 remaining balance of the £225,000 budget as set out in paragraph 3.3.3.

#### 4.4. Staffing

There are no implications for staffing arising from this report.

#### 5.0 Exempt Reports

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

#### 6.0 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)

Learning Estate Strategy

**7.0 Equalities Impact**

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

**8.0 Legality**

8.1 It has been confirmed that in adopting the recommendations contained in this report, the Council is acting within its legal powers. Yes  No

**9.0 Appendices**

None

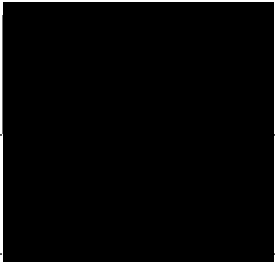
**10.0 Background Papers**

10.1 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**

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