



**Clackmannanshire
Council**

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Comhairle Siorrachd
Chlach Mhanann

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

Meeting of Clackmannanshire Council

Thursday 6 October 2022 at 9.30 am

**Venue: The meeting be held virtually
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

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28 September 2022

A MEETING of the CLACKMANNANSHIRE COUNCIL will be held virtually via VIDEO CONFERENCE (MS TEAMS), on THURSDAY 6 OCTOBER 2022 at 9.30 AM



**Nikki Bridle
Chief Executive**

B U S I N E S S

	Page No.
1. Apologies	--
2. Declaration of Interests Elected Members are reminded of their obligation to declare any financial or non-financial interest which they may have in any item on this agenda in accordance with the Councillors' Code of Conduct. A Declaration of Interest form should be completed and passed to the Committee Services Officer.	--
3. Confirm Minutes of Meeting of Clackmannanshire Council held on Thursday 11 August 2022 (Copy herewith)	07
4. Committee Recommendations Referred to Council – report by the Chief Executive (Copy herewith)	17
5. Elected Members Representation on Outside Bodies – report by the Chief Executive (Copy herewith)	21
6. Update: Working Group for Review of Standing Orders and Scheme of Delegation – report by the Senior Manager, Legal and Governance (Copy herewith)	27
7. Lochies Primary School Options Appraisal – report by the Strategic Director, Place (Copy herewith)	31
8. Interim Pool and Swimming Arrangements – report by the Strategic Director, People (Copy herewith)	41
9. Annual Review of Debtors – report by the Chief Finance Officer (Copy herewith)	45

	Page No.
10. Annual Treasury Management Report 2021/22 – report by the Chief Finance Officer (Copy herewith)	59
11. Closure of Council on 19 September 2022 – report by the Strategic Director, Performance and Partnership (Copy herewith)	73
12. HR policies – report by the Strategic Director, Partnership and Performance (Copy herewith)	77
13. Council Health & Safety Strategy & Action Plan 2022-2025 – report by the Strategic Director, Partnership and Performance (Copy herewith)	105
14. National Improvement Framework Report and Plan, Scottish Attainment Challenge Fund Plan – report by the Strategic Director, People (Copy herewith)	121
15. Place Based Investment Programmes Update – report by the Strategic Director, Place (Copy herewith)	189
16. Apprenticeships in the Council – report by the Strategic Director, Place (Copy herewith)	201
17. Governance Arrangements for Community Asset Transfer Under the Community Empowerment (Scotland) Act 2015 – report by the Senior Manager, Partnership and Performance (Copy herewith)	221
18. Management Rules for Cemeteries – report by the Strategic Director, Place (Copy herewith)	225
19. Edinburgh Declaration – report by the Strategic Director, Place (Copy herewith)	243

Clackmannanshire Council – Councillors and Wards

Councillors

Wards

Councillor	Phil Fairlie	1	Clackmannanshire West	SNP
Councillor	Darren Lee	1	Clackmannanshire West	CONSERVATIVE
Councillor	Graham Lindsay	1	Clackmannanshire West	SNP
Councillor	Mark McLuckie	1	Clackmannanshire West	LABOUR
Councillor	Donald Balsillie	2	Clackmannanshire North	SNP
Councillor	Martha Benny	2	Clackmannanshire North	CONSERVATIVE
Councillor	William Keogh	2	Clackmannanshire North	LABOUR
Councillor	Fiona Law	2	Clackmannanshire North	SNP
Councillor	Wendy Hamilton	3	Clackmannanshire Central	SNP
Councillor	Janine Rennie	3	Clackmannanshire Central	LABOUR
Councillor	Jane McTaggart	3	Clackmannanshire Central	SNP
Councillor	Kenneth Earle	4	Clackmannanshire South	LABOUR
Councillor	Ellen Forson	4	Clackmannanshire South	SNP
Councillor	Craig Holden	4	Clackmannanshire South	SNP
Councillor	Bryan Quinn	4	Clackmannanshire South	SCOTTISH GREEN
Councillor	Scott Harrison	5	Clackmannanshire East	SNP
Councillor	Kathleen Martin	5	Clackmannanshire East	LABOUR
Councillor	Denis Coyne	5	Clackmannanshire East	CONSERVATIVE



MINUTES OF MEETING of the CLACKMANNANSHIRE COUNCIL held in the COUNCIL CHAMBER, KILNCRAIGS, ALLOA and via MS TEAMS, on THURSDAY 11 August 2022 at 9.30 am.

PRESENT

Councillor Phil Fairlie, Convener (Chair)
Councillor Donald Balsillie
Councillor Martha Benny
Councillor Denis Coyne
Councillor Kenneth Earle
Councillor Ellen Forson
Councillor Wendy Hamilton
Councillor Scott Harrison
Councillor William Keogh
Councillor Fiona Law
Councillor Darren Lee
Councillor Graham Lindsay
Councillor Kathleen Martin
Councillor Mark McLuckie
Councillor Jane McTaggart
Councillor Bryan Quinn
Councillor Janine Rennie (Via Teams)

IN ATTENDANCE

Nikki Bridle, Chief Executive
Stuart Crickmar, Strategic Director (Partnership and Performance)
Lorraine Sanda, Strategic Director (People)
Pete Leonard, Strategic Director (Place)
Lindsay Sim, Chief Finance Officer (Partnership & Performance) (via Teams)
Colin Bruce, Chief Education Officer (People) (via Teams)
Chris Alliston, Senior Manager, HR and Workforce Development (Partnership & Performance)
Tony Cain, Senior Manager, Housing (Place) (via Teams)
Vicky Tibbet, Communications Officer (Partnership & Performance)
Carla McFarlane, Communications Officer (Partnership & Performance) (via Teams)
Alison Davidson, Team Leader, Economic Development (Place)
Sharon Robertson, Chief Social Work Officer (via Teams)
Kate Fleming, Senior Housing Strategy Officer (Place) (via Teams)
Michael Boyle, Improving Outcomes Business Manager (People) (via Teams)
Robert Seale, Climate Change and Energy Officer (Place) (via Teams)
Derek Barr, Procurement Manager, (Partnership & Performance) (via Teams)
Martin Devenney, Audit Scotland (via Teams)
Mark Ferris, Audit Scotland (via Teams)
Pamela Morrison, Audit Scotland (via Teams)
Zander Muego, Thomas and Adamson, International Construction and Property Consultancy
Ann Dougan, Cactus Consulting (Consultant, Wellbeing Hub) (via Teams)
Mark Cowan, Sportscotland
Robbie Stewart, Sportscotland
Alison Mackie, Active Primary Co-ordinator (People) (via Teams)
Alison Morrison, Senior Manager, Property (Place) (via Teams)
Lawrence Hunter, Energy and Sustainability Strategy Officer (Place) (via Teams)
Grant Baxter, Principal Planner (Place) (via Teams)
Fiona Grinly, Senior Manager (Transformation)
Heather Buchanan, Solicitor, Legal and Governance (Partnership & Performance) (Via Teams)

Lee Robertson, Senior Manager, Legal and Governance (Partnership & Performance) (Clerk to the Council)
Melanie Moore, Committee Services (Partnership & Performance)
Gillian White, Committee Services (Partnership & Performance)

CC(22)23 APOLOGIES

Apologies were received from Councillor Craig Holden.

CC(22)24 DECLARATIONS OF INTEREST

None.

CC(22)25 MINUTES OF CLACKMANNANSHIRE COUNCIL – 23 JUNE 2022

The minutes of the meeting of the Clackmannanshire Council held on 23 June 2022 were submitted for approval.

CC(22)21 - Notice of Motion – Pollinators

- Councillor Bryan Quinn's name had been incorrectly recorded as "Councillor Brian Quinn".
- Councillor McLuckie stated that the decision had been recorded as unanimously approved which he advised was incorrect. However, following the meeting, having checked the recording of the meeting, it can be confirmed that the original decision noted in the minute is correct. The amendment was carried by 9 votes to 7, with 1 abstention and the Motion (as amended) was approved unanimously.

Decision

Subject to the correction to Councillor Quinn's name, the minutes of the meeting of the Clackmannanshire Council held on 23 June 2022 were agreed as a correct record and signed by the Convener.

CC(22)26 TARGET OPERATING MODEL AND ORGANISATIONAL REDESIGN

The report, submitted by the Chief Executive, sought Council's approval to develop a Communication and Engagement Strategy and establish a Target Operating Model (TOM) that will provide a consistent foundation and framework within which future organisational change and redesign can be developed and accelerated.

The proposed TOM prioritised getting the basics right for the users of our services by placing the needs of residents, communities and businesses at the heart of Council decision-making. It also reflected a mixed economy model of service delivery, underpinned by objective analytical evaluations of the most effective ways of addressing customer needs, delivering outcomes, ensuring resilience in service delivery and securing financial sustainability.

These proposals aimed to build on, consolidate and further refine the significant work taken forward by the Council since February 2020 when the Be the Future Transformation Plan was agreed as part of the Budget setting process for 2020/2021. It also reflected the valuable learning gained through the period of the pandemic. The TOM will guide the organisation through the next stage of its Transformation journey.

Motion

To agree the recommendations as set out in the report.

Moved by Councillor Ellen Forson. Seconded by Councillor Graham Lindsay.

Councillor Benny was not present in the Chamber during the decision.

Decision

The Council agreed:

1. the proposals to develop a Consultation and Engagement Strategy as detailed in section 4 of the report;
2. the proposed Target Operating Model as summarised in Exhibit 1 and detailed in Section 5 of the report; and
3. the revised Organisational Redesign principles which are consistent with those embedded within the TOM (paragraphs 6.9 and 6.10 of the report).

The Council noted:

4. the background and context set out in section 3 of the report;
5. the Be the Future Plan set out at Appendix A to the report;
6. that future thematic reports will be submitted to Council as further work is completed and/or business cases developed (paragraph 5.5 of the report); and
7. that the TOM does not aim to resolve the Council's immediate funding gap but will develop iteratively over the medium to long term to deliver sustainability (paragraph 5.13 of the report).

Action

Chief Executive

Councillor Benny returned to the Chamber prior to the following item of business.

CC(22)27 COUNCIL'S DECISION-MAKING FRAMEWORK: BOARDS AND BRIEFING FRAMEWORK

The report, submitted by the Chief Executive, sought approval for a framework of Boards and Briefing arrangements to support the changes to the decision-making framework agreed by Council at its Statutory meeting on the 25 May 2022.

The proposals aimed to enhance the streamlined decision-making framework agreed by Council by ensuring that updates on priority matters are regularly available to elected members in addition to those provided through Council and Committee reports.

Briefing themes and focus will evolve in the light of the review of the Strategic Planning Framework (Local Outcomes Improvement Plan) and Corporate Plan and was subject to the approval and implementation of the Target Operating Model (TOM) which was agreed earlier in the meeting.

Motion

To agree the recommendations as set out in the report.

Moved by Councillor Ellen Forson. Seconded by Councillor Graham Lindsay.

Amendment 1

“The Council agrees to amend the proposed membership of the four thematic boards as detailed in Appendix A , Recommendation 2.2 of Item 5 – Councils Decision Making Framework at Appendix A as follows:

From:-

SNP	3 Members
Labour	2 Members
Conservative	1 Member

To:-

SNP	2 Members
Labour	2 Members
Conservative	1 Member
Green	1 Member

This amendment is to provide for a fairer and equitable split of the membership of the Council in respect of the four thematic boards.”

Moved by Councillor Kenneth Earle. Seconded by Councillor Kathleen Martin.

Amendment 2 (Amending Amendment 1)

That the first paragraph of Amendment 1 is amended to read:

“The Council agrees to amend the proposed membership of the Climate Emergency thematic board as detailed in Appendix A , Recommendation 2.2 of Item 5 – Councils Decision Making Framework at Appendix A to:

SNP	2 Members
Labour	2 Members
Conservative	1 Member
Green	1 Member

With all other Boards remaining as set out in the report.”

Moved by Councillor Bryan Quinn. Seconded by Councillor Darren Lee.

Voting on Amendment 2 (To amend Amendment 1)

The Council agreed to support Amendment 2.

Decision

The Council agreed:

1. The proposals for four thematic Boards and the proposed focus, associated remits and membership, including the amended membership of the Climate Emergency Board which is to be SNP (2 members), Labour (2 members), Conservative (1 member) and Green (1 member);
2. That nominations for elected member representatives for each of the four thematic Boards are to be provided to the Chief Executive; and
3. The proposed themes and frequency for Briefings on priority matters and developments (paragraphs 4.7 and 4.8)

4. The proposals to establish a wider range of formats, including a Teams Channel for updates and briefings (paragraph 4.8)

The Council noted:

5. That existing cross party fora detailed in paragraph 4.6 will be sustained.

Action

Chief Executive

CC(22)28 WELLBEING HUB OPTIONS APPRAISAL

The report, submitted by Strategic Director (People), provided Council with both the strategic context and the professional and technical assessment of the two sites identified for the provision of a new Wellbeing Hub for Clackmannanshire. Council was invited to consider all of the information contained within the paper and to agree to progress one of the options to the next stage of development.

Motion

To agree the recommendations as set out in the report and agree that the Pavillions Site and the optimal facilities mix options should be progressed to RIBA Stage 2-4 (Concept and Technical Design) taking into consideration the Options Appraisal inputs and outputs presented in paragraph 4.1 to 4.19 of the report alongside Appendices i to xix, and Tables 1 and 2.

Moved by Councillor Graham Lindsay. Seconded by Councillor Scott Harrison.

The Chair advised that there would be a separate vote for the Site and for the Facilities Mix.

In terms of Standing Order 14.7, Councillor Earle asked for a roll call vote. The Council agreed that a vote be taken by calling the roll and at this stage there were 17 members present who were eligible to vote. On the roll being called, the elected members present voted as follows:

Voting on the Site – Pavillions or Former Leisure Bowl Site

For the Pavillions Site (13)

Councillor Phil Fairlie
Councillor Darren Lee
Councillor Graham Lindsay
Councillor Donald Balsillie
Councillor Martha Benny
Councillor Fiona Law
Councillor Wendy Hamilton
Councillor Janine Rennie
Councillor Jane McTaggart
Councillor Ellen Forson
Councillor Bryan Quinn
Councillor Scott Harrison
Councillor Denis Coyne

For the Former Leisure Bowl Site (4)

Councillor Mark McLuckie
Councillor William Keogh
Councillor Kenneth Earle
Councillor Kathleen Martin

On a division of 13 votes to 4 with 0 abstentions, the Pavillions site was agreed.

Voting on the Facilities Mix

For the Optimal Mix (17)

Councillor Phil Fairlie
Councillor Darren Lee
Councillor Graham Lindsay
Councillor Donald Balsillie
Councillor Martha Benny
Councillor Fiona Law
Councillor Wendy Hamilton
Councillor Janine Rennie
Councillor Jane McTaggart
Councillor Ellen Forson
Councillor Bryan Quinn
Councillor Scott Harrison
Councillor Denis Coyne
Councillor Mark McLuckie
Councillor William Keogh
Councillor Kenneth Earle
Councillor Kathleen Martin

The Council unanimously agreed to support the optimal facilities mix.

Decision

The Council agreed:

1. That the Pavillions Site and the optimal facilities mix options should be progressed to RIBA Stage 2-4 (Concept and Technical Design) taking into consideration the Options Appraisal inputs and outputs presented in paragraph 4.1 to 4.19 of the report alongside Appendices i to xix, and Tables 1 and 2.

The Council noted:

2. The Case for Change in the background section at para 3.1;
3. Detailed capital costs for construction of the option agreed by Council will come back for budget approval and will be progressed in line with procurement and planning regulations;
4. Detailed revenue operating costs for the option agreed by Council will come back for budget approval;
5. Investment opportunities will continue to be pursued as the project progresses through the next RIBA stages;
6. The financial uncertainty mentioned at para 4.14-4.15;
7. The risks identified in para 4.14, Table 1 and Appendix xiii; and
8. That there will be ongoing communication and engagement with partners, stakeholders and the public as the project develops through the RIBA stages.

Action

Strategic Director (People)

CC(22)29 BUDGET STRATEGY UPDATE

The report, submitted by the Chief Finance Officer, provided an update on the Council's Budget Strategy and Financial Outlook for 2022/23. The report also set out proposed changes to the approved Housing Revenue Account (HRA) Capital programme for 2022/23.

Motion

To agree the recommendations as set out in the report.

Moved by Councillor Ellen Forson. Seconded by Councillor Graham Lindsay.

Decision

The Council agreed:

1. To approve the revised profiling of the 2022/23 HRA Capital Budget in light of updated estimated project delivery due to the current economic climate.

The Council noted:

2. the financial impact of the Covid19 pandemic on council spend and the assumption that spend is absorbed into business as usual;
3. the potential significant financial impact of the current cost of living crisis and inflationary increases on council spend;
4. the potential financial impact of a pay rise above assumed 2% within the 2022/23 budget;
5. the distribution COVID Support funds;
6. the key messages from the Scottish Government Resource Spending Review; and
7. the approach to setting the 2023/24 budget to ensure a balanced position and the 2023/24 indicative budget gap.

Action

Chief Finance Officer

CC(22)30 PROCESS FOR REVIEW OF STANDING ORDERS; AND PROGRAMME OF COUNCIL AND COMMITTEE MEETINGS 2022-23

The report, submitted by the Senior Manager, Legal and Governance, invited Council to consider the process for reviewing the Council's Standing Orders and the impact on finalising the draft Programme of Council and Committee Meetings from August 2022 to June 2023..

Motion

To agree the recommendations as set out in the report.

Moved by Councillor Ellen Forson. Seconded by Councillor Graham Lindsay.

Decision

The Council:

1. Agreed the process for the review of Standing Orders contained in paragraphs 3.3 and 3.4;
2. Agreed that Standing Orders, including revisions proposed by the working group, will be submitted to Council for approval on 6 October 2022;
3. Noted that as part of the review, the timings and notice requirements for Council and Committee meetings will be considered. This may impact on timelines for Committees and Council and it is anticipated that a final Programme of Council and Committee Meetings for period August 2022 to June 2023 will also be brought back to Council for approval on 6 October 2022.

Action

Senior Manager, Legal and Governance

CC(22)31 CLIMATE CHANGE STRATEGY AND NET ZERO TARGETS

On Thursday 19th August 2021, Clackmannanshire Council unanimously passed a motion declaring a climate emergency, recognised that climate change is one of the most serious challenges facing communities in Clackmannanshire and agreed to develop a comprehensive Climate Change Strategy that 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.

The report, submitted by the Strategic Director (Place) set out key recommendations for climate change mitigation and adaptation and a comprehensive review of Clackmannanshire Council's Climate Change Strategy.

Motion

To agree the recommendations as set out in the report.

Moved by Councillor Fiona Law. Seconded by Councillor Ellen Forson.

Decision

The Council agreed to:

1. Set a target for the Council's own operations to reach net zero greenhouse gas emissions by 2040 at the latest and set interim targets leading up to 2040;
2. Set a target for the Clackmannanshire area to reach net zero greenhouse gas emissions by 2045 at the latest;
3. Establish an internal Climate Emergency Board and approve the terms of reference that is set out in Appendix B;
4. Establish community-focused Climate Change Forums, in line with the Council's Decision making framework, and approve the terms of reference that is set out in Appendix C while noting that the terms of reference will be approved and potentially amended by the Forums;
5. Agree the approach and timescales to further develop the Interim Climate Change Strategy in Section 3.20 to Section 3.22 including the creation of the Climate Emergency Action Plan; and

6. Note the Interim Climate Change Strategy set out in Appendix E

Action

Strategic Director (Place)

CC(22)32 PROCUREMENT OF RESIDUAL WASTE AND BULKY WASTE TREATMENT SERVICES (AHEAD OF THE BIODEGRADABLE MUNICIPAL WASTE TO LANDFILL BAN)

On Thursday 19th August 2021, Clackmannanshire Council unanimously passed a motion declaring a climate emergency, recognised that climate change is one of the most serious challenges facing communities in Clackmannanshire and agreed to develop a comprehensive Climate Change Strategy that 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.

The report, submitted by the Strategic Director (Place) set out key recommendations for climate change mitigation and adaptation and a comprehensive review of Clackmannanshire Council's Climate Change Strategy.

Motion

To agree the recommendations as set out in the report.

Moved by Councillor Fiona Law. Seconded by Councillor Jane McTaggart.

Voting

For the motion 16 votes
Against the motion 1 vote

On a division of 16 votes to 1 with 0 abstentions, the motion was carried.

Decision

On a division of 16 votes to 1, the Council agreed to:

1. Take forward a joint procurement process with Stirling Council for a contract for the disposal of Clackmannanshire Council's biodegradable municipal waste that is compliant with the landfill ban which comes into effect on 31 December 2025; and
2. The Council entering into a legal agreement on terms and conditions to be agreed between the parties for joint procurement for the disposal of biodegradable waste as detailed in paragraph 2.1 of the report.

Action

Strategic Director (Place)

In line with Standing Order 10.24, the Convener agreed to a 10 minute comfort break at 11.40 am. The meeting resumed 11:50 am

CC(22)33 ELIGIBILITY CRITERIA FOR FOOTWEAR AND CLOTHING GRANTS

The report, submitted by the Strategic Director (People) sought approval to change the Council's policy in relation to the income threshold for awarding footwear and clothing grants.. This would bring it in line with neighbouring Councils and ensure more parents can benefit from this funding.

Motion

To agree the recommendations as set out in the report.

Moved by Councillor Graham Lindsay. Seconded by Councillor Ellen Forson.

Decision

The Council:

1. Approved the revised criteria and agreed that the criteria should be updated annually based on the changes in thresholds that the Government set for eligibility for free school meal; and
2. Agreed that the revised criteria are introduced for the 2022-23 academic session and that claims currently received are reviewed.

Action

Strategic Director (People)

EXEMPT ITEM

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

The Convener paused the meeting for to provide an opportunity for external parties attending virtually to leave the meeting.

CC(22)34 CLACKMANNAN REGENERATION: MAIN STREET GAP SITE PROJECT UPDATE

The report, submitted by the Strategic Director (Place) provided a progress update on the Clackmannan Main Street Regeneration project.

Motion

To agree the recommendations as set out in the report.

Moved by Councillor Fiona Law. Seconded by Councillor Jane McTaggart.

Decision

The Council agreed the recommendations as set out in the report.

Action

Strategic Director (Place)

Ends: 12.16 pm

Report to: Clackmannanshire Council

Date of Meeting: 6 October, 2022

Subject: Committee Recommendations Referred to Council

Report by: Chief Executive

1.0 Purpose

- 1.1. The purpose of this report is to seek Council approval of recommendations which have been made by the Audit and Scrutiny Committee on 25 August, 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 **Audit and Scrutiny Committee of 25 August, 2022** in relation to the report entitled "*Audit & Scrutiny Forward Plan*"
 - a) Agrees to endorse the forward plan as set out in Appendix 1 of the above report
- 2.2 The report relating to Audit and Scrutiny Committee is 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)

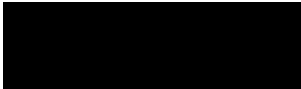
Yes (please list the documents below) No

a) Agenda, together with Minute of the Audit and Scrutiny Committee of 25 August, 2022

Author(s)

NAME	DESIGNATION	TEL NO / EXTENSION
Nikki Bridle	Chief Executive	452002

Approved by

NAME	DESIGNATION	SIGNATURE
Nikki Bridle	Chief Executive	

CLACKMANNANSHIRE COUNCIL

Report to: Clackmannanshire Council

Date of Meeting: 6 October 2022

Subject: Elected Member Representation on Outside Bodies

Report by: Chief Executive

1.0 Purpose

- 1.1 Following approval of a number of outside bodies at the Statutory Meeting of Clackmannanshire Council held on 25 May 2022, this report sets out requests for elected member representation on a further two outside bodies (see Appendix to this report). It seeks Council's view on whether it wishes to be represented on these bodies and, if so, asks Council to appoint members to the relevant organisations.
- 1.2 The report also seeks to appoint an elected member representative to vote at the Annual General Meeting of iESE. The Council has membership of iESE which is a not-for-profit social enterprise that works in partnership to support the Public sector, Private sector and the Third sector.
- 1.3 The report also updates the Council on the cessation of the University of Stirling Conference Committee.

2.0 Recommendations

- 2.1 It is recommended that Council:
- a) confirms that it wishes to be represented on the organisations set out in Appendix A;
 - b) appoints elected members to those organisations as appropriate;
 - c) appoints an elected member representative to vote at the annual general meeting of iESE.
 - c) notes that the University of Stirling Conference Committee is no longer operational (as advised by the University of Stirling on 30 May 2022); that the appointment of Councillor Forson on 25 May 2022 is not required; and that this Committee is removed from the list of outside bodies.

3.0 Background

- 3.1. The Council receives requests for elected member representation on a range of committees, boards and groups. These additional requests were received after the Statutory Meeting of Clackmannanshire Council held on 25 May 2022.
- 3.2. The Appendix to this report sets out those organisations on which Council has been invited to be represented.
- 3.3. The remarks in the third column of the table at the Appendix set out where there is prescribed representation or provides further information on the criteria for selection.
- 3.4. At the meeting of Clackmannanshire Council held on 24 October 2019, the Council took up membership of iESE. Membership is open to any public body delivering public services in the UK. There was no joining or annual membership fee and there is a £1 limit of liability for members. In return, the Council is asked to provide an elected member representative to vote at the Annual General Meeting. iESE members also nominate candidates for election to the company Board on an annual basis, again these are usually elected members.

4.0 Considerations - Requirements

- 4.1. Elected Members nominated to fill some positions may be required to undertake training on their duties. Such training will normally be provided in-house and appointed members should be prepared to attend.
- 4.2. In accordance with Section 4 of the Councillors' Code of Conduct, every elected member has a personal responsibility to register interests, financial or otherwise. The Code advises that Councillors must register all directorships and positions of office in public bodies, clubs, organisations and societies. Guidance notes on the registration of interests have been issued to every Clackmannanshire Councillor.

5.0 Sustainability Implications - n/a

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

6.4. Staffing

7.0 Exempt Reports

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

8.0 Declarations

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

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

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

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

9.0 Equalities Impact

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

10.0 Legality

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

11.0 Appendices

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

Appendix 1 – List of Outside Bodies for consideration

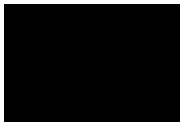
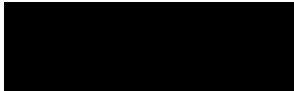
12.0 Background Papers

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

Author(s)

NAME	DESIGNATION	TEL NO / EXTENSION
Nikki Bridle	Chief Executive	452002

Approved by

NAME	DESIGNATION	SIGNATURE
Lee Robertson	Senior Manager, Legal and Governance and Monitoring Officer	
Nikki Bridle	Chief Executive	

APPENDIX 1

Name of Outside Body	Number Of Reps	Comments / Criteria
Scottish Joint Council (SJC)	1	<p>The Scottish Joint Council (SJC) covers the majority of the Local Government Workforce. COSLA represents the employers and our three nationally recognised unions – Unison, Unite, and GMB – represent the employees. The full SJC, where each of our 32 councils has a nominated member meets once a year in November.</p> <p>COSLA is seeking nominations from all local authorities.</p> <p>SJC nominations are separate from COSLA nominations and can be any elected member.</p>
Central Scotland Valuation Joint Board (Substitute Members)	3	<p>VJB comprises 15 elected members drawn from the three constituent authorities, with Clackmannanshire having three representatives.</p> <p>At the Statutory Meeting of Council held on 25 May 2022, the Council appointed Councillors Balsillie, Earle and Benny.</p> <p>The VJB are seeking three named substitutes for the above Councillors. There is no requirement for political balance on the VJB</p>

Report to Clackmannanshire Council

Date of Meeting: 6 October 2022

**Subject: Update: Working Group for Review of Standing Orders; and
Scheme of Delegation**

Report by: Senior Manager of Legal & Governance

1.0 Purpose

- 1.1. The purpose of this report is for the Council to note and agree (i) the ongoing work of the Working Group on the review of Standing Orders; and (ii) a review of the Council's Scheme of Delegation will also be carried out.

2.0 Recommendations

That Council :

- 2.1. Notes that the Working Group has been established and meeting dates created;
- 2.2. Notes that in conjunction with the review of Standing Orders the Council's Scheme of Delegation will also be reviewed;
- 2.3. Notes that a final version of the Standing Orders and Scheme of Delegation will be submitted to Council for approval once this work has been completed

3.0 Considerations

- 3.1. As agreed by Council on 11 August 2022 a Working Group was to be created made up of members and officers to review the Standing Orders.. The Working Group has now been created which includes Councillor Forson, Councillor Coyne, Councillor Earle, myself as Senior Manager of Legal & Governance and Gillian White, Committee Services;
- 3.2. Whilst dates have still to be agreed with members of the Working Group initial dates have been set up to allow this work to commence.

- 3.3. It has been a number of years since the Scheme of Delegation has been reviewed to take account of decisions made by Council and the various Committees. As such in conjunction with the review of Standing Orders a review of the Council's Scheme of Delegation has commenced.
- 3.4. As confirmed in Recommendation 2.3 both the Standing Orders and Scheme Delegation after review and scrutiny will be brought back to a future Council for approval.

4.0 Sustainability Implications

- 4.1. None

5.0 Resource Implications

5.1. *Financial Details*

- 5.2. There are no financial implications

5.3. *Staffing*

6.0 Exempt Reports

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

7.0 Declarations

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

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

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

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

8.0 Equalities Impact

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

Yes No

9.0 Legality

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

10.0 Appendices

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

None

11.0 Background Papers

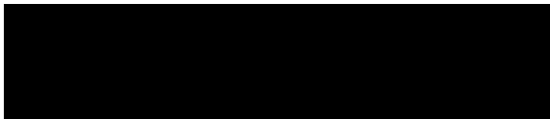
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Yes (please list the documents below) No

Author(s)

NAME	DESIGNATION	TEL NO / EXTENSION
Lee Robertson	Senior Manager of Legal & Governance	2087

Approved by

NAME	DESIGNATION	SIGNATURE
Stuart Crickmar	Strategic Director, Partnership and Performance	

Report to Clackmannanshire Council

Date of Meeting: 6 October 2022

Subject: Lochies Primary School Options Appraisal

Report by: Pete Leonard, Strategic Director Place

1.0 Purpose

- 1.1. The purpose of this report is to provide Council with an update on the high-level options appraisals undertaken for Lochies Primary School. Council is asked to note the terms of the options appraisals and agree to progress the recommendations contained therein.

2.0 Recommendations

It is recommended that:

- 2.1. The Council notes the terms of the recommendations in the options appraisal for Lochies presented in this paper at section 3.5.
- 2.2. The Council agree that based on the options appraisal recommendations, a public consultation process, involving Education Scotland, will take place to relocate a new build Lochies to the Pavilions site at Alloa West.
- 2.3. The Council agree to submission of a bid to the Scottish Government Learning Estate Investment Programme (LEIP) for a replacement for Lochies, noting that this funding will be in the form of revenue funding as described in section 4 of this paper.
- 2.4. The Council notes that a further paper will be brought back to a future Council on the LEIP bid outcome and progress on the public consultation process to relocate Lochies.
- 2.5. The Council notes that the next stages are to complete site feasibility studies and RIBA design stages to provide more detailed costings on a relocated Lochies. The outcome of which will be brought back to Council for formal budgetary approval.
- 2.6. The Council notes that a further paper will be brought back to a future Council on the outcome of the high-level options appraisal for Deerpark Primary School.

- 2.7. The Council notes that a further paper will be brought back to a future Council on the outcome of the high-level options appraisal for St Mungo's Primary School.

3.0 Background – Lochies Primary School

- 3.1. During the 2021-22 academic year, the Council undertook surveys of its entire learning estate by assessing them against the School Estates Core Facts Survey criteria that Scottish Government use to ensure consistent reporting across Scotland on the condition and suitability of school buildings. Lochies was the only school in the Authority to be graded as a category D "unsatisfactory" in the suitability category. The condition of the building was assessed as being category C "poor".
- 3.2. Location, space size, layout and access are significant issues across all areas of the school. This is due to the needs of the school changing since it moved into the building. Additional support needs of pupils are now more severe. The number of pupils has increased significantly too. Consequently, the school building is not suitable for supporting the needs of the users. Staff are meeting the needs of pupils but the building is making this more and more challenging. This has resulted in one pupil having to attend a school in another local authority.
- 3.3. A new build Lochies would enrich the educational experience of pupils by providing equality, ensuring that the needs of all Clackmannanshire pupils can be met. Retaining pupils within the Authority would reduce fees and other costs paid to other authorities associated with placing requests.
- 3.4. An outline planning application has been submitted for a housing development on the site of the former Carsebridge distillery and warehouse site which is mainly in the catchment area of Deerpark. This will mean that Deerpark will need additional accommodation. Lochies needs additional accommodation to meet the needs of its current pupils and the demand for additional spaces. Considering this and the Core Facts grades, those involved in the design team have been considering a new site for Lochies.
- 3.5. Lochies pupils currently transition to Alloa Academy EASN provision, so only new sites in the Alloa Academy catchment area were considered as potential new locations. Five sites were identified and a high-level options appraisal was undertaken to review all of them. The conclusion of the options appraisal for each of the sites was as follows:

3.5.1. Site 1 - Land on South Eastern Part of Carsebridge

- This lies between the B909 and A907 and is part of the proposed Carsebridge housing site and is in Sunnyside Primary School catchment area. It is of sufficient size to accommodate the internal and external space requirements of a new Lochies. The location is accessible and benefits from a road network with sufficient capacity.

- However, the site is not in Council ownership and the Council would have to purchase it. In evaluating LEIP bids, the Scottish Government will make an assessment as to whether any school will be completed within 5 years of approval being given. Given the potential time delay associated with acquiring a site, as well as the cost, the site is considered unsuitable.

3.5.2. **Site 2 - Land Adjacent to Park Nursery and the Bowmar Centre**

- This site is Council owned and located on open space adjacent to the Bowmar Centre and the skate park. This site is of sufficient size to accommodate the internal and external space requirements of a new Lochies.
- The area suffers from significant drainage issues and location of the school on this site would mean a significant increase in the volume of traffic coming through the housing estate and on roads which were not designed for that volume. The traffic issues deem this site unsuitable.

3.5.3. **Site 3 - Alloa Family Centre**

- Although this site is almost within the curtilage of Alloa Academy and is adjacent to the sports pitches, it is too small to accommodate the needs of Lochies and the current family centre would need to be relocated. Given this the site is unsuitable.

3.5.4. **Site 4 - Alloa Leisure Bowl**

- The site is owned by the Council and would also be of sufficient size. The site includes a railway line, which from a sensory perspective would not be advisable for children with moderate/complex needs, who can be significantly impacted by noise or varying light levels.
- The site topography and level changes does not lend itself well to an additional support needs school design. These design issues meant this site was not considered suitable.

3.5.5. **Site 5 - Alloa West, The Pavilions**

- This site is the largest of the sites considered at over 13 hectares in total. It is owned by the Council and would be of sufficient size to accommodate the internal and external space requirements of a new Lochies. Access to outdoor learning is currently a significant challenge for Lochies pupils, this site has vast potential to change this dramatically.
- The site lies on the National Cycling Route. The site is accessible and has good road networks.
- Other education facilities exist in the area including Redwell Primary School, New Struan School and Little Stars Nursery, who are one of the Council's partner nurseries. This provides opportunities for collegiate working to take place.

- The Council has recently approved locating the Wellbeing Hub on this site, which would open up potential synergies with the new Lochies during development, construction and implementation. For example, the costs of services and drainage provisions to the Alloa West site can be shared across both Wellbeing Hub and new Lochies projects, minimising costs for both projects.

3.6. High level costs for preferred option Lochies Site 5 - Alloa West, the Pavilions as outlined in the table below:

Cost Category	Option New Build Lochies - The Pavilions
GIFA (Gross Internal Floor Area)	3300m ²
Capital Costs@Q2 24	£16,660,713*
Revenue Lifecycle and Maintenance Costs	£3,246,750*
25 Year Whole life costing comparator	£19,907,463*

*These project costs will be further refined during the site feasibility study and RIBA design stages.

3.7. Capacity of New Lochies

3.7.1. The current school has a roll of 37. This is the maximum capacity based on the existing pupils needs. In previous years the school has had higher rolls (2018/19 = 41 pupils), when pupil's needs were not as severe and complex. The school has been operating at maximum capacity for the last decade. The maximum capacity being determined by the needs of the pupils. As the level of need has increased over the years and restricted the maximum capacity, it is logical to design the school capacity based on the most complex needs. Doing so provides equality and future proofs the building. As capacity has been restricted, pupils who in the past would have attended Lochies have had to be accommodated elsewhere.

3.7.2. As the new school would not be predicted to open until late 2027 and the funding from the LEIP programme is for 25 years, the new school needs to be large enough to accommodate the historically increasing number of children who will require complex needs support. Therefore, the Council are investigating building a school that can accommodate up to 54 pupils (9 classes of 6). This is based on both the fact that there is an increasing demand for places at Lochies and the experience of new builds in other local authorities is that they were full when opened, requiring expansion.

- 3.7.3. As medical advancements have improved, life expectancy for children with complex needs has in turn increased and the numbers of pupils at Lochies has increased. The needs profile for the pupils has shifted from moderate to more complex. Consequently, it is challenging for the existing building to meet Lochies pupils' needs now and is likely to become even more challenging in the future. This is the reasoning behind the future increased capacity of 54 pupils for the new Lochies.
- 3.7.4. The new school would be designed to specific area and cost metrics in addition to particular terms and conditions. All rates will be multiplied by the "like for like" pupil on a capacity basis. Consequently, further discussion with SFT would be required to explain the impact of complex needs on determining existing capacity and future proofing for increasing numbers in scale and complexity. Subsequently, the agreed capacity will impact on the funding available from LEIP funding.

3.8. Partnership Approach

- 3.8.1. Discussions have taken place with NHS Forth Valley with a view to ensuring there would be space in the new school for children to access health services that they traditionally would have had to go out of school to access leading to loss of learning time. It will also provide a better service to families as some struggle to attend wheelchair clinics. NHS Forth Valley has said that they would be able to run clinics from the school and that it would promote better multidisciplinary working. At present speech and language, physiotherapists and occupational therapists all attend Lochies on a different day/time as there is not enough space. This would allow all the therapists to work with children and staff at the same time, enhancing provision to children and families.
- 3.8.2. Discussions continue to take place with the Wellbeing Hub Programme due to the synergies between the projects and being collocated. Working collaboratively by sharing relevant information that supports both programmes. This relationship will continue to build as both programmes have cross-dependencies and linkages with one another. This will maximise opportunities for innovation and cost reduction through economies of scale.

3.9. Consultation Process

- 3.9.1. The 5 sites in the options appraisal were discussed with current Lochies parents and carers, who expressed the following views:
- Parents and carers believe that a new school is needed to provide the space to facilitate improved support mechanisms that will allow their children to develop and become more independent learners. Increasing space and improving ease of access throughout will be life-changing for so many of these children. Doing so would provide far greater outdoor

learning opportunities, further enhancing health and wellbeing of the children.

- It is the opinion of parents and carers that the school would benefit from having their own building. They think the Pavilions site will be easier to access than the current site and provide more space than currently available to them for outdoor learning.
- 3.9.2. As this project involves a relocation of Lochies, a formal consultation is required under the Schools (Consultation) (Scotland) Act 2010. This will be undertaken by Education staff over the winter/spring 2022/23. The consultation will be overseen by Education Scotland who will prepare a report on the consultation. A copy of the report will be incorporated into the final report which will be brought back to Council for final approval.
- 3.9.3. In conjunction with the consultation report, a projects scoping document will be brought back to Council for final approval prior to the finalised design and build work being undertaken.

4.0 Learning Estate Investment Programme (LEIP)

4.1. Background

- 4.1.1. The LEIP programme is jointly funded by Scottish and Local Government and is designed to improve the condition of the school estate and in particular schools that are in an unsatisfactory condition as well as support sustainable estate planning with clear investment and maintenance strategies. It is likely that the next round of funding for this programme will be the final round. Clackmannanshire is one of the local authorities who have not benefited from previous phases of this programme and the Lochies project meets the required criteria, giving the Council an opportunity to submit a bid.
- 4.1.2. The funding model for the LEIP programme is based on the principle that Scottish Government and Local Authority funding is provided 50:50. Government funding is in the form of revenue funding over a 25 year period, subject to satisfactory achievement of the programme's outcomes.
- 4.1.3. The deadline for applying for Phase 3 of the LEIP programme is the end of October and officers have been developing a bid during the summer based on the replacement for Lochies at the Pavilions site.

4.2. Sustainability Implications

- 4.2.1. A condition of the LEIP funding is that all projects must have zero emissions heating, include electric vehicle charging infrastructure and have an embodied carbon target. It should be noted these can be achieved for new build options identified in earlier sections. These will contribute to the Council's climate change agenda.

4.3. Resource Implications - Financial Details

4.3.1. The work to undertake a project brief for a new Lochies can be funded from the Capital Budget for the Learning Estate that was approved as part of the Council's budget setting in March 2022.

4.3.2. If a LEIP bid is successful the funding would be paid as a revenue grant after the school was operational and would be subject to the Council achieving previously agreed operating targets.

4.3.3. The LEIPs bid funding is based on the funding outcomes listed below, which cover the terms and conditions that the Council will need to evidence to SFT throughout the 25 year funding period:

- Condition
- Energy Efficiency
- Digital Connectivity
- Economic Growth
- Embodied Carbon.

5.0 Deerpark Primary School

5.1. Deerpark is part of the next options appraisal package. A report will be brought back to a future Council meeting to enable the Council to consider the options.

6.0 St Mungo's Primary School

6.1. St Mungo's is part of the next options appraisal package. A report will be brought back to a future Council meeting to enable the Council to consider the options.

7.0 Exempt Reports

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

8.0 Declarations

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

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

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

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

9.0 Equalities Impact

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

Yes No

10.0 Legality

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

Yes No

11.0 Appendices

None.

12.0 Background Papers

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

Yes (please list the documents below) No

- Clackmannanshire Council, 10 February 2022, Learning Estate Update
- Clackmannanshire Council, 19 December 2019, Learning Estate Strategy 2019 - 2040

Author(s)

NAME	DESIGNATION	TEL NO / EXTENSION
Michael Boyle	Education Business Manager	2454
Catherine White	Projects Coordinator	5177

Approved by

NAME	DESIGNATION	SIGNATURE
Pete Leonard	Strategic Director Place	

Report to: Clackmannanshire Council

Date of Meeting: 6 October 2022

Subject: Interim Swimming Pool & Swimming Arrangements

Report by: Strategic Director (People)

1.0 Purpose

- 1.1. This report provides Council with an update on the costs of the development of an Interim Swimming Pool for Clackmannanshire and the plans for the reintroduction of a Learn to Swim Programme for school pupils.

2.0 Recommendations

- 2.1. It is recommended that Council agrees to terminate the development of an Interim Swimming Pool for Clackmannanshire on the grounds of ensuring best value of the use of Council resources based on the information contained in paragraph 2.2;
- 2.2 Notes the following:
- 2.2.1 outcome of the most recent cost plan, currently reported as £3,482,230, a significant increase from the February 2022 cost plan where it was reported as £2.16m. The updated figure excludes any allowance for market inflation or to get a fixed price which is likely to result in a final total in the region of £3.7 – £3.9M in **para 4.3**;
 - 2.2.2 updated operating costs for Interim Swimming Pool which have increased to an estimated £748,000 per annum from £527,000 in **para 4.4**;
 - 2.2.3 continued financial uncertainty as detailed in **para 4.5**;
 - 2.2.4 update on current Learn to Swim provision in Clackmannanshire in **para 4.6**;
 - 2.2.5 re-introduction of a Primary 5 Learn to Swim programme in **para 4.7**

3.0 Background

- 3.1. As noted in the Council paper of 21 October 2021, paragraph 4.3, in order to maintain interim swimming arrangements for Clackmannanshire while the new Wellbeing Hub is being developed, the Council agreed to progress to the

Design Stage of an Interim Swimming Pool, subject to (i) the appropriate procurement requirements and (ii) full business case coming forward to Council for approval. The design was based on the model successfully put in place in Dumfries and Galloway in 2014.

- 3.2. It was noted that should the Business Case exceed budget levels, officers would seek Council consideration before further progressing with the procurement journey.

4.0 Considerations

- 4.1. Latest cost plans submitted have now far exceeded those outlined in the paper agreed at Council on 11th February 2022. This is as a result of the unprecedented increase in gas and electricity prices (54% increase in April 22 and projected 27% increase from October 22) and the ongoing uncertainty around a cap on these prices moving forward.
- 4.2. At the time of approval in February 2022, the Capital cost of the Interim Swimming Pool was estimated at £2.16m and the Operating Model costs estimated at £527,000 per annum.
- 4.3. As the RIBA Stage 3 plan and design has been completed, the resulting Cost Plans have now been presented as £3,482,230 including hire charges and decommissioning at end of use. This however excludes any allowance for market inflation or to get a fixed price. It is estimated that further inflation since this cost plan was produced could add an additional £30-£50k and getting a fixed price over the next few months could add a further £175 - £350k resulting in a final total cost of £3.7 – £3.9M. The costs include cost for sub-contractor prelims (prelims being running costs, site establishment, insurances etc).
- 4.4. The estimated costs of the expected Operating Model for the Interim Swimming Pool including; employee costs, maintenance, utilities etc. has also now increased to an estimated £748,000 per annum from £527,000. The final pay award settlement, which is likely to be higher than previously predicted, will also have a further impact on the operating costs.
- 4.5. As identified in the Council papers of October 2021 and February 2022 risks to supply chain, labour market, and providers continue to make market operating conditions uncertain and difficult as noted in **para 4.2**
- 4.6. The Council's Sport and Leisure team have continued to deliver and develop a Learn to Swim programme at the Dollar Academy pool with over 70 children currently attending weekly. Water confidence sessions at the Alloa Academy Hydro Pool are also being delivered with over 50 children and young people with additional support needs involved in the programme.
- 4.7. Planning is underway to re-introduce a Primary 5 Learn to Swim programme which will support Clackmannanshire's school children with this vital life saving skill. The costs for this programme will be met from within the existing approved revenue budget.

- 4.8. The significant escalation of capital and revenue costs for the project, combined with ongoing supply chain uncertainty, and the overall uncertainty and outlook for the market and economy, mean it is unlikely that a solution that provides best value is achievable and the continuation of the project needs to be reviewed and a decision taken on whether it should continue. This is in line with the principles of good governance and effective management and the legal requirement of best value for the Council.
- 4.9. Progress on a new swimming pool within the Wellbeing Hub for Clackmannanshire continues at pace with regular updates being provided to Council.

5.0 Sustainability Implications

- 5.1. No sustainability implications are identified.

6.0 Resource Implications

- 6.1. Staffing for the Primary 5 Learn to Swim programme will involve training of new staff and use of existing staff.
- 6.2. Resulting changes to the Capital Budget will be reflected in the 23/24 Capital Programme. Revenue costs for the Learn to Swim Programme will be covered from existing approved budgets.

7.0 Exempt Reports

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

7.0 Declarations

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

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

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

8.0 Equalities Impact

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

Yes

9.0 Legality

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

Yes

10.0 Appendices

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None

11.0 Background Papers


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

Yes (please list the documents below) No

Author(s)

NAME	DESIGNATION	TEL NO / EXTENSION
Robbie Stewart	Senior Manager (Sport and Leisure)	2431

Approved by

NAME	DESIGNATION	SIGNATURE
Lorraine Sanda	Strategic Director (People)	

Report to **Clackmannanshire Council**

Date of Meeting: 6 October 2022

Subject: **Annual Review of Debtors 2021/22**

Report by: **Chief Finance Officer (S95 Officer)**

1.0 Purpose

- 1.1. To provide council with the annual update on income collection and to propose the 'write-off' of those debts which are deemed as irrecoverable or 'bad debts'.
- 1.2. The presentation of this report is a key milestone in the preparation of the council's draft financial statements.

2.0 Recommendations

- 2.1. It is recommended that the Council;
 - 2.1.1. Note the trends in income collection for 2021/22;
 - 2.1.2. Approve the proposed write-off £568,299 as per 6.2 (Appendix B);
 - 2.1.3. Note the continued impact of the COVID 19 pandemic on collection and recovery, and
 - 2.1.4. Note and comment as appropriate on the other matters raised in the report.

3.0 Background

- 3.1. Responsibility for the collection and recovery of income due to Clackmannanshire Council principally lies with the Finance and Revenues Service currently within the Partnership & Performance Directorate. All income collected by the service is done so in accordance with the Council's Corporate Debt Recovery and Write-Off Policy. The Council also uses Sheriff Officers to administer collection on the Council's behalf. Stirling Park continue to provide this service to the Council following a successful tender exercise in 2019/20.

- 3.2. This report analyses collection performance, updates members on recovery actions taken and service developments, and proposes the write-off across all debt streams for the financial year.
- 3.3. During the year bills and invoices totalling £72.603m were issued by the Council. This is a slight increase from £69.694m issued in 2020/21. The following paragraphs set out the details for each income stream.

4.0 Income Streams

Council Tax Collection

- 4.1. In 2021/22, Council Tax bills totalling £33.125m were issued to 24,276 households. In 2021/22 the Council did not increase Council Tax and kept charges at the same level as in 2020/21. The total income received for Council Tax in 2021/22 was £31.832m (including water and sewerage)
- 4.2. The key indicator of performance for Council Tax collection (excluding water and sewerage) is the in-year collection rate. This represents the total amount of Council Tax collected as a percentage of the total amount billed. In 2021/22 the in-year collection rate was 96.00%. This is a slight increase of 1.20% on the recorded collection rate of 94.80% in 2020/21.
- 4.3. The increase in collection rate follows trends seen in other local authorities as discussed at recent Institute of Revenues Rating and Valuation (IRRV) forums. Covid 19 had a significant impact on 2020/21 collection levels and increased Council Tax Reduction (CTR) claims, however, collection levels and claim numbers are now moving back to pre Covid levels towards the end of 2021/22.
- 4.4. Throughout the year the Revenues team have focused on processing applications for CTR. We have also continued to review processes and look for ways to improve efficiency. We work closely with the Department of Work & Pensions (DWP) and the Council utilises its ATLAS information system which is used to ensure that all CTR cases are identified and processed. During the year, work has been carried out to continue to develop the Citizens Access Portal which will give council tax payers the ability to sign up to an online service and report changes and view their account online. This is planned to go live during 2022/23.

Sundry Debt Collection

- 4.5. A sundry debtor is the name given for invoices raised for chargeable council services. This can include social work services such as MECS or provision of services such as additional nursery sessions. However, large invoices for Health and Social care to the NHS and Stirling Council are also raised using the same approach. Individual services are responsible for raising their own invoices with payments monitored by Finance and Revenues.
- 4.6. During 2021/22 invoices totalling £5.594m (£4.417m 2020/21) were issued by the Council.

- 4.7 During 2021/22, sundry debt aged over 90 days is around 72% of total debt outstanding. Due to the COVID pandemic, no recovery action was taken on sundry debts during 2020/21. This has now been partially recommenced during 2021/22 on targeted areas and we are reviewing our processes for recovery of all outstanding sundry debts.

Non Domestic Rates (NDR) Collection

- 4.8 Clackmannanshire Council are required to bill and collect Non Domestic Rates (NDR) on behalf of the Scottish Government. Income is then pooled and distributed to Councils, under the rates pooling system. During 2021/22 the council billed businesses for rates totalling £13.807m. The collection rate for 2021/22 as a percentage of the total billed was 93.95%. This is an increase of 4.77% on previous collection rate (89.18%).
- 4.9 As with Council Tax, Covid-19 had an impact on both billing and collection of Non Domestic Rates on both 2020/21 and 2021/22. In recognition of the impact of Covid-19 lockdown the Scottish Government again awarded 100% payment relief to business premises in the retail, hospitality, leisure and aviation sector for 2021/22. This reduced our annual net billing by approximately £3.5m. The Council was compensated for this reduction in income through an adjustment to its General Revenue Grant (GRG).
- 4.10 In addition to this, the Scottish Government also asked Councils again to administer support grants to business impacted by lockdown restrictions. £3.68m was paid out in grants to businesses during the year.
- 4.11 Previously Rates legislation only allowed in-year recovery to begin from October of the billing year. However, from April 2021, the Scottish Government amended legislation to allow Councils the ability to recovery after one missed instalment of the billing year. This brings recovery into line with that of Council Tax.

Housing

- 4.12 The total gross rental liability for 2021/22 payable by almost 5,000 council tenants and associated lock-ups was £20.077m (2020/21 £19.911m).
- 4.13 Overall, rent arrears increased during the year by £0.180m to a total of £2.236m (2020/21 £2.056m). As a percentage of gross rental income, the arrears represent 11.2% (2020/21: 10.4%) which is equivalent to £450 (2020/21: £414) per house. Housing officers worked closely with vulnerable tenants during the pandemic, whilst also delivering vital community supports.
- 4.12 The following sections sets out details for each of the categories. Appendix A summarises the arrears position for Housing debts broken down by category for the years 2019/20 to 2021/22.

Current Rent Arrears

4.14 The table below provides a breakdown of current rent arrears.

	2019/20	2020/21	2021/22	Current / Last Year Increase (Decrease)
Total Arrears Value	£916,696	£848,778	£872,693	£23,915
Average value per case	£459	£475	£487	£12
Number of Cases	1,997	1,786	1,792	6

Former Tenant Arrears

4.15 Tenancies end for a variety of reasons including abandonment, eviction or death. When there is a balance on the account these arrears can be difficult to collect if for example, there is no forwarding address, or the deceased has no estate.

4.16 The total former tenant arrears at the 31 March 2022 was £1.346m (including lock-ups) made up of 2,335 cases. This is an increase from 2020/21 of £0.163m and an increase of 245 cases.

Housing Benefit Overpayments

4.18 An overpayment of Housing Benefit (HB) occurs when an individual receives an award of benefit that is then deemed not to have been due. This can occur for a variety of reasons, including claimant error, fraud, and a backdated change in circumstances or Local Authority (LA) error. For existing HB claimants any overpayment can be recovered from on-going entitlement where possible, but for others, customers are required to make arrangements to repay. HB overpayment accounts are also sent to Sheriff Officers for collection.

4.19 At the end of 2021/22 there were outstanding Housing Benefit Overpayments relating to Council tenancies for both Former and Current Tenants of £0.967m. This is a slight decrease of £0.010m from 2020/21.

5.0 Overall Debt Position

5.1 The following table shows the current debt position for all income streams.

Debtor	2019/20 £000	2020/21 £000	2021/22 £000
Council Tax	11,662	12,017	12,584
Sundry Debtors	2,756	4,106	3,389
HRA Debts	3,162	3,183	3,361
Total Gross Debtor	17,580	19,306	19,334
Total Provision	(13,656)	(13,816)	(14,023)
Total Net Debtor	3,924	5,490	5,311

5.2 The Council's debtors' position is reported as both a gross and net position. The gross debtor reflects the total amount due to the Council.

5.3 The net debtor reflects the amount that the Council realistically expects to recover. The difference between these two figures is the debtor provision which is a prudent calculation of debt that is not expected to be recovered. The net debtor position is recognised as the best reflection of debts that can be recovered.

5.4 For 2021/22, the figures are draft and still subject to audit. They also incorporate the proposed write-off detailed within this paper to show a comparable position of the gross and net debtors over the three years. Each year there is adequate provision made against the debtor. The key indicator for debtor performance is that of net debtor, which is not affected by any write-off.

6.0 Irrecoverable Debt for Write-Off

6.1 Each financial year the council is required to propose accounts for write-off from each income stream in accordance with the Corporate Debt and Write-off Policy.

6.2 The table below highlights the proposed write-off from each income stream along with a comparison of the accounts approved for write-off in financial year 2020/21.

Type of Debt	Approved Write Off 2020/21		Proposed Write Off 2021/22	
	Number of accounts	Value £	Number of accounts	Value £
Council Tax	1,068	408,457	743	256,496
NDR	9	8,060	23	97,453
Sundry Debt	-	-	498	114,776
Former Tenant Arrears	-	-	254	76,833
Housing Benefit Overpayments	-	-	289	22,738
Total	1,077	416,517	1,807	568,299

6.3 Accounts can be proposed for write-off for a number of reasons including;

- Deceased – where the customer has died and left no estate.
- Sequestration – The customer has applied for and been awarded bankruptcy and there is unlikely to be any dividend for creditors.
- Untraceable – No up to date contact information is available for the customer and all means of contacting them have been exhausted.
- Small Balance – The balance outstanding on the account is small and it is not deemed cost effective to pursue.
- Management Write-Off – Management have agreed to the write-off of the debt due on a particular case due to the individual circumstances of the customer.
- Time Lapsed – Where the debt has prescribed under the Prescription and Limitation Act Scotland 1973 and it has been more than 5 years since last contact with the customer (excludes debt relating to Council Tax).

6.4 Appendix B gives a breakdown of reasons for the proposed write-off of debts in each income stream. Overall, there has been an increase in the value of proposed write-off this year of £152k along with an increase in the number of accounts of 730. This increase reflects the recommencement of the review of outstanding debt which had been postponed due to refocused priorities during the pandemic. Appendix B also shows the detailed Debtors position for each income stream.

7.0 Sustainability Implications

7.1 None

8.0 Resource Implications

8.1 *Financial Details*

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

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

8.4 *Staffing*

8.5 *There are no staffing implications arising from this report.*

9.0 Exempt Reports

9.1 Is this report exempt? Yes No X

10.0 Declarations

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

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

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

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)

Clackmannanshire Council Debt Recovery and Write Off Policy – June 2018

11.0 Equalities Impact

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

Yes No X

12.0 Legality

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

13.0 Appendices

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

Appendix A - Review of Housing Income Collection Performance

Appendix B – Irrecoverable Debt for Write-off and Detailed Debtors Position to March 2022

14.0 Background Papers


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

Yes No

Author(s)

NAME	DESIGNATION	TEL NO / EXTENSION
Ben Watson	Interim Revenues Supervisor	6228
Lindsay Sim	Chief Finance Officer	2022

Approved by

NAME	DESIGNATION	SIGNATURE
Lindsay Sim	Chief Finance Officer	
Stuart Crickmar	Strategic Director (Partnership and Performance)	

ANNUAL DEBTORS REVIEW 2021/22

REVIEW OF HOUSING INCOME COLLECTION PERFORMANCE

1.0 Housing

- 1.1 The Housing Debtor relates to all income collected in relation to the Housing Service, including residential, lock up and garage rents, re-chargeable repairs and Housing Benefit Overpayments. The Housing Debtor can be broken into the following different categories.

HRA arrears position 2019/20 to 2021/22

	2019/20 £000	2020/21 £000	2021/22 £000
Current Tenant Arrears	917	849	873
Former Tenant Arrears	1,143	1,173	1326
HB Overpayments (HRA only)	977	977	967
Rechargeable Repair	99	99	99
Other Miscellaneous	26	85	96
Total Gross Debtor	3,162	3,183	3,361
Provision	(2,905)	(3,181)	(3,361)
Total Net Debtor	257	2	-

- 1.2 The majority of this debt is accounted for within the Housing Revenue Account, with the exception of Housing Benefit Overpayments which are included in the general fund account.
- 1.3 For 2021/22 the gross Debtor has increased by £180k. This is mainly due to an increase in Current and Former Tenant Arrears.
- 1.4 The pandemic and the roll out of Universal Credit has had, and will continue to have, a significant impact on rent arrears. Housing rent is managed by the Tenancy Management Team and Housing Officers are working closely with tenants to help them to sustain their tenancy and pay their rent.

ANNUAL DEBTORS REVIEW 2021/22

IRRECOVERABLE DEBT FOR WRITE-OFF AND DETAILED DEBTORS
POSITION TO MARCH 2022

1.0 Overall Debt

- 1.1. The following table identifies the proposed write-offs for each income stream for 2021/22, together with a comparison of the write off approved for 2020/21. The 2021/22 Draft Annual Accounts reflects the net debt position.

Proposed write-offs for 2021/22

Type of Debt	Proposed Write Off 2020/21		Proposed Write Off 2021/22	
	Number of accounts	Value £	Number of accounts	Value £
Council Tax	1,068	408,457	743	256,496
NDR	9	8,060	23	97,453
Sundry Debt	-	-	498	114,776
Former Tenant Arrears	-	-	254	76,833
Housing Benefit Overpayments	-	-	289	22,738
Total	1,077	416,517	1,807	568,299

- 1.2 Due to additional work responding to COVID19 during 2020/21 there were no accounts identified for write-off for 2020/21 for Sundry Debt, Former Tenant Arrears and Housing Benefit Overpayments. This work recommenced during 2021/22.
- 1.3 Further detail of the proposed write-offs for Council Tax and NDR are set out below.

ANNUAL DEBTORS REVIEW 2021/22

IRRECOVERABLE DEBT FOR WRITE-OFF AND DETAILED DEBTORS
POSITION TO MARCH 2022**Council Tax and Water Charges**

- 1.4 The following tables split the proposed write-offs for Council Tax and Water Charges by reason for the write off.

Reason	2020/21		2021/22	
	No of Accounts	Total £	No of Accounts	Total £
Deceased	550	137,877	454	115,599
Sequestration	269	165,794	192	99,692
Small Balance	8	74	-	-
Outwith Jurisdiction	1	133	-	-
Gone Away	240	104,579	97	41,205
TOTAL	1,068	408,457	743	256,496

- 1.5 The proposed write off for Council Tax compared with 2020/21 has decreased by £151,961, an equivalent of 37.2% and increase of 325 cases.
- 1.6 61% of the council tax accounts being proposed for write-off are due to death of the debtor leaving no estate. Whilst 26% of the council tax accounts being proposed for write-off are due to people being sequestrated or entering a Trust Deed.

ANNUAL DEBTORS REVIEW 2021/22

IRRECOVERABLE DEBT FOR WRITE-OFF AND DETAILED DEBTORS
POSITION TO MARCH 2022**Non Domestic Rates (NDR)**

- 1.7 The following table splits the proposed write-offs by reason for the write-off. Full case records are retained by the Revenues Team for audit purposes.

Year	2020/21		2021/22	
	No of Accounts	Total £	No of Accounts	Total £
Gone away/Untraceable	3	1,068	3	365
Sequestration/liquidation	-	-	6	51,874
Small Balances	3	0.03	-	-
Ceased Trading/ Dissolved	2	3,808	14	45,214
In Administration	1	3,184	-	-
Total	9	8,060	23	97,453

- 1.8 There has been a significant increase in the number of cases and the value of proposed write-offs from 2020/21. The low numbers in 2020/21 were mainly due to the reprioritisation of the Revenues team during the COVID 19 pandemic which have now refocused on this area.

Sundry Debts

- 1.9 The following table sets out the detailed reasons for proposed write-off of Sundry Debts. As previously noted, there was no sundry debt proposed for write-off during 2020/21.

Year	2021/22	
	No of Accounts	Total £
Gone away/Untraceable	276	24,485
Sequestration	34	17,685
Deceased	152	58,158
Small Balances	7	1,021
Ceased Trading/ Dissolved	17	12,781
Sheriff Officer Write-off	12	646
Total	498	114,776

ANNUAL DEBTORS REVIEW 2021/22

IRRECOVERABLE DEBT FOR WRITE-OFF AND DETAILED DEBTORS
POSITION TO MARCH 2022

Overall Debtor Position

1.10 The table below details the debt position of the main council income source and the provision made against each. There have been increases in outstanding debt across both Council Tax and HRA debts and a reduction in Sundry Debtors. The provision for Sundry Debtors has been reduced to reflect this.

Debtor	2019/20 £000		2020/21 £000		2021/22 £000 ¹	
Council Tax	11,662		12,017		12,584	
Provision	(9,245)	2,417	(9,205)	2,812	(9,151)	3,433
HRA Debts	3,162		3,183		3,361	
Provision	(2,905)	257	(3,181)	2	(3,361)	-
Sundry Debtors	2,756		4,106		3,389	
Provision	(1,506)	1,250	(1,430)	2,676	(1,511)	1,878
Total Net Debt		3,924		5,490		5,311

¹ These figures are draft and are still subject to change as part of the 2021/22 external audit of the Council's Annual Accounts

**ANNUAL DEBTORS REVIEW 2021/22
IRRECOVERABLE DEBT FOR WRITE-OFF AND DETAILED DEBTORS
POSITION TO MARCH 2022**

Report to: Council

Date: 6 October 2022

Subject: Annual Treasury Management Report 2021/22

Report by: Chief Finance Officer

1.0 Purpose

- 1.1 The Council is required by regulations issued under the Local Government in Scotland Act 2003 to produce an annual review of treasury management activities. This report details the treasury management activities for the Council for the year ended 31 March 2022 and how this compares to the 2021/22 Treasury Management Strategy Statement set in March 2021.

2.0 Recommendations

- 2.1 It is recommended that the Council note and consider this Annual Report for 2021/22 on the Council's Treasury Management activities.

3.0 Considerations

- 3.1 This report meets the requirements of the Scottish Government's investment regulations, the CIPFA (Chartered Institute of Public Finance and Accountancy) Code of Practice on Treasury Management (the Code) and the CIPFA Prudential Code for Capital Finance in Local Authorities (the Prudential Code).
- 3.2 During 2021/22 the following reports were required to be reported to Council:
- annual treasury management and investment strategy (The Treasury Management Strategy Statement (TMSS) for 2021/22, which included the Annual Investment Strategy was approved by Council on 24 March 2021)
 - a mid-year treasury update report (Treasury Management Update at 30th September 2021 presented to Council on 16 December 2021)
 - an annual review following the end of the year describing the activity compared to the strategy (this report).

Regulations place responsibility on members for the review and scrutiny of treasury management policy and activities. This report is therefore important in that respect as it provides details of the outturn position for treasury

activities and highlights compliance with the Council's policies previously approved by members.

3.3 The report covers the following areas:

- The Economy and Interest Rates
- Interest Rate Forecast
- Investment Outturn for 2021/22
- Borrowing Requirement and Debt
- Borrowing Outturn for 2021/22
- Compliance with Treasury and Prudential Limits

The Economy and Interest Rates

3.4 The COVID-19 pandemic had major impact on the UK and world economies during 2020/21 and the early part of 2021/22. In reaction to this, the Bank of England's Monetary Policy Committee (MPC) took emergency action to cut the Bank Rate several times settling at 0.1% by March 2020.

3.5 The UK economy has continued to fluctuate through the early part of 2021/22 with the continued impact of the pandemic and towards the end of the year, due to the war with Ukraine and resulting cost of living impacts. Inflation rose above the 2% target level set by the MPC resulting in mitigating action being taken to increase interest rates. The rate of inflation currently quoted by the Bank of England is 9.9% as at September 2022 with further increase expected over the shorter term.

Interest Rate Forecast

3.6 The Council's treasury advisors, Link Asset Services, provided the following interest rate forecast as at 1 September 2022 which is in line with the economic outlook set out in paragraphs 3.4 and 3.5 above.

Table1: Investment Forecast provided by Link Asset Management

Quarter Ended	Bank Rate %	PWLB Borrowing Rates % (including certainty rate adjustment)		
		5 year	25 year	50 year
Sept 2022	2.25	2.80	3.40	3.10
Dec 2022	2.50	3.00	3.50	3.20
March 2023	2.75	3.10	3.50	3.20
June 2023	2.75	3.10	3.50	3.20
Sept 2023	2.75	3.00	3.50	3.20
Dec 2023	2.50	3.00	3.40	3.10
March 2024	2.50	2.90	3.40	3.10

- 3.7 The forecast for interest rates within the 2021/22 TMSS was that the Bank Rate would remain at 0.1% throughout 2021 and 2022 with no rise anticipated before March 2024. Due to the sharp rise in inflation towards the end of 2021 caused by constraints in supply due to the opening up of economies after the COVID-19 pandemic and latterly, the war in Ukraine, the Bank Rate was increased to 0.25% on 16 December 2021, 0.5% on 3 February 2022 and 0.75% on 17 March 2022.
- 3.8 Since the 1st April 2022, there have been 4 further rate rises with the rate currently at 2.25% following the latest 0.50% rate rise in September 2022. Further rate rises are expected during 2022/23.

Investment Outturn for 2021/22

- 3.9 As at 31 March 2022, the Council held investments of £41.2m almost wholly made up of short-term cash and cash equivalents held with banks and other institutions. £500 was also held in CSBP Clackmannanshire Investments Ltd. Appendix 1 shows the analysis of the investment portfolio as at 31 March 2022.
- 3.10 The Council's treasury indicator and limit for investments for 2021/22 was that the maximum principal sum invested for a period greater than 365 days (long-term) was £12m. The approved limits within the Annual Investment Strategy relating to investments were not breached during 2021/22.
- 3.11 As at 31 March 2022 the Council held immediately available cash balances of £33.1m (£32.9m 2020/21), of which £9.1m was held in the Council's bank accounts and a further £24.0m was held in one Money Market Fund (MMF) and two Ultra Short Dated Bond Funds.
- 3.12 A further £8.0m was held with Bank of Scotland in one fixed term and 2 call accounts, as detailed in Appendix A.
- 3.13 During the year, a maturing deposit of £3m was returned to the Council, and £2.5m was invested for a fixed term of twelve months in July 2021. A further £3.5m was invested for two months and £3m was invested for four months maturing during the year. Investments of £3m in a 32 day call account and £2.5m in a 175 day call account were also made and still held as at 31 March 2022. The average level of funds available for longer-term investment during the period to 31 March 2022 was £10.7m.
- 3.14 Investment returns remained at near zero in 2021/22 with some institutions falling into negative rates. The Bank of England and the Government maintained various monetary and fiscal measures, including supplying the banking system and the economy with a large amount of cheap credit so that banks could support businesses in need of cash during the lockdown. The Scottish Government also set aside significant sums for local authorities to pass on to businesses.
- 3.15 These measures meant that for most of the year there was much more liquidity in financial markets than there was demand to borrow, with the consequent effect that investment earnings rates remained low until towards

the turn of the year. As a result the Bank of England and other central banks recognised they would need to lift interest rates to slow down increasing levels of inflation.

- 3.16 The benchmark investment returns over the 12 months ending 31 March 2022, provided by Link Asset Services, are illustrated in the undernoted table:

Table 2: Benchmark Investment Returns 2021/22

Benchmark	Benchmark Return
30 days	0.1304%
90 days	0.1286%
180 days	0.1286%
365 days	0.1389%

*The rates shown above are based on the backward looking Sterling Overnight Index Average (SONIA).

- 3.17 The Council's budgeted cash investment return for returns on investments placed for periods up to 100 days for 2021/22 was 0.10%, which was based on an expected bank rate of 0.10% for 2021/22.
- 3.18 The Council achieved an actual investment return of 0.21% (£22.9k) on all investments for the year ended 31 March 2022. This comprised one £3m twelve month investment at 0.2%, one £5m twelve month investment at 0.05%, one £3.5m one month investment at 0.03%, one £3.0m three month investment at 0.05% and one £3.0m one month investment at 0.03%. Interest rates between 0.00% and 0.15% were achieved on the MMF and USDBF accounts. A return of 0.05% was also achieved on everyday cash investments.
- 3.19 Investment Interest rates have started to rise in the first quarter of 2022/23 in line with increases in the Bank rate. The Council will continue to look at opportunities during 2022/23 to optimise its investment income in line with interest rate and cashflow forecasts.

Capital Outturn for 2021/22

- 3.20 The Council's capital expenditure plans are a key driver of treasury management activity. The TMSS for 2021/22 provided estimates of the total capital expenditure, split between General Fund Services (GF) and Housing Revenue Account (HRA), for 2021/22. The outturn for 2021/22 against budget is shown below:

Table 3: Capital Outturn 2021/22

	Revised Budget at 31 March 2022 £000	Actual Spend to 31 March 2022 £000	(Under)/Over Spend £000
General Fund Services	17,815	10,660	(7,155)
Housing Revenue Account	8,993	5,755	(3,238)
Total	26,808	16,415	(10,393)

- 3.21 The capital programme for 2021/22 was again adversely impacted by the Covid19 pandemic. Many projects faced delays during the financial year due to slow market recovery from the previous years lockdown restrictions, reprioritisation of Council resources and availability of contractors and supplies. For GF this includes projects such as Clackmannan Regeneration, City Region Deal and Digital Infrastructure projects and also includes delays in the delivery of purchased vehicles.
- 3.22 The HRA underspend was mainly across window replacement and new build projects, again, due to the impact of further lockdown restrictions, contractor availability and supply chain issues. For both GF and HRA, unspent budgets of £7.505m and £2.282m respectively were approved to be carried forward into 2022/23 in order to complete those projects that were not able to be completed.

Borrowing Requirement 2021/22

- 3.23 Capital expenditure can be financed by the use of capital receipts, capital grants, developers' contributions or directly from revenue. For any additional requirement the Council will need to undertake borrowing. This additional borrowing will increase the Capital Financing Requirement (CFR) of the Council, therefore the CFR represents the Council's underlying need to borrow for capital purposes and it is used as a key measure in treasury management decisions. Increases in the borrowing requirement are offset by the Loans Fund Principal Repayments. This is the amount required to be charged to revenue each year for previous borrowing and it is charged over the life of the asset. The net figure is the increase in the CFR. The CFR is shown in the table below split between the General Fund and HRA.

Table 4: Borrowing Requirement/CFR 2021/22

	31 March 2021 Actual £000	31 March 2022 Estimate £000	31 March 2022 Actual £000
General Fund	120,666	131,547	122,650
HRA	22,451	21,855	22,147
Total	143,117	153,402	144,797

- 3.24 Overall the CFR for 2021/22 has increased by £1.7m from 2020/21. The General Fund CFR has increased by £2.0m due to in year capital expenditure of £3.9m offset by Loans Fund and Lease repayments of £1.9m.

- 3.25 The HRA CFR has decreased by £0.3m solely due to Loans Fund Principal Repayments. All HRA capital expenditure has been funded by revenue and grant funding therefore there has been no borrowing to increase the CFR.
- 3.26 In summary, the CFR for both General Fund and HRA is less than budgeted due to underspends on both capital programmes in 2021/22 as shown in table 3 and underspends in previous financial years which impacts on the CFR as at 1st April 2021.
- 3.27 Loans Fund repayments are set in line with the Loans Fund Policy which was previously amended by the Council in 2019/20. The policy smooths the repayment profile of debt over the average life of the Councils assets. Further details of the policy are set out in the Treasury Management Strategy Statement 2020/21 approved by Council in February 2020.

Ratio of financing costs to net revenue stream

- 3.28 The Council is required to make estimates of the ratio of capital financing costs to its net revenue stream i.e. the estimate of total income which will be committed towards meeting future costs of borrowing. This ratio is required to assess the affordability of capital investment plans and to provide an indication of the impact of the capital investment plans on the Council's overall finances.
- 3.29 For the General Fund this is the ratio of financing costs of borrowing against net expenditure financed by Government Grant and Council Tax. For the HRA, the indicator is the ratio of financing costs to gross rental income.
- 3.30 The outturn for 2021/22 against the estimate is shown in the following table.

Table 5: Ratio of financing costs to net revenue stream 2021/22

	2021/22 Estimate	2021/22 Actual
General Fund	3.78%	3.74%
Housing Revenue Account	7.57%	7.32%

- 3.31 For both the General Fund and The HRA the actual ration is slightly less than estimated due to underspends across both Capital programmes. This means that the actual costs of borrowing were affordable against the approved budget.

Borrowing Outturn for 2021/22

- 3.32 Borrowing activity is constrained by the prudential indicators for CFR and gross borrowing and by the authorised limit. The Council needs to ensure that gross debt does not, over the medium term, exceed the CFR. An over borrowed position is only permissible in the short term to allow for early

borrowing for future years and recognition of slippage and other funding becoming available but the Council must return to an under borrowed position in future years.

3.33 In line with the Prudential Code, the Council was in an under borrowed position as at 31 March 2022.

3.34 The Council's external borrowing position as at 31 March 2022 is illustrated in the undernoted table:

Table 6: External borrowing at 2021/22

	Actual March 2021 £000	Actual March 2022 £000
Public Works Loan Board (PWLB)	77,098	77,096
Market Loans	18,750	18,688
LOBO Loans	5,000	5,000
Other long term liabilities	37,845	36,672
Total	138,693	137,456
CFR	143,117	144,797
(Under)/Over borrowing	(4,424)	(7,341)

3.35 During the year, loan repayments of £0.002m were made on PWLB loans and £0.062m was repaid towards a SALIX Loan shown within Market Loans above.

3.36 The maturity structure of the PWLB loans, Market loans and LOBO loans are set out in Appendix 2. This also details the upper and lower limits for each category of loan as set out in the 2021/22 TMSS and shows that the Council has not breached these limits.

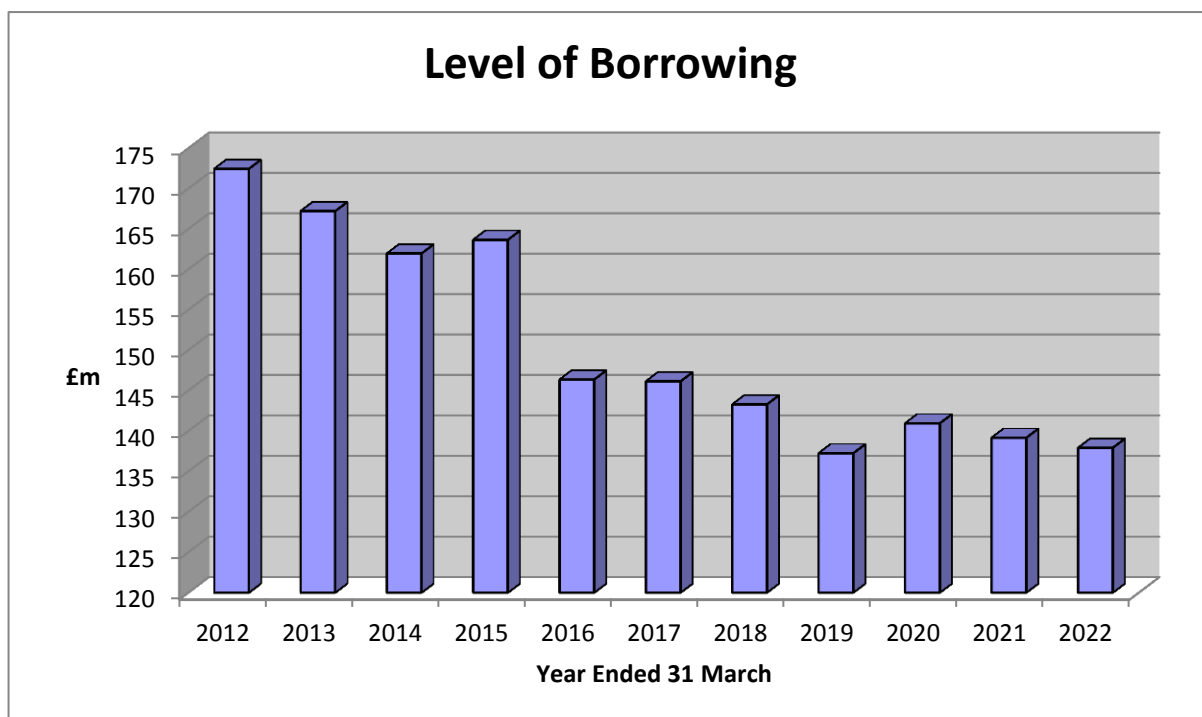
3.37 Under Other long term liabilities, repayments of £1.173m were also made in the year toward the Council's PFI and finance leases.

3.38 In 2012 the Council put in place a policy to minimise long term debt. To ensure debt is minimised, the capital programme was set so that the level of borrowing did not increase over the longer term.

3.39 For 2021/22 Council approved a 20 year Capital Investment Programme covering the years, from 2021/22 to 2040/41. This programme set out planned significant capital investment areas across the Councils Be The Future priorities. In order to support this 20 year capital programme, the previous borrowing strategy to minimise external debt was revised to one that supports growth and investment but also looks to reduce external debt over the longer term.

3.40 The following chart illustrates the actual level of debt at the end of each year up to 31 March 2022.

Chart 1: External debt (actual)



3.41 The chart shows that overall there has been a reduction in cumulative external debt of 20.2% between March 2012 and March 2022, showing that over the longer term the Council is not increasing its level of debt. Repayments towards PFI and finance leases also contribute to this reduction of the Council’s overall level of external debt on an annual basis.

Limits for External Debt

3.42 The Council is required to set an authorised limit for external debt which includes external borrowing (gross of investments) and other long term liabilities such as finance lease obligations. The limit provides a maximum figure that the Council could borrow at any given point during each financial year. The Council also set an operational boundary for external debt which is lower than the authorised limit as it is based on an estimate of the most likely level of external borrowing at any point in the year.

Table 5: Authorised Limit for External Debt 2021/22

	2021/22 £000
Authorised Limit for External Debt	164,000
Operational Boundary for External Debt	152,000
Gross External Debt as at 31 March 2022	137,456

3.43 The Council did not exceed either the authorised limit or the operational boundary during 2021/22 and was £14.5m below the operational boundary as at 31 March 2022.

Borrowing in advance of need

- 3.44 The Council did not borrow in advance of need in the year ended 31 March 2022 and has no intention to borrow in advance in 2022/23.

Debt Rescheduling

- 3.45 Debt rescheduling opportunities have been very limited in the current economic climate given the consequent structure of interest rates which has impacted on PWLB new borrowing rates since October 2010. Consequently no debt rescheduling has been undertaken during 2021/22.

Compliance with Treasury and Prudential Limits

- 3.46 It is a statutory duty for the Council to determine and keep under review the affordable capital expenditure limits. The Council's Treasury and Prudential Indicators (affordability limits) are included in the approved TMSS.
- 3.47 During the year the Council has operated within the treasury and prudential indicators set out in the Council's TMSS and in compliance with the Council's Treasury Management Practices. The Prudential and Treasury Indicators are shown at Appendix 2.

4.0 Conclusions

- 4.1 Throughout 2021/22 the Council has complied with its legislative and policy requirements including its Treasury Management Strategy and Prudential Indicators.
- 4.2 The Council achieved an actual return on investment of 0.21% generating income of £22.9k from short term cash investments.
- 4.3 During the year borrowing reduced through repayments of £0.064m towards long term debt and £1.173m towards PFI and Finance leases, reducing other long term liabilities.

5.0 Sustainability Implications

- 5.1 None

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.

Yes

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

6.4 *Staffing*

6.5 None

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 tick)

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)

Treasury Management Policy Statement and Practices

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?

N/A Yes No

10.0 Legality

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

11.0 Appendices

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

Appendix 1 – Investment Portfolio as at 31 March 2022

Appendix 2 - Prudential and Treasury Indicators as at 31 March 2022

12.0 Background Papers

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

Yes (please list the documents below) No

Treasury Management Strategy Statement (TMSS) 2021/22 - report to Council March 2021

Treasury Management Mid-Year Report – report to Council December 2021

Author

NAME	DESIGNATION	TEL NO / EXTENSION
Helen Coleman	Team Leader – Corporate Accountancy	2256
Lindsay Sim	Chief Finance Officer	2022

Approved by

NAME	DESIGNATION	SIGNATURE
Lindsay Sim	Chief Finance Officer	
Stuart Crickmar	Strategic Director Partnership and Performance	

APPENDIX 1: Investment Portfolio as at 31 March 2022

Borrower	Principal £000	Interest Rate	Type
Bank of Scotland	20	Variable (Base rate less 0.1%)	Instant Access
Royal Bank of Scotland plc	9,086	0.01% (balances above £1m)	Instant Access
Other Accounts	128	N/A	Petty Cash
Total Cash and Cash Equivalents	9,234		

Short Term Investments	Principal £000	Interest Rate	Start Date	Maturity Date
Bank of Scotland plc	2,500	0.05%	23/07/2021	25/07/2022
Bank of Scotland plc	2,500	Variable (Base rate less -0.04%)	23/07/2021	30/05/2022
Bank of Scotland plc	3,000	0.03%	08/03/2022	30 day call account
Aberdeen Standard Money Market Fund	6,000	Variable	Instant Access	
Aberdeen Standard Short Duration Fund	13,000	Variable	4 working days	
Blackrock Money Market Fund	5,000	Variable	Instant Access	
CSBP Clackmannanshire Investments Ltd	1			
Total Short Term Investments	32,001			

TOTAL INVESTMENTS	41,235
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APPENDIX 2: Prudential and Treasury Indicators as at 31 March 2022

Treasury Indicators	2021/22 Approved Budget £000	2021/22 Outturn at 31 March 2022 £000
Authorised limit for external debt	164,000	154,000
Operational boundary for external debt	152,000	152,000
Gross external debt*	138,693	137,456
Investments	35,951	41,235
Net borrowing	102,742	96,221

*As at 31 March 2022, Gross external debt consisted of £100.784m fixed rate borrowing and £36,672m liabilities in relation to PFI and finance leases

Maturity structure of fixed rate borrowing - Upper and lower limits (excluding PFI and Finance Leases)	Upper and Lower Limits	Fixed Rate Borrowing as at 31 March 2022 £000	% of Total Fixed Rate Borrowing
Under 12 months	25% - 0%	3,008	2.98%
12 months to 2 years	25% - 0%	0	0.00%
2 years to 5 years	50% - 0%	3,670	3.64%
5 years to 10 years	75% - 0%	5,600	5.56%
10 years and above	100% - 0%	88,506	87.82%
Total Fixed Rate Borrowing		100,784	100.00%

APPENDIX 2: Prudential and Treasury Indicators as at 31 March 2022

Prudential Indicators	2021/22 Revised Budget £000	2021/22 Outturn at 31 March 2022 £000	Variance/ Movement £000
Capital expenditure - General Fund Services	17,815	10,660	(7,155)
Capital expenditure - Housing Revenue Account	8,993	5,755	(3,238)
Capital Financing Requirement (CFR) - General Fund	131,547	122,650	(8,897)
Capital Financing Requirement (CFR) - HRA	21,855	22,147	292
Annual change in CFR - General Fund	(1,430)	1,984	3,414
Annual change in CFR - HRA	(2,718)	(304)	2,414
In year borrowing requirement	8,277	6,878	(1,399)
Ratio of financing costs to net revenue stream - General Fund	3.78%	3.74%	(0.04%)
Ratio of financing costs to net revenue stream - HRA	7.57%	7.32%	(0.25%)

Report to Clackmannanshire Council

Date of Meeting: 6 October 2022

Subject: Closure of Council on 19 September 2022

Report by: Strategic Director – Partnership and Performance

1.0 Purpose

- 1.1. This paper invites Council to note that with the exception of emergency service provision, the Council closed on Monday 19 September 2022 to allow staff to mark the funeral of the Her Majesty Queen Elizabeth II.

2.0 Recommendations

Council are invited to:

- (i) **Note** that, as part of the accession ceremony, His Majesty King Charles III designated Monday 19 September 2022 a Bank Holiday in Scotland.
- (ii) **Note** that Human Resource Advice Note HRA 22-09 SPDS issued by the employers function of CoSLA advised that Councils that chose to recognise the event could do so by granting either an additional bank holiday or an additional day of annual leave.
- (iii) **Note** that to formally approve a bank holiday a special meeting of Council would have been required.
- (iv) **Note** that an additional day of annual leave was granted by the Chief Executive, under delegated authority, in consultation with the Council Leaders, Leaders of the Labour and Conservative Groups and Councillor Quinn, as the Council's Green Party representative, to allow staff, on the day of Her Majesty Queen Elizabeth II state funeral, to pay their respects.
- (v) **Note** a pro-rata leave entitlement will be given to those staff that do not work on a Monday.
- (vi) **Note** that where staff were required to undertake work no enhancement was given as the day was not formally designated a public holiday however staff who were required to work will be able to take the equivalent time back within the leave year.

- (i) **Note** the guidance issued by Scottish Government related to schools and early learning and childcare settings (paragraph 3.5)
- (ii) **Note** the exemption from the statutory requirement to provide 190 days of schooling. (paragraph 3.6)
- (iii) **Note** the provision related to 1140 Hours (paragraph 3.8) and that Education colleagues will offer the time to ELC on an alternative date, at the parents/carers request.
- (iv) **Note** that those families who are entitled to free school meals will receive a payment to their bank account for this day.
- (v) **Note** that adjustments to leave entitlement will be made by the Council's HR team.

3.0 Considerations

- 3.1. Her Majesty Queen Elizabeth II was the longest serving British Monarch having reigned for over 70 years.
- 3.2. The Country celebrated the Platinum Jubilee in June 2022 and in September we, as a nation, mourned the Loss of Her Majesty Queen Elizabeth II.
- 3.3. Each local council in Scotland has powers to make certain days 'local' public holidays.
- 3.4. As an employer we are not required to give paid leave on bank holidays however the Council does recognise 7 fixed paid public holidays which are contained with the terms and conditions of staff. These are:

New Year	01 and 02 nd January
Easter	Good Friday and Easter Monday
May	First Monday in May
Christmas	25 th and 26 th December

- 3.5. The Scottish Government advised that schools and other settings across Scotland that would normally have been closed on a bank holiday should close on that day as mark of respect.
- 3.6. Scottish Government advised that authorities could apply for an exemption from the requirement to provide 190 days of schooling for the schools in their area.

- 3.7. The People Directorate made application, and were granted, exemption to provide 190 days of schooling in order to allow closure of Schools etc.
- 3.8. Scottish Government indicated there remains a requirement for parents to be entitled to 1140 hours of child care.
- 3.9. The Council's Senior Manager – HR and Workforce Development engaged with the JTUC Branch Secretary to inform and discuss matters relating to the additional day of annual leave.

4.0 Sustainability Implications

- 4.1. None

5.0 Resource Implications

5.1. Financial Details

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

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

5.4. Staffing

None

6.0 Exempt Reports

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

7.0 Declarations

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

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

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

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

8.0 Equalities Impact

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

Yes No

9.0 Legality

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

10.0 Appendices

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

None

11.0 Background Papers

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

Yes (please list the documents below) No

Author(s)

NAME	DESIGNATION	TEL NO / EXTENSION
Chris Alliston	Senior Manager – HR and Workforce Development	2184

Approved by

NAME	DESIGNATION	SIGNATURE
Stuart Crickmar	Strategic Director – Partnership and Performance	

Report to Clackmannanshire Council

Date of Meeting: 6 October 2022

Subject: HR Policies

Report by: Strategic Director – Partnership and Performance

1.0 Purpose

- 1.1. This paper seeks Council approval of the new Pregnancy Loss Policy / Procedure

2.0 Recommendations

Council are asked to:

- 2.1. **Challenge** and **comment** on the paper as appropriate.
- 2.2. **Approve** the Pregnancy Loss Policy and Procedure which is attached at Appendix 1.
- 2.3. **Note** that the Policy group met on the 23 August 2022 and extensive discussions took place with both Trade Unions and Management at this meeting in the formation and development of this Policy and procedure.
- 2.4. **Note** that following these discussions, minor revisions/amendments were made and agreed by those policy group members who had been in attendance.
- 2.5. **Note** that on 14 September 2022 the Tripartite agreed that the Pregnancy Loss Policy and Procedure be presented to Council for approval.

3.0 Considerations

- 3.1. Pregnancy loss is sadly more common than many people think. An estimated one in four pregnancies ends in miscarriage (source: The Miscarriage Association); one in every 200 births in the UK each year is classed as stillborn. Given these statistics and that Clackmannanshire Council's workforce is predominantly female (75.36%) it is anticipated that there are likely to be employees who will experience pregnancy loss.

- 3.2 Clackmannanshire Council aims to facilitate an open, understanding working environment and has introduced the Pregnancy Loss policy and procedure.
- 3.3 The Pregnancy Loss policy and procedure is designed to provide guidance and a compassionate response to employees who experience pregnancy loss.
- 3.5 We recognise our responsibilities under the Equality Act 2010 and this policy enhances the support and assistance available to employees coping with pregnancy loss. In addition, this policy recognises that pregnancy loss is a bereavement, and one not isolated to women or heterosexual couples.
- 3.6 This policy makes no assumptions about how employees suffering a loss feel, or how they want to be treated. Instead it aims to outline the support that is available, and advice that may be useful, should an employee need it.
- 3.7 This policy will complement the provisions of the Special Leave Policy, the Family Friendly Policy and the Work Life Balance & Flexible Working Policy.

4.0 Sustainability Implications

- 4.1. None

5.0 Resource Implications

5.1. Financial Details

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

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

5.4. Staffing

6.0 Exempt Reports

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

7.0 Declarations

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

(1) **Our Priorities** (Please 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
Women and girls will be confident and aspirational, and achieve their full potential
Our communities will be resilient and empowered so that they can thrive and flourish

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

8.0 Equalities Impact

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

Yes No

9.0 Legality

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

10.0 Appendices

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

1. Pregnancy Loss Policy
2. Pregnancy Loss Procedure
3. EQIA

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 X

Author(s)

NAME	DESIGNATION	TEL NO / EXTENSION
Sarah Farmer	Team Leader – Policy and Operations	01259 452172

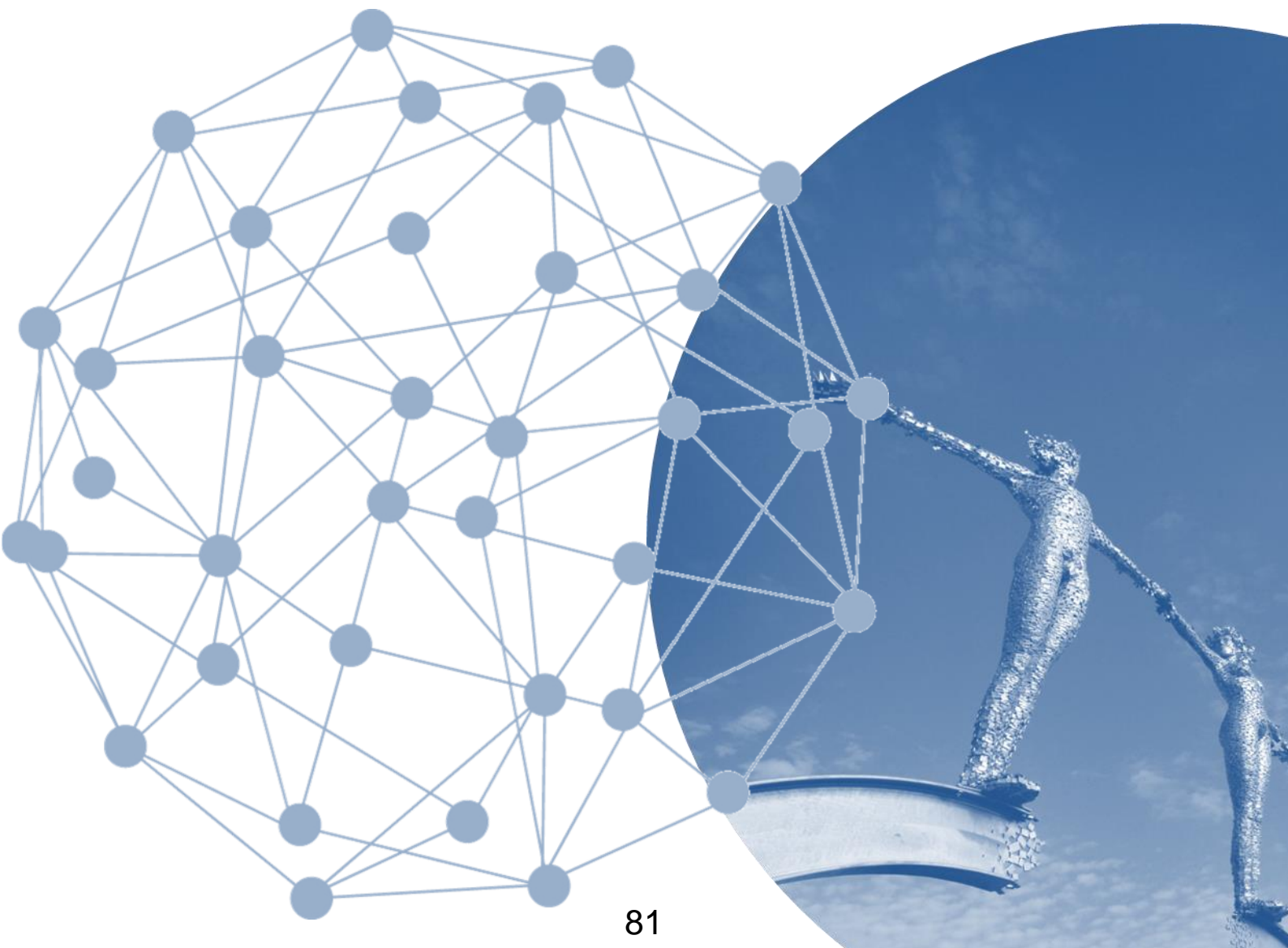
Approved by

NAME	DESIGNATION	SIGNATURE
Stuart Crickmar	Strategic Director – Partnership and Performance	



Pregnancy Loss Policy

2022



DOCUMENT CONTROL SHEET

Key Information

Title	Pregnancy Loss Policy
Date Issued	July 2022
Date Effective From	
Version Number	0.2
Document Type	Policy
Document Status	Final
Author	Human Resources - Policy and Strategy
Owner	Partnership and Performance - HR and Workforce Development
Approver	Council
Approved by and Date	Council and date
Contact	HR and Workforce Development

Revision History

Version	Date	Summary of Changes	Name	Changes Marked
0.1	July 2022	Draft	Human Resources – Policy and Strategy	N/A
0.2	August 2022	Policy Group Members Review	Human Resources – Policy and Strategy	N/A

PREGNANCY LOSS POLICY

1.0 Policy Statement

- 1.1 Clackmannanshire Council recognises the sensitive and often very distressing nature of pregnancy loss and is aware of the importance that bereaved parents are given the time to grieve properly.
- 1.2 The Pregnancy Loss policy and procedure is designed to provide guidance and a compassionate response to employees who experience pregnancy loss.
- 1.3 The Council is committed to supporting all employees who suffer the loss of a pregnancy, whether it happens directly to them, their partner or their baby's surrogate mother, regardless of the nature of the loss and the employee's length of service.
- 1.4 In recognition of our commitment to supporting our valued workforce, our policies are based on the relevant statutory requirements and National Conditions of Service for family related leave and pay.
- 1.5 This policy will support Clackmannanshire Council's commitment to Equal Opportunities and in keeping with our Core values.
- 1.6 We recognise the implications of, and our responsibilities under, the Equality Act 2010 and this policy enhances the support and assistance available to employees coping with pregnancy loss.

In addition, this policy recognises that pregnancy loss is a bereavement, and one not isolated to women or heterosexual couples.
- 1.7 This policy makes no assumptions about how employees suffering a loss feel, or how they want to be treated. Instead it aims to outline the support that is available, and advice that may be useful, should an employee need it.
- 1.8 Ensuring effective support early on and continued intervention will likely contribute to the bereaved employee's overall mental health and wellbeing, theoretically reducing the potential for ongoing or future absence.
- 1.9 This policy will complement the provisions of the Special Leave Policy, the Family Friendly Policy and the Work Life Balance & Flexible Working Policy.

2.0 Scope

- 2.1 This policy is for all employees who suffer a pregnancy loss, whether it happens directly to them, their partner or their baby's surrogate mother; line managers of employees who are experiencing or have experienced such losses; and colleagues who wish to support fellow employees through pregnancy loss.

3.0 Principles of the Policy

- 3.1 The principles of the Pregnancy Policy are to:

- Ensure that the Council adhere to all of its statutory responsibilities with regard to family related employment legislation;
- Help staff come to terms with their loss;
- Inform employees of their entitlements to leave and pay in times of bereavement and pregnancy loss;
- Ensure that managers and staff understand their role and responsibilities and support them to do this;
- Encourage managers to have sympathetic discussions and to adopt a flexible approach to support the employee to cope with their loss and to balance work;
- Contribute to employees mental health and wellbeing overall;
- Ensure that every effort is made to ensure that all staff are treated in a fair, consistent, sympathetic and understanding manner in decision making with regard to pregnancy loss, including IVF and Fertility treatments; and
- Ensure that all staff are aware of the support measures in place which can support a return to work.;
- Maintain confidentiality.

- 3.2 Where employees feel that they have not been treated with dignity and respect, fairly or sensitively during or after pregnancy loss, they should speak with their Line Managers manager in the first instance, Service HR Business Partner or Trade Union Representative.

4.0 Monitoring & Review

- 4.1 Both Senior Management and Trade Union Representatives will monitor the effectiveness of this policy on an ongoing basis. Amendments will be made as and when deemed necessary and, where appropriate, after consultation with recognised Trade Unions.

5.0 Equality Impact Assessment

Policy Name	Pregnancy Loss
Department	Partnership and Performance – HR and Workforce Development
Policy Lead	Human Resources – Policy and Strategy
Equality and Fairer Scotland Impact Assessment	
Full Assessment Completed	Yes
Date Approved	
Review Date	





Pregnancy Loss Procedure

2022



DOCUMENT CONTROL SHEET

Key Information

Title	Pregnancy Loss Procedure
Date Issued	July 2022
Date Effective From	
Version Number	0.2
Document Type	Procedure
Document Status	Final
Author	Human Resources - Policy and Strategy
Owner	Partnership and Performance - HR and Workforce Development
Approver	Council
Approved by and Date	Council and date
Contact	HR and Workforce Development

Revision History

Version	Date	Summary of Changes	Name	Changes Marked
0.1	July 2022	Draft	Human Resources – Policy and Strategy	N/A
0.2	August 2022	Policy Group Members Review	Human Resources – Policy and Strategy	N/A

PREGNANCY LOSS PROCEDURE

1.0 Introduction

- 1.1 Pregnancy loss is sadly more common than many people think. An estimated one in four pregnancies ends in miscarriage (source: The Miscarriage Association); one in every 200 births in the UK each year is classed as stillborn; and it is estimated that one in three women will have an abortion in their lifetime. Given these statistics and that Clackmannanshire Council's workforce is predominantly female (75.36%) it is anticipated that there are likely to be employees who will experience pregnancy loss.
- 1.2 The experience of pregnancy loss is poorly understood due to the silence surrounding it. It varies from person to person, but it can be an incredibly painful event that has a lasting physical and emotional impact on those experiencing it and their families, no matter the nature of the loss or when it happens.
- 1.3 Getting the right support at work is crucial and we are committed to supporting all employees who suffer the loss of a pregnancy, whether it happens directly to them, their partner or their baby's surrogate mother, regardless of the nature of their loss, and whatever their length of service.
- 1.4 Clackmannanshire Council aims to facilitate an open, understanding working environment.
- 1.5 The Council will ensure it meets its obligations under the Equality Act 2010.
- 1.6 This procedure should be read in conjunction with the Pregnancy Loss Policy.

2.0 Purpose

- 2.1 The purpose of this procedure is to ensure that we are there to support our staff and to help them come to terms with their loss and assist them to return to work by:-
 - Promoting and supporting employees to discuss individual arrangements to support them through their loss with their line manager;
 - Ensuring that all staff are aware of the support measures in place, and their entitlements to pay and leave within the different policy provisions;
 - Making reasonable adjustments where ever possible;

- Supporting staff who have experienced pregnancy loss through Occupational Health Support, PAM Assist counselling and any other appropriate means; and
- Providing line managers with guidance on how to provide a fair and consistent process when dealing with such devastating experiences.

2.2 To try to give a better understanding of pregnancy loss, the different types of loss have been detailed below with definitions and links added to provide further information. When reading, please bear in mind that every individual's experience is unique.

Please note: it can be hard to find the right language to use when describing pregnancy loss. Clackmannanshire Council has chosen to use the most widely-used and accepted terms within this procedure but welcomes feedback.

2.3 The term 'Pregnancy loss' includes but is not limited to:

Miscarriage	The spontaneous loss of pregnancy until 24 weeks of gestation. This includes those women affected by loss through fertility treatment from the point of embryo transfer.	Learn more about miscarriage: https://www.nhs.uk/conditions/miscarriage/
Stillbirth	The loss of a baby after 24 weeks, before or during birth.	Learn more about stillbirth: https://www.nhsinform.scot/illnesses-and-conditions/pregnancy-and-childbirth/stillbirth
Abortion	A medical or surgical procedure to end a pregnancy.	Learn more about abortion: https://www.nhsinform.scot/tests-and-treatments/surgical-procedures/abortion
Ectopic pregnancy	When a fertilised egg implants and grows outside of the main cavity of the uterus.	Learn more about ectopic pregnancy: https://www.nhsinform.scot/illnesses-and-conditions/pregnancy-and-childbirth/ectopic-pregnancy
Molar pregnancy	A rare form of pregnancy in which a non-viable fertilised egg implants in the uterus and will fail to reach full term.	Learn more about molar pregnancy: https://www.nhs.uk/conditions/mo

		lar-pregnancy/
Neonatal loss	The loss of a baby within the first 28 days after they are born, often caused by premature births or genetic disorders.	Learn more about neonatal loss: https://www.tommys.org/baby-loss-support/neonatal-death-information-support#:~:text=What%20does%20neonatal%20death%20mean,is%20known%20as%20a%20stillbirth.

3.0 Supporting Employees after Pregnancy Loss

- 3.1 We are committed to supporting anyone experiencing pregnancy loss, regardless of their length of service, and whether they are in the office or working remotely. Everyone’s experience is different, and an employee is entitled to discuss bespoke arrangements with their line manager and Service HR Business Partner if needed, based on their individual circumstances.
- 3.2 Emotional and physical recovery from a pregnancy loss varies for each individual. We appreciate that it does not have a time limit and employees may find they need to take further sickness leave after having returned to work, which is understood. Employees should feel supported when requesting time off to recover from loss.
- 3.3 It’s important that you contact your line manager as soon as possible if you are affected by pregnancy loss, so that they know what’s happening and how they can support you. While we would encourage you to let your line manager know so that they can support you during this difficult time and help you return to work, if you would prefer not to tell anyone, you may find it helpful to have a confidential conversation with:-
- Your Trade Union Representative;
 - Your Service HR Business Partner;
 - PAM Assist;
 - A trusted colleague; OR
 - A Mental Health First Aider.
- 3.4 Pregnancy loss is a challenging often emotional time for all involved. For any employees experiencing domestic abuse linked to pregnancy loss our Domestic Abuse policy may provide additional support.

- 3.5 For absence management purposes, any sickness absence that is recorded as pregnancy related does not count towards absence triggers.
- 3.6 However, if someone is off longer term, we do need to manage the employee's absence in line with absence management. In these situations, line managers are encouraged to carry out a long term informal support and guidance meeting with an employee to ascertain what adjustments may be required to help support the employee return to work following their loss. This meeting is purely a supportive measure to ensure that we have considered adjustments and employee needs as an employer. This meeting will also provide an opportunity to discuss what the employee would like their line manager to tell their work colleagues.

3.7 Pregnancy Loss after 24 weeks (Stillbirth and Neonatal loss)

Employees who sadly experience a stillbirth after the 24th week of pregnancy, or a neonatal loss (the loss of a baby within the first 28 days after they are born), will still retain their right to full maternity leave of up to 52 weeks and maternity pay where eligible. In these circumstances, employees should refer to the Family Friendly procedure, Section 1, Maternity Leave Guidance on Connect for more information.

All employees who experience the loss of child under 18 (including stillbirth and neonatal loss) are entitled to Parental Bereavement Leave and Pay, which is incorporated into Clackmannanshire's Special Leave policy. Further information is available on Connect - Special Leave, Section 6, Bereavement.

3.8 Contact following pregnancy loss after stillbirth or neonatal loss

If an employee does choose to take maternity leave following pregnancy loss after 24 weeks (stillbirth) or a neonatal loss, line managers should maintain reasonable contact with employees to communicate any changes that may be taking place within the organisation, discuss the employee's plans for returning to work, or update them with any developments at work, job vacancies or training during leave, unless the employee requests otherwise.

3.9 Pregnancy Loss before 24 weeks (Miscarriage)

In the sad event that an employee loses their baby on or before the 24th week of pregnancy, you are not entitled to maternity leave or pay but may be eligible to sickness absence leave and pay. Normal certification and notification procedures will apply here and a GP Medical certificate will be required. For further information please visit our Maximising Attendance & Employee Wellbeing procedure which can be found on Connect.

3.10 Special Leave (Pregnancy Loss)

The Council recognises the need to provide immediate support to employees in times of bereavement and loss. Therefore in addition to any other leave entitlement, all parents regardless of the age of the child they have lost, including parents who suffer a pregnancy loss at any point in the pregnancy will be entitled to and granted 2 weeks paid Special Leave.

This leave can be taken by the child's birth parent, adoptive parent, the partner of the child's parent or adoptive parent – anyone with parental responsibility for the child.

This leave can be taken by all employees, regardless of their length of service.

This leave can be taken at the end of the maternity leave period or paternity leave.

4.0 Returning To Work

4.1 Returning to work after pregnancy loss can be incredibly challenging. Employees are encouraged to have an ongoing discussion with their line manager about necessary adjustments (see Work Life Balance & Flexible Working on Connect for further information).

4.2 We acknowledge that everyone's experience is different, and an employee is entitled to discuss bespoke arrangements to best support them with their line manager, and Service HR Business Partner if needed, based on their individual circumstances.

5.0 Work Life Balance & Flexible Working

5.1 Clackmannanshire Council recognises that flexibility is a key support to anyone suffering a pregnancy loss, and aims to facilitate flexible working wherever possible. Clackmannanshire Council has an established Work Life Balance & Flexible Working Policy that can be found on Connect. Employees can request a permanent change to their contract or a more temporary/flexible change to help them cope with their pregnancy loss.

5.2 Some examples of Flexible Working that could be considered following a pregnancy loss include:-

- A phased return to work;
- More time working from home, subject to role requirements;

- More breaks and time away from their computer;
- Flexibility to work in other areas of the building when in the office;
- Earlier start times and finish times to avoid peak travel times when travelling into the office;
- A request to reduce working hours on a temporary basis; and
- Turning their camera off when on video calls.

5.3 Please note that this list is not exhaustive, rather it highlights some of the different ways that we can support employees. An employee's specific requirements should be discussed and agreed between them and their line manager. Any adjustments or Flexible Working arrangements agreed should be reviewed on a regular basis to ensure they continue to meet the needs of the employee.

6.0 Medical Appointments and Support

6.1 Employees are encouraged to speak to their GP when they are experiencing pregnancy loss or have experienced pregnancy loss if not already done.

6.2 For employees experiencing symptoms of pregnancy loss whilst in the office, they can contact their nominated First Aider who may be able to respond to certain aspects or symptoms of pregnancy loss.

You can request a female first aider if preferred.

6.3 Employees are entitled to paid time off to attend medical appointments (or to accompany their partners) relating to pregnancy loss which do not fall within an agreed period of leave, including but not limited to medical examinations, scans and tests, and mental health-related appointments. For more information, please see the Special Leave Policy on Connect.

6.4 Line Managers should recognise that it will not always be possible for employees to arrange these appointments around the demands of their work due to the nature of pregnancy loss, and should support employees in managing the impact of time away from work.

6.5 Time to attend necessary appointments will normally be paid in line with the Council's Special Leave provisions.

6.6 Employees can access free, professional and confidential counselling through PAM Assist. For further details, please go to the 'Internal/External Support and Related Information' section at the end of this document.

6.7 Employees may also find it most useful to speak to someone who is specially trained in their specific type of pregnancy loss. Clackmannanshire Council therefore recommends speaking to one of

the specialist organisations recommended under the ‘Internal/External Support and Related Information’ section at the end of this document.

- 6.8 Before returning to work and as part of informal long term support and guidance, your line manager will discuss with you whether or not you wish to be referred to Occupational Health.
- 6.9 In situations where an employee who has suffered pregnancy loss after 24 weeks decides not to take maternity leave but rather, to return to work early, it is the line manager’s responsibility to contact the Health & Safety Team to discuss a risk assessment in these circumstances i.e. an employee who has expressed a desire to return to the workplace following a stillbirth or a neonatal loss may require a private area to express milk.

7.0 IVF and Fertility

- 7.1 If pregnancy loss occurs after the employee or their partner have had fertility treatment from the point of embryo transfer onwards please note this procedure still applies.

8.0 Roles and Responsibilities

- 8.1 The following table identifies and outlines our responsibilities as employees, colleagues, line managers and Clackmannanshire Council when dealing with pregnancy loss.

<p>Employees</p>	<ul style="list-style-type: none"> ➤ Are encouraged to educate themselves about pregnancy loss and become familiar with the terms of this procedure; ➤ Understand what information is available, and seek advice and guidance when needed; ➤ Be as open and honest as possible with line managers – reviewing and working through the available options together to ensure appropriate measures that support your needs are in place, which also allows their line manager to make any necessary arrangements; ➤ Agree to keep their line manager informed to ensure that the right support is being provided; and ➤ If unable to speak to their line manager, or if their line manager is not supportive, speak to their Service HR Business Partner, Trades Union or any of the individuals listed under Appendix 1 ‘Internal/External Supports and Related Information’ for further advice if needed.
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<p>Colleagues</p>	<ul style="list-style-type: none"> ➤ Are encouraged to support colleagues who suffer pregnancy loss, contacting their Service HR Business Partner or any of the individuals listed under Appendix 1 'Internal/External Supports and Related Information' for advice if needed. This guide may help you understand more about the support you can offer.
<p>Line Managers</p>	<ul style="list-style-type: none"> ➤ Review available resources on Connect to support employees through pregnancy loss, when one of their direct reports is in need of support; ➤ Ensure they are aware of the support Clackmannanshire Council provides and the terms of this procedure; ➤ Ensure all members of their team are aware of this policy and know where to find information and seek support; ➤ Treat all parents and partners equally; ➤ Provide a compassionate response, referring to the management guide which provides useful advice on how to discuss pregnancy loss with an employee; ➤ Ensure they listen to the needs of each employee individually and are open and willing to have discussions about pregnancy loss, ensuring confidentiality where requested by the employee; ➤ Work together with the employee to ensure that the right support is provided that satisfies the employee and Clackmannanshire Council needs; and ➤ Agree a suitable time and date to check-in with an employee before they return to work after pregnancy loss, and put in regular follow up check-ins to review any support and make any necessary adjustments that an employee may need. These regular check-ins are particularly important when working remotely, as it can be harder to spot when an employee is suffering.
<p>Clackmannanshire Council :</p>	<ul style="list-style-type: none"> ➤ Will ensure it reviews its health and wellbeing policies and practices on a regular basis; ➤ Ensure we have provisions to support employees experiencing pregnancy loss; and ➤ Listen to and work with employees to support and drive change in relation to pregnancy loss.

9.0 Data Protection

- 9.1 The Council processes personal data collected during Pregnancy Loss in accordance with its Data Protection Policy. In particular, data collected as part of the Special Leave, Family Friendly and Work Life Balance & Flexible Working procedure is held securely and accessed by, and disclosed to, appropriate individuals in the management of the Pregnancy Loss process. Inappropriate access or disclosure of employee data constitutes a data breach and should be reported in accordance with the Council's data protection policy immediately. It may also constitute a disciplinary offence, which will be dealt with under the organisation's disciplinary procedure.

10.0 Monitoring & Review

- 10.1 Both Senior Management and Trade Union Representatives will monitor the effectiveness of this policy on an ongoing basis. Amendments will be made as and when deemed necessary and, where appropriate, after consultation with recognised trade unions.

11.0 Equality Impact Assessment

Policy Name	Pregnancy Procedure
Department	Partnership and Performance – HR and Workforce Development
Policy Lead	Human Resources – Policy and Strategy
Equality and Fairer Scotland Impact Assessment	
Full Assessment Completed	Yes
Date Approved	
Review Date	

Clackmannanshire Council
Pregnancy Loss Procedure



Equality and Fairer Scotland Impact Assessment - Screening

Title of Policy:	Pregnancy Loss
Service:	Partnership and Performance
Team:	HR and Workforce Development

Will the policy have to go to Council or committee for approval	Yes
Is it a major policy, significantly affecting how functions are delivered?	No
Does it relate to functions that previous involvement activities have identified as being important to particular protected groups?	No
Does it relate to an area where the Council has set equality outcomes?	No
Does it relate to an area where there are known inequalities?	No
Does it relate to a policy where there is significant potential for reducing inequalities or improving outcomes?	No

IF YES TO ANY - Move on to an Equality & Fairer Scotland Assessment

IF NO - Explain why an Equality & Fairer Scotland Assessment is not required

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APPROVAL

NAME	DESIGNATION	DATE

NB This screening exercise is not to be treated as an assessment of impact and therefore does not need to be published. However, if you decide not to assess the impact of any policy, you will have to be able to explain your decision. To do this, you should keep a full record of how you reached your decision.

Equality and Fairer Scotland Impact Assessment - Scoping

Purpose of the proposed policy or changes to established policy

The Pregnancy Loss policy is a new policy which is being introduced to Clackmannanshire Council.

Pregnancy loss is sadly more common than many people think. An estimated one in four pregnancies ends in miscarriage (source: The Miscarriage Association); one in every 200 births in the UK each year is classed as stillborn; and it is estimated that one in three women will have an abortion in their lifetime. Given these statistics and that Clackmannanshire Council's workforce is predominantly female (75.36%) it is anticipated that there are likely to be employees who will experience pregnancy loss.

The experience of pregnancy loss is poorly understood due to the silence surrounding it. It varies from person to person, but it can be an incredibly painful event that has a lasting physical and emotional impact on those experiencing it and their families, no matter the nature of the loss or when it happens.

Getting the right support at work is crucial and we are committed to supporting all employees who suffer the loss of a pregnancy, whether it happens directly to them, their partner or their baby's surrogate mother, regardless of the nature of their loss, and whatever their length of service.

Clackmannanshire Council aims to facilitate an open, understanding working environment and has introduced the Pregnancy Loss policy and procedure.

The Pregnancy Loss policy and procedure is designed to provide guidance and a compassionate response to employees who experience pregnancy loss.

In recognition of our commitment to supporting our valued workforce, our policies are based on the relevant statutory requirements and National Conditions of Service for family related leave and pay.

This policy will support Clackmannanshire Council's commitment to Equal Opportunities and in keeping with our Core values.

We recognise the implications of, and our responsibilities under, the Equality Act 2010 and this policy enhances the support and assistance available to employees coping with pregnancy loss.

In addition, this policy recognises that pregnancy loss is a bereavement, and one not isolated to women or heterosexual couples.

This policy makes no assumptions about how employees suffering a loss feel, or how they want to be treated. Instead it aims to outline the support that is available, and advice that may be useful, should an employee need it.

This policy will complement the provisions of the Special Leave Policy, the Family Friendly Policy and the Work Life Balance & Flexible Working Policy.

Clackmannanshire Council intend to sign up to the Miscarriage Association's Pregnancy Loss Pledge which demonstrates our commitment to supporting our staff through the distress of miscarriage and agree to:-

Encourage a supportive work environment where people feel able to discuss and disclose pregnancy and/or loss without fear of being disadvantaged or discriminated against;

Understand and implement the rules around pregnancy-related leave, ensuring staff feel able to take the time off they need;

Show empathy and understanding towards people and their partners experiencing pregnancy loss;

Implement a pregnancy loss policy or guidance, or ensure it is included in sickness, bereavement or other workplace policies – being mindful of the needs of partners, too;

Encourage line managers to access in-house or external guidance (such as that available on the [MA website](#) on how to support someone experiencing pregnancy loss; and Support people back to work by being responsive to their needs and showing flexibility wherever possible.

Special Leave (Pregnancy Loss)

The Council recognises the need to provide immediate support to employees in times of bereavement and loss. Therefore in addition to any other leave entitlement, all parents regardless of the age of the child they have lost, including parents who suffer a pregnancy loss at any point in the pregnancy will be entitled to and granted 2 weeks paid Special Leave.

Which aspects of the policy are particularly relevant to each element of the Council's responsibilities in relation to the General Equality Duty and the Fairer Scotland Duty?

General Equality Duty -

➤ Eliminating unlawful discrimination, harassment and victimisation and other prohibited conduct

The provision of the new pregnancy loss policy and procedure should assist with the elimination of discrimination for protected characteristics as individuals who have a protected characteristic have a mechanism to support them should they feel they have been treated inconsistently or unfairly. The particular characteristics this would remove any potential discrimination from in particular would be sex and pregnancy.

➤ Advancing equality of opportunity between people who share a relevant protected characteristic and those who do not

Having due regard for advancing equality involves removing or minimising disadvantages suffered by people due to their protected characteristics. The Council's proposals for the introduction of the Pregnancy policy and procedure should assist with minimising disadvantages for employees who share protected characteristics.

➤ Fostering good relations between people who share a protected characteristic and those who do not.

This element of the Duty is more relevant to the Council's role as service provider, and there is relatively limited direct relevance to this particular policy/procedure.

Fairer Scotland Duty -

➤ Reducing inequalities of outcome caused by socioeconomic disadvantage

This policy and procedure should assist with the retention of staff given that they can see that the organisation ensure that employees are treated in a fair and consistent way and can raise concerns regarding without fear of retribution.

To which of the equality groups is the policy relevant?		
Protected Characteristic	Yes/No*	Explanation
Age	No	This policy and procedure is intended to ensure fair treatment for all employees, irrelevant of their age, who suffer the loss of a pregnancy.
Disability	No	Applies equally to all employees.
Gender Reassignment	No	This policy and procedure will be implemented consistently in its approach to the support provided regardless of the employee's gender.
Marriage and civil partnership	No	This protected characteristic is not directly relevant to this procedure and it is not anticipated that there could be any differential impact on people on the grounds that they are married or in a civil partnership. The Council is committed to supporting all employees who suffer the loss of a pregnancy, whether it happens directly to them, their partner or their baby's surrogate mother, regardless of the nature of the loss.
Pregnancy and Maternity	Yes	Clackmannanshire Council's workforce is predominantly female (75.36%) and it is anticipated that there are likely to be employees who will experience pregnancy loss. There is a separate Family Friendly policy and procedure in place.
Race	No	This policy and procedure will be implemented consistently in its approach to the management of pregnancy loss regardless of the employee's race.
Religion and Belief	No	This policy and procedure will be implemented consistently in its approach to the management of pregnancy loss regardless of the employee's religion/belief. It can be noted that 1.2% of staff indicated that they affiliate with a minority religion.
Sex	Yes	There may be more of an impact of this procedure from a gender perspective such as individuals working part time for example, as in Scotland 86.9% of men in employment are in full time employment compared to 57.5% of women. Any concerns can be raised through the grievance procedure.
Sexual Orientation	No	This characteristic is as relevant as others in terms of individuals could raise any concerns through the grievance procedure.

What evidence is already available about the needs of relevant groups, and where are the gaps in evidence?

The evidence referred to above includes evidence from Scotland's Census Results, the Equality and Human Rights Commission, regional employment patterns, publications on poverty and income inequality, the Scottish Health Survey and statistics published by Police Scotland.

In terms of internal evidence, reference has been made to the most recently published staff equality data.

Which equality groups and communities might it be helpful to involve in the development of the policy?

The procedure has been developed in consultation with recognised trade unions, along with elected manager representatives will be involved in the review of the draft policy and procedure at policy group. Discussion have taken place at policy group on the content or the policy procedure and suggested amendments/additions have been agreed collectively.

Next steps

The council will take steps to ensure that this procedure is understood and applied fairly by managers. In addition, advice, guidance and support will be provided from Service HR Business Partners on the application of the procedure.

Encouraging managers to be mindful of the Council's commitment to support staff and to take into account the needs of protected groups.

Equality and Fairer Scotland Impact Assessment - Decision

Evidence findings		
<p>The evidence highlights that the introduction of this policy/procedure may have a positive impact on protected groups.</p> <p>This new procedure however ensures there is a removal of potential for discrimination against females employees experiencing pregnancy loss.. The overall commitment to support employees should assist the Council in demonstrating that is has paid due regard to the General Equality Duty.</p>		
Details of engagement undertaken and feedback received		
<p>This procedure has been developed in consultation with recognised trade unions who, along with Council Management, form the Council's Policy Group. In addition, the policy/procedure will be considered by Tripartite (Elected Members, Unions and Management). It will also be reviewed and hopefully formally adopted, by the Partnership and Performance Committee on behalf of the Council.</p>		
Decision/recommendation		
<p>Having considered the potential or actual impacts of this policy, the following decision/ recommendation is made:</p>		
Tick	Option 1: No major change	
√	<p>The assessment demonstrates that the policy is robust. The evidence shows no potential for unlawful discrimination and that all opportunities have been taken to advance equality of opportunity and foster good relations, subject to continuing monitoring and review.</p>	
	<p>Option 2: Adjust the policy – this involves taking steps to remove any barriers, to better advance equality or to foster good relations. It may be possible to remove or change the aspect of the policy that creates any negative or unwanted impact, or to introduce additional measures to reduce or mitigate any potential negative impact.</p>	
	<p>Option 3: Continue the policy – this means adopting or continuing with the policy, despite the potential for adverse impact. The justification should clearly set out how this decision is compatible with the Council's obligations under the duty.</p>	
	<p>Option 4: Stop and remove the policy – if there are adverse effects that are not justified and cannot be mitigated, consideration should be given to stopping the policy altogether. If a policy leads to unlawful discrimination it should be removed or changed.</p>	
Justification for decision		
<p>This assessment finds no indication that the procedure will unlawfully discriminate against protected groups, and that a systematic approach has been taken to ensure that he procedure does not discriminate and takes into account the diverse needs and circumstances of individuals. Steps to monitor the equality impact have been agreed, along with practical to promote fair use.</p>		
APPROVAL		
NAME	DESIGNATION	DATE

Report to Clackmannanshire Council

Date of Meeting: 6 October 2022

Subject: Council Health & Safety Strategy & Action Plan 2022-2025

Report by: Strategic Director, Partnership and Performance

1.0 Purpose

- 1.1. The paper invites Council to agree the Health and Safety Strategy for the period 2022 – 2025.

2.0 Recommendations

- 2.1. **It is recommended that Council agrees** the Health and Safety Strategy at Appendix 1.

3.0 Considerations

- 3.1. In 2017 Gallagher & Basset reviewed the Council's Health and Safety Management System and made a number of recommendations for improvements. The action plan from this has been the key driver in Health & Safety work since that time.
- 3.2. Discussion at Senior Leadership Group meetings over several months have highlighted a need to revise the Council's approach to Health and Safety to ensure we get the transformational change needed for continuous improvement in our Health & Safety Management System.
- 3.3. The Strategy has been developed building on work carried out in February 2022 which looked at the Behavioural Safety Culture within the organisation.
- 3.4. The Strategy also refreshes the Council's approach to ensure that the work towards better Health and Safety standards fits in with the wider Be the Future programme.

Proposed Strategy

3.5. To address these challenges five key themes are proposed:

- Leadership and Management
- Competence
- Risk Management
- Health and Wellbeing
- Collaborative/Partnership working

3.6 Each theme has a number of improvement actions and the action plan identifies the steps required to achieve each of these and how we will monitor the success of the actions.

4.0 Sustainability Implications

4.1. None

5.0 Resource Implications

5.1. *Financial Details*

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

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

5.4. *Staffing*

6.0 Exempt Reports

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

7.0 Declarations

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

(1) **Our Priorities** (Please 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)

7.1 The Strategy supports implementation of the Council Health & Safety Policy.

8.0 Equalities Impact

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

Yes No

9.0 Legality

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

10.0 Appendices

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

Council Health & Safety Strategy & Action Plan 2022-2025

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
Seonaid Scott	Health & Safety Manager	2174

Approved by

NAME	DESIGNATION	SIGNATURE
Stuart Crickmar	Strategic Director, Partnership and Performance	

Health and Safety

Strategy & Action Plan
2022-2025

**Be the
Future**



1. Introduction

The Health and Safety Strategy for 2022-2025 has been developed to support our aim of promoting and ensuring high standards of Health and Safety in all that we do.

The Strategy aims to support the strategic and operational management of the Council and looks to go beyond the traditional health and safety role of simply preventing harm.

The Strategy commits the Council to continually improve the health and safety of its staff and any other person affected by its activities.

The Strategy is not just about achieving compliance, it aims to develop, implement and embed:

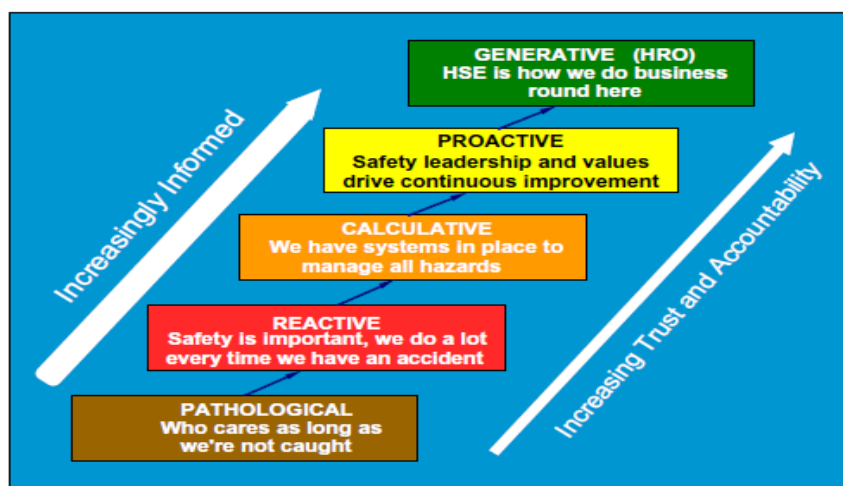
- Efficient, proactive and pragmatic systems of delivering health and safety
- A safe and healthy environment for staff and those affected by our activities
- A robust health and safety culture across all directorates of the Council
- Effective means of protecting stakeholders, including staff and all those affected by our activities from harm.

The Strategy describes in broad terms what our approach to health and safety is and what we intend to do, which in turn is supported by an action plan and a suite of robust H&S policies and procedures.

2. Background

All the Council's corporate objectives are more effectively realised in an environment that is both healthy and safe, where a positive safety culture is encouraged, legislative compliance is achieved and all staff and stakeholders are fully and meaningfully engaged.

A recent review of our Safety Culture found the Council to be "Reactive". This means that there is some good work going on, but that it tends to be in reaction to specific events rather than a more systematic approach. The Council is committed to progressing towards a "Generative" culture and the actions identified in this plan build on the issues identified in the study.



Robust and comprehensive health and safety management underpins all the work of the Council. This is achieved by ensuring staff work in a safe and healthy environment, are aware of their responsibilities with regard to their own and their colleague's health and safety and the duty the Council has to safeguard health and safety.

The Council must ensure that it complies with all health and safety legislation and requirements of enforcing authorities. The Council will continue to work with all relevant bodies including the Health and Safety Executive (HSE) and Scottish Fire & Rescue Service to improve the standards of health, safety and wellbeing across the Council.

3. Developing Key themes of the Strategy

The key challenge for successful implementation and delivery of the strategy is how we build upon the progress we have made so far and further embed health and safety into the operations of the Council.

The ability to not only maintain but develop further the effectiveness of our health and safety management system gained through the significant progress achieved over the last few years is vital.

Strategic Health and Safety Themes

The adoption of the undernoted key strategic themes and associated performance indicators will support, embed and further enhance what we have achieved to date.

These themes will assist us in achieving an improved balance between systems and behavioural aspects of management. In addition, they will ensure that health and safety is an integral part of management generally rather than perceived as being separate to, and not part of, day to day activities.

The Key themes identified for our 2022-2025 strategy are:

- 1) Leadership and Management
- 2) Competence
- 3) Risk Management
- 4) Health and Wellbeing
- 5) Collaborative/Partnership working

1. Leadership and Management

Successful health and safety management and leadership comes from, and is driven by, the Chief Executive, Strategic Directors and Senior Managers. **Visible** and **active** commitment to health and safety demonstrate a **strong and clear commitment** which will be embraced by other members of staff.

Proactive management and ownership of health and safety is a clear indication of a positive health and safety culture.

The activities/key performance indicators necessary to promote this theme are:

1. Maintaining and strengthening an effective communication system through the Councils management structure
2. Demonstrating that Health and Safety management is integrated in all business decisions
3. Maintaining regular reviews of health and safety performance
4. Ensuring appropriate resources are provided for the effective management of health and safety
5. Ensuring all staff receive appropriate Health and Safety induction and training
6. Ensure strategic health and safety aims are communicated and embedded throughout the Council
7. Develop communications plan in conjunction with Communications Team to ensure ongoing delivery of key health and safety messages

2. Competence

Effective health and safety management requires competence at every level of our organisation.

Competence is defined as having the training, skills, knowledge and experience to work safely. In this context, it is the ability for every member of staff to recognise foreseeable risks and have the ability to take steps to control them. For the Council competence also means having health and safety practices, procedures and standards which are used consistently across every service area.

The activities/key performance indicators necessary to promote this theme are:

1. Ensuring we have competent staff who ensure all policies and procedures are up to date and reflect best practice.
2. Making sure internal policies, procedures, guidance and advice are understood and easily accessible to staff and, where applicable, visitors and contractors.
3. Ensuring staff are aware of how they can access competent and professional advice
4. Using appropriate risk management/risk assessment techniques across all directorates/service areas
5. Ensuring comprehensive training programs and opportunities are available to staff to ensure they develop the right skills and knowledge.

3. Risk Management

Effective and proportionate risk management should ensure both legal compliance and the safety of staff.

The activities/key performance indicators necessary to promote this theme and support staff are:

1. Systematically identifying all hazards across the Council
2. Ensuring that health and safety is always an integral part of the planning and review processes at Council and also directorate/service area levels
3. Ensuring the effective implementation of the Councils fire safety policy in all premises
4. Developing a suite of lagging / leading health and safety performance indicators
5. Ensuring a robust Health and Safety audit programme is in place.
6. Improving reporting, recording and investigation of accidents, incidents and near misses.

4. Health and Wellbeing

Positive health and wellbeing can support a reduction in absenteeism, improve physical fitness and mental wellbeing and as a result can increase productivity.

The activities/key performance indicators necessary to promote this theme and support staff are:

1. Promoting and encouraging participation and support initiatives that enhance occupational health and wellbeing for staff
2. Implementing the measures outlined in the Mental Health & Wellbeing Strategy.
3. Promoting and maintaining a Health Working Lives programme.

5. Collaborative and Partnership working

Successful health and safety management is a collective responsibility in which we all must play a part. This responsibility must be embedded through clear demonstration of management standards.

The activities/key performance indicators necessary to promote this theme and support staff are:

1. Developing initiatives to encourage collaborative/partnership working with key stakeholders, partners and union colleagues.
2. Ensuring appropriate and effective communications channels exist for the dissemination of all health and safety information
3. Developing occupational health and safety system in accordance with HSE H&S management system (HSG65)¹ principles.
4. Identify, develop, implement and embed technological solutions to improve compliance monitoring and reporting arrangements.
5. Maintaining effective and efficient management and control of contractors within our premises and on our work sites.

¹ <https://www.hse.gov.uk/pubns/books/hsg65.htm>

4. Making it Happen

The main responsibility for health and safety of staff and visitors rests with the Chief Executive and Strategic Directors. The day to day operational management of health and safety is delegated to senior managers, line managers and supervisors.

The Health and Safety Team has a pivotal role to play in the development and monitoring/assurance of the implementation of the Health and Safety Strategy.

The day-to-day management of health and safety is the responsibility of line managers but the Health and Safety Team, in partnership with others, including our union colleagues, will work to enable and empower managers and others to actively manage health and safety with the same degree of expertise to the standards of other core business activities.

The Health and Safety Team will work closely with all directorates and services, Trade Unions and other stakeholders to promote ownership of health and safety across the Council and will develop the corporate health and safety action plan supporting this strategy.

During the first year of the plan (2022/23) we will focus on embedding and targeting risk, including:

- i. Completion of a health & safety audit programme
- ii. Introduction of health & safety training programme
- iii. Ensuring all key activities have suitable and sufficient risk assessments in place.

In order for this strategy to be effective senior management have role and responsibility:

Role	Responsibility
Chief Executive & Strategic Directors	<ul style="list-style-type: none">• Owner of health and safety strategy.• Review progress against plan• Ensure sufficient resources are allocated to achieve objectives
Senior Managers	<ul style="list-style-type: none">• Ensure effective implementation of strategy within their sphere of influence• Report service/directorate progress against plan
Health & Safety Team	<ul style="list-style-type: none">• Monitor progress against plan• Report to SLG, Executive H&S Committee and Audit Committee.

Action plan

In order to achieve the objectives of the strategy a Health & Safety Action Plan has been developed.

Theme 1: Leadership & Management			
Objective	KPI	Success indicator	Owner
1.1 Maintaining and strengthening an effective communication system through the Council's management structure	Record of corporate and service health and safety meetings, publication of health and safety briefings. Number of Toolbox talks delivered at service levels.	Meetings are being held and accurate minutes are kept and published. Toolbox talks are recorded and uptake reported through the SLG and published on the Council intranet.	Senior Managers /H&S Team
1.2 Demonstrating that Health and Safety management is integrated in all business decisions.	Inclusion of health and safety consideration as part of the decision making process.	Documented evidence that health and safety is being considered e.g. where there is a planned reduction in staff have H&S considerations been considered and risks identified.	SLG / Senior Managers
1.3 Maintaining regular reviews of health and safety performance.	Health and safety audit programme in place including thematic audits of service areas.	Successful completion of audit programme. Two thematic audits per year and publication of all completed health and safety management audit findings.	H&S Team
1.4 Ensuring appropriate resources are provided for the effective management of health and safety.	Inclusion of appropriate health and safety considerations as part of the budget setting process.	Evidence of resource allocation for compliance with health and safety legislation.	SLG
1.5 Ensuring all staff receive appropriate Health and Safety induction and training.	All new staff complete the health and safety induction programme.	Records of completed training are up to date and reported to management.	Line Mangers / H&S Team
1.6 Ensuring strategic health and safety aims are communicated and embedded throughout the Council.	Strategy communicated across Council on approval.	Strategy is communicated to all staff via health and safety briefings. Engage with staff during premises and site visits to ensure cascaded, understood and is being effectively implemented.	SLG/ Line managers/H&S Team
1.7 Develop communications plan in conjunction with Communications Team to ensure ongoing delivery of key health and safety messages	No of Comms campaigns delivered	Health and Safety messages communicated to all levels of the organisation using the most effective channels	Comms Team / H&S Team

Theme 2: Competence			
Objective	KPI	Success indicator	Owner
2.1 Ensuring we have competent staff who ensure all policies and procedures are up to date and reflect best practice.	Development of health and safety competency matrix for each job role.	Progressive implementation of competency matrix. Up to date policies, procedures and risk assessments in place.	H&S Team / Senior Managers
2.2 Making sure internal policies, procedures, guidance and advice are understood and easily accessible to staff and, where applicable, visitors and contractors.	Development and deployment of learning and development tools and information sources suited to the needs of all levels of staff within the Council. Clear improvement in the results of the Behavioural Safety Culture Study.	Increased understanding and wide spread use of the learning and information resources provided. Regular reporting of toolbox talks and uptake of mandatory core H&S training to SLG. This will include the use of Clacks Academy and bespoke tools for hard to reach staff. Improvements in results of Behavioural Safety Culture Study, completed biannually. Aim to reach Proactive level by 2024.	H&S Team / Line Managers
2.3 Ensuring staff are aware of how to they can access competent and professional advice.	Level of contact established between staff and the Health and Safety Team.	Increased contact with Health and Safety Team from staff at all levels within the Council. Promotional Campaign of who the H&S Team are, their role and how they can be contacted.	H&S Team
2.4 Using appropriate risk management/ risk assessment techniques across all service areas.	Level of use of the health and safety risk management tools and forms provided by the Health & Safety Team	Increase in the number of appropriate forms used and submitted to the H&S Team. Increased use of technological solutions such as Evotix Assure.	Senior Managers
2.5 Ensuring comprehensive training programs and opportunities are available to staff to ensure they develop the right skills and knowledge.	Number of appropriate Health & Safety courses available to staff.	Increased take up of health and safety training opportunities in all formats i.e. e-learning, classroom based learning and blended learning formats.	H&S Team / Line Managers

Theme 3: Risk Management			
Objective	KPI	Success indicator	Owner
3.1 Systematically identifying all hazards across the Council.	Risk assessment programme developed and in place.	Year on year increase in the number of risk assessments documented with their findings implemented appropriately.	Line Managers
3.2 Ensuring that health and safety is always an integral part of the planning and review processes at Council and directorate/service area levels.	Documented evidence of the inclusion of relevant health and safety matters e.g. Bipartite minutes, TU Management, Executive H&S, Operational H&S, Budget discussions	Evidence of the positive impact health and safety considerations have made during the processes.	SLG
3.3 Ensuring the effective implementation of the Council's fire safety policy in all premises	Implementation of actions from fire risk assessment programme for all Council owned buildings.	Fire risk assessment findings/recommendations effectively implemented. Escalation process in place for any continued non-compliance	Premises Duty Holders / Property Team / H&S Team
3.4 Developing a suite of lagging / leading health and safety performance indicators.	Suite of indicators developed.	Staged introduction of indicators based on service area maturity levels.	H&S Team / Senior Managers
3.5 Ensuring a robust Health and Safety Audit programme is in place	Areas audited according to audit plan.	Year on year improvement in audit outcomes measured with the audit finding implemented by the agreed time scale.	H&S Team / Line Managers
3.6 Improving reporting, recording and investigation of accidents, incidents and near misses.	All incidents are reported timeously and investigated.	Levels of reporting & investigation increased. No adverse outcomes from enforcement agency follow-up.	Senior Managers

Theme 4: Health & Wellbeing			
Objective	KPI	Success indicator	Owner
4.1 Promoting and encouraging participation and support initiatives that enhance occupational health and wellbeing for staff.	Greater awareness amongst staff of occupational health and wellbeing issues.	Reduction in reporting of occupational health and wellbeing issues. Increased uptake in wellbeing initiatives.	Senior Managers
4.2 Implementing the measures outlined in the Mental Health & Wellbeing Strategy.	Increased competence in supporting mental ill-health related issues	Increase in managers and staff trained to support mental ill health.	H&S Team
4.3 Promoting and maintaining a Healthy Working Lives programme	Activities and promotions aimed at the health and wellbeing of staff	Increase in employees taking up activities to support their health and wellbeing.	H&S Team

Theme 5: collaborative and Partnership Working			
Objective	KPI	Success indicator	Owner
5.1 Developing initiatives to encourage collaborative/ partnership working with key stakeholders, partners and union colleagues.	Progress made with joint working between employee representatives, management and the Health and Safety team.	Effective joint inspections, task based risk assessments and health and safety initiatives. Number and frequency to be agreed.	TUs / H&S Team
5.2 Ensuring appropriate and effective communication channels exist for the dissemination of all health and safety information.	Increased take up of available health and safety resources.	Greater health and safety awareness throughout the workforce, evidenced through health and safety management audits, risk assessment reviews and training outcomes. Improved performance in Behavioural Safety Culture Study.	H&S Team / Comms Team
5.3 Developing occupational health and safety system in accordance with HSE H&S management system (HSG65) principles.	Quarterly update reports and annual meetings with managers.	Increased awareness and ownership of safety system evidenced, evidenced through health and safety management audits, risk assessment reviews etc.	H&S Team / Strategic Directors / Senior Managers
5.4 Identify, develop, implement and embed technological solutions to improve compliance monitoring and reporting arrangements	Solutions reduce burden of compliance monitoring.	Evidence of improved compliance recorded through systems such as Evotix.	H&S Team
5.5 Maintaining effective and efficient management and control of contractors within our premises and on our work sites.	All contractors engaged by the Council have been subject to a health and safety management system /competency assessment evaluation.	All contractor HS documentation evaluated prior to the commencement of work and the results published on Evotix. Effective co-operation and consultation maintain with contractors regarding Council expectations.	Senior Managers

Report to Council Committee

Date of Meeting: 6 October 2022

Subject: National Improvement Framework Report and Plan, Scottish Attainment Challenge Fund Plan

Report by: Chief Education Officer

1.0 Purpose

- 1.1. This report presents the National Improvement Framework (NIF) Report 21/22 and Plan 2022/23 and the Scottish Attainment Challenge Fund Plan 2022/23.

2.0 Recommendations

- 2.1. It is recommended that the Council Committee note and comment on the Report and Plans at Appendices 1, 2 and 3.

3.0 Considerations

- 3.1. Both the National Improvement Framework Report and Plan and the Scottish Attainment Challenge Fund align with the three strategic themes embedded within Be the Future:

- Empowering families and communities
- Sustainable Inclusive Growth
- Health and Wellbeing

3.1.1 The actions contained within the NIF Plan will ensure that improved outcomes are delivered for children and young people, families, individuals and communities. Additionally, a further improvement priority to embed the United Nations Convention on the Rights of the Child is included in the NIF Plan, as required by Scottish Government.

3.1.2 A redesigned approach to the Scottish Attainment Challenge has seen funding to the current nine Challenge Authorities of £43 million distributed equitably between 32 local authorities. This has significantly reduced the finance available for the Clackmannanshire Programme Plans, with funding tapered down over the next four years (2022-2025).

- 3.1.3 Further detail on the Scottish Attainment Funding Plan will be brought to the new Children and Young People's Board approved by Council on 11 August.
- 3.1.4 The service is committed to progressing workforce development and leadership plans to support the transformation of services.

3.2 Key Developments

- 3.2.1 The NIF Report contains detailed progress against the actions agreed in last year's plan. In particular, progress in the following areas should be highlighted:
- 3.2.2 **Positive Destinations** - 95.9% of young people in Clackmannanshire entered an initial positive destination, which remains higher than the national average. Additionally, 39.5% of young people entered Higher education, an increase of 8.5 percentage points on the previous year.
- 3.2.3 **Digital Devices** - Year 2 of Education Services 1:1 Device Project focused on secondary schools, with all S2 to S6 cohorts and School Support Services receiving a Chromebook and all EASN learners at Lochies, Alva Primary ASD and Alloa Academy EASN receiving an iPad.
- 3.2.4 **UNCRC** - Clackmannanshire Council has worked in partnership with the Forth Valley and West Lothian Regional Improvement Collaborative (RIC) on the implementation of the United Nations Convention on the Rights of the Child (UNCRC) Scotland Bill. Children's Parliament Project Team worked with learners in Banchory and St Serf's primary schools on a national project aimed at supporting the implementation of UNCRC, while it is incorporated into Scots law. They produced a range of practical resources for adults to use to make children's rights real in jobs, and to provide practical tips on gathering children's views. These interactive resources were officially launched by the Members of the Children's Parliament (MCPs) in May 2022 and have been shared across the Directorate.
- 3.2.5 **Family Wellbeing Partnership** - Working in partnership with Columba 1400 and funded by the Scottish Government's Social Innovation Partnership, Clackmannanshire's Family Wellbeing Partnership is taking a whole systems approach, seeking fundamental change across public sector approaches, embedding the ongoing work Clackmannanshire Council is leading on the Wellbeing Economy. Work has commenced towards a 365 school, where, multi-agency partnerships include support for families around benefits and family qualifications.
- 3.2.6 **Attainment** – Although there have been some dips in attainment as a result of Covid, there have been improvements in certain areas. There is a fall in the attainment of literacy in primary across the authority to **59.6%** and also nationally. Despite the fall in achievement, the poverty

related attainment gap in Literacy in Clackmannanshire narrowed in 2020/21 and is narrower than the national gap. There was also an increase in percentage of S4 pupils gaining 5 or more awards at Level 5 and above in 2020/21 and S5 pupils gaining 5 or more awards at Level 6 and above.

3.2.7 **Area of focus** - Targeted support to raise attainment for children and young people impacted by poverty continues to be a priority within all of our establishments. Scottish Attainment funding has provided Learning Assistant additionality to 12 out of 18 primary establishments to enhance the implementation of small group interventions at first level. However, due to the challenges of Covid and resultant issues with recruitment, there was a delay in the planned appointment of a number of Learning Assistants. This has had implications on the timescales and delivery of the plan. Plans to continue this model will continue in session 22/23 with 5 out of 18 of our primary establishments receiving learning assistant additionality.

4.0 Sustainability Implications

4.1. None

5.0 Resource Implications

5.1. *Financial Details*

5.2. None

5.3. *Staffing*

There are no implications for staffing arising from the NIF Plan and Report. The reduction in Scottish Attainment Challenge funding will have implications for staff and this will be progressed in line with Council policy and procedures.

6.0 Exempt Reports

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

7.0 Declarations

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

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

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

- Our families; children and young people will have the best possible start in life
- Women and girls will be confident and aspirational, and achieve their full potential
- Our communities will be resilient and empowered so that they can thrive and flourish

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

8.0 Equalities Impact

- 8.1 Have you undertaken the required equalities impact assessment to ensure that no groups are adversely affected by the recommendations?
 Yes 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) National Improvement Framework Report 2021/222
 (Appendix 2) NIF Plan 2022/23
 (Appendix 3) Scottish Attainment Challenge Fund Plan 2022/23

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

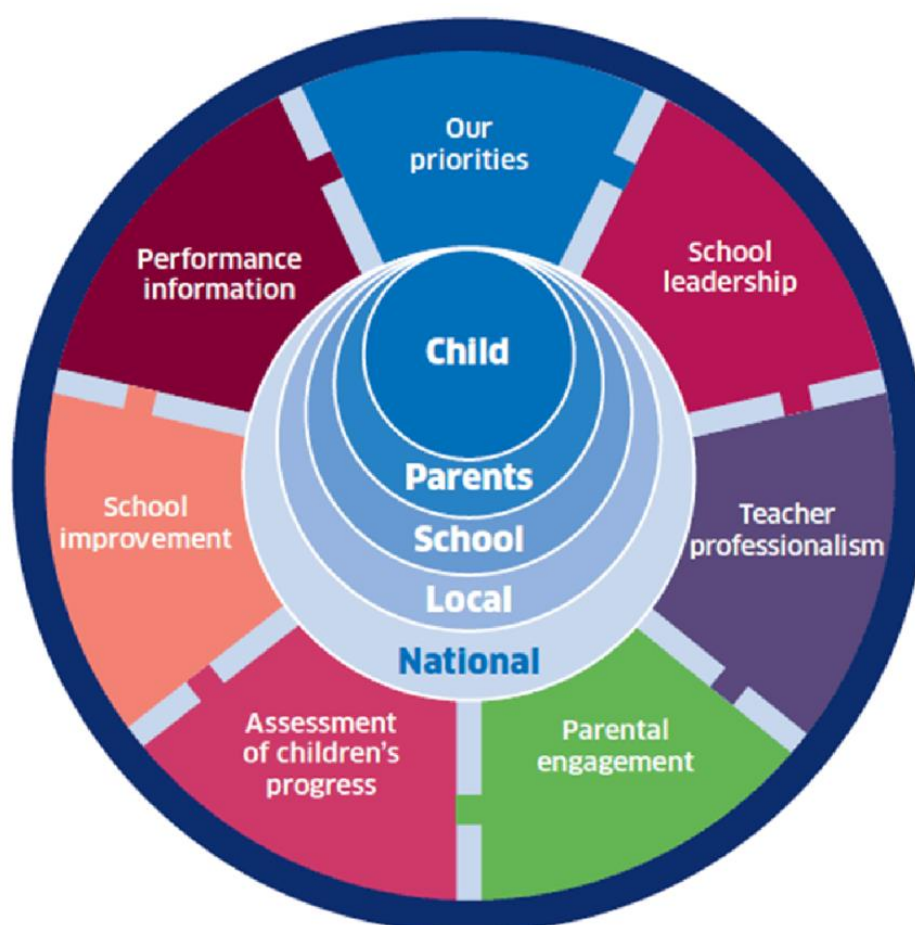
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Lorraine Sanda	Strategic Director	

National Improvement Framework Report 2021/22



Towards an empowered, connected, self-improving system to achieve excellence and equity for all



Contents

PEOPLE SERVICE OVERVIEW - EDUCATION	3
CLACKMANNANSHIRE PROFILE	6
BUDGET 2021-22	10
DELIVERY PLAN AND MEASUREMENT	11
NATIONAL IMPROVEMENT FRAMEWORK 2021/22 PROGRESS OVERVIEW	13
APPENDIX A - Key Performance Indicators Report	

People Service Overview - Education

The People Service is committed to improving outcomes for children, young people, families and communities.

The People Service brings together Education, Children's Social Work and Criminal Justice into one Directorate. The management functions of these services are coordinated by the Strategic Director, to improve communication, create efficiencies, and develop co-production thereby achieving a more integrated service.

Our mission is to **educate, protect, support and promote the achievements and health & wellbeing of every child**, with a particular focus on our most vulnerable children, including our Care Experienced children, young people and families.

Emerging Themes for 2021-2022

This report demonstrates how Education, as part of the People Service, seeks to deliver against the strategic priorities of the National Improvement Framework taking into account the following emerging and new areas of development. These have been identified in the 2022-2023 Plan and are referenced in the main report.

● Strategic Equity Funding

In November 2021, the Scottish Government announced the next phase of the Scottish Attainment Challenge and through the publication of the Framework for Recovery and Accelerating Progress set out its mission to

- *“use education to improve outcomes for children and young people impacted by poverty, with a focus on tackling the poverty-related attainment gap.”*
- support education recovery, increase pace of, and reduce variation in progress.
-

<https://www.gov.scot/publications/scottish-attainment-challenge-framework-recovery-accelerating-progress/documents>

Through Strategic Equity Funding, Clackmannanshire must undertake considered approaches to achieve the mission of the Scottish Attainment Challenge, with a clear focus on delivering equity and excellence through improving outcomes for learners impacted by poverty by

- continuing our collective commitment to equity in education
- mitigating the impact of poverty on children's outcomes
- tackling the poverty-related attainment gap

The refresh of the Scottish Attainment Challenge, (SAC) has created challenges with a reduction in the finance available Interventions supporting closing the poverty related attainment gap and ensuring equity and excellence across the SAC Programme (highlighted within the 2021-2022 National Improvement Framework (NIF) Plan) have been reviewed with those having the greatest impact being the focus of 2022-2023.

The Care Experienced Children and Young People Fund continues to enable Clackmannanshire, as corporate parents, to make strategic decisions around how best to improve the attainment of Care Experienced children and young people. Decisions are informed by robust data (high quality, timely and complete) and take account of care experienced voices in order to ensure that activity is centred on overcoming the barriers to achieving the best outcomes for care experienced children and young people.

Clackmannanshire Council People Directorate remains committed to the Scottish Government's shared ambition of No One Left Behind (NOLB), to deliver an approach to employability that focuses on the needs of the individual first and foremost and to tackle inequalities, including young people with care experience. The Clackmannanshire Local Employability Partnership has commissioned two new programmes for 16 - 19 year olds in vulnerable groups to address this.

By working collegiately, consideration has also been taken to make sure that the utility and reach of Pupil Equity Funding (PEF) supports our shared approaches and stretch aims.

This is ensuring that the use of all Attainment Scotland Funding at school and local authority level is aligned across wider strategic planning.

● COVID-19 Pandemic – Recovery

The Covid-19 pandemic has been hugely disruptive to children, families and educators. Evidence of progress, as detailed in this report (2021/22) focuses on how our service adjusted to the on-going impact of COVID-19 during the start of the Academic Year 2021 and the on-going adaptations.

Establishments continue to have clear contingency plans and risk assessments for pupils and staff becoming Covid symptomatic/ testing positive. The need for and sufficiency of these protective measures continue to be kept under constant review and have impacted on some planned progress.

Clackmannanshire, in partnership with statutory and third sector partners and agencies continue to offer support to the mental health and wellbeing of children, young people and educators, taking into account those with additional support needs. Balancing progress in learning with children and young people's social and emotional needs, particularly as a result of the pandemic continues to be a priority.

● Family Wellbeing Partnership

The development of the Family Wellbeing Partnership aims to improve the wellbeing and capabilities of families and young people across Clackmannanshire, giving them a voice and agency.

Working in collaboration with the Social Innovation Partnership, (Scottish Government and The Hunter Foundation) the approach seeks to invest in solutions, in partnership with all stakeholders, to tackle poverty and through shared values, attitudes and behaviours, develop innovative and creative solutions to what matters most across our communities.

Improvement Planning

This report sets out the rationale, strategies, actions and performance measures which ensure that ongoing improvement remains the norm.

NIF Key Priorities 2022

Placing the human rights and needs of every child and young person at the centre of education

Improvement in children and young people's health and wellbeing

Closing the attainment gap between the most and least disadvantaged children and young people

Improvement in skills and sustained, positive school-leaver destinations for all young people

Improvement in attainment, particularly in literacy and numeracy.

While the revised NIF (2022) identifies 5 key priorities, this report focuses on the 4 priorities from 2021 with progress reported against its **6 key drivers**:

- School and ELC Leadership
- Teacher and practitioner professionalism
- Parent/carer involvement and engagement
- Curriculum and assessment
- School and ELC improvement
- Performance information

It is clear as we report against our activities within this report there is interconnectivity meaning "success in one [Driver] contributes to success in others".

Our improvement is closely monitored against a comprehensive set of performance measures.

The key priorities and drivers apply to all children, young people, their parents and carers, and all educators within Education: Community Learning and Development, Libraries and Leisure, Educational Psychology, Sports Development, Estates, Early Learning and Childcare, Additional Support for Learning, Strategic Equity Funding and Improving Outcomes (Broad General Education and

Senior Phase).

Plans: Our Improvement Plans are informed by the latest research both nationally and internationally, on-going assessment, consultation and review of School Improvement Planning whilst also recognising our local context. We continue to respond to national policy developments, strategies, plans and priorities, aiming to meet the challenges of any new national initiatives. As detailed in our NIF Plan 2021/22, we fully adhere to National Directives such as:

- Children's Rights - United Nations Convention on the Rights of the Child (UNCRC)
- The Promise
- Getting It Right for Every Child (GIRFEC)
- Curriculum for Excellence
- The Education (Additional Support for Learning) (Scotland) Act 2004 (as amended 2009)
- Children and Young People (Scotland) Act 2014
- Developing the Young Workforce

In addition, improvement is focussed through Strategic Equity Funding (Scottish Attainment Challenge, Pupil Equity Funding, and Care Experienced Funding), and working in partnership with Education Scotland and Forth Valley and West Lothian Regional Improvement Collaborative.

Support continues to be provided to all schools by the Improving Outcomes Team including a Data Coach, [funded through the Forth Valley and West Lothian Regional Improvement Collaborative (RIC)] and the Attainment Advisor provided by Education Scotland.

School profiles, accompanying data packs and planned Data for Improvement visits with schools help inform improvement conversations, identifying gaps in learning, teaching and assessment with Education Management Teams, either at an authority level or at school level.

Our NIF Plan remains linked to other strategic plans under the 'People Service' including the Children's Services Plan as well as Clackmannanshire's Local Outcome Improvement Plan.

This report continues to highlight the strong focus on collegiate planning providing opportunities to share effective practice/strategies to support recovery and accelerating progress, ensuring improvement remains closely monitored against a comprehensive set of performance measures.

Clackmannanshire Profile

Establishment Roll



Across Clackmannanshire, there were **6731 pupils** in our schools (3,895 primary school pupils, 2,758 secondary school pupils and 78 pupils who attend our Special Schools), *an increase* of 1.6% over the last 5 yearsⁱ.

LEVELS OF DEPRIVATION: 31.8% of all pupils in Clackmannanshire establishments live in our most deprived areas (SIMD Q1); **14.6%** live in our least deprived areas (SIMD Q5); compared nationally to 22.4% and 19.3% respectively.

Additional Support Needs (ASN)

DISABILITY: In 2020/21, the rate assessed and/or declared as having a disability per 1,000 pupils was 13.7, much lower than the Scottish rate of 27.1. Across our schools, **29.6%** of our primary school pupils have Additional Support Needs (ASN), which is slightly higher than the Scottish average of 27.7%. **37.6%** of our secondary school pupils have ASN, lower than the Scottish average of 38.2%.

Free School Meals (FSM)

63.7% of primary school pupils and **18.7%** of secondary school pupils are registered for FSM, an increase 23% since 2017/18 for primary school pupils and 15% for secondary school pupils (reflects changes in living costs). Scottish average 64.9% for primary & 17.7% for secondary).

Deprivation



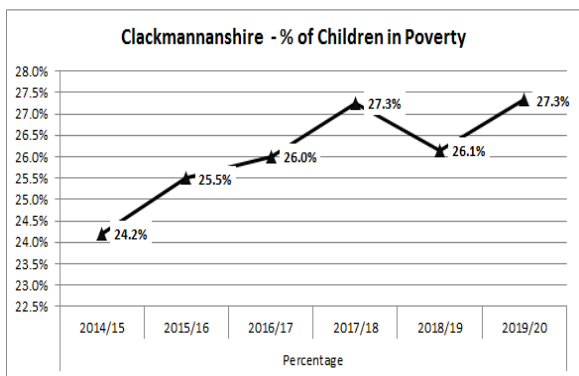
Scottish Index of Multiple Deprivation (SIMD) is an area-based measure of *relative deprivation*; not every person in a highly deprived area will experience high levels of deprivation. If an area is identified as 'deprived', it can relate to people having a low income, fewer resources or opportunities.

SIMD looks at the extent to which an area is deprived across **seven domains**: income, employment, education, health, access to services, crime and housingⁱⁱ.

Clackmannanshire consists of **72 datazones** (out of 6976 across Scotland). It has a **25%** share of the 20% most deprived data zones [18 datazones]. One of the datazones in Clackmannanshire features as the **sixth highest** overall deprived data zone and the 10th highest most income deprived data zone across Scotlandⁱⁱⁱ.

This means that some areas of Clackmannanshire still experience a high number of vulnerable communities associated with high levels of unemployment, including youth unemployment, substance misuse, mental health issues and young parents/one parent families.

Research [most recent data] reported in May 2021, indicates that as high as **27.3%** of children are living in poverty in Clackmannanshire, higher than the Scottish average of 24.3% and higher than the previous year where it was 26.1%^{iv}. Overall, the rate of child poverty in the area is third highest in Scotland increasing by 3.1 pp since 2014/15; the Scottish average has risen by 2.7 pp over the same period. [According to this research]



The chart opposite illustrates the increasing trend in the percentage of children in poverty across Clackmannanshire.

Research indicates being in paid employment is an effective way out of poverty, and families where all adults are in full-time employment are a low poverty risk. However, where a job does not pay well, is part-time, or of “zero hour” contracts, this is not always enough to prevent poverty. As such, **two thirds of children** who live in poverty are living in working households^v.

Children’s Health

Children living in the most deprived areas of Scotland experience significantly worse health outcomes than children living in the least deprived areas and are more likely to experience:

- Lower birthweight
- Poorer dental health
- Higher obesity levels
- Higher rates of teenage pregnancy

Substance Misuse

Clackmannanshire reported **12 alcohol specific deaths** in 2020, a fall on the previous year where there had been 15; equates to 18.4 deaths per 100,000 population, lower than the Scottish average of 21.5. The number of individuals presenting for assessment at specialist drug treatment services from Clackmannanshire over the last five years has been sporadic with the highest percentage of referrals being in the 25 to 29 year old age group in 2020/21, a slight increase on previous years.

Teenage Pregnancies

Across Scotland, the teenage pregnancy rate is at its lowest level since reporting began in 1994. The rate fell from 30 per 1,000 women in 2018 to 28 per 1,000 in 2019. Despite a previous falling trend, the rate of teenage pregnancies increased from 34.9 to **46.8 per 1000 women** – the *highest in Scotland*^{vi}.

Domestic Abuse

The rate of domestic abuse across Clackmannanshire increased in 2020/21 but not at the same rate as it did the year before. Since 2016/17 there has been **4.6% increase** in the rate of domestic abuse across Clackmannanshire; lower than the national rate which is 9.2%. Despite this, the rate of domestic abuse remains the **third highest** in Scotland with only Dundee City and West Dunbartonshire higher

Juvenile Offending [Referrals to Children's Reporter]

In 2020/21, **161** children were referred to the Children's Reporter, **a third less** than the year before. The highest proportion of referrals came from the Police. The highest referral is in relation to parental care/neglect, which accounts for 50% of all referrals in 2020/21; followed by Schedule 1 offences (22%), committed an offence (16%) and experienced domestic abuse (8%).

Care Experienced

The total number of Looked After Children across Clackmannanshire as of 31st July 2021 was **270**; 2.7% of the 0 to 17 year population; higher than the previous year where it was 2.5% and higher than the Scottish average of 1.3%.

Of the LAC "starting to be looked after during 1 August 2020 to 31 July 2021", **21%** were children aged under 5 years.

The largest proportion of LAC continues to be looked after by friends/relatives, almost half at 46%; higher than the Scottish average which is 33%.

Clackmannanshire still has a much higher cost of foster care for LAC at 20% (slight fall on the previous year) compared to the Scottish average of 10%.

Child Protection

The number of children and young persons on the Child Protection Register in 2020/21 was 41, equates to rate of 4.6 per 1000 population; a slight fall on the previous year [43, 4.8 per 1000 population].

The main concerns identified at case conferences for Clackmannanshire continues to be parental substance misuse (alcohol & drugs) followed by neglect then domestic abuse

Delivery Plan and Measurement

The NIF Plan(2022-2023) and this report continue to provide a focus and structure for gathering evidence to identify where further improvements can be made, for ensuring we have the evidence sources to contribute to our priorities, and to minimise unintended consequences. It also identifies key actions for educational improvement and the evidence gathered to analyse whether progress is being made and where further improvements are required.

Through the tracking of Key Indicators it is possible to evaluate what difference our actions are making to children’s lives. See **Appendix A**.

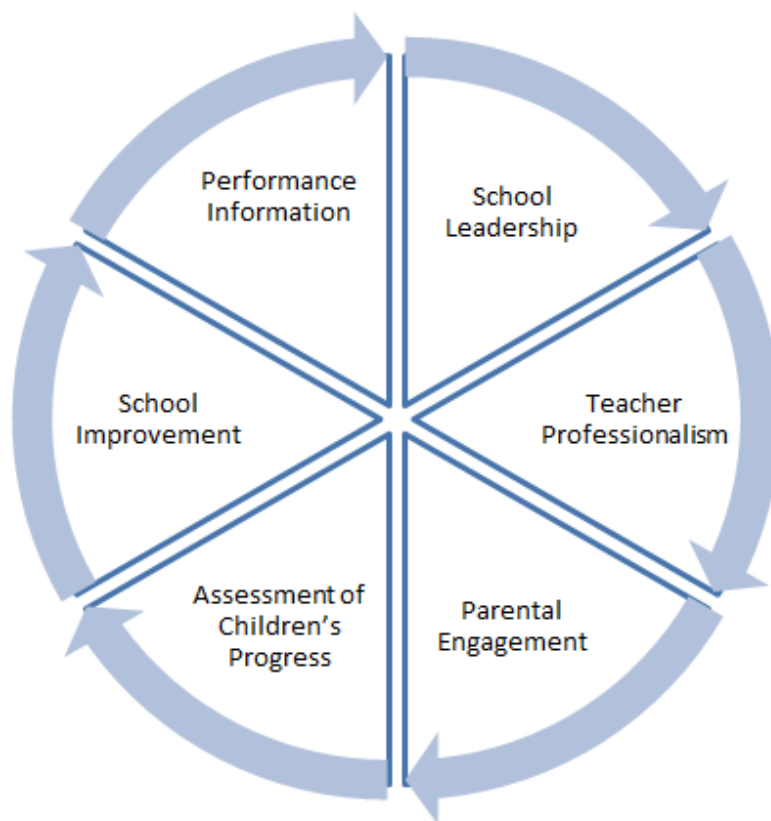
(For 2022-2023, our key indicators will reflect the Scottish Government Stretch Aims to drive improved outcomes for children and young people impacted by poverty. This will also include a “core plus” model reflecting additional local priorities.)

<p>2021-2022</p> <p>13 Key Indicators (tracked by SIMD 1 & 2 and overall)</p> <p><i>COVID Recovery will be integral to all key indicators</i></p>	
<ul style="list-style-type: none"> ● % Children achieving expected levels of Literacy & Numeracy* ● % Young people achieving at SCQF Levels in Literacy & Numeracy* ● No of Awards achieved by young people by end of Senior Phase ● No of Children & Young People (C&YP) gaining volunteering awards at school and in the community ● Attendance figures* ● Poverty Related Attainment Gap 	<ul style="list-style-type: none"> ● Sustained Positive Destinations* ● No of C&YP reporting engagement in leadership opportunities ● No of children / families in SIMD 1&2 with access to digital resources ● No of C& YP who are aware of their rights in relation to UNCRC ● No of young people who report drinking alcohol ● Mental Health Indicator – No. of young people (3years-18 years)accessing digital mental health supports ● % of children expected to achieve their chronological vocabulary/communication level

Reporting

In line with the Statutory Guidance, Standards in Scotland's Schools Act 2000, there is a "strategy-based" approach to reporting on the plan, drawing on evidence from each of the six drivers.

The six drivers:



The following details the progress made as a Service during the Academic Year, under the four priorities and six drivers identified in the National Improvement Framework for 2021-2022.

(It does not include the 2022 priority, "Placing the human rights and needs of every child and young person at the centre of education" as part of the commitment to UNCRC)

- **Improving Attainment, Particularly Literacy and Numeracy**
- **Closing The Attainment Gap**
- **Improving The Health and Wellbeing Of Children and Young People**
- **Improving Employability Skills and Post-School Destinations**

Evidence of improvement in all six areas is included in the following pages where attainment data, attendance, exclusion data and positive destination information is detailed.

A report on the Key Indicators is included at Appendix A.



School Leadership

School leadership is vital in achieving equity and excellence in education across Clackmannanshire.

Leadership programmes build capacity to ensure that educators make a real difference to improving attainment outcomes for children and young people, leading to greater achievement and attainment.

Young people are encouraged to lead their own learning and pupil voice is important across all establishments and in the local community where they are encouraged to become responsible citizens and effective contributors.

Key outcomes/actions for 2021/22

Establishments will be supported and challenged by an Empowered, Connected, Self-Improving System

- All staff are empowered to lead
- Learners are supported and encouraged to actively participate in decision making which impacts them
- Enhanced opportunities for children and young people to develop skills for life and work

Achievements/Impact

There is a continued focus on promoting, encouraging and supporting leadership for all as part of developing and maintaining a highly skilled workforce across our educational establishments. **70%** of schools evidenced QI 1.3 Leadership of Change Evaluations as good or better through self-evaluation.

Data for Improvement' professional dialogue sessions took place each term between primary establishment Senior Leadership Teams and Quality Improvement Officers. **94%** of establishments rate themselves as good or better at planning for improvement as an active process which is reviewed regularly.

In June 2022 a survey was completed by 430 children and young people, identifying a number of themes to be explored - environment and health and wellbeing. CLD have been working with primary aged young people to explore these themes and they have been carrying out a mapping of the local communities to provide recommendations on how to take forward opportunities to address these key concerns. Key findings will be used as a baseline for a planned Youth Assembly in autumn 2022

The Youth Council has secured funding through the Mental Health Transformation Programme for the Youth Bank, where young people make applications on behalf of a group to develop health and wellbeing activities. 11 applications were made and 8 were successful.



Teacher Professionalism

Teacher professionalism is a key driver in achieving improvement in attainment and achievement.

The Refreshed and restructured General Teaching Council for Scotland (GTCS) Professional Standards were enacted on 2 August 2021 and include standards for career long professional learning (CLPL) and leadership and management. Once registered, throughout their career, teachers continue to develop their expertise and experience through CLPL and professional practice.

Key outcomes/actions for 2021/22

- Establishments will have a skilled, reflective and professional workforce through collaborative and empowered leadership
- Enhanced opportunities to engage in high quality professional learning with a focus on research and pedagogy
- Staff who can confidently meet the needs of all learners within the context of individual settings

Achievements/Impact

All educational leaders undertook professional learning sessions led by Professor Mark Priestley, Professor of Education at Stirling University, with a focus on the OECD Report 2021, which reviewed Curriculum for Excellence. In collaboration with Forth Valley West Lothian Regional Improvement Collaborative and Education Scotland, a series of professional learning sessions were designed to provide high quality professional learning for leaders in ELC and Primary schools. 100% of our ELC and primary leaders are participating.

A bespoke literacy (Write On) and numeracy (Building Blocks) small group intervention programme to address the attainment 'dip' at first level was developed and implemented during academic session 2021/2022 with the aim of supporting children make faster progress and catch-up with their peers. Professional learning sessions took place throughout the course of the academic session, supplemented with school support visits. 100% of participants report positively on the content and number of professional learning and school support sessions.

A professional learning survey seeking the views of the workforce from ELC, Primary and Secondary closed in June 2022. Of those who responded, 84% have an additional support needs (ASN) specific qualification, 60% have a general additional qualification which is not ASN specific. Of those who responded, 54% identified a preference for local professional learning opportunities, 49% regional preference and 47% national preference.

The analysis of the survey will be used to identify any professional learning gaps across our workforce within early learning and childcare, additional support needs, curriculum and learning, teaching and assessment.



Parental Engagement

Evidence based research highlights that parental engagement has a bigger influence on a pupil's achievement than socio-economic background, parent's education level, family structure or ethnicity.

This research has shown that parents who take on a supportive role in their children's learning make a difference in improving achievement and behaviour. Their active involvement can help promote a learning community in which children and young people engage positively with educators and their peers.

Clackmannanshire Education Services are encouraging parents and carers to actively and meaningfully engage in their child's learning and life at school, as outcomes are improved if schools and families work together. Our educational establishments continue to deliver high quality universal and targeted support enabling families to access the learning and support they need.

Key outcomes/actions for 2021/22

- Increased participation and confidence of parents and carers in supporting their children
- Adult learning makes a positive contribution to health, wellbeing and family life

Achievements/Impact

Increasing involvement of dads – A Dad-Friendly School Audit has been carried out as a pilot with Banchory PS – which generated some ideas they implemented this current session. Staff from Banchory PS and four other settings attended Fathers Network Scotland workshop on “Understanding Dads” in January 2022. More schools will be invited to carry out the Dad Friendly School Audit in 2022.

An SQA centre has now been transferred to the CLD team. SVQ awards are planned for the new academic session. The demand for ESOL has increased and classes are now be based at the larger Ben Cleuch Centre with online programmes added as a supplement CLD partners are now carrying out programmes in the Bowmar Centre to facilitate adult and family learning programme.

Cash First/Families First – families have taken ownership of funding for childcare and summer of wellbeing: for example £30,000 of investment by Clackmannanshire Council allocated to kinship carers, families of children with additional supports needs and families with C1400 leadership experience.

Clackmannanshire Family Wellbeing Partnership seeks to improve the wellbeing and capabilities of families and young people in Clackmannanshire, working with our families to support what matters to them.

Multiple ideas have emerged from the Clax1400 families and Clackmannanshire staff and community members, who have participated in the Columba 1400 VBL Leadership experience. To explore these ideas and catapult these into action, the FWP was supported by The Lens Perspective. For example, The Bowmar Borrowers sought, via The Lens Perspective event, to develop the capabilities of other families affected by poverty.

Next Steps: The partnership is considering a further three residential VBL experiences, the first of which is proposed as an experience for those committed to becoming transformational change makers. Work is also underway to involve families going through the flourishing life process.



Assessment of Children's Progress

Assessment of progress provides rich data which can be triangulated with other data sources to ensure that learning and teaching is improving attainment and closing the poverty related attainment gap.

Teachers' professional judgement is the foundation for quality and improvement and we continue to promote effective use of assessment and moderation by educators and learners to maximise the successes and achievements of our children and young people.

Assessment of children's needs is particularly important for our children and young people with Additional Support Needs and who are Care Experienced.

All our learners' attainment and wellbeing is tracked frequently to ensure the best possible educational outcomes.

Key outcomes/actions for 2021/22

Increased attainment in Literacy and Numeracy

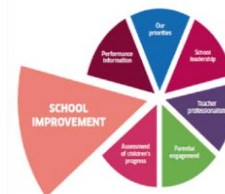
- Attainment of children affected by poverty will improve.

Learners' progress and achievement will be assessed robustly, evidenced consistently and reported on effectively.

- Improved outcomes for children and young people with additional support needs across educational settings, including specialist ASN provisions.
- Improved outcomes for children and young people with additional support needs across educational settings, including specialist ASN provisions
- Families and young people in Clackmannanshire have confidence in the plans for external assessment 2022

Achievements/Impact

For each session comparison of trends over time has resulted in greater awareness and shared understanding of the barriers to attainment for learners across Clackmannanshire schools. There is a high level of shared professional commitment to affect change and improvement. In response, plans are in place to establish collaborative working groups next session focusing on key areas such as; raising attainment, learning, teaching and assessment, closing the poverty related attainment gap, quality assurance and curriculum.



School Improvement

Within our learning communities, there is regular engagement in effective quality improvement activities and agreed standards and expectations. Schools work collegiately to develop, promote and improve a quality curriculum which meets the needs of all learners, reflecting local and national good practice. Seeking and acting on learners' views is integral to this. The curriculum is regularly reviewed and refreshed with the support of partners to ensure it continues to meet the needs of all learners.

Key outcomes/actions for 2021/22

Children and young people have access to and receive integrated support from a range of professionals across health, education, social work, and third sector to ensure that their needs are met in a coordinated way

- Collective efforts ensure that interventions continue to be targeted to those areas of greatest need to improve outcomes and close the poverty related attainment gap
- An agile education service that takes account the UNCRC and meets the needs of learners and their families.
- Children, young people and families are supported with issues around mental health
- Children and young people are informed and supported with issues around substance misuse
- A broad range of physical, outdoor and targeted wellbeing activities meet the individual needs of all learners
- Learners, educators, schools and their wider communities are building a socially-just, sustainable and equitable society, weaving together global citizenship, sustainable development education and outdoor learning
- The provision and access to high quality healthy and nutritious food
- High quality, equitable ELC provision meets the needs of our communities
- An effective, self-supporting and operational model for 1+2 Languages
- Equitable access to digital devices for all children
- Children and young people are equipped with the right skills for learning, life and work and that high numbers of our school leavers are entering positive and sustained post school destinations
- High quality, equitable Secondary curriculum that meets the needs of our communities

Achievements/Impact

It was agreed that the Vulnerable Children's Panel process would be aligned with the Local Authority initiative *Strive* and would be renamed as Child Strive (CStrive). CStrive now consists of two forums; The ASN Forum meets weekly and the Mental Health Forum meets fortnightly. CStrive functions as a single point of access to allocate mental health and wellbeing supports and services. 35 young people have been brought to the Mental Health Forum since it started in October and packages of support have been put in place for these young people.

A Pupil Equity Fund Framework, supporting establishments to plan how they will most effectively invest their Pupil Equity Funding allocation to improve the educational outcomes of children affected by poverty is supporting the development of interventions with targeted children and young people.

Children's Parliament Project Workers have been working with children in Banchory and St Serf's primary schools in Tullibody, in partnership with Clackmannanshire Council, on a project aimed at supporting the implementation of UNCRC while it is incorporated into Scots law.



Performance Information

Performance information is used to inform and drive improvement at all levels.

As part of our continuous cycle of improvement, educators analyse progress and performance across a range of data and evidence to identify where the gaps remain and action is required.

Our service is data rich, gathering appropriate and accurate performance information which is reported nationally as well as data which applies to a single school, class or child. This information, appropriately triangulated and analysed, helps educators to take early action to improve outcomes for children and young people and meet their particular learning needs.

Young people, parents/carers and other stakeholders have an essential role in helping school leaders identify areas for improvement and also to contribute to and celebrate their school's identified strengths and learners' successes. Stakeholder views play a key role in school self evaluation and shaping and delivering school improvement plans

Key outcomes/actions for 2021/22

Establishments are skilful in their use of data for improvement

- Improved Learning and Teaching in all establishments
- Improved impact of targeted interventions
- Analysis of Health and Wellbeing census informs improvements and supports the delivery of targeted interventions

Achievements/Impact

The use of robust systems to track and monitor progress and achievement is established across the Broad General Education (BGE) in most schools, with 83% of establishments reporting that they rate themselves good or better at this. This is becoming more robust within Early Learning and Childcare settings. Our aspiration is that 100% of settings will be good or better at using this to track and monitor progress and achievement by the end of Session 2022/

The majority of schools evidenced QI 2.3 Learning, Teaching and Assessment Evaluations as good or better through self-evaluation.

A review of comparison of trends over time has resulted in greater awareness and shared understanding of the barriers to attainment for learners across Clackmannanshire schools. There is a high level of shared professional commitment to affect change and improvement

The HWB Census was implemented across all educational establishments (P5-S6) between January and April 2022.

APPENDIX A

“OBSESSIONS” PERFORMANCE REPORT

2021-2022

2021-2022

13 Key Indicators (tracked by SIMD 1 & 2 and overall)

COVID Recovery will be integral to all key indicators

- **% Children achieving expected levels of Literacy & Numeracy***
- **% Young people achieving at SCQF Levels in Literacy & Numeracy***
- No of Awards achieved by young people by end of Senior Phase
- No of Children & Young People (C&YP) gaining volunteering awards at school and in the community
- **Attendance figures***
- **Poverty Related Attainment Gap**

- **Sustained Positive Destinations***
- No of C&YP reporting engagement in leadership opportunities
- No of children / families in SIMD 1&2 with access to digital resources
- No of C& YP who are aware of their rights in relation to UNCRC
- No of young people who report drinking alcohol
- Mental Health Indicator – No. of young people (3years-18 years) accessing digital mental health supports
- % of children expected to achieve their chronological vocabulary/communication level

IMPROVEMENT IN ATTAINMENT, PARTICULARLY LITERACY & NUMERACY

INCREASE THE PERCENTAGE OF CHILDREN ACHIEVING EXPECTED LEVELS OF CFE

CLOSING THE ATTAINMENT GAP BETWEEN THE MOST & THE LEAST DISADVANTAGED CHILDREN

PERCENTAGE GAP BETWEEN ACHIEVEMENT LEVELS OF PUPILS FROM SIMD Q1 & NATIONAL SIMD Q5 [WHERE RELEVANT]

LITERACY

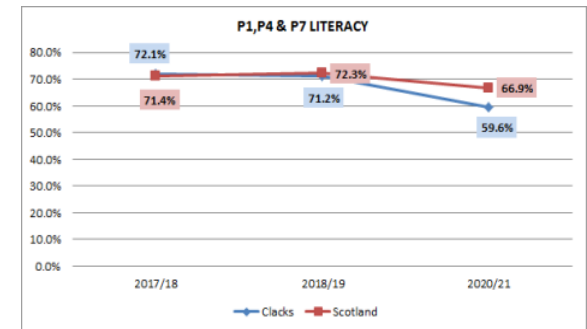
Percentage of P1, P4 and P7 Pupils Combined Achieving Expected CfE Level in Literacy

As detailed in the chart opposite, there is a fall in the attainment of literacy across the authority to **59.6%**; a yearly fall of -11.6 pp

Nationally there is also a fall however the drop is smaller; - 5.4 pp

The achievement rate is lower than the national despite in previous years being similar

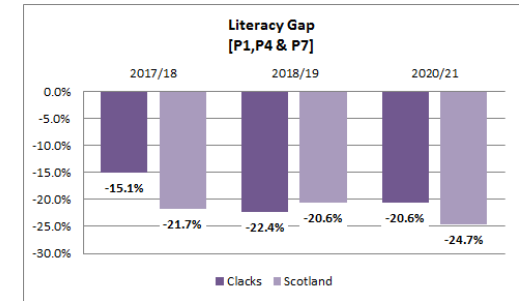
The gap between the national and the authority rate in 2020/21 is 7.3 pp



Literacy Attainment Gap (P1, P4, P7 Combined) - Percentage Point Gap between the Least Deprived and Most Deprived Pupils

Despite the fall in achievement the poverty related attainment gap in Literacy narrowed in 2020/21 and is lower than the national gap

Gap is narrower than national



NUMERACY

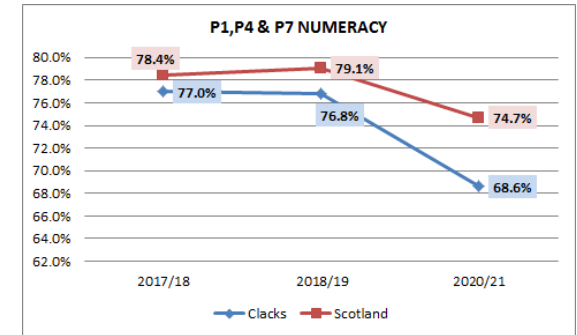
Percentage of P1, P4 and P7 Pupils Combined Achieving Expected CfE Level in Numeracy

As detailed in the chart opposite, there is a fall in the attainment of numeracy across the authority to **68.6%**; a yearly fall of -8.2 pp

Nationally there is also a fall however the drop is smaller; - 4.4 pp

The yearly fall in numeracy across the authority is almost double the yearly fall nationally

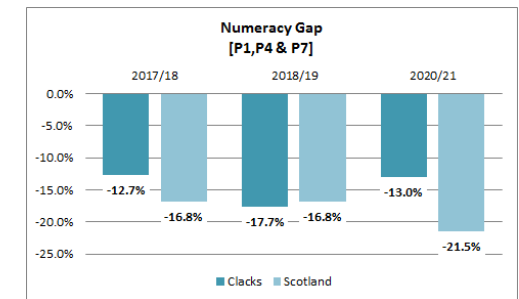
The gap between the national and the authority rate in 2020/21 is 6.1 pp



Numeracy Attainment Gap (P1, P4, P7 Combined) - Percentage Point [pp] Gap between the Least Deprived and Most Deprived Pupils

Similar to Literacy, despite the overall fall in achievement the poverty related attainment gap in Numeracy **narrowed** in 2020/21 and is *lower* than the national gap

Gap is narrower than national



SENIOR PHASE

IMPROVEMENT IN ATTAINMENT,
PARTICULARLY LITERACY & NUMERACY

INCREASE THE PERCENTAGE OF YOUNG PEOPLE ACHIEVING AT SCQF LEVELS IN ENGLISH [LITERACY] & MATHS [NUMERACY]

CLOSING THE ATTAINMENT GAP BETWEEN THE
MOST & THE LEAST DISADVANTAGED
CHILDREN

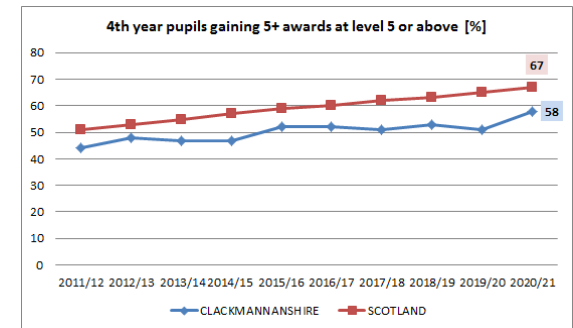
PERCENTAGE GAP BETWEEN ACHIEVEMENT LEVELS OF PUPILS FROM SIMD Q1 & NATIONAL SIMD Q5 [WHERE RELEVANT]

4th Year Pupils Gaining 5+ Awards at Level 5 or Above

Increase in percentage of 4th year pupils gaining 5 or more awards at Level 5 & above in 2020/21: **58%**

Despite increase, remains lower than national average; gap has narrowed to national in 2020/21

Upward trend; increase of 6 pp [11.5%] since 2016/17

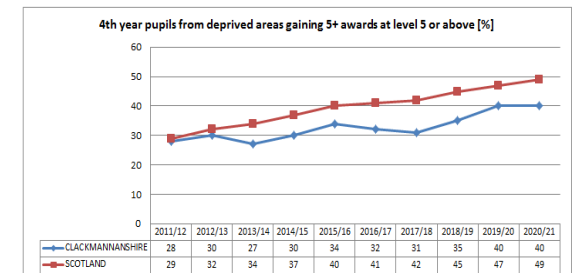


4th Year Pupils from Deprived Areas Gaining 5+ Awards at Level 5 or Above

No change in percentage of 4th year pupils from deprived areas gaining 5 or more awards at Level 5 & above in 2020/21: **40%**

Rate remains lower than national average

Upward trend; increase of 8 pp [25%] since 2016/17

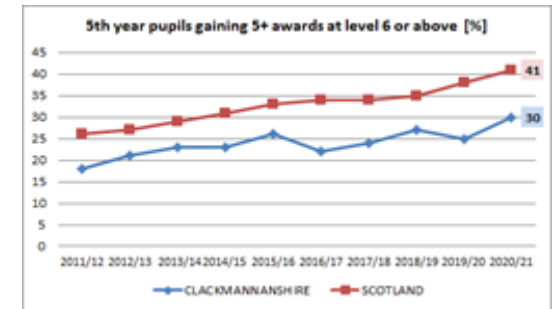


5th Year Pupils Gaining 5+ Awards at Level 6 or Above

Increase in percentage of 5th year pupils gaining 5 or more awards at Level 6 & above in 2020/21: **30%**

Despite increase, remains lower than national average

Upward trend; increase of 8 pp [36.4%] since 2016/17

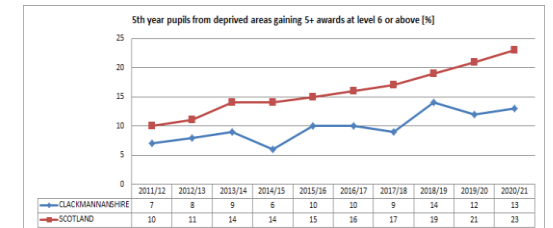


5th Year Pupils from Deprived Areas Gaining 5+ Awards at Level 6 or Above

Slight increase in percentage of 5th year pupils from deprived areas gaining 5 or more awards at Level 6 & above in 2020/21: **13%**

Rate remains lower than national average – gap has grown with national

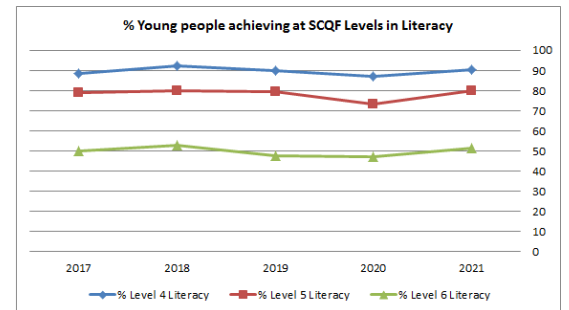
Upward trend; increase of 3 pp [30%] since 2016/17 [low percentages]



% Young People achieving at SCQF Levels in Literacy (Levels 4, 5 & 6)

Overall all three levels are reporting a **yearly increase** in 2020/21 in Literacy with the largest increase being at Level 5 [6.9 pp]

Since 2016/17 all three levels have increased with the biggest percentage increase being at Level 6 Literacy at 3%

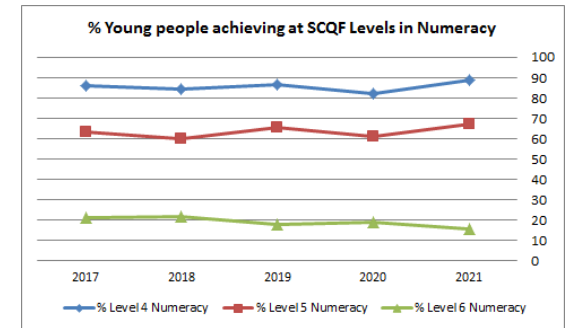


% Young People Achieving at SCQF Levels in Numeracy (Levels 4, 5 & 6)

Only Level 4 & Level 5 are reporting a **yearly increase** in 2020/21 in Numeracy with the largest increase being at Level 4 [7 pp]

Since 2016/17 only Level 4 & Level 5 have increased with the biggest percentage increase being at Level 5 Numeracy at 6%

The achievement of Level 6 Numeracy is falling with a yearly fall of 3.5 pp and 5.5% fall since 2016/17



Percentage Gap Between Achievement Levels of Pupils from SIMD Q1 & National SIMD Q5 [where relevant]

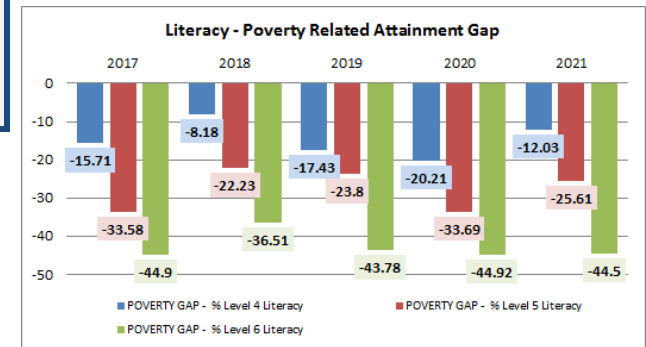
The poverty related attainment gap narrowed in LITERACY in 2020/21 across all 3 levels, as illustrated in the chart opposite.

Level 4: Narrowed by 8.2 pp

Level 5: Narrowed by 8 pp

Level 6: Narrowed by 0.4 pp

[National gap is smaller – at Level 4 the gap is smaller by 4 percentage points and at Level 5 the gap is about 3 percentage points smaller than the Clackmannanshire gap]



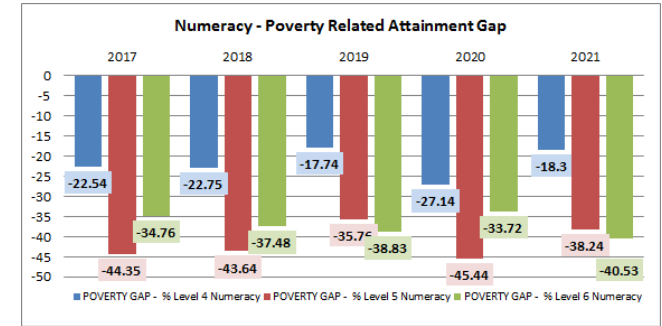
The poverty related attainment gap narrowed in NUMERACY in 2020/21 across Level 4 & Level 5 but grew at Level 6, as illustrated in the chart opposite.

Level 4: Narrowed by 8.8 pp

Level 5: Narrowed by 7.2 pp

Level 6: Increase by 6.8 pp

[National gap is smaller – at Level 4 the gap is smaller by 6 percentage points and at Level 5 the gap is about 8 percentage points smaller than the Clackmannanshire gap]



SCHOOL WIDER ACHIEVEMENT

In the last three years, [2018/19, 2019/20, 2020/21] there has been a total of 10 Employability Awards presented to young people from Clackmannanshire; 19 Foundation Apprenticeships (ranging from Accountancy to Social Services)& 10 SVQs (ranging from Agriculture to Sports Coaching)

POSITIVE DESTINATION RATE

Increase initial positive destination rate [All school leavers]

PARTICIPATION RATE

Improvement in employability skills and sustained, positive school leaver destinations

Fall in destination rate of 0.6 pp from 96.5% in 2019/20 to **95.9%** in 2020/21 [smaller cohort of school leavers]

Remains higher than the national destination rate of 95.5%

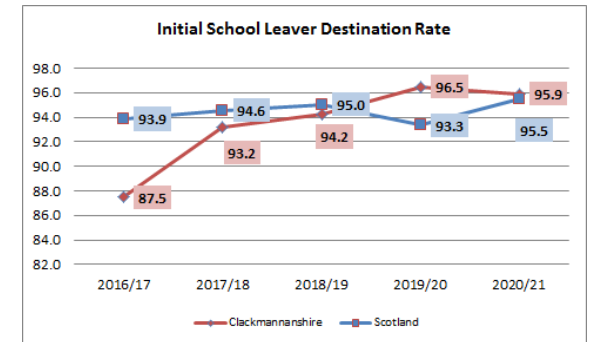
Higher percentage of school leavers entering Higher Education; **39.5%** - increase of 8.5 pp

Despite increase, remains lower than national rate of leavers entering Higher Education; 45.1%

Smaller percentage of school leavers entering Further Education; **27.3%** - fall of 6.8 pp

Despite fall, remains higher than national rate of learners entering Further Education (23.3%)

Higher percentage of school leavers entering employment - 23.2%; an increase of 5.6 pp; higher than the national rate of learners entering employment; 22.6%

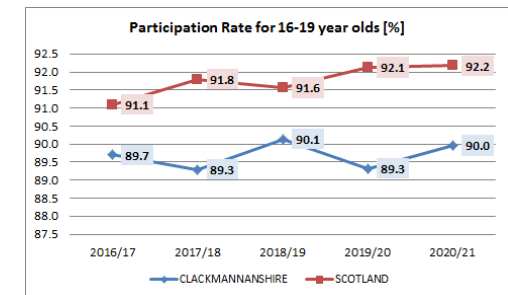


16-19 Year-Olds Participating In Employment, Education or Training

Despite the initial destination rate for Clackmannanshire being higher than the national average, the participation measure remains lower at **90%** in 2020/21

Since 2016/17, the participation rate has increased by 0.3 pp

In 2020/21 the gap between the national rate and Clackmannanshire's rate narrowed slightly



ATTENDANCE

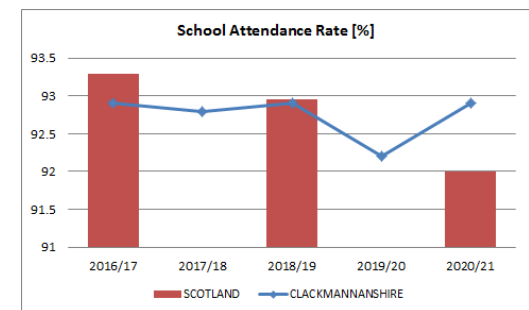
Increase the Attendance Rate

School Attendance – All Pupils: Overall school attendance was beginning to increase prior to COVID 19

Nationally attendance is only collated every two years hence the gap in national attendance rates

In 2020/21 attendance across Clackmannanshire is higher than the national average by 0.9 pp

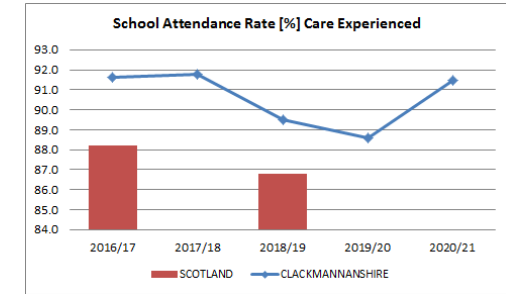
Since 2016/17 the attendance rate across Clackmannanshire has remained unchanged



School Attendance – Care Experienced: Attendance Rate for Care Experienced children and young people is sporadic [affected by the difference in numbers]

Data is only collated every two years hence the ‘missing data’ for the Scottish average

No data was collated nationally for 2020/21 due to the pandemic so the data illustrated in the chart opposite is locally collated data



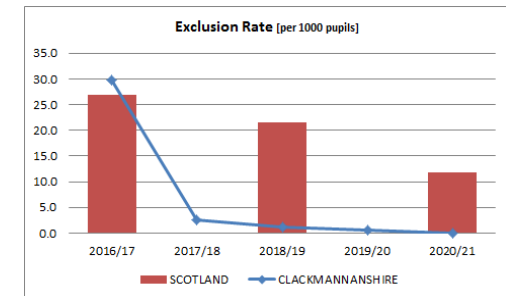
EXCLUSIONS

Reduce the rate of exclusions

The school exclusion rate has **fallen significantly** since 2016/17 due to a new Attendance & Exclusion policy introduced across the authority

[data collated every 2 years]

School Exclusion – Care Experienced: The exclusion rate for children and young people who are care experienced is low in number with no care experienced children & young people excluded from any educational establishment across Clackmannanshire since 2019/20.



DIGITAL RESOURCES

No. of young people (3 years-18 years) accessing digital mental health supports

Mind Moose: 72% of Clackmannanshire primary schools using this programme

Kooth: 187 children and young people registered for Kooth, which is approximately 6% of the total 10-18

“Feedback From Educators Indicates That They Are Valuing The Programme As A Simple Way To Provide Some Structured Early Intervention Support To Pupils In

population

37.7% of logins to Kooth take place out of hours; highlighting the continuing need for services that operate outside normal working hours

Text Clacks: 60 conversations taking place across the first year [the majority of which were in the last quarter of the year]

17% of “texters” have used the service more than once indicates a need for “out of hours” services are needed

Just under 30% of conversations mentioned Suicide [risk assessment protocols instigated]

No of children / families in SIMD 1&2 with access to digital resources

Year 1: The initial batch of devices were bought with the support of the Scottish Government Digital Inclusion Fund made available to local authorities to help support learning & teaching during the pandemic

Year 2: Education Services 1:1 Device Project: focused on secondary schools; the following received devices:

All S2 to S6 cohorts & School Support Service received a Chromebook

All EASN pupils at Lochies, Alva Primary ASD, Alloa Academy EASN pupils received an iPad

- Alloa Academy ASN Dept: 33 Apple iPads
- Alva Primary ASD: 36 Apple iPads
- Lochies School: 36 Apple iPads
- Alva Academy ASD pupils got either a Chromebook or an iPad
- Alva Academy ASN Dept.: 15 Chromebooks
- Alva Academy ASN Dept.: 15 Apple iPads

YEAR 3: all P5-S6 pupils to be issued with a device [mainly Chromebooks - deployment scheduled for September 2022]

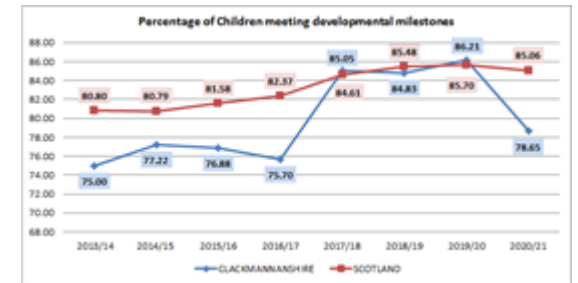
EARLY YEARS

% of children expected to achieve their chronological vocabulary/communication level

The percentage [%] of children meeting developmental milestones across Clackmannanshire fell in 2020/21 to **78.7%**; a fall of 7.6 pp

The Scottish average also fell but not to the same extent as it did across Clackmannanshire [a national fall of 0.6 pp]

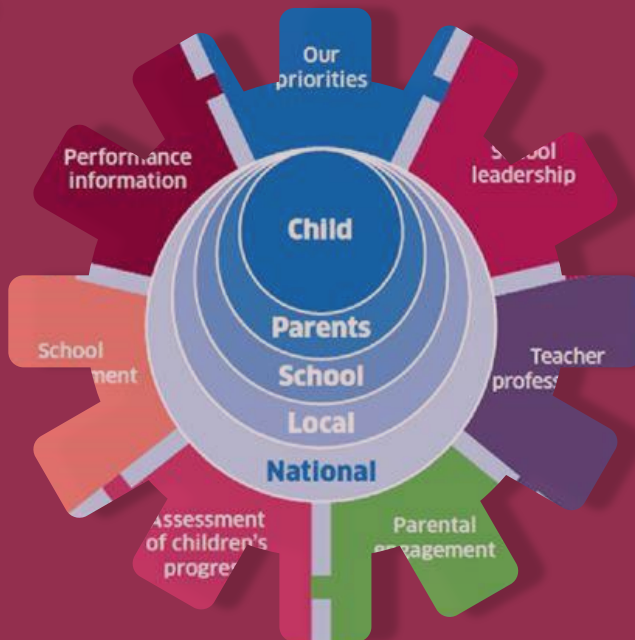
The gap with the national achievement rate is 6.4 pp in 2020/21; this is despite in previous years being quite similar to the national [since 2017/18 – as illustrated in the chart opposite]



Education Service

National Improvement Framework Plan 2022-23

Towards an empowered, connected, self-improving system to achieve excellence and equity for all



Clackmannanshire Council | Comhairle Siorrachd Chlach Mhanann
www.clacks.gov.uk



Clackmannanshire's mission is to educate, protect, support and promote the achievements and health and wellbeing of every child, with a particular focus on the most vulnerable children within the Clackmannanshire Council area.

Introduction

This National Improvement Framework Plan (NIF) sets out a clear vision for Clackmannanshire based on delivering Excellence and Equity across the five national priorities:

- Placing the human rights and needs of every child and young person at the centre of education
- Improvement in children and young people’s health and wellbeing
- Closing the attainment gap between the most and least disadvantaged children and young people
- Improvement in skills and sustained, positive school-leaver destinations for all young people
- Improvement in attainment, particularly in literacy and numeracy.

To deliver this improvement, six ‘drivers’ are identified. These are:

- **School and ELC Leadership:** how we develop and support our head teachers and how we develop leadership across all parts of our school community
- **Teacher and Practitioner Professionalism:** how we support teachers and practitioners in their professional development
- **Parent/Carer Involvement and Engagement:** how we ensure the maximum benefit of parent and carer involvement and engagement in children’s learning and in the life of the school
- **Curriculum and Assessment:** how we gather information about children’s progress and how we use this information to support improving outcomes for all
- **School and ELC Improvement:** every school and ELC has a responsibility to evaluate how well it is doing against the National Improvement priorities and other performance measures. These are evaluated by the schools themselves, by the local authority and by HMI inspections
- **Performance Information:** how we gather data and analyse information to help us target areas for improvement, show where we have been successful and where we may need to do more



Our identified improvement outcomes, now grouped under the national priorities for 2022-2023, have been based on the evaluation of the NIF 2021-2022 Report. Progress, performance data, Standards and Quality Reports, School Improvement Planning and evidence collected from a range of sources (youth and parent/carers voice, national surveys, local authority self-evaluation information, planned quality improvement visits, including any new and emerging priorities) have informed the key actions and associated impact measures.

Stretch Aims

The core stretch aims, highlighted below, have been developed to improve outcomes for all children and young people whilst closing the poverty-related attainment gap. They articulate both ambitious and achievable aims and take into account evidence-based self-evaluation, collaboration between and across school planning and have been supported and challenged through professional dialogue with Education Scotland to drive improved outcomes for children and young people impacted by poverty across Clackmannanshire.

Robust contextual analysis has allowed us to set ambitious but achievable stretch aims for raising attainment and closing the poverty related attainment gap in Literacy and Numeracy at P1, P4 and P7. This has included the analysis of historical ACEL data, including pre and post Covid, scrutiny of ACEL data for children affected by poverty, Quintiles 1 and 5, determining the percentage of children 'off track' and using knowledge and impact of interventions to predict the percentage who will be 'on track' by June 2023, benchmarking against national measures and considering the impact of Covid on attainment.

- Increase attainment in Literacy (P1, P4 and P7 combined) to **68%**
- Increase attainment in Numeracy (P1, P4 and P7 combined) to **74.9%**
- Reduce the poverty related attainment gap in Literacy (P1, P4 and P7 combined) to **17.6 pp**
- Reduce the poverty related attainment gap in Numeracy (P1, P4 and P7 combined) to **12pp**

Using the Summary Statistics for Attainment and Initial Leaver Destinations document, we set ambitious but achievable stretch aims for the proportion of school leavers attaining 1 or more at SCQF Level 5 and Level 6 respectively. Both stretch aims were calculated with engagement and feedback from our three secondary schools and Clackmannanshire School Support Service. It was agreed that using the last two years' figures, where the assessment model was different, was not appropriate for working out "averages" and the gap to the Virtual Comparator (VC) should therefore be considered. These stretch aims are calculated using pre-COVID figures and take into account the gap with the VC.

- Increase the percentage of school leavers attaining 1 or more passes at SCQF level 5 to **88.2%**
- Increase the percentage of school leavers attaining 1 or more passes at SCQF level 6 to **64.9%**

We set our stretch aim of increasing the percentage of 16-19 years olds participating in education, employment or training using the Annual Participation Measure (APM) produced by Skills Development Scotland. This stretch aim is calculated on the basis of reducing the gap from initial destination to APM. The gap fell by 1.3 pp using the latest data. Nationally the APM improved by 0.2 pp to 92.4%; 1.7 pp higher than the rate for Clackmannanshire; although our rate improved more at +0.7 pp. If we followed the same yearly improvement of 0.7 pp then our stretch aim would be 91.4%.

- Increase percentage of 16-19 years olds participating in education, employment or training to **91.4%**

Attendance stretch aims are split into overall, primary and secondary. In order to determine a stretch aim, the average attendance rates across a 6 year period prior to COVID were calculated and compared to the June 2022 rate (baseline). The stretch aim is therefore based on pre-COVID levels. Comparing our attendance with other RIC authorities it was discovered that our rate was either the same level or above.

- Increase attendance across all establishments by 3.5 percentage points from 90.5% to **94%**.

Core Plus Stretch Aims

Recognising the importance of wider achievements and a range of other factors that underpin positive outcomes for children and young people, stretch aims have also been detailed for a range of further local priorities, using local measures. These are our Core Plus Stretch Aims.

Given the focus nationally on Care Experienced Children and Young People it was felt that there should be a stretch aim to monitor their attendance, especially the historical difference between LAC Home and LAC Away. The stretch aim for the overall attendance rate remains the same as the overall attendance rate, to ensure there is both equity and equality.

- Increase attendance for Care Experienced children to be the same as the overall attendance rate at **94%.**

Our second core plus stretch aim is to help improve and therefore achieve the Annual Participation Measure (APM) stretch aim. By narrowing the gap between initial and follow up destinations, the expectation is that the APM will improve.

- Narrow the gap between initial and follow up leaver destinations to **2.4pp.**

Service improvement continues to take into account the impact of the Covid pandemic and seeks to drive improvements for children and young people across Clackmannanshire with a particular focus on:

- Robust data analysis and review
- Targeted support to close the poverty related attainment gap
- Strengthening of partnerships
- Alignment of NIF with strategic planning

Progress will continue to be monitored through existing governance across Education Services and within the Children and Young People Strategic Group, People Committee, Education Scotland and Scottish Government.

Establishment Roll



Across Clackmannanshire, there were **6731 pupils** in our schools (3,895 primary school pupils, 2,758 secondary school pupils and 78 pupils who attend our Special Schools), *an increase* of 1.6% over the last 5 yearsⁱ.

LEVELS OF DEPRIVATION: **31.8%** of all pupils in Clackmannanshire establishments live in our most deprived areas (SIMD Q1); **14.6%** live in our least deprived areas (SIMD Q5); compared nationally to 22.4% and 19.3% respectively.

Additional Support Needs (ASN)

DISABILITY: In 2020/21, the rate assessed and/or declared as having a disability per 1,000 pupils was 13.7, much lower than the Scottish rate of 27.1. Across our schools, **29.6%** of our primary school pupils have Additional Support Needs (ASN), which is slightly higher than the Scottish average of 27.7%. **37.6%** of our secondary school pupils have ASN, lower than the Scottish average of 38.2%.

Free School Meals (FSM)

63.7% of primary school pupils and **18.7%** of secondary school pupils are registered for FSM, an increase 23% since 2017/18 for primary school pupils and 15% for secondary school pupils (reflects changes in living costs). Scottish average 64.9% for primary & 17.7% for secondary).

Deprivation



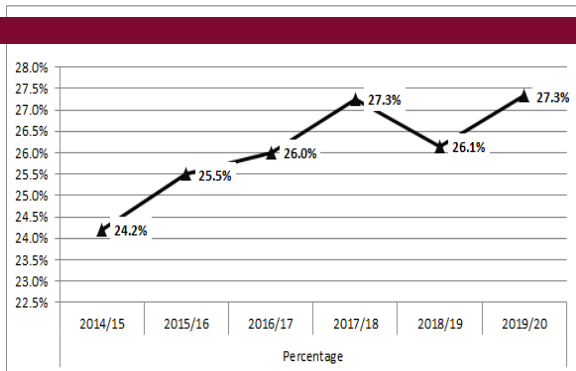
Scottish Index of Multiple Deprivation (SIMD) is an area-based measure of *relative deprivation*; not every person in a highly deprived area will experience high levels of deprivation. If an area is identified as 'deprived', it can relate to people having a low income, fewer resources or opportunities.

SIMD looks at the extent to which an area is deprived across **seven domains**: income, employment, education, health, access to services, crime and housingⁱⁱ.

Clackmannanshire consists of **72 datazones** (out of 6976 across Scotland). It has a **25%** share of the 20% most deprived data zones [18 datazones]. One of the datazones in Clackmannanshire features as the **sixth highest** overall deprived data zone and the 10th highest most income deprived data zone across Scotlandⁱⁱⁱ.

This means that some areas of Clackmannanshire still experience a high number of vulnerable communities associated with high levels of unemployment, including youth unemployment, substance misuse, mental health issues and young parents/one parent families.

Research [most recent data] reported in May 2021, indicates that as high as **27.3%** of children are living in poverty in Clackmannanshire, higher than the Scottish average of 24.3% and higher than the previous year where it was 26.1%^{iv}. Overall, the rate of child poverty in the area is third highest in Scotland increasing by 3.1 pp since 2014/15; the Scottish average has risen by 2.7 pp over the same period. [According to this research]



The chart opposite illustrates the increasing trend in the percentage of children in poverty across Clackmannanshire.

Research indicates being in paid employment is an effective way out of poverty, and families where all adults are in full-time employment are a low poverty risk. However, where a job does not pay well, is part-time, or of “zero hour” contracts, this is not always enough to prevent poverty. As such, **two thirds of children** who live in poverty are living in working households^v.

Children’s Health

Children living in the most deprived areas of Scotland experience significantly worse health outcomes than children living in the least deprived areas and are more likely to experience:

- Lower birthweight
- Poorer dental health
- Higher obesity levels
- Higher rates of teenage pregnancy

Substance Misuse

Clackmannanshire reported **12 alcohol specific deaths** in 2020, a fall on the previous year where there had been 15; equates to 18.4 deaths per 100,000 population, lower than the Scottish average of 21.5. The number of individuals presenting for assessment at specialist drug treatment services from Clackmannanshire over the last five years has been sporadic with the highest percentage of referrals being in the 25 to 29 year old age group in 2020/21, a slight increase on previous years.

Teenage Pregnancies

Across Scotland, the teenage pregnancy rate is at its lowest level since reporting began in 1994. The rate fell from 30 per 1,000 women in 2018 to 28 per 1,000 in 2019. Despite a previous falling trend, the rate of teenage pregnancies increased from 34.9 to **46.8 per 1000 women** – the *highest in Scotland*^{vi}.

Domestic Abuse

The rate of domestic abuse across Clackmannanshire increased in 2020/21 but not at the same rate as it did the year before. Since 2016/17 there has been **4.6% increase** in the rate of domestic abuse across Clackmannanshire; lower than the national rate which is 9.2%. Despite this, the rate of domestic abuse is remains the **third highest** in Scotland with only Dundee City and West Dunbartonshire higher

Juvenile Offending [Referrals to Children’s Reporter]

In 2020/21, **161** children were referred to the Children’s Reporter, **a third less** than the year before. The highest proportion of referrals came from the Police. The highest referral is in relation to parental care/neglect, which accounts for 50% of all referrals in 2020/21; followed by Schedule 1 offences (22%), committed an offence (16%) and experienced domestic abuse (8%).

Looked After Children (LAC)

The total number of care experienced children and young people across Clackmannanshire as of 31st July 2021 was 270; 2.7% of the 0 to 17 year population; higher than the previous year where it was 2.5% and higher than the Scottish average of 1.3%.

Of those care experienced children and young people "starting to be looked after during 1 August 2020 to 31 July 2021", 21% were children aged under 5 years.

The largest proportion of care experienced children and young people continue to be looked after by friends/relatives, almost half at 46%; higher than the Scottish average which is 33%.

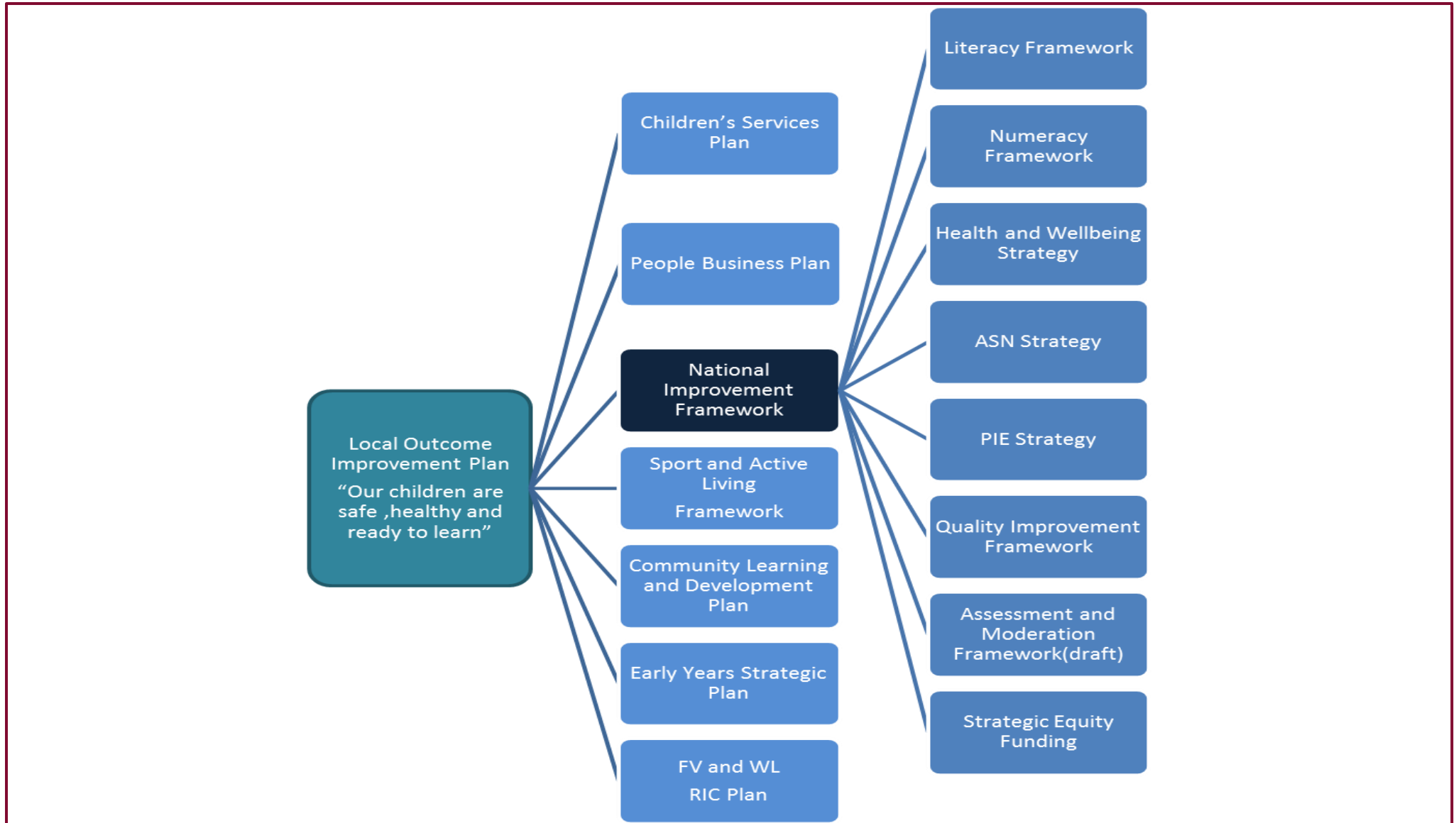
Clackmannanshire still has a much higher cost of foster care for care experienced children and young people at 20% (slight fall on the previous year) compared to the Scottish average of 10%.

Child Protection

The number of children and young persons on the Child Protection Register in 2020/21 was 41, equates to rate of 4.6 per 1000 population; a slight fall on the previous year [43, 4.8 per 1000 population].

The main concerns identified at case conferences for Clackmannanshire continues to be parental substance misuse (alcohol & drugs) followed by neglect then domestic abuse

Policy and Planning within the Education Service



Progress during session 2021/22 with our priorities

Progress made with the main drivers for the Education Service between August 2021 and June 2022 are set out in NIF 2021-2022 Report, highlighting what has been achieved and areas where further progress is needed*.

The Standards in Scotland's Schools, etc. Act 2000 places duties on education authorities in relation to the delivery of school education, to reduce inequalities of educational outcome experienced by pupils as a result of socio-economic disadvantage. This Act requires Clackmannanshire to prepare and publish an annual report setting out the steps taken to secure improvements in education provision and outcomes set out in the National Improvement Framework Improvement Plan and those identified by the Service.

The Scottish Government expects every education authority to prepare and submit a National Improvement Framework Plan and Progress Report by the end of August, annually.

This Education Service Improvement Plan continues to take account the priorities set out in the Scottish Government's 2020 National Improvement Framework and Improvement Plan, Clackmannanshire People Business Plan, Clackmannanshire Children's Services Plan and Local Outcome Improvement Plan.

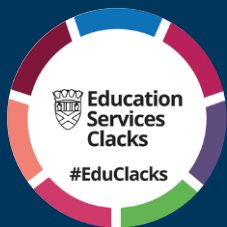
While the refresh of the Scottish Attainment Challenge (SAC) has reduced the finance available for the Clackmannanshire Programme Plans, interventions planned to support closing the poverty related attainment gap and ensuring equity and excellence have been reviewed with those having the greatest impact being the focus of this Plan.

As part of a wider People Service, the aim is to continue to develop an integrated service that seeks to get it right for all of our children, living and learning in Clackmannanshire through the actions taken across our Service areas and in our establishments.

Overall, progress has been made to deliver on almost all of the key priorities and objectives set out in the 2021-2022 Plan .However the impact of the Covid pandemic is still evident and is reflected in the continuation and expansion of some improvement outcomes and key actions in the Plan.

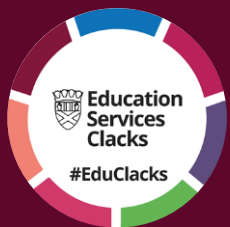
Quality Frameworks, such as How Good is Our School? (4th edition) and the Data for Improvement Framework continue to support the Education Service to benchmark the Service provision, including feedback from key stakeholders.

*New data is not yet available. ACEL (Curriculum for Excellence) data will be published in December 2022, and Insight data will be published in February 2023. We are not permitted to share this data until that time.



Placing the human rights and needs of every child and young people at the centre of education

Improvement Outcome	NIF Driver(s)	Key Strategic Actions	Responsible	Measurable Outcomes
Increased understanding of UNCRC legalisation by parents, carers and staff.	School and ELC Improvement Teacher and practitioner Professionalism Parent/Carer involvement and Engagement	A. Work with partners, staff, young people and families to ensure that UNCRC legalisation is understood to inform practice. B. Provide professional learning in the UNCRC for all school and ELC staff.	Senior Manager - Education	<ul style="list-style-type: none"> • 100% of establishment staff will have self-evaluated using the UNCRC toolkit to examine their own practice. • All Education and Children's Services staff will be able to evidence how they are ensuring children and young people, parents, carers and families are aware of the incorporation of UNCRC and children's rights. • 100% of establishments will commit to the incorporation of UNCRC into improvement plans.
Enhanced opportunities for children and young people to actively participate in decision making which impacts them.	School and ELC Leadership	A. Increase the number of children and young people engaging and participating in the Youth Voice network across services, schools and the wider community.	CLD Team Leader	<ul style="list-style-type: none"> • % increase of children and young people actively participating in the Clacks Youth Voice network.



Improvement in children and young people’s health and wellbeing

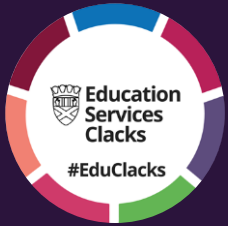
Improvement Outcome	NIF Driver(s)	Key Strategic Actions	Responsible	Measurable Outcomes
Improved confidence and skill of staff in schools and ELCs to support children and young people’s health and well-being.	Teacher and ELC Professionalism Curriculum and Assessment	<p>A. Implement Phase 3 and 4 of the Icelandic Prevention Model to ensure that all practitioners have access to clear, practical support, training and help to enhance the consistency of response to self-harm and suicidal intent.</p> <p>B. Work with <i>‘Clackmannanshire Violence Against Women’</i> to support practitioners embed the principles and practice within the Scottish Governments Equally Safe at School Strategy to prevent and eradicate violence against women and girls.</p> <p>C. Ensure that all practitioners working in schools and ELCs follow a consistent and coherent approach to prevent and respond to bullying by following the Local Authority Guidance, using targeted Career Long Professional Learning, resources and signposting to relevant agencies.</p>	Quality Improvement Officers	<ul style="list-style-type: none"> • 3 percentage point (pp) reduction of Secondary pupils reporting that they have seriously considered suicide. <ul style="list-style-type: none"> - IPM Census Data 2021 – 28% • 3pp reduction of Secondary pupils reporting that they have self-harmed on purpose. <ul style="list-style-type: none"> - IPM Census Data 2021 – 44% • % reduction in the number of young people recorded as being bullied in SEEMiS module. • Reduce the number of respondents reporting bullying incidents (P5-7) by at least 10pp in 4 identified primary establishments by June 2023. <ul style="list-style-type: none"> ○ HW census data 2022 - 60%-71% (in 4 establishments)
Improved outcomes for children and young people in SIMD Q1 to support their health and well-being.	Parent/Carer Involvement and Engagement Curriculum and Assessment	<p>A. Extend the scope of the Wellbeing Service to ensure that there is a continuum of specialist and targeted support to align with the Clackmannanshire Driving Change in Mental Health for Children, Young People and their Families Transformational Project.</p>	Quality Improvement Officers	<ul style="list-style-type: none"> • CORE Wellbeing Tool shows an increase of at least 2 points across planned interventions for identified children and young people

Improvement Outcome	NIF Driver(s)	Key Strategic Actions	Responsible	Measurable Outcomes
Improved mental health and wellbeing for children and young people	Curriculum and Assessment	<ul style="list-style-type: none"> A. Extend the continuum of support available within the Mental Health Transformation Project in order that children and young people can access the right support at the right time in the right place. B. Promote 'Shout', our evidence-based trauma-informed text-based service for suicide prevention for 5 – 26 year olds to ensure awareness of crisis support that is available 24/7, 365 days. C. Extend the range of therapeutic supports available through the Intensive Therapeutic Service that are specifically targeted towards the refugee population within Clackmannanshire. D. Re-launch parenting programmes delivered by ELCs post Covid. 	Principal Educational Psychologist	<ul style="list-style-type: none"> • Improvements in a variety of relevant mental health and wellbeing measures for children and young people accessing services (e.g. YP-Core, CROPS/ PROPS, SDQ etc.) • Increase in uptake of digital mental health services (e.g. 6% of target population for Shout; 5% of target population for Togetherall, 10% of target population for Kooth etc.) • Reduction in the rates of completed • Increase parenting programmes available.
Improved confidence and skill of staff in schools and ELCs to support children and young people with additional support needs.	Teacher and Practitioner Professionalism	<ul style="list-style-type: none"> A. Develop and implement Flexible Learning Spaces in identified schools. B. Develop a tiered approach to professional learning (PL) for staff in schools and ELCs to ensure they have the knowledge and skills to meet the range of ASN in their establishments. C. Develop an ASN moderation group to monitor and support the planning and delivery of support for children with ASN. 	Quality Improvement Officer ASN	<ul style="list-style-type: none"> • Most staff report an increase in confidence and skill to support children and young people with additional support needs. • % of Flexible Learning Spaces self-evaluated as good or better for QI 3.1 Ensuring well-being equity and inclusion – New Measure • The majority of CStrive referrals demonstrate improved use of the wellbeing assessment to assess children and young people's needs.

Enhanced engagement of parents/carers of children and young people with Additional Support Needs.	Parent/Carer Involvement and engagement	A. Develop and implement a programme of support and networking opportunities for parents and carers of children/young people with ASN (Schools and ELCs)	Quality Improvement Officer ASN	<ul style="list-style-type: none"> • % of parents/carers who report an increase in confidence to share their views and ask for support if required – New Measure • 10% increase in attendance of parents/carers at planned ASN network events compared to 20/21 levels.
Improvement Outcome	NIF Driver(s)	Key Strategic Actions	Responsible	Measurable Outcomes
Increased opportunities to engage in a broad range of targeted health and wellbeing activities that meet the individual needs of all children and young people.	School and ELC Improvement	<p>A. Support primary, secondary and special schools at relaunch of the National School Sports Awards to achieve silver/gold.</p> <p>B. Ensure negotiations between local council and Sports Scotland result in a new 4 year partnership agreement.</p> <p>C. Ensure all schools have established school sports committees.</p> <p>D. Relaunch PEPAS (Physical Education, Physical Activity and Sport) to bring ASN, primary PE, active schools and secondary PE together to ensure that the planning of school sport and PE is well coordinated and delivered to a high standard.</p> <p>E. Develop a 'Learn to Swim' staff training programme.</p> <p>F. Review and update Clackmannanshire's Health and Wellbeing Strategy.</p>	<p>Sports Development Manager</p> <p>Quality Improvement Officer</p>	<ul style="list-style-type: none"> • % of establishments achieving their gold sports awards - New Measure (post covid) • Maintain involvement of active schools co-ordinators in all establishments to provide high quality opportunities to take part in sport and physical activity before school, during lunchtime and after school. • % of schools with well established school sports committees – New Measure (post covid) • Maintain 2 hours (per pupil per week) of high quality curricular PE for all children in all primary establishments. • Number of children and young people attending after school clubs and sport events – New Measure (post covid) • Deliver national training to PE teachers to prepare to teach pupils swimming in new pool.

		G. Embed Clackmannanshire Family Wellbeing Partnership Community around the School (365 schools) approach within Alloa Academy	Senior Manager Inclusion and Partnerships HT Alloa Academy	<ul style="list-style-type: none"> • Number of individuals/ families accessing opportunities offered through Clackmannanshire Family Wellbeing Partnership. New Measure. • Progression through Clackmannanshire Family Wellbeing Partnership Flourishing Lives Scorecard. New Measure.
Improvement Outcome	NIF Driver(s)	Key Strategic Actions	Responsible	Measurable Outcomes

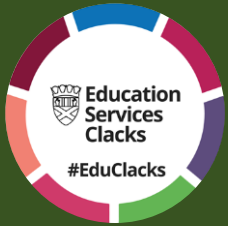
Improved wellbeing, equity and inclusion.	Performance Information	<p>A. Establish systems to support children and young people at risk of non-attendance and late-coming in schools and ELCs.</p> <p>B. Develop Clackmannanshire Family Wellbeing Partnership STRIVE (Safeguarding for Rapid Intervention) model to - providing multi- agency responses at an early stage; based around one secondary school catchment</p>	<p>Quality Improvement Officers</p> <p>Senior Manager Inclusion and Partnerships</p> <p>Senior Manager Early Intervention</p>	<ul style="list-style-type: none"> • 12% increase in the number of establishments self-evaluated as 'good' or better for QI 3.1 Ensuring wellbeing, equity and inclusion. <ul style="list-style-type: none"> ○ Session 20/21 – 88% • Increase attendance across all establishments to 94% <ul style="list-style-type: none"> ○ Session 20/21 – 92.9% • Increase attendance of Care Experienced children and young people compared to 21/22 levels (90.2%) and 20/21 levels (91.8%) • 5% reduction in number of individuals/families reaching STRIVE forum at the cusp of statutory measures. • Progression through Clackmannanshire Family Wellbeing Partnership STRIVE Scorecard. New Measure.
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Closing the attainment gap between the most and least disadvantaged children and young people

Improvement Outcome	NIF Driver(s)	Key Strategic Actions	Responsible	Measurable Outcomes
Improved arrangements for tracking and monitoring attainment and achievement of targeted groups to be able to make meaningful comparisons.	School and ELC Improvement Teacher and practitioner Professionalism	<p>A. Support Schools and ELCs in using data to identify attainment gaps, plan interventions and evaluate the impact on raising attainment of children affected by poverty.</p> <p>B. Ensure that Strategic Equity Funding (SEF) interventions continue to be targeted to those areas of greatest need to improve outcomes and close the poverty related attainment gap.</p>	Quality Improvement Officers	<ul style="list-style-type: none"> 8pp increase in the number of establishments reporting that their improvement planning clearly outlines how Attainment Scotland Funding (Pupil Equity Fund, Scottish Equity Fund, Care Experienced Fund) is used to close the poverty related attainment gap is 'very good' or better. <ul style="list-style-type: none"> Session 21/22 – 47% (primary establishments only)
Increased capacity and flexibility of childcare offer to enable families to engage in skills improvement, training, pre-employment and employment.	Parental Engagement	<p>A. Audit capacity and flexibility of current provisions of childcare within Clackmannanshire.</p> <p>B. Extend and embed Person Centred Approach to Budgets.</p>	Senior Manager Inclusion and Partnerships	<ul style="list-style-type: none"> Number of individuals/families accessing opportunities offered through Clackmannanshire Family Wellbeing Partnership. New Measure. Number/percentage of parents/carers living in Q1 engaging in self-improvement opportunities, skills improvement, training, pre-employment and employment. New Measure. % of available funds and supports reaching families at the point of need. New Measure.

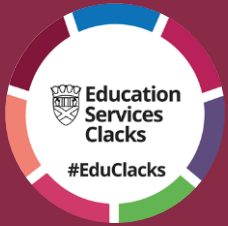
Improvement Outcome	NIF Driver(s)	Key Strategic Actions	Responsible	Measurable Outcomes
Increased participation and confidence of parents and carers in supporting their child/children's learning and development.	Parent/Carer Involvement and Engagement	<p>A. Develop opportunities to consult and include parents and carers in establishment's improvement planning, with a focus on the use of Pupil Equity Funding to enhance family engagement, learner participation and democratic education.</p> <p>B. Deliver targeted sessions to increase the engagement of parents and carers in school and ELC activity by June 2023.</p>	Quality Improvement Officers	<ul style="list-style-type: none"> At least 1% of PEF budgets across establishments will be subject to participatory budgeting. % of families, living in Q1 engaged in family learning activities to support children's learning and development – New measure
Improved impact of targeted literacy and numeracy interventions.	<p>Performance Information</p> <p>Curriculum and Assessment</p> <p>Performance Data</p>	<p>A. Provide additionality in targeted schools, to carefully plan for, implement and evaluate the impact of evidence-based approaches and interventions with a focus on closing the gap between pupils in Q1 and Q5.</p> <p>B. Implement key actions outlined in Clackmannanshire's 'Numeracy Framework: Raising Attainment, Accelerating Progress and Closing the Poverty Related Attainment Gap, Improvement Plan 2022 – 2026 to support practice in schools and ELCs.</p> <p>C. Implement key actions outlined in Clackmannanshire's 'Literacy Framework: Raising Attainment, Accelerating Progress and Closing the Poverty Related Attainment Gap, Improvement Plan 2022 – 2026 to support practice in schools and ELCs.</p> <p>D. With the support of the RIC and Education Scotland look inwards and outwards to share effective practice to raise attainment and close the poverty related attainment gap.</p>	Quality Improvement Officers	<ul style="list-style-type: none"> Reduce the poverty related attainment gap in Literacy (P1, P4 and P7 combined) to 17.6pp Reduce the poverty related attainment gap in Numeracy (P1, P4 and P7 combined) to 12pp
Enhanced opportunities to work with Community Learning Development (CLD) and Libraries to close the poverty related attainment gap.	<p>School and ELC Improvement</p> <p>Curriculum and Assessment</p>	<p>A. Library Services to work closely with 2 identified primary schools to develop engagement and positive attitudes to reading.</p> <p>B. Develop family reading groups with parents/carers in two communities.</p>	<p>Senior Manager -Education</p> <p>CLD Team Leader</p>	<ul style="list-style-type: none"> % of children reporting increased engagement of reading – New Measure (2 identified establishments). % of parents/carers reporting increased confidence in supporting child's reading.
Improved attendance of children and young people living in Quintile 1.	Performance Data	<p>A. Review the 'Attend today, Achieve tomorrow' guidance for establishments.</p> <p>B. With the support of the RIC and Education Scotland look inwards and outwards to share effective practice to improve attendance.</p>	Quality Improvement Officers	<ul style="list-style-type: none"> 3.0pp improvement in attendance of children and young people living in Quintile 1 compared to Session 21/22.



Improvement in skills and sustained, positive school-leaver destinations for all young people

Improvement Outcome	NIF Driver(s)	Key Actions	Responsible	Measurable Outcomes
Increased awareness and improved understanding of skills development, with an established skills framework for all schools and ELCs.	School and ELC Improvement Curriculum and Assessment	A. Collaborate with employability partners, including colleagues from Place and the City Region Deal on the implementation of a Skills Framework for schools and ELCs.	Senior Manager - Education	<ul style="list-style-type: none"> All children and young people are aware of the skills they are developing in each subject area and are able to articulate this, evidenced by focus groups, surveys and interviews.
Enhanced arrangements for tracking progress of vulnerable groups of children and young people.	Curriculum and Assessment School and ELC Improvement	A. Improve tracking arrangements to inform the choices of young people and curricular offer. B. Establish systems to routinely sample those at risk of not securing a positive destination including the care experienced and winter leavers to determine any re-design. C. Work in partnership with others (DYW and SDS) to increase opportunities for young people to talk about their skills for learning, life and work.	Senior Manager - Education	<ul style="list-style-type: none"> 100% of care experienced mentored young people stay on until S5 and enter a positive destination thereafter.
Increased number of young people securing a positive destination.	School and ELC Improvement	A. Map the range of courses aligned to growth area learning pathways by 2026 to identify how best to reduce duplication and maximise opportunity. B. Increase mentoring opportunities through Career Ready, MCR pathways and other available programmes.	Senior Manager - Education	<ul style="list-style-type: none"> Increase the % of young people securing a positive destination back up to at least 96.5% (2019/20) Number of young people maintaining engagement with MCR pathways (10 sessions or more) to be maintained at 122 or above.

Improvement Outcome	NIF Driver(s)	Key Actions	Responsible	Measurable Outcomes
Increased number of school leavers attaining SCQF level qualifications.	Performance Information	<p>A. Work with school senior leadership teams and improvement analyst to scrutinise the attainment gap, determine stretch aims and to ensure robust tracking and monitoring is in place to achieve this.</p> <p>B. Enhanced tracking of care experienced young people's attainment and achievement.</p>	Senior Manager -Education	<ul style="list-style-type: none"> • Increase the number of school leavers attaining 1 or more pass at SCQF level 5 by June 2023 by 3.5pp • Increase the number of school leavers attaining 1 or more pass at SCQF level 5 by June 2023 by 4.4pp • Lower the % gap between care experienced and others attaining 1 or more SCQF awards at SCQF level 5 – New Measure



Improvement in attainment, particularly in literacy and numeracy

Improvement Outcome	NIF Driver(s)	Key Actions	Responsible	Measurable Outcomes
Enhanced approaches to school and ELC improvement planning, evaluating and reporting.	School and ELC Leadership School and ELC Improvement Teacher and practitioner Professionalism	A. Embed approaches to school and ELC improvement planning and standards and quality reporting ensuring feedback supports self-improvement. B. Support schools and ELCs in the effective use of self-evaluation toolkits, HGIOS4, HGIOELC and promote deeper understanding of empowerment within schools. C. Review and enhance model of Quality Assurance to support rigorous Validated Self Evaluation and School and ELC Performance and Improvement Meetings.	Quality Improvement Officers	<ul style="list-style-type: none"> % of establishments self-evaluated as 'good' or better for QI 1.1 Self-evaluation for self-improvement – New Measure
Enhanced collaboration, empowered leadership and teacher/practitioner professionalism.	School and ELC Leadership School and ELC Improvement Teacher and Practitioner Professionalism	A. Support aspiring school and ELC leaders through a range of National, Regional and Local programmes. B. Support teacher and practitioner leadership through a range of local, regional and national programmes.	Quality Improvement Officers	<ul style="list-style-type: none"> Increase the percentage of establishments self-evaluated as 'good' or better for QI 1.2 Leadership of Learning by 8 percentage points. <ul style="list-style-type: none"> Session 21/22 – 69% Maintain levels of engagement with formal National leadership and professionalism opportunities: <ul style="list-style-type: none"> Session 21/22 - 73 school based individuals Session 21/22 - 25 early years based individuals

Improvement Outcome	NIF Driver(s)	Key Actions	Responsible	Measurable Outcomes
Improved experiences in schools and ELCs to meet the needs of all children and young people.	School and ELC Improvement Teacher and Practitioner Professionalism	<ul style="list-style-type: none"> A. Implement key actions outlined in Clackmannanshire's 'Numeracy Framework: Raising Attainment, Accelerating Progress and Closing the Poverty Related Attainment Gap, Improvement Plan 2022 – 2026 to support practice. B. Implement key actions outlined in Clackmannanshire's 'Literacy Framework: Raising Attainment, Accelerating Progress and Closing the Poverty Related Attainment Gap, Improvement Plan 2022 – 2026 to support practice. C. Promote Professional Learning (PL) for education staff to ensure they have the knowledge and skills to meet the needs of all children and young people and in particular the range of ASN in their establishments. D. Implement revised quality assurance/VSE activity to gather evidence of evaluation and improvement 	Quality Improvement Officers	<ul style="list-style-type: none"> • 8pp increase in the number of establishments self-evaluated as 'good' or better for QI 2.3 Learning, Teaching and Assessment. <ul style="list-style-type: none"> ○ Session 21/22 – 69% • % of sampled establishments evidencing improvement in QI 2.3 as good or above through validated self-evaluation (VSE). – New Measure • % ELCs graded as good or above by Care Inspectorate • % HMIe inspections evaluated at good or above in schools and ELCs
Enhanced approaches to monitoring and tracking of individual learners' progress, in particular improved arrangements to for tracking groups according to disability, protected characteristics and those who care experienced to be able to make meaningful comparisons.	Curriculum and Assessment	<ul style="list-style-type: none"> A. Implement Local Authority Performance and Improvement planned actions. B. Extend Performance and Improvement meetings to include ELC and Secondary settings. C. Support schools and ELC to identify, monitor and track the attainment of young people from a care experienced background, to ensure that they fulfil their potential and that any barriers to engagement are removed. 	Quality Improvement Officers	<ul style="list-style-type: none"> • 4pp increase in the number of establishments self-evaluated as good or better at robustly tracking progress and achievement at all stages. <ul style="list-style-type: none"> ○ Session 21/22 – 82% • All establishments monitor and track progress of Care Experienced children and young people.

Improvement Outcome	NIF Driver(s)	Key Actions	Responsible	Measurable Outcomes
Improved assessment of children's progress and achievements.	Curriculum and Assessment Teacher and Practitioner Professionalism	A. Review and refresh our Assessment and Moderation Framework. B. Develop skills of teacher/practitioner judgement, including use of SNSA, to support consistent and effective assessment and reporting. C. Provide professional learning, in collaboration with Education Scotland, for Moderation Leads to lead in effective assessment and moderation processes, within and outwith their own school/ELC. D. Review early level progression pathways in literacy and numeracy.	Quality Improvement Officers	<ul style="list-style-type: none"> 8pp increase in the number of establishments reporting that they have '<i>an agreed approach to gathering and making use of learner evidence to inform professional judgements</i>' as good or above through self-evaluation. <ul style="list-style-type: none"> Session 21/22 – 56.5%
Enhanced use of rich data to inform improvements and track and monitor progress.	Performance Information Teacher and Practitioner Professionalism	A. Support schools and ELCs to extend and embed effective use of data tools, including updated monitoring and tracking toolkit, school profiles, FOCUS Toolkit and BGE Benchmarking Tool. B. Develop and deliver a Performance and Improvement Professional Learning Programme to upskill and support senior leadership teams.	Senior Manager - Education Quality Improvement Officers Data Coach/Analyst	<ul style="list-style-type: none"> Number of staff upskilled and confident to effectively use a range of data tools to track, monitor and analyse data to inform improvements – New Measure.
Increased participation and confidence of parents and carers in supporting their child/ren.	Parent/Carer Involvement and Engagement Teacher and Practitioner Professionalism School and ELC Improvement	A. Support teachers/practitioners to have the appropriate knowledge, skills, tools and good practice exemplars to work with parents and families to deliver Family Learning to fulfil the aims of the School Improvement Plan (SIP). B. Ensure Parent Councils are supported to fulfil their legally prescribed and constituted role, offering individualised support as identified and required.	Quality Improvement Officers	<ul style="list-style-type: none"> Parent surveys demonstrate increased confidence in supporting their child's learning. All establishments evidence Family Learning Programmes in their SIP and evaluate the impact in SQR. % of parent volunteers supporting learning in schools – New measure.

Improvement Outcome	NIF Driver(s)	Key Actions	Responsible	Measurable Outcomes
Increased attainment in literacy and numeracy.	Curriculum and Assessment Performance Information	<p>A. Implement key actions outlined in Clackmannanshire’s ‘Numeracy Framework: Raising Attainment, Accelerating Progress and Closing the Poverty Related Attainment Gap, Improvement Plan 2022 – 2026 to support practice.</p> <p>B. Implement key actions outlined in Clackmannanshire’s ‘Literacy Framework: Raising Attainment, Accelerating Progress and Closing the Poverty Related Attainment Gap, Improvement Plan 2022 – 2026 to support practice.</p>	Quality Improvement Officers	<ul style="list-style-type: none"> • Increase attainment in Literacy (P1, P4 and P7 combined) to 68% by June 2023 <ul style="list-style-type: none"> ○ Session 17/18 – 65.4% ○ Session 18/19 – 71.6% ○ Session 20/21 – 59.8% • Increase attainment in Numeracy (P1, P4 and P7 combined) to 75% by June 2023 <ul style="list-style-type: none"> ○ Session 17/18 – 76.3% ○ Session 18/19 – 77.2% ○ Session 20/21 – 68.9% • Increase attainment in Literacy at third level to 89% by June 2023. <ul style="list-style-type: none"> ○ Session 17/18 – 83.4% ○ Session 18/19 – 82.8% • Increase attainment in Numeracy at third level to 83% by June 2023. <ul style="list-style-type: none"> ○ Session 17/18 – 80.4% ○ Session 18/19 – 77.3%

ⁱ <https://www.gov.scot/publications/pupil-census-supplementary-statistics/>

ⁱⁱ www.gov.scot Scottish Index of Multiple Deprivation 2020

ⁱⁱⁱ www.gov.scot Scottish Index of Multiple Deprivation 2020v2 Revision Notice

^{iv} Research by Loughborough University <http://www.endchildpoverty.org.uk/local-child-poverty-data-2014-15-2019-20/>

^v <https://data.gov.scot/poverty/>

^{vi} <https://publichealthscotland.scot/publications/teenage-pregnancies/teenage-pregnancies-year-of-conception-ending-31-december-2019/>



2022-2023

Clackmannanshire-The Scottish Attainment Challenge-Framework for Recovery and Accelerating Progress



Scottish Attainment Challenge- Clackmannanshire 2022-2023

Overview

This Plan has been developed to support the next phase of the Scottish Attainment Challenge, Framework for Recovery and Accelerating Progress across Clackmannanshire.

<https://www.gov.scot/publications/scottish-attainment-challenge-framework-recovery-accelerating-progress/documents>

It aims to:

“To use education to improve outcomes for children and young people impacted by poverty, with a focus on tackling the poverty-related attainment gap”

The redesigned approach to the Scottish Attainment Challenge has seen funding to the current 9 Challenge Authorities of £43 million distributed equitably between 32 local authorities. This has significantly reduced the finance available for the Clackmannanshire Programme Plans, with funding tapered down over the next 4 years (2022-2025). The previous term used to describe the fund and programme has been updated from Scottish Attainment Challenge funding (SAC) Strategic Equity Funding (SEF).

- 2022-2023 £1,303,282
- 2022-2023 £1,034,744
- 2023-2024 £766,205
- 2024-2025 £497,666

Interventions supporting closing the poverty related attainment gap and ensuring equity and excellence across the SEF Programme have been reviewed with those having the greatest impact being the focus of this plan. Agreed outcomes, contractual agreements with local authority teams, partners and agencies have been revised so that there is a planned exit and sustainability strategy towards 2025.

Wider engagement, involvement and communication with all stakeholders continues to be undertaken to ensure that there is a clear transition to Year 2 of the refreshed SEF with work streams for 2022-2023 being either retained, refocused, reduced or removed.

Driver	Work stream	Action
Improving Pedagogy and Practice/Learning and Teaching	Improving Outcomes Team	Reduction and Refocus to targeted schools to close the poverty related gap
	Small Group Interventions	Retain -continuation of Primary focus with transition to Secondary work stream
	Speech and Language Therapy	Reduction in funding across Forth Valley Transformational programme
	Early Intervention Team	Reduction in staff to targeted schools
	Equitable Literacy Programme- Sue Ellis	Remove - approach embedded across schools
	Readiness for Learning	Reduce and refocus - embedded across schools
	CCPE Stirling University	Remove -Programme completed
	Maximising Progress Leads	Remove
Families and Communities/Health and Wellbeing	Wellbeing Workers	Retain and Refocus to children and young people in SIMD Q1
	Family Learning	Reduce and Refocus with an emphasis on Family Learning
Research and Evaluation	Strathclyde University Research	Remove -Phase 2 completed

Through consultation and dialogue with Head Teachers, partners and key stakeholders, a ‘core’ model has been developed for aims measurable by our National Improvement Framework key measures and local data for health and wellbeing. These locally identified **Stretch Aims**, are being developed to ensure that despite a funding reduction, significant progress continues to be made in recovering from the impact of the Covid-19 pandemic, particularly for those impacted by poverty. A number of stretch aims are work in progress (marked as TBC).

By working collegiately, consideration has also been taken to make sure that the utility and reach of Pupil Equity Funding (PEF) supports our shared approaches and stretch aims. This is ensuring that the use of Attainment Scotland Funding at school and local authority level is strategically aligned to share strategic planning.

Clackmannanshire Core Stretch Aims for 2022-23

- Increase attainment in Literacy (P1, P4 and P7 combined) to 68%
- Increase attainment in Numeracy (P1, P4 and P7 combined) to 75%
- Reduce the poverty related attainment gap in Literacy (P1, P4 and P7 combined) to 24%.
- Reduce the poverty related attainment gap in Numeracy (P1, P4 and P7 combined) to 19%.
- Increase the percentage of school leavers attaining 1 or more passes at SCQF level 5 to TBC
- Increase the percentage of school leavers attaining 1 or more passes at SCQF level 6 to TBC
- Increase percentage of 16-19 years olds participating in education, employment or training to TBC
- Increase attendance across all establishments from 94% to TBC

Clackmannanshire Core ‘Plus’ Stretch Aims for 2022-23

An additional “plus” model reflects our local contextual priorities, in particular the importance of wider achievements and positive outcomes for care experienced children and young people.

- Increase the percentage of school leavers achieving a Level 5 qualification (based on Insight figures) to take account of wider achievement TBC
- Increase attendance for care experienced children and young people across all establishments by TBC

While this Plan focusses on 2022-2023, it has considered outcomes to be achieved by the end of the four year cycle of funding (2022-2025) rather than changing longer term outcomes on an annual basis.

The mission “*to use education to improve outcomes for children and young people impacted by poverty, with a focus on tackling the poverty-related attainment gap*” will now feature in our local authority, People- Education Service Improvement Plans. These Plans will articulate how Attainment Scotland

Funding will be used to address this mission as well as how these Plans align to other local authority plans, such as our Children's Services Plan, Business Plan and Child Poverty Action Plans, which all have related aims.

There is a continued focus on supporting our schools to identify their poverty related gaps through planned Improvement Discussions (part of the Authority Quality Assurance Processes) coaching, professional learning and supporting the effective use of the Authority Tracker to ensure that we continue to close the poverty related attainment gap. This combined with the use of the **Scottish Attainment Challenge Logic Model**, (Appendix 1) will ensure that there is a shared understanding of the programme aims and will highlight the monitoring, performance and progress needed to achieve our stretch aims.

Collaboration with a range of services across the local authority, in local communities and with our Regional improvement Collaborative will continue to provide additional contributions to the mission of the Scottish Attainment Challenge to ensure that targeted help and resource benefit children and young people affected by poverty .

GOVERNANCE

Audit and Scrutiny Committee

- ANNUALLY

Children's Services Strategic Group/Children & Young People Board

- TERMLY

SEF Lead, Attainment Advisor and Education Scotland

- MONTHLY

Integrated Team / Performance

- Improving Pedagogy and Practice/Learning and Teaching
- Health and Wellbeing/Families and Communities
- Improvement Analyst
- Parental Involvement and Engagement Lead
- Quality Improvement Officers
- FORTNIGHTLY

Children and Young People's Board.

The Children and Young People's Board will monitor performance in the delivery of services including consideration of:

- service performance reports –progress towards stretch aims
- inspection or other similar reports
- financial performance

Children's Services Strategic Group

This group meets termly; the objectives being:

- To oversee the Scottish Attainment Challenge programme plan, reporting on the stretch aims and alignment with Children's Services planning
- To review and comment on financial spend
- Share good practice and support a collaborative approach to the delivery of Clackmannanshire's Attainment Challenge
- To analyse, support and challenge the performance improvement of the progress across the stretch aims and reports to Scottish Government
- To review and mitigate key risks to the programme
- To support and develop future bids for programmes, in accordance with Scottish Government guidelines
- Consider voice of young people, teachers, parents and other stakeholders

SEF Lead , Attainment Advisor and Education Scotland

SEF Lead and Attainment Advisor meet to:

- complete the monthly written reviews for Education Scotland
- participate in the monthly Education Scotland Progress update meetings
- review data, School Improvement Plans, PEF Plans-alignment with Stretch aims
- engage in school visits where this work stream is being implemented (to further support the Quality Assurance programme)
- review of Task Brief and Risk Register

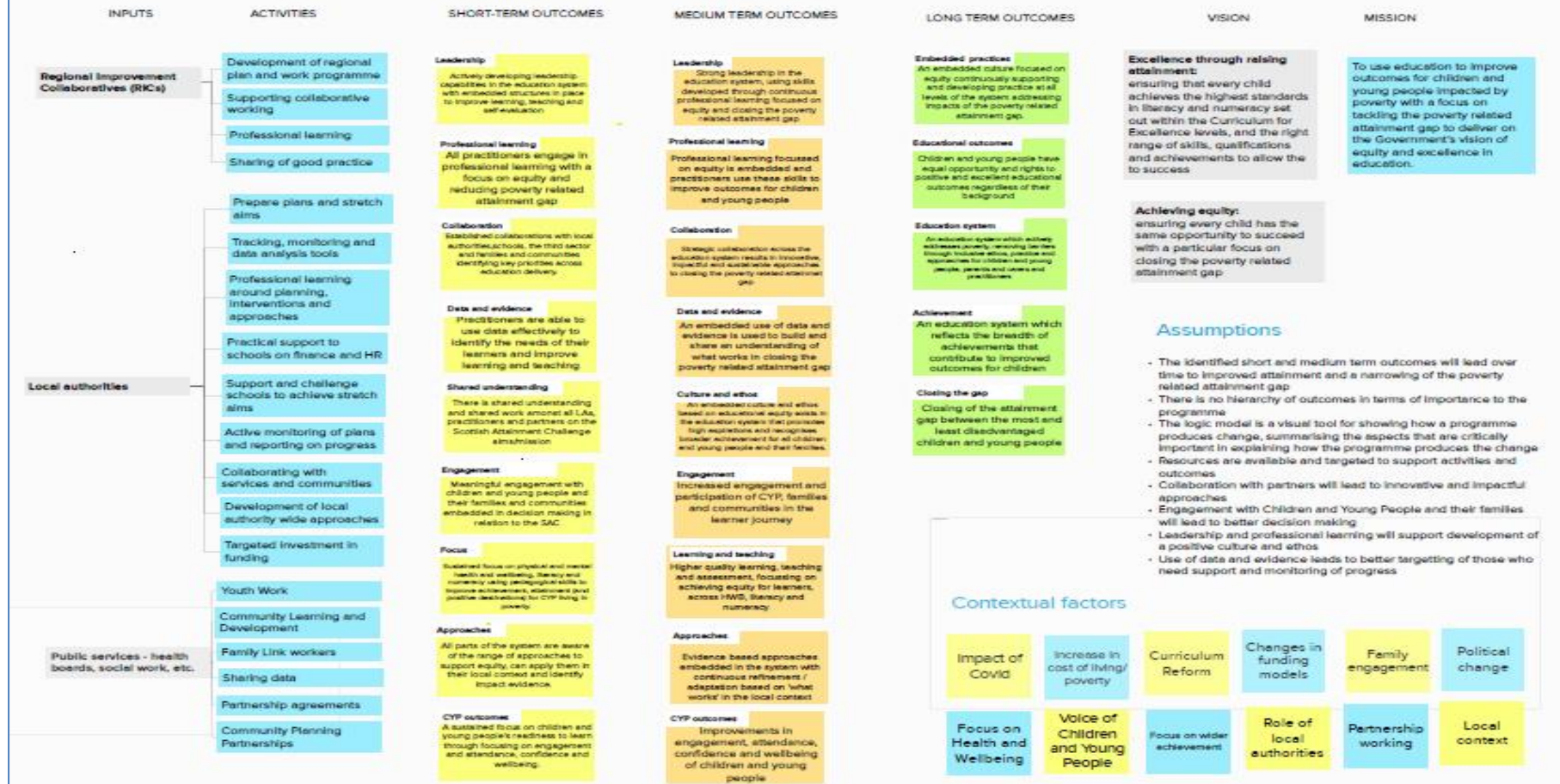
Integrated Team/Integrated Performance

The Integrated Team meets fortnightly to:

- report on the progress across the stretch aims and associated work stream actions
- provide an update for use in the Authority Performance management System-Pentana
- share good practice and support a collaborative approach
- discuss and evaluate the progress against agreed outcomes and measures of each intervention to align with the Logic Model
- report to and advise the Management Board
- support the development of future bids for programmes, in accordance with Scottish Government guidelines
- consider voice of young people, teachers, parents, partners and other stakeholders.
- develop and maintain a communication plan
- highlight opportunities for sustainability and plan for the reduced funding across the programmes
- review and update the risk matrix for each work stream and associated action plan
- ensure that there is communication and collaboration to create and sustain effective change

Appendix 1
Logic Model

SAC Logic Model - Local/Regional



Report to: Clackmannanshire Council

Date of Meeting: 6 October 2022

Subject: Place Based Investment Programme Update

Report by: Pete Leonard, Strategic Director Place

1.0 Purpose

- 1.1. The purpose of this report is to provide an update to Members on activity around the Council's Place Based Investment Programme. This paper describes the process that Council Officers have undertaken to create both a plan for the appropriate use of the Scottish Government's Place Based Investment Funds for the year 2022/23 and a strategy for future place based funds.
- 1.2. The paper is intended to update Council and provide a platform for discussion that will give Council Officers direction for future fundraising activity.

2.0 Recommendations

It is recommended that Council notes:

- 2.1. The work that has been undertaken to give a robust view on the place based capital projects that are achievable within the timescales for the 2022/23 fund. (Appendix 1);
- 2.2. The strategy put forward to focus Council activity when planning for anticipated capital funding opportunities in forthcoming years. (Appendix 2) and;
- 2.3. The work that will be undertaken this year through the Investment Working Group to coordinate and prepare for significant investment for transformational capital projects with the intention of bringing an Investment Plan to a future Council meeting.

It is recommended that Council:

- 2.4. Approves the allocation of the Place Based Investment Fund 2022/23 for a set of projects taken from the list set out in in Appendix 1.

3.0 Considerations

- 3.1. The Scottish Government operates three funds as part of their Place Based Investment Programme.
- 3.2. Two of these funds; the Regeneration Capital Grants Fund and the Vacant and Derelict Land Fund, are allocated through a challenge fund mechanism that is open to Clackmannanshire to apply to. The third fund is the Place Based Investment Fund, which is a set sum allocated to Local Authorities each year.
- 3.3. The two challenge funds both tend to open and close in summer and require significant planning in advance to successfully apply.
- 3.4. The Scottish Government has committed to providing Local Authorities with funds for the purposes of improving areas with a place based methodology from 2021/22 – 2025/26.
- 3.5. The main objectives of the Place Based Investment Programme are to:
 - Ensure that investments in a place are relevant to that place and for the benefit of all the people in that place.
 - Support the delivery of 20 minute neighbourhoods.
 - Provide a consistent framework for looking at investments in a place, and explore with those communities how greater collaboration can improve the circumstances of peoples' lives.
 - Support the ambitions of existing place based plans and strategies, such as the Infrastructure Investment Plan and the emerging National Planning Framework⁴, making sure that money spent in places has the greatest collective benefit possible.
 - Accelerate ambitions for Community Wealth Building, community-led Regeneration, and the cities and town centres agendas.
 - Provide a coherent local framework across urban and rural areas for realising ambitions for inclusion, climate change, and wellbeing.
- 3.6. Clackmannanshire Council was allocated £512,000 in 2021/22, which was put towards cost overruns in the Primrose Street dementia friendly housing development.
- 3.7. Clackmannanshire Council has been allocated £440,000 for the year 2022/23, and the Scottish Government has advised that the Council will receive £310,000 per year for the following three years up 2025/26. .
- 3.8. The primary parameters that have directed Council Officers when considering what projects should be presented are:
 - Place Based Investment Funds can only be used on capital costs.
 - Projects the funds go towards cannot already be on the capital programme and funds cannot substitute for existing spend.

- 3.9. Council Officers have undertaken significant consultation internally over the course of two Investment Working Group meetings and frequent meetings with Senior Managers and Project Managers. The list of projects in Appendix 1 for approval for this year of Place Based Investment Funds represents those projects that best meet the funding criteria and that are possible within the timescales, i.e. that they are committed by 31 March 2023 and delivered within the following year. They include projects that would be Council led but also projects by third sector and community organisations. It should be noted that costs shown are indicative only, and may be subject to change once projects are fully costed.
- 3.10. The projects chosen deliver on the Be the Future themes of sustainable, inclusive growth and improving health and wellbeing. The Living Alloa and Shore projects are also key starting points towards delivering on the Alloa Town Centre Transformation Zone workstream.
- 3.11. The combination of the specific projects in Appendix 1 and the wider strategy set out in Appendix 2 provide a basis for delivering on place based investment in Clackmannanshire for the next four years. This will be set out in an Investment Plan, which will act as a vehicle for attracting match funding for projects in the future.

4.0 Sustainability Implications

- 4.1. None

5.0 Resource Implications

- 5.1. The funds to be used for these projects are 100% externally funded from the Scottish Government.
- 5.2. The full financial implications of the recommendations are set out in the report.
This includes a reference to full life cycle costs where appropriate. Yes x
- 5.3. Finance have been consulted and have agreed the financial implications as set out in the report. Yes x

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
 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 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 X

10.0 Appendices

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

Appendix 1: List of projects to be funded by the Place Based Investment Fund in year 22/23 and analysis table

Appendix 2: Strategy for focus of future Place Based Investments


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
Pete Leonard	Strategic Director (Place)	

Approved by

NAME	DESIGNATION	SIGNATURE
Pete Leonard	Strategic Director (Place)	

Appendix 1: List of projects to be funded by the Place Based Investment Fund in year 22/23 and analysis table

<https://ourplace.wsdev.org/about-place/themes/place-based-investment/place-based-investment-infrastructure>

AIMS OF PLACE BASED INVESTMENT PROGRAMME

1. Ensure that investments in a place are relevant to that place and for the benefit of all the people in that place.
2. Support the delivery of 20 minute neighbourhoods.
3. Provide a consistent framework for looking at investments in a place, and explore with those communities how greater collaboration can improve the circumstances of peoples' lives.
4. Support the ambitions of existing place based plans and strategies, such as the Infrastructure Investment Plan and the emerging National Planning Framework4, making sure that money spent in places has the greatest collective benefit possible.
5. Accelerate ambitions for Community Wealth Building, community-led Regeneration, and the cities and town centres agendas.
6. Provide a coherent local framework across urban and rural areas for realising ambitions for inclusion, climate change, and wellbeing.

PROJECT NAME	PROJECT SUMMARY	INDICATIVE COSTS	RAG ASSESSMENT AGAINST PBIP AIMS	COMMENTS ON ALIGNMENT WITH PBIP AIMS												
Living Alloa	Provide additional funds to Living Alloa projects currently under construction (principally Alloa Hub), to address project cost increases, currently not budgeted for and to fully implement transformational projects.	£27,000	<table border="1"> <tr><td>1.</td><td>Green</td></tr> <tr><td>2.</td><td>Green</td></tr> <tr><td>3.</td><td>Yellow</td></tr> <tr><td>4.</td><td>Green</td></tr> <tr><td>5.</td><td>Green</td></tr> <tr><td>6.</td><td>Red</td></tr> </table>	1.	Green	2.	Green	3.	Yellow	4.	Green	5.	Green	6.	Red	Address increase costs in transformational town centre projects to fulfil original aims and objectives which are aligned with PBIP. These projects are already SG funded, so would need to ensure no conflict with funding already given.
1.	Green															
2.	Green															
3.	Yellow															
4.	Green															
5.	Green															
6.	Red															
The Shore, Alloa – Environmental Enhancement	Environmental improvement works to publicly accessible, Council owned area of River Forth waterfront at	£63,000	<table border="1"> <tr><td>1.</td><td>Green</td></tr> </table>	1.	Green	Create safe, attractive and resilient public space at Alloa waterfront, making better use of historic harbour, River Forth frontage and creating a destination for local people and visitors.										
1.	Green															

PROJECT NAME	PROJECT SUMMARY	INDICATIVE COSTS	RAG ASSESSMENT AGAINST PBIP AIMS	COMMENTS ON ALIGNMENT WITH PBIP AIMS										
	<p>The Shore, Alloa.</p> <p>Site in 2 parts:</p> <p>1. Area, with interpretation/parking/seating, but now tired, overgrown and unattractive -</p> <p>Create better pedestrian/cycle/vehicle access, improve hard and soft landscaping and robust vandal proof seating. Create possible space for temporary snack van/café.</p> <p>Area 2. Larger adjoining area of vacant land between Site 1 (above) and new flats/housing – Carry out enabling infrastructure and environmental works for future redevelopment in accordance with PBIP and Transformation Zones aims.</p> <p>Potential scope for third</p>		<table border="1"> <tr> <td data-bbox="1155 331 1301 379">2.</td> <td data-bbox="1301 331 1346 379">Yellow</td> </tr> <tr> <td data-bbox="1155 379 1301 427">3.</td> <td data-bbox="1301 379 1346 427">Green</td> </tr> <tr> <td data-bbox="1155 427 1301 475">4.</td> <td data-bbox="1301 427 1346 475">Green</td> </tr> <tr> <td data-bbox="1155 475 1301 523">5.</td> <td data-bbox="1301 475 1346 523">Green</td> </tr> <tr> <td data-bbox="1155 523 1301 571">6.</td> <td data-bbox="1301 523 1346 571">Red</td> </tr> </table>	2.	Yellow	3.	Green	4.	Green	5.	Green	6.	Red	<p>Potential for commercial investment e.g. coffee cabin/snack van and more permanent facilities in future redevelopment.</p> <p>Create more positive context for addressing future redevelopment of remaining derelict Council land at The Shore, and tie in with TZ approach.</p> <p>Opportunities for improved access to river in co-operation with adjoining owner of existing adjoining slipway.</p> <p>Opportunity for match funding from a funding bid due to be submitted to the National Lottery Heritage Fund by RSPB.</p>
2.	Yellow													
3.	Green													
4.	Green													
5.	Green													
6.	Red													

PROJECT NAME	PROJECT SUMMARY	INDICATIVE COSTS	RAG ASSESSMENT AGAINST PBIP AIMS	COMMENTS ON ALIGNMENT WITH PBIP AIMS												
	sector involvement.															
Former Bowling Green, Tullibody Civic Centre	Replace grass with all-weather artificial grass surface on former bowling green at Tullibody Civic Centre.	£125,000	<table border="1"> <tr><td>1.</td><td>Green</td></tr> <tr><td>2.</td><td>Red</td></tr> <tr><td>3.</td><td>Green</td></tr> <tr><td>4.</td><td>Yellow</td></tr> <tr><td>5.</td><td>Green</td></tr> <tr><td>6.</td><td>Green</td></tr> </table>	1.	Green	2.	Red	3.	Green	4.	Yellow	5.	Green	6.	Green	<p>Support Tullibody Community Development Trust to make better use of outdoor playing surface, for such activities as walking football. Use currently limited as it is a grass surface and often is unplayable, and subject to wear and tear when in use.</p> <p>An all weather surface would allow the community to make better use of the area for a variety of outdoor sports and activities all year round, and making, use safer and more accessible.</p> <p>Investment in former Council asset transferred to community; demonstrating ongoing support of CWB.</p> <p>Would need to be sure that the community group could deliver the project within the required timescales.</p>
1.	Green															
2.	Red															
3.	Green															
4.	Yellow															
5.	Green															
6.	Green															
Hawkhill Community Centre	Replace grass with all-weather artificial grass surface and purchase of mobile floodlights, to allow for greater range of outdoor activities, including in evenings.	£125,000	<table border="1"> <tr><td>1.</td><td>Green</td></tr> <tr><td>2.</td><td>Red</td></tr> <tr><td>3.</td><td>Green</td></tr> <tr><td>4.</td><td>Yellow</td></tr> <tr><td>5.</td><td>Green</td></tr> <tr><td>6.</td><td>Green</td></tr> </table>	1.	Green	2.	Red	3.	Green	4.	Yellow	5.	Green	6.	Green	<p>Support Allow Hawkhill Community Association to make better use of outdoor playing surface. Use currently limited as it is a grass surface and often is unsafe or unplayable, and subject to wear and tear when in use.</p> <p>An all weather surface would allow the community to make better use of the area for a variety of outdoor sports and activities all year round, and making use safer and more accessible.</p>
1.	Green															
2.	Red															
3.	Green															
4.	Yellow															
5.	Green															
6.	Green															

PROJECT NAME	PROJECT SUMMARY	INDICATIVE COSTS	RAG ASSESSMENT AGAINST PBIP AIMS	COMMENTS ON ALIGNMENT WITH PBIP AIMS												
				Investment in community run sports/leisure facility; demonstrating ongoing support of CWB. Would need to be sure that the community group could deliver the project within the required timescales.												
New cycle facilities in Clackmannan and Alva	Build new pump track for BMX bikes in George V Park in Clackmannan and replace existing BMX track in Alva at the active travel route to the south of Craigton Crescent. Each project to cost £100,000, with balance to be funded with two £50,000 grants from Sports Scotland.	Clackmannan Pump Track - £50,000 Alva BMX track - £50,000	<table border="1"> <tr><td>1.</td><td>Green</td></tr> <tr><td>2.</td><td>Green</td></tr> <tr><td>3.</td><td>Green</td></tr> <tr><td>4.</td><td>Green</td></tr> <tr><td>5.</td><td>Yellow</td></tr> <tr><td>6.</td><td>Yellow</td></tr> </table>	1.	Green	2.	Green	3.	Green	4.	Green	5.	Yellow	6.	Yellow	Community partners such as Clackmannan Development Trust have been very keen to add to the cycling infrastructure in the area with more challenging features. These facilities would contribute towards health and wellbeing. Potential match funding available would maximise the investment.
1.	Green															
2.	Green															
3.	Green															
4.	Green															
5.	Yellow															
6.	Yellow															

Project	PBIF Allocation	Anticipated Match Funding	Total
Living Alloa	£27,000	£0	£27,000
The Shore	£63,000	£50,000	£113,000
Tullibody Civic Centre	£125,000	£0	£125,000

Hawkhill Community Centre	£125,000	£0	£125,000
Cycle Facilities	£100,000	£100,000	£200,000
Total	£440,000	£150,000	£590,000

Appendix 2: Strategy for focus of future Place Based Investments

As noted in 3.3, this funding allocation will be received by Clackmannanshire Council 2025/26 at least. Further to this, we also expect to be in a position to tap into the other Place Based Investment Programme funds such as the Vacant and Derelict Land Fund and the Regeneration Capital Grants Fund as well as a future round of the Levelling Up Fund and the substantial City Region Deal Funds including the Tourism, Culture and Heritage Fund. The table below is an attempt to display the priorities for investment in Place Based capital projects so that we are better able to prepare for funding opportunities as they arise.

This table is a starting point and the Investment Working Group will build on it to produce a full Investment Strategy this year.

Theme	Potential Funders
Town Centre Development	Place Based Investment Fund – up to £310,000 pa City Region Deal (Scottish International Environment Centre) – £17m City Region Deal (Intergenerational Living Innovation Hub) – £7.25m

	Levelling Up Fund constituency bid - up to £20m
Green Spaces	Place Based Investment Fund – up to £310,000 pa Regeneration Capital Grants Fund – up to £1m
Recreation/tourism	Sports Scotland – currently up to £50,000 awards Place Based Investment Fund – c. £310,000 pa Regeneration Capital Grants Fund – up to £1m City Region Deal (Culture, Tourism, Heritage) – c. £5m Levelling Up Fund constituency bid - up to £20m Levelling Up Fund transport bid – up to £20m

Report to: Council

Date of Meeting: 6 October 2022

Subject: Apprenticeships in the Council

Report by: Strategic Director - Place

1.0 Purpose

- 1.1. This paper asks Council to consider and agree to revise the hourly rates paid to our Modern Apprentices in order to support the Community Wealth Building agenda and increase the attractiveness of our Apprenticeship programme..

2.0 Recommendations

- 2.1. Note the variation in the hourly rates paid to Apprentices across the Council (*Appendix B*).
- 2.2. Note the variation in the hourly rates paid to Apprentices across other local authorities (*Appendix C*).
- 2.3. Note the cost associated with the implementation of these proposals (paragraph 3.18 and *Appendix E*).
- 2.4. Agree to adopt the payment model outlined in paragraph 3.15 from April 2022.
- 2.5. Agree to uplift the wages of existing Apprentices from 1 April 2022 to the new hourly rates.

3.0 Considerations

Background

- 3.1. A Modern Apprenticeship (MA) helps employers to develop their workforce by training new staff, and upskilling existing employees. For individuals, an MA is a job which lets them earn a wage and gain an industry-recognised qualification.
- 3.2. Skills Development Scotland contributes towards the costs of the MA training, through a training provider who works with the employer.

- 3.3. There are over 80 Modern Apprenticeship frameworks – from healthcare and financial services to construction and IT. These have been developed by sector skills councils, in consultation with their industry.
- 3.4. The funding available for apprenticeship training varies according to the Apprentice's age and the MA Framework they are following with contribution rates being highest for 16 – 19 year olds (the priority group) and around half for individuals aged 20 – 24 and less again for those aged 25+. See *Appendix D* for MA Contribution Rates. It is proposed that consideration should be given for services to be able to access the Corporate Training Budget to meet any potential shortfall in training costs.
- 3.5. The average length of time to complete a Modern Apprenticeship varies depending on the framework and can be anything from 12 months for a MA at SCQF level 5 in Business & Administration to 4 years for Craft and Trade Apprentices.
- 3.6. Modern Apprentices are classed as employees and the Council service employing the Apprentice is responsible for paying their salary costs.
- 3.7. The role of Clackmannanshire Works (part of the Council's Economic Development service) is to support other Council services to recruit eligible individuals as Apprentices, broker the training, and provide on-going support to both the Apprentices and their supervisors.
- 3.8. Clackmannanshire Works has traditionally supported Council services to recruit and train Modern Apprentices, mainly in the areas of Business & Administration, Early Years (Childcare) and Construction Crafts (i.e. Joinery, Painting & Decorating, Plumbing, and Electrical).
- 3.9. The number of Modern Apprentices in the Council fluctuates and, up until 2020, was between 30 and 40 at any one time.
- 3.10. Over the past year, the number of Apprentices has reduced to 21 as at the end of March 2022 (*Appendix A*). There have been 2 new Apprentice starts since April 2022. The number of Apprentices will reduce further during 2022 as 13 Apprentices are due to complete over the next 6 months, leaving only 8 Apprentices (6 of which are Craft Apprentices) by September 2022.

Pay Rates for Council Apprentices

- 3.11. Whilst the Council became an accredited Living Wage employer in November 2021, Apprentices are not included in this accreditation scheme.
- 3.12. The Living Wage Foundation do outline that many accredited employers have chosen to extend the full Living Wage to Apprentices.
- 3.13. Officers undertook a benchmarking exercise with other local authorities and it is clear that the rates paid to Apprentices vary significantly (*Appendix B & Appendix C*) across Councils.
- 3.14. *Appendix B* highlights the variation and complexities of the Apprentice pay rate system currently being deployed in the Council. Business & Administration and Roads Apprentices regardless of age are paid at the National Minimum Wage for Apprentices (increased in April 2022 from £4.30

to £4.81 per hour) for the first 12 months. Craft Apprentices are initially paid at an agreed Craft Operative rate, then after the first 12 months, when the National Minimum Wage is higher than the negotiated rates, the National Minimum Wage takes precedence, Early Years (Childcare) Apprentices are paid at Grade 3 from day 1 regardless of age.

- 3.15. Given the range of rates paid to Apprentices across different authorities and the complexities of the current Apprentice pay rate system in the Council, it is proposed that the following payment model is adopted:

Year 1	Living Wage	£ 9.90 *
Year 2	Spinal point 22 (Grade 2)	£10.34
Year 3	Spinal point 24 (Grade 3)	£10.63
Year 4	Spinal point 26 (Grade 4)	£10.93

* These rates are as at 01/04/21, should the current pay award negotiations be settled the Scottish Local Government Living Wage rate would rise to £10.85 and other spinal points adjusted in line with agreement.

- 3.16. The rationale for adopting this model is that Year 1 would extend payment of the Living Wage to Apprentices and pay rates would rise in years 2, 3 and 4 based on the increasing skill and qualification levels of the Apprentices. Adopting this new model would elevate Clackmannanshire to being the second highest paying authority for Craft Apprentices (after South Lanarkshire) and the third highest paying authority for Non Craft Apprenticeships (after Edinburgh and South Lanarkshire).
- 3.17. Progression is based on increased skill and, for example Craft Apprentices, satisfactory completion of college assessments and skills test. The duration of Apprenticeships varies and most last for one or 2 years with the exception of Craft and Mechanic Apprenticeships which last for 4 years. Apprentices are employed on fixed term contracts for the duration of their Apprenticeship and, once completed, they would only go to the evaluated rate of the role at that point if they secured a permanent position.
- 3.18. The costs associated with the implementation of these proposals from 1 April 2022 for the current financial year would be around £70,000 (*Appendix E*). Officers have explored options on how these costs would be met and identified, and agreed with the relevant budget holders, that:
- The HRA fund will meet the uplift costs required for the 6 Craft Apprentices (c. £46,000).
 - The Economic Development service will meet the uplift costs required for the 2 Apprentices (Business & Admin. and Mechanic) from the 2021-22 underspend on the Scottish Government Employability funding which the SG has agreed to be carried forward (c. £24,000).
 - The uplift costs would be covered by the above funding for this financial year (2022-23) only in relation to the existing Apprentices as detailed in *Appendix E*.
- 3.19. Council services would be expected to utilise their own existing budgets to meet the full salary costs of Apprentices from April 2023 and for any new

Apprentice starts for the remainder of this year and subsequent years. For those remaining in 2023, the commitment in 2023/24 would be in the region of £28,000 (*Appendix E*).

4.0 Sustainability Implications

4.1 Future engagement of Apprentices would require to be funded from within existing service budgets.

4.1. This paper highlights the scope to increase the number of Apprentices in the Council in order to support the Community Wealth Building agenda.

5.0 Resource Implications

5.1. *Financial Details*

The full financial implications of the recommendations are set out in paragraph 3.18 of the report and *Appendix E*. This includes a reference to full life cycle costs where appropriate. Uplift costs would be covered using funding from HRA and Economic Development employability funding carry-forward for the period 1 April 2022 to 31 March 2023.

The HRA fund will meet the uplift costs required for the 6 Craft Apprentices (c.£46,000).

The Economic Development service will meet the uplift costs required for the 2 Apprentices (Business & Admin. and Mechanic) using agreed carry-forward funding from employability underspend (c. £24,000).

Services would meet costs, from existing budgets, of any future engagement of apprentices.

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

5.3. *Staffing*

The Economic Development service has a staff resource available to support services to recruit and train Apprentices.

6.0 Exempt Reports

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

7.0 Declarations

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

(1) **Our Priorities** (Please 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

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

8.0 Equalities Impact

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

9.0 Legality

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

10.0 Appendices

- 10.1 Appendices attached to this report are as follows:
- Appendix A – Apprentices employed by Clackmannanshire Council
 - Appendix B – Apprentice Salaries in Clackmannanshire Council
 - Appendix C – Benchmarking of Apprentice Salary Rates with other Local Authorities
 - Appendix D – Modern Apprenticeship Contribution Rates
 - Appendix E – Additional Salary Costs from 01/04/22 to 31/03/23 for Existing Apprentices

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)

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Chris Alliston	Senior Manager (HR & Workforce Development)	01259 452184

Approved by

NAME	DESIGNATION	SIGNATURE
Pete Leonard	Strategic Director - Place	

Appendix A

Apprentices Employed by Clackmannanshire Council

	Number of Apprentices at Start of Year	Occupational Area (MA Framework)											Total new starts	Leavers	Total in Employment at End of Year
		Business & Administration SCQF 5	Activity Leadership (Sport) SCQF 5	Roads SCQF 5	Business & Administration SCQF 6	Early Years (Childcare) SCQF 7	Roofing SCQF 6	Plastering SCQF 7	Electrician SCQF 7	Facilities Management SCQF5	Joiners	Plumbers			
April 2016 - March 2017	41	11	5	0	1	0	1	2	0	2		1	23	31	33
April 2017 - March 2018	33	7	5	0	3	8	0	0	1	0	2	0	26	25	34
April 2018 - March 2019	34	4	3	0	2	10	0	0	0	0		0	19	18	35
April 2019 - March 2020	35	3	0	0	1	10	0	0	0	0	1	1	16	20	31
April 2020 - March 2021	31	3	0	2	0	10	0	0	2	0	1	1	19	13	37
April 2021 - March 2022	37	1	0	0	0	0	0	0	0	0		0	1	17	21

Total Number of Apprentices 2022

	March	April	May	June	July	August	September
Number of new Starts		2	0	0	0	0	0
Number of Leavers	0	0	1	1	0	11	2
Total Number of Apprentices 2022	21	23	22	21	21	10	8

Clackmannanshire Council Modern Apprenticeship Pay Rates as at January 2022

Role	No. of Years	Year 1	Year 2				Year 3				Year 4						
		Council Rate	Council Rate	National Minimum Wage				Council Rate	National Minimum Wage				Council Rate	National Minimum Wage			
				Under 18	18 to 20	21 to 22	23 and over		Under 18	18 to 20	21 to 22	23 and over		Under 18	18 to 20	21 to 22	23 and over
Business and Administration	1	£7,848	1 year Apprenticeship														
Roads	2	£7,848	£8,432	£11,972	£15,257	£16,261	2 Year Apprenticeship										
Carpenter & Joiner	4	£8,351	£10,021	£8,432	£11,972	£15,257	£16,261	£11,692	£8,432	£11,972	£15,257	£16,261	£14,949	£8,432	£11,972	£15,257	£16,261
Plumber	4	£8,406	£11,769	£8,432	£11,972	£15,257	£16,261	£13,450	£8,432	£11,972	£15,257	£16,261	£14,291	£8,432	£11,972	£15,257	£16,261
Electrician	4	£8,406	£11,769	£8,432	£11,972	£15,257	£16,261	£13,450	£8,432	£11,972	£15,257	£16,261	£14,291	£8,432	£11,972	£15,257	£16,261
Early Years (Childcare)	2	£18,597	£18,597	£8,431	£11,972	£15,257	£16,261	2 Year Apprenticeship									

Example 1	Year	Age	Salary	Comments
Carpenter & Joiner age 16 when starting	1	16	£8,351	<i>Paid at council rate</i>
	2	17	£10,021	<i>Paid at council rate</i>
	3	18	£11,939	<i>Paid at NMW because of age</i>
	4	19	£14,291	<i>Paid at council rate</i>
	Total		£44,602	

Example 2	Year	Age	Salary	Comments
Carpenter & Joiner age 19 when starting	1	19	£8,351	<i>Paid at council rate</i>
	2	20	£11,939	<i>Paid at NMW because of age</i>
	3	21	£15,215	<i>Paid at NMW because of age</i>
	4	22	£15,215	<i>Paid at NMW because of age</i>
	Total		£50,720	

Example 3	Year	Age	Per annum	Comments
Carpenter & Joiner age 21 when starting	1	21	£8,351	<i>Paid at council rate</i>
	2	22	£15,215	<i>Paid at NMW because of age</i>
	3	23	£16,216	<i>Paid at NMW because of age</i>
	4	24	£16,216	<i>Paid at NMW because of age</i>
	Total Salary Cost		£55,998	

Example 4	Year	Age	Per annum	Comments
Carpenter & Joiner age 24 when starting	1	24	£8,351	<i>Paid at council rate</i>
	2	25	£16,216	<i>Paid at NMW because of age</i>
	3	26	£16,216	<i>Paid at NMW because of age</i>
	4	27	£16,216	<i>Paid at NMW because of age</i>
	Total Salary Cost		£56,999	

Note:

Business and Administration and Roads Apprentices regardless of age are paid at the National Minimum Wage for Apprentices (£4.30 per hour) for the first 12 months. Trade Apprentices are paid at an agreed craft operative rate. After the first 12 months, when the National Minimum Wage is higher than the negotiated rates, the National Minimum Wage will take precedence, depending on the age of the Apprentice. Early Years Apprentices are paid at the Living Wage/Grade 3 from day 1 regardless of age.

Appendix C - Benchmarking of Salary Rates for Non Craft Apprentices with other Local Authorities - based on current pay rates

	Year 1 (starting age 16)	Year 1 (starting age 18)	Year 2 (age 17)	Year 2 (age 19)	Total Salary over 2 years (starting age 16)*		Total Salary over 2 years (starting age 18)*	
	£'s	£'s	£'s	£'s	£'s	Ranking	£'s	Ranking
Angus Council	£4.67	£4.67	£4.75	£9.50	£17,144	11	£25,789	7
Argyll and Bute Council	£5.00	£5.00	£9.50	£9.50	£26,390	6	£26,390	6
Clackmannshire Council	£4.30	£4.30	£4.62	£6.56	£16,234	15	£19,765	15
Dundee Council	£4.87	£4.87	£6.96	£6.96	£21,531	10	£21,531	13
East Lothian Council	£4.62	£6.56	£4.62	£6.56	£16,817	12	£23,878	8
East Renfrewshire Council	£5.59	£5.59	£6.45	£6.56	£21,913	9	£22,113	12
Edinburgh Council	£10.05	£10.05	£10.05	£10.05	£36,582	1	£36,582	1
Falkirk Council	£4.62	£4.62	£4.62	£6.56	£16,817	12	£20,348	14
Fife Council	£4.82	£4.82	£7.72	£7.72	£22,823	8	£22,823	11
Inverclyde Council	£7.84	£7.84	£7.92	£7.92	£28,683	5	£28,683	5
Scottish Borders Council	£4.62	£6.56	£4.62	£6.56	£16,817	12	£23,878	8
Shetland Island Council	£9.78	£9.78	£9.91	£9.91	£35,836	2	£35,836	2
South Ayrshire Council	£6.56	£6.56	£6.56	£6.56	£23,878	7	£23,878	8
South Lanarkshire Council	£9.60	£9.60	£9.60	£9.60	£34,944	3	£34,944	3
Stirling Council	£7.84	£7.84	£8.68	£8.68	£30,066	4	£30,066	4

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0

* Total salary costs are based on a 35 hour working week. Some year 2 costs may actually be slightly higher as no increments have been factored in

Appendix C - Benchmarking of Salary Rates for Craft Apprentices with other Local Authorities - based on current rates

Table 1

Clackmannanshire Council Rates Comparison Total Salary Cost (4 Years) - Electrician Starting Age 16		
Starting Age	Existing Scheme Craft Rate or NMW*	Living Wage
16	£48,395	£69,160
17	£48,447	£69,160
18	£49,493	£69,160
19	£51,124	£69,160

Notes

Year 1 has been paid at Apprentice NMW

Table 2

Scottish Local Authority Comparison Starting Age 16						
	Hourly Rate				Total Salary Cost Over 4 years	Rank
	Year 1 (Age 16)	Year 2 (Age 17)	Year 3 (Age 18)	Year 4 (Age 19)		
Clackmannanshire Council	£4.81	£6.53	£7.46	£7.93	£48,659	8
East Renfrewshire Council	£7.01	£9.82	£11.22	£11.92	£72,741	3
Edinburgh Council	£9.78	£10.03	£11.46	£12.18	£79,079	1
Falkirk Council	£6.76	£9.47	£10.83	£11.50	£70,179	5
South Ayrshire Council	£4.55	£5.71	£7.61	£10.14	£50,978	7
South Lanarkshire Council	£9.60	£9.90	£10.04	£10.31	£72,527	4
Stirling Council	£6.43	£7.72	£9.00	£11.51	£63,081	6
Shetland Island Council	£9.78	£9.91	£10.04	£10.34	£72,927	2

Notes

Year 1 has been paid at Apprentice NMW

Table shows an Apprentice starting at age 16, however over 16 NMW if greater than rate being paid

Trade	Age	Year	Craft Rate	Actual Pay Rate (NMW)	NMW Rate at Next Birthday	Increase at Next Birthday
Plumber	21	3	£13,584	£15,215	£15,215	£0
Plumber	20	2	£11,886	£11,939	£15,215	£3,276
Joiner	22	4	£15,098	£15,215	£16,216	£1,001
Joiner	21	4	£15,098	£15,215	£15,215	£0
Joiner	20	3	£11,887	£11,939	£15,215	£3,276
Joiner	18	2	£10,121	£11,939	£11,939	£0
Electrician	21	4	£14,434	£15,215	£15,215	£0
Electrician	20	2	£11,886	£11,939	£15,215	£3,276
Electrician	20	2	£11,886	£11,939	£15,215	£3,276

Appendix C - Benchmarking of Salary Rates for Non Craft Apprentices with other Local Authorities - with increase to living wage

	Year 1 (starting age 16)	Year 1 (starting age 18)	Year 2 (age 17)	Year 2 (age 19)	Total Salary over 2 years (starting age 16)*		Total Salary over 2 years (starting age 18)*	
	£'s	£'s	£'s	£'s	£'s	Ranking	£'s	Ranking
Angus Council	£4.89	£4.89	£9.78	£9.78	£26,699	8	£26,699	8
Argyll and Bute Council*	£7.45	£7.45	£9.90	£9.90	£31,577	5	£31,577	5
Clackmannshire Council	£9.90	£9.90	£10.34	£10.34	£36,837	3	£36,837	3
Dundee Council	£5.09	£5.09	£7.24	£7.24	£22,441	12	£22,441	14
East Lothian Council	£4.81	£6.83	£4.81	£6.83	£17,508	13	£24,861	9
East Renfrewshire Council*	£6.73	£6.73	£6.73	£6.83	£24,497	10	£24,679	12
Edinburgh Council	£10.21	£10.21	£10.37	£10.37	£37,456	1	£37,456	1
Falkirk Council	£4.81	£4.81	£4.81	£6.83	£17,508	13	£21,185	15
Fife Council	£4.95	£4.95	£7.92	£7.92	£23,423	11	£23,423	13
Inverclyde Council	£7.40	£7.40	£7.71	£7.71	£27,500	7	£27,500	7
Scottish Borders Council	£4.81	£6.83	£4.81	£6.83	£17,508	13	£24,861	9
Shetland Island Council	£9.78	£9.78	£9.91	£9.91	£35,836	4	£35,836	4
South Ayrshire Council	£6.83	£6.83	£6.83	£6.83	£24,861	9	£24,861	9
South Lanarkshire Council	£10.04	£10.04	£10.36	£10.36	£37,128	2	£37,128	2
Stirling Council	£8.11	£8.11	£8.98	£8.98	£31,104	6	£31,104	6

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0

* Figure shows average of hourly rate paid in year 1 - first 6 months paid at a lower rate

Appendix C - Benchmarking of Salary Rates for Craft Apprentices with other Local Authorities - with increase to living wage

Scottish Local Authority Comparison						
Starting Age 16						
	Hourly Rate				Total Salary Cost Over 4 years	Rank
	Year 1 (Age 16)	Year 2 (Age 17)	Year 3 (Age 18)	Year 4 (Age 19)		
Clackmannshire Council	£9.90	£10.34	£10.63	£10.93	£76,076	3
East Renfrewshire Council	£6.49	£9.20	£10.69	£11.49	£68,923	5
Edinburgh Council	£9.78	£10.03	£11.46	£12.18	£79,079	1
Falkirk Council	£6.40	£8.96	£10.24	£10.88	£66,394	6
South Ayrshire Council	£4.55	£5.71	£7.61	£10.14	£50,978	10
South Lanarkshire Council	£10.04	£10.36	£10.66	£10.75	£76,094	2
Stirling Council	£6.65	£7.98	£9.31	£11.90	£65,229	7
Shetland Island Council	£9.78	£9.91	£10.04	£10.34	£72,927	4
Fife	4,81	£6.86	£9.61	£11.67	£51,215	9
Dundee	£4.74	£5.19	£6.06	£7.74	£43,189	11
East Lothian	£7.59	£7.92	£8.56	£9.24	£60,624	8

Appendix D **Modern Apprenticeship Contribution Table 2021-22 & 2022-23**

Version 1 Effective from 1 April 2021		16-19 Age Group					20-24 Age Group						
For participants aged 20-29 who meet the criteria for enhanced funding (Specification Part 2 (3.3.7)), the contribution level will be paid at 16-19 rate.		Output Based Funding - 25%-40%					Output Based Funding - 50%						
Occupational Groupings	Modern Apprenticeship Framework	SCQF Level 5	SCQF Level 6	SCQF Level 7	SCQF Level 8	SCQF Level 9/10	SCQF Level 5	SCQF Level 6	SCQF Level 7	SCQF Level 8	SCQF Level 9	SCQF Level 10	SCQF Level 11
Administration & Related	Business and Administration	£1,700	£2,700				£850	£1,200					
	Business Administration Technical Apprenticeship				£2,250					£850			
Animal Care, Land & Waterbased	Equine	£3,700	£4,700				£2,350	£3,200					
	Game and Wildlife Management	£3,700					£2,350						
	Horticulture	£2,700	£4,700				£1,350	£2,700					
	Rural Land Use and Management Technical Apprenticeship				£4,050						£2,750		
	Rural Skills	£2,700	£3,700	£3,700			£1,350	£1,700	£1,700				
	Trees and Timber	£3,700	£5,200				£2,450	£3,200					
	Veterinary Nursing			tbc					tbc				
Automotive	Automotive	£5,700	£8,700	£8,700			£4,550	£7,100	£7,100				
	Automotive (Vehicle Parts Operations Route only)	£5,200	£8,200				£4,050	£6,600					
	Bus and Coach Engineering and Maintenance		£8,200					£7,100					
Chemical & Biotechnology Related	Life Science and Related Science Industries		£4,700	£9,200				£3,250	£7,400				
	Life Science and Related Science Industries Technical Apprenticeship				£7,800					£5,950			
	Scientific, Technical and Formulation Processing		£9,200					£7,400					
Construction & Related	Construction Professional Apprenticeship												£2,150
	Construction Technical Apprenticeship				£3,300	£3,300				£2,150	£2,150		
	Construction: Building; Civil Engineering; Specialist	£3,700	£8,700				£2,550	£7,100					
	Construction: Technical		£7,200	£7,200				£5,600	£5,600				
	Domestic Plumbing and Heating			£8,700					£7,100				
	Electrical Installation			£8,700					£7,100				
	Heating, Ventilation, Air Conditioning and Refrigeration		£8,700	£8,700				£7,100	£7,100				
	Minerals Extraction and Processing (SCQF Level 5/6)	£2,200	£2,200				£1,050	£1,050					
	Minerals Extraction and Processing (SCQF Level 6/7)		£5,200	£5,200				£1,600	£1,600				
Wood and Timber Industries	£2,200	£3,700	£3,700			£850	£1,700	£1,700					
Creative & Cultural Skills	Creative		£3,200					£1,500					
	Creative and Digital Media			£3,200					£1,500				
	Design	£1,700		£3,200			£850		£1,600				
	Fashion and Textiles Heritage	£2,200	£3,200	£3,200			£1,150	£1,500	£1,500				
	Jewellery and Silverware Manufacturing	tbc	tbc				tbc	tbc					
	Jewellery and Silverware Manufacturing Technical Apprenticeship				tbc					tbc			
	Skills for Craft Businesses			£3,700					£1,900				
Engineering and Energy	Aviation		tbc					tbc					
	Boat Building and Repair		£8,700					£7,100					
	Electronic Security Systems		£7,200					£5,200					
	Engineering		£10,200					£8,600					
	Engineering Technical Apprenticeship				£3,800					£2,150			
	Engineering Construction		£10,200	£10,200				£8,600	£8,600				
	Gas Heating and Energy Efficiency		£8,700					£7,400					
	Gas Industry		£8,700					£7,400					
	Industrial Applications	£2,200					£1,050						
	Landbased Engineering	£3,700	£8,700				£2,350	£4,100					
	Power Distribution	£5,200					£3,750						
	Process Manufacturing		£10,200	£10,200				£8,600	£8,600				
	Rail Engineering	£2,200	£8,700				£1,050	£7,100					
	Upstream Oil and Gas Production		£9,200	£9,200				£7,400	£7,400				
	Water Industries	£3,200	£7,700				£1,750	£5,900					
	Water Treatment Management	£2,200	£3,200				£1,150	£1,500					

Appendix D **Modern Apprenticeship Contribution Table 2021-22 & 2022-23**

Version 1 Effective from 1 April 2021		16-19 Age Group					20-24 Age Group						
For participants aged 20-29 who meet the criteria for enhanced funding (Specification Part 2 (3.3.7)), the contribution level will be paid at 16-19 rate.		Output Based Funding - 25%-40%					Output Based Funding - 50%						
Occupational Groupings	Modern Apprenticeship Framework	SCQF Level 5	SCQF Level 6	SCQF Level 7	SCQF Level 8	SCQF Level 9/10	SCQF Level 5	SCQF Level 6	SCQF Level 7	SCQF Level 8	SCQF Level 9	SCQF Level 10	SCQF Level 11
Financial Services	Accounting	£2,700	£3,200		£3,200		£1,150	£1,500		£1,150			
	Banking Technical Apprenticeship				£5,800					£4,050			
	Insurance Technical Apprenticeship				£5,800					£4,050			
	Payroll		£2,700					£1,200					
	Professional Services Technical Apprenticeship				£5,800					£4,050			
	Providing Financial Services	£2,200	£3,200				£1,150	£1,500					
Food & Drink	Agriculture	£3,200	£5,200				£1,650	£3,000					
	Aquaculture	£3,200		£5,200			£1,650		£3,000				
	Aquaculture Management Technical Apprenticeship					£3,800					£2,050		
	Food and Drink Operations	£2,700	£5,200				£1,650	£2,900					
	Food and Drink Technical		£5,200					£2,900					
	Maritime Occupations	£2,700					£1,150						
	Spirits Operations		£4,200					£2,400					
Hospitality & Tourism	Hospitality	£2,200					£1,150						
	Hospitality (Professional Cookery)		£3,200					£1,500					
	Hospitality (Supervision and Leadership)			£3,200					£1,500				
	Hospitality Management Skills Technical Apprenticeship				£2,800					£1,750			
	Travel Services	£2,200	£3,200				£1,150	£1,500					
Management	Management			£4,700		£2,250			£2,200		£850		£850
	Project Management Technical Apprenticeship				£2,800					£1,750			
Other Manufacture	Furniture, Furnishings and Interiors	£3,700	£4,700				£2,550	£3,100					
	Glass Industry Occupations	£2,500	£3,500				£1,200	£1,800					
	Print Industry Occupations	£2,200	£3,200				£850	£1,200					
	Signmaking	£1,700	£7,000				£850	£3,700					
Other Services	Career Development			£2,700					£1,200				
	Career Development Technical Apprenticeship					£3,050					£2,050		
	Court and Tribunal Operations	£1,700	£3,200				£850	£1,700					
	Data Analytics Technical Apprenticeship				£6,800					£2,650			
	Digital Applications		£6,200					£3,600					
	Digital Marketing		£6,200					£3,600					
	Facilities Services	£1,700					£850						
	Facilities Management			£2,700					£1,200				
	Firefighting			£5,700					£4,100				
	Housing		£1,700	£2,700				£850	£1,200				
	Information Security		£6,200					£3,600					
	Information Security Technical Apprenticeship				£6,800					£2,650			
	IT and Telecommunications	£2,700	£8,200				£850	£4,600					
	IT and Telecommunications Technical Apprenticeship				£6,800					£2,650			
	Occupational Health and Safety Practice			£2,700					£1,200				
	Occupational Health and Safety Practice Technical Apprenticeship					£2,250					£850		
	Paralegal Practice		£3,200					£1,700					
	Policing			£5,700					£4,100				
	Procurement		£4,200						£2,600				
	Regulatory Services			£3,700					£1,700				
Security Officer	tbc					tbc							
Sustainable Resource Management	£1,700	£2,700				£850	£1,200						
Personal Services	Hairdressing and Barbering	£2,700	£4,200				£1,350	£2,700					

Appendix D **Modern Apprenticeship Contribution Table 2021-22 & 2022-23**

Version 1 Effective from 1 April 2021		16-19 Age Group					20-24 Age Group						
		Output Based Funding - 25%-40%					Output Based Funding - 50%						
Occupational Groupings	Modern Apprenticeship Framework	SCQF Level 5	SCQF Level 6	SCQF Level 7	SCQF Level 8	SCQF Level 9/10	SCQF Level 5	SCQF Level 6	SCQF Level 7	SCQF Level 8	SCQF Level 9	SCQF Level 10	SCQF Level 11
Retail & Customer Service	Customer Service	£1,300	£2,000				£500	£950					
	Retail (Management)		£2,700					£1,200					
	Retail (Sales and Visual Merchandising)	£1,700	£2,700				£850	£1,200					
Sport, Health & Social Care	Achieving Excellence in Sports Performance				£3,700					£1,200			
	Active Leisure, Learning and Wellbeing (SCQF Level 5/6)	£2,175	£2,175				£1,150	£1,150					
	Active Leisure, Learning and Wellbeing (SCQF Level 6/7)		£3,200	£3,200				£1,200	£1,200				
	Care Services Leadership and Management Professional Apprenticeship					£3,300						£1,750	
	Childhood Practice Technical Apprenticeship					£3,300						£1,750	
	Dental Nursing			£5,200					£2,700				
	Healthcare Support		£2,700	£4,200				£1,450	£2,700				
	Optical Practice Support	£2,000					£1,350						
	Pharmacy Services	£1,700	£2,700				£850	£1,200					
	Social Services (Children and Young People)			£5,500					£2,700				
	Social Services (Children and Young People) Technical Apprenticeship					£3,800					£1,750		
	Social Services and Healthcare		£2,700	£4,200				£1,450	£2,700				
Social Services and Healthcare Technical Apprenticeship					£3,300					£1,750			
Youth Work	£1,700	£2,700				£850	£1,200						
Transport & Logistics	Freight Logistics (Driving Goods Vehicle)	£2,700	£4,500				£1,550	£2,500					
	Freight Logistics (Logistic Operations)			£2,700					£1,200				
	Freight Logistics (Warehousing, Storage and Distribution)	£1,700	£2,700				£850	£1,200					
	Supply Chain Management			£2,700					£1,200				
	Supply Chain Management Technical Apprenticeship					£2,000					£850		
	Supply Chain Management Professional Apprenticeship												£850

Appendix D **Modern Apprenticeship Contribution Table 2021-22 & 2022-23**

Version 1 Effective from 1 April 2021	For participants aged 20-29 who meet the criteria for enhanced funding (Specification Part 2 3.3.7), the contribution level will be paid at 16-19 rate.		25+ Age Group (Output Based Funding - 50%)						
Occupational Groupings	25+ Supported Modern Apprenticeship Frameworks	Sectoral Restrictions (25+ funding only applicable to candidates working within businesses operating within prescribed sectors)	SCQF Level 5	SCQF Level 6	SCQF Level 7	SCQF Level 8	SCQF Level 9	SCQF Level 10	SCQF Level 11
Administration and Related	Business and Administration	Automotive Chemicals and Biotechnology Construction and Related Engineering and Energy		£1,000					
	Business Administration Technical Apprenticeship	Financial Services Food and Drink Hospitality and Tourism Public Sector				£600			
Animal Care, Land and Waterbased	Equine	No additional sectoral restrictions.	£1,900	£3,000					
	Game and Wildlife Management		£1,900						
	Horticulture		£950	£2,100					
	Rural Land Use and Management Technical Apprenticeship					£2,500			
	Rural Skills		£900	£1,100	£1,100				
	Trees and Timber		£1,950	£2,700					
	Veterinary Nursing					tbc			
Automotive	Automotive	No additional sectoral restrictions.	£3,900	£6,500	£6,500				
	Automotive (Vehicle Parts Operations Route only)		£3,400	£6,000					
	Bus and Coach Engineering and Maintenance			£6,500					
Chemical & Biotechnology Related	Life Science and Related Science Industries	No additional sectoral restrictions.		£2,750	£6,800	£5,400			
	Scientific, Technical and Formulation Processing			£6,800					
Construction & Related	Construction Professional Apprenticeship	No additional sectoral restrictions.							£1,900
	Construction Technical Apprenticeship					£1,900	£1,900		
	Construction: Building; Civil Engineering; Specialist		£1,900	£6,500					
	Construction: Technical			£5,000	£5,000				
	Domestic Plumbing and Heating				£6,500				
	Electrical Installation				£6,500				
	Heating, Ventilation, Air Conditioning and Refrigeration			£6,500	£6,500				
	Minerals Extraction and Processing (SCQF Level 5/6)		£400	£400					
	Minerals Extraction and Processing (SCQF Level 6/7)			£1,000	£1,000				
	Wood and Timber Industries		£450	£1,200	£1,200				
Creative & Cultural Skills	Creative	No additional sectoral restrictions.		£900					
	Creative and Digital Media				£900				
	Design		£450		£1,000				
	Fashion and Textiles Heritage		£600	£900	£900				
	Jewellery and Silverware Manufacturing		tbc	tbc		tbc			
	Skills for Craft Businesses				£1,300				

Appendix D **Modern Apprenticeship Contribution Table 2021-22 & 2022-23**

Version 1 Effective from 1 April 2021	For participants aged 20-29 who meet the criteria for enhanced funding (Specification Part 2 3.3.7), the contribution level will be paid at 16-19 rate.		25+ Age Group (Output Based Funding - 50%)						
Occupational Groupings	25+ Supported Modern Apprenticeship Frameworks	Sectoral Restrictions (25+ funding only applicable to candidates working within businesses operating within prescribed sectors)	SCQF Level 5	SCQF Level 6	SCQF Level 7	SCQF Level 8	SCQF Level 9	SCQF Level 10	SCQF Level 11
Engineering and Energy	Aviation	No additional sectoral restrictions.		tbc					
	Boat Building and Repair		£6,500						
	Electronic Security Systems		£1,500						
	Engineering		£8,000						
	Engineering Technical Apprenticeship					£1,900			
	Engineering Construction		£8,000	£8,000					
	Gas Heating and Energy Efficiency		£6,800						
	Gas Industry		£6,800						
	Industrial Applications		£450						
	Landbased Engineering		£1,950	£3,500					
	Power Distribution		£3,250						
	Process Manufacturing			£8,000	£8,000				
	Rail Engineering		£400	£6,500					
	Upstream Oil and Gas Production			£6,800	£6,800				
	Water Industries		£1,250	£5,300					
	Water Treatment Management								
Financial Services	Accounting	No additional sectoral restrictions.	£600	£900		£900			
	Banking Technical Apprenticeship					£3,800			
	Insurance Technical Apprenticeship					£3,800			
	Payroll			£600					
	Professional Services Technical Apprenticeship					£3,800			
	Providing Financial Services		£600	£900					
Food & Drink	Agriculture	No additional sectoral restrictions.	£1,200	£2,800					
	Aquaculture		£1,200		£2,800				
	Aquaculture Management Technical Apprenticeship						£1,800		
	Food and Drink Operations		£1,500	£2,700					
	Food and Drink Technical			£2,700					
	Maritime Occupations		£750						
	Spirits Operations			£1,700					
Hospitality & Tourism	Hospitality	No additional sectoral restrictions.	£300						
	Hospitality (Professional Cookery)			£900					
	Hospitality (Supervision and Leadership)				£900				
	Hospitality Management Skills Technical Apprenticeship					£1,500			
	Travel Services		£600	£900					

Appendix D		Modern Apprenticeship Contribution Table 2021-22 & 2022-23							
Version 1 Effective from 1 April 2021	For participants aged 20-29 who meet the criteria for enhanced funding (Specification Part 2 3.3.7), the contribution level will be paid at 16-19 rate.		25+ Age Group (Output Based Funding - 50%)						
Occupational Groupings	25+ Supported Modern Apprenticeship Frameworks	Sectoral Restrictions (25+ funding only applicable to candidates working within businesses operating within prescribed sectors)	SCQF Level 5	SCQF Level 6	SCQF Level 7	SCQF Level 8	SCQF Level 9	SCQF Level 10	SCQF Level 11
Management	Management	Automotive Chemicals and Biotechnology Creative Industries Construction Engineering and Energy			£1,200		£600		£600
	Project Management Technical Apprenticeship	Financial Services Food and Drink Hospitality and Tourism Public Sector Transport and Logistics				£1,500			
Other Manufacture	Glass Industry Occupations	Automotive	£1,000	£1,500					
	Signmaking	Construction	£450	£3,500					
Other Services	Career Development	No additional sectoral restrictions.			£1,000				
	Career Development Technical App.						£2,000		
	Court and Tribunal Operations		£500	£1,200					
	Data Analytics Technical Apprenticeship					£2,400			
	Digital Applications			£2,500					
	Digital Marketing			£2,500					
	Facilities Services		£750						
	Facilities Management				£1,050				
	Firefighting				£3,500				
	Housing				£500	£1,000			
	Information Security				£3,000				
	Information Security Technical Apprenticeship						£2,400		
	IT and Telecommunications		£450	£4,000					
	IT and Telecommunications Technical Apprenticeship						£2,400		
	Occupational Health and Safety Practice					£1,000			
	Occupational Health and Safety Practice Technical Apprenticeship							£600	
	Paralegal Practice				£1,500				
	Policing					£3,500			
Procurement			£2,000						
Regulatory Services				£1,500					
Security Officer	tbc								
Sustainable Resource Management	£500	£1,000							
Retail & Customer Service	Customer Service	Automotive Engineering and Energy Financial Services	£300	£600					
	Retail (Management)	Public Sector Retail (Retail Management Pathway only)		£600					

Appendix D **Modern Apprenticeship Contribution Table 2021-22 & 2022-23**

Version 1 Effective from 1 April 2021	For participants aged 20-29 who meet the criteria for enhanced funding (Specification Part 2 3.3.7), the contribution level will be paid at 16-19 rate.	25+ Age Group (Output Based Funding - 50%)								
Occupational Groupings	25+ Supported Modern Apprenticeship Frameworks	Sectoral Restrictions (25+ funding only applicable to candidates working within businesses operating within prescribed sectors)	SCQF Level 5	SCQF Level 6	SCQF Level 7	SCQF Level 8	SCQF Level 9	SCQF Level 10	SCQF Level 11	
Sport, Health & Social Care	Active Leisure, Learning and Wellbeing (SCQF Level 5/6)	Hospitality and Tourism Health and Social Care Public Sector	£600	£600						
	Active Leisure, Learning and Wellbeing (SCQF Level 6/7)			£900	£900					
	Care Services Leadership and Management Professional Apprenticeship								£1,500	
	Childhood Practice Technical Apprenticeship								£1,500	
	Dental Nursing					£1,600				
	Healthcare Support				£1,000	£1,700				
	Optical Practice Support			£1,150						
	Pharmacy Services				£600					
	Social Services (Children and Young People)					£1,700				
	Social Services (Children and Young People) Technical Apprenticeship							£1,500		
	Social Services and Healthcare					£1,000	£1,700			
	Social Services and Healthcare Technical Apprenticeship							£1,500		
Transport & Logistics	Freight Logistics (Driving Goods Vehicle)	No additional sectoral restrictions.	£1,000	£2,000						
	Freight Logistics (Logistic Operations)				£600					
	Freight Logistics (Warehousing and Storage)			£300	£600					
	Supply Chain Management					£600				
	Supply Chain Management Technical Apprenticeship						£600			
	Supply Chain Management Professional Apprenticeship								£600	

Appendix E - Additional Salary Costs from 01/04/22 to 31/03/23 for Existing Apprentices - Uplift Required to meet new Hourly Rates

Name	Framework	Length of Framework	Age	Current hourly rate of pay from 01/04/2022	Suggested hourly rate of pay from 01/04/2022	Date of increase in hourly rate due to age where applicable	Increase of hourly rate of pay where applicable	Date of moving into next year of Apprenticeship where applicable	2022 - 23		2023 - 24		2024 - 25	2025 - 26	2026 - 27
									01/04/2022 - 31/03/2023 Additional salary costs excluding on-costs**	01/04/22 - 31/03/23 Additional salary costs with on-costs*	01/04/2023 - 31/03/2024 or earlier if applicable excl. on-costs**	01/04/2023 - 31/03/2024 or earlier if applicable with on-costs*	01/04/2024 - 31/03/2025 or earlier if applicable excl. on-costs**	01/04/2025 - 31/03/2026 excl. on-costs**	01/04/2026 - 04/04/2026 excl. on-costs**
Apprentice Plumber	Plumbing	4 years	20	6.83	10.63	24/05/2022	9.18	28/08/2022 - moves into 4th year	3,583.30	4,658.29	1,298.50	1,688.05			
Apprentice Plumber	Plumbing	4 years	20	6.83	10.34	17/10/2021	9.18	05/01/2023 - moves into 3rd year	4,564.63	5,934.02	2,767.10	3,597.23	2450.00		
Apprentice Joiner	Joinery	4 years	21	9.18	10.93	n/a	n/a	Apprenticeship ends 30/09/2022	1,617.00	2,102.10					
Apprentice Joiner	Joinery	4 years	21	9.18	10.93	n/a	n/a	Apprenticeship ends 30/09/2022	1,617.00	2,102.10					
Apprentice Joiner	Joinery	4 years	20	6.83	10.63	29/07/2022	9.18	28/08/2022 - moves into 4th Year	4,372.90	5,684.77	1,298.50	1,688.05			
Apprentice Joiner	Joinery	4 years	18	6.83	10.34	n/a	n/a	05/01/2023 - moves into 3rd year	6,583.63	8,558.72	7,070.70	9,191.91	5740.00		
Apprentice Electrician	Electrician	4 years	19	6.83	10.34	n/a	n/a	29/11/2022 - moves into 3rd year	6,593.44	8,571.48	3,136.35	4,077.26	2143.75		
Apprentice Electrician	Electrician	4 years	19	6.83	10.34	n/a	n/a	29/11/2022 - moves into 3rd year	6,593.44	8,571.48	4,123.35	5,360.36	2143.75	3189.05	49.00
Apprentice Mechanic	Mechanic	4 years	20	6.83	9.90	n/a	n/a	04/04/2023 - moves into 2nd year	5,608.89	7,291.56	2,111.20	2,744.56	2,641.03		
Apprentice Bus. Admin.	Business & Administration L3	1 year	21	4.81	9.90	n/a	n/a	One year Apprenticeship only - finishes 02/04/23	9,299.43	12,089.26	71.26	92.64			
Apprentice Bus. Admin.	Business & Administration L2	1 year	17	4.81	9.90	n/a	n/a	Apprenticeship ends 19/08/2022	3,598.63	4,678.22					
									£54,032.29	£70,242.00	£21,876.96	£28,440.06	£15,118.53	£3,189.05	£49.00

Leavers 2022

* On-costs (NI & pension) calculated on basis of 30%

Total amount of uplift to be covered by HRA in 2022/23 = £46,182.96 (Craft apprentices)

Total amount of uplift to be covered by Economic Development in 2022/23 = £24,059.04 (Mechanic & Bus. Admin apprentices)

** Based on hourly rates proposed in MA Report starting at £9.90 Yr 1, £10.34 Yr 2, £10.63 Yr 3, £10.93 Yr 4 and does not include on-cost:

Report to Clackmannanshire Council

Date of Meeting: 6 October 2022

**Subject: Governance Arrangements for Community Asset Transfer
Under the Community Empowerment (Scotland) Act 2015**

Report by: Senior Manager, Partnership and Performance

1.0 Purpose

- 1.1 To agree the change to the governance arrangements for applications for Community Asset Transfer requests made by a community transfer body under the Community Empowerment (Scotland) Act 2015.

2.0 Recommendations

Council is asked to:

- 2.1. Agree that the Planning Committee is given delegated authority to take responsibility for making decisions on applications for Community Asset Transfers (CAT) in terms of the Community Empowerment Act (Scotland) 2015 (the "Act");
- 2.2. Make consequential changes to the Scheme of Delegation and Standing Orders to reflect the decision taken at recommendation 2.1;
- 2.3. If 2.1 is agreed, to note that the membership of the Community Asset Transfer Review Body agreed by Council on 20 December 2018 is amended so that members who are also members of the Planning Committee would not be part of any review body. In addition, elected members in whose ward the asset is situated would also be exempt from the independent review; and
- 2.4. If 2.1 is agreed, to note that it is still anticipated that before the request is referred to the Planning Committee for decision that a lead officer would bring together officers with relevant responsibilities within the Council including property, legal and those with a focus on community development and community engagement to prepare a report for the Committee prior to decision.
- 2.5. If 2.1 is agreed, to note that training on the Act will be made available to all members as part of Member Training.

3.0 Considerations

- 3.1. At its meeting held on 20 December 2018, the Council agreed that decisions on applications for Community Asset Transfer (CAT) in terms of the Act were to be made by the Place Committee. However, as the Place Committee was disestablished at the Statutory Meeting of Clackmannanshire Council held on 25 May 2022, in accordance with the statutory guidance, the governance arrangements will have to be amended accordingly.
- 3.2. **Decision Making:** Officers have reviewed the alternatives and consider that the best option is that the Planning Committee are given delegated authority to take responsibility for this decision making. The Planning Committee is the best fit in terms of its links with the Place portfolio. It is however necessary for there to be an explicit delegation of the decision making function in relation to CAT requests.
- 3.3. **Reviewing Decisions:** The legislation requires that any review of a CAT decision must be carried out by elected members and cannot be delegated to officers. The decision taken by Council on 20 December 2018 established the Community Asset Transfer Review Body made up of elected members and any applications for review would be dealt with through a process similar to that of the Local Review Body. It should be noted that elected members who are also members of the decision making body would not be part of any review body. In addition, elected members in whose ward the asset is situated would also be exempt from the independent review.
- 3.4. It is still anticipated that before the request is referred to the Planning Committee for decision that a lead officer would bring together officers with relevant responsibilities within the Council including property, legal and those with a focus on community development and community engagement to prepare a report for the Committee prior to decision.
- 3.5. In recognising that the Council is recently established, that all members will be provided with training on the Act as part of Member Training.

4.0 Sustainability Implications

- 4.1. None.

5.0 Resource Implications

5.1. *Financial Details*

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

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

5.4. *Staffing*

6.0 Exempt Reports

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

7.0 Declarations

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

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

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

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

8.0 Equalities Impact

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

9.0 Legality

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

10.0 Appendices

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

None

11.0 Background Papers

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

Yes (please list the documents below) No

- Report to Council 20 December 2018 - Governance Arrangements for Community Asset Transfer Under the Community Empowerment (Scotland) Act 2015
- Report to Council 25 May 2022 - The Council's Decision-Making Framework and Special Responsibility Allowances

Author(s)

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Approved by

NAME	DESIGNATION	SIGNATURE
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Stuart Crickmar	Strategic Director, Partnership and Performance	

Report to: Clackmannanshire Council

Date of Meeting: 6 October 2022

Subject: Management Rules for Cemeteries

Report by: Strategic Director Place

1.0 Purpose

- 1.1. The purpose of this report is to seek Council agreement on the revised Management Rules for Cemeteries. A copy of the Draft Management Rules for Cemeteries is attached as an appendix to this report

2.0 Recommendations

- 2.1. It is recommended that Council:
- Formally approve the amended Management Rules for Cemeteries

3.0 Considerations.

- 3.1. The Council has made the rules for the management of cemeteries in terms of the Burial Grounds (Scotland) Act 1855: the Civic Government (Scotland) Act 1982 and the Burial and Cremation (Scotland) Act 2016 and any Regulations and Code of Practice made thereunder.
- 3.2. The Clackmannanshire Management Rules for Cemeteries accede to any Regulation and Code of Practice made by Scottish Ministers that makes provision for, or in connection with, the Burial and Cremation (Scotland) Act 2016.
- 3.3. The Clackmannanshire Management Rules for Cemeteries apply to all burial grounds under the control of Clackmannanshire Council and required to be reviewed to accommodate a number of changes in our Cemeteries such as the introduction of Muslim graves at Sunnyside Cemetery and the new Woodland Burial Site at Alva.
- 3.4. These Management Rules for Cemeteries replace all previous rules for the management of cemeteries made by Clackmannanshire Council.
- 3.5. The Clackmannanshire Management Rules for Cemeteries must be read and interpreted in conjunction with the Burial Grounds (Scotland) Act 1855: the Civic Government (Scotland) Act 1982 and the Burial and Cremation

(Scotland) Act 2016 and any Regulations and Code of Practice made thereunder.

- 3.6. Clackmannanshire Council's aim is to ensure that the Council's cemeteries are maintained safely whilst ensuring each cemetery site is respected and protected for the benefit of all citizens.

4.0 Sustainability Implications

- 4.1. Operation of the Woodland Burial Site offers the public a more sustainable alternative to a traditional burial

5.0 Resource Implications

5.1. *Financial Details*

- 5.2. There are no financial implications

5.3. *Staffing*

- 5.4. There are no staff implications

6.0 Exempt Reports

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

7.0 Declarations

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

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

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

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

8.0 Equalities Impact

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

9.0 Legality

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

10.0 Appendices

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

- Draft Management Rules for Cemeteries

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)

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Approved by

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DRAFT

Clackmannanshire Council

*MANAGEMENT RULES
FOR CEMETERIES*

Table of Contents

1.	Management	3
2.	Exclusive Right of Burial	3
3.	Grave Types	5
4.	Purchase of Lairs	5
5.	Exclusive Right of Burial - Succession	6
6.	Forfeiture	6
7.	Notice of Burial	7
8.	Interment Procedures	8
9.	Records and fees	8
10.	Interment of Cremation Remains	8
11.	Memorials and Headstones	8
12.	Management of Cemetery Grounds	9
13.	Woodland Burial Ground	10
14.	Vehicles	11
15.	Behaviour within Cemetery Grounds	11
16.	Contravention of Management Rules	11
17.	Exhumations	12
18.	Alterations of Management Rules	12
19.	Interpretation of Management Rules	13
20.	Revocation of Previous Management Rules	13

Management

Clackmannanshire Council hereinafter referred to as 'the Council' or 'burial authority' has made the following rules for the management of cemeteries in terms of the Burial Grounds (Scotland) Act 1855: the Civic Government (Scotland) Act 1982 and the Burial and Cremation (Scotland) Act 2016 and any Regulations and Code of Practice made thereunder.

The Clackmannanshire Cemetery Management Rules accede to any Regulation and Code of Practice made by Scottish Ministers that makes provision for, or in connection with, the Burial and Cremation (Scotland) Act 2016.

The Clackmannanshire Cemetery Management Rules apply to all burial grounds under the control of the burial authority.

These Cemetery Management Rules replace all previous rules for the management of cemeteries made by Clackmannanshire Council.

The Clackmannanshire Cemetery Management Rules must be read and interpreted in conjunction with the Burial Grounds (Scotland) Act 1855: the Civic Government (Scotland) Act 1982 and the Burial and Cremation (Scotland) Act 2016 and any Regulations and Code of Practice made thereunder.

Clackmannanshire Council's aim is to ensure that the Council's cemeteries are maintained safely whilst ensuring each cemetery site is respected and protected for the benefit of all citizens.

Exclusive Right of Burial

Where the burial authority sells an Exclusive Right of Burial in a burial ground for which it is the burial authority it shall in relation to each such burial ground, prepare and maintain a register containing:

- Information about lairs in the burial ground in which rights of burial have been sold by the authority,
- The date on which the rights were sold by the authority,
- The names and addresses of persons to whom the authority sold the rights, and
- The names and addresses of persons in whom the right of burial vests

The burial authority may take such steps as it considers necessary to ascertain whether the information in the register is current and accurate and to obtain information to enable the authority to adjust the information to ensure the register is current and accurate.

The register will be kept indefinitely.

An extract from a register maintained by a burial authority, duly certified as a true copy by the burial authority, is in relation to matters contained in the extract sufficient evidence of those matters for the purposes of any court proceedings.

The Council may, on the application of any person, sell a right of burial in a lair in a burial ground for which it is the burial authority.

"Exclusive Right of Burial", in relation to a lair, means:

Clackmannanshire Council - Management Rules for Cemeteries

a right to be buried in the lair, where human remains are to be buried, unless the right is withdrawn or transferred in accordance with these rules

a right to erect a structure associated with the lair, and
a right to determine whose remains may be buried in the lair.

An Exclusive Right of Burial is exercisable only by the person in whom the right is vested.

An Exclusive Right of Burial sold by the Council can only be exercised subject to such terms, and on such conditions, as the Council may determine.

The Council will not refuse an application for right of burial if, in the opinion of the Council, it is reasonable to do so where the following conditions are met:

The application discloses that the applicant intends the lair to be used to bury the remains of a person who, at the time the application is made, has died, and

immediately before the person's death, the person was ordinarily resident in the Clackmannanshire Council area, or

The application discloses that the applicant intends the lair to be used to bury the remains of a still-born child,

“still-born child” having the meaning given by section 56(1) of the Registration of Births, Deaths and Marriages (Scotland) Act 1965, or a fetus parted from a woman before or on completion of the 24th week of the woman's pregnancy, and after being so parted, does not breathe or show any other signs of life

An Exclusive Right of Burial does not confer or grant ownership of the land itself. Ownership of the burial ground

vests with the burial authority not with the owner of Exclusive Right of Burial.

The person in whom an Exclusive Right of Burial in a lair within a burial ground is vested may apply to the burial authority for the right to erect a headstone or other memorial on the lair.

A burial authority may refuse such an application if, in the opinion of the authority, it is reasonable to do so.

A right conferred by the granting of such an application is subject to the terms and conditions relating to the erection of memorials contained within these rules

A right to erect a headstone or other memorial on the lair in which an Exclusive Right of Burial is vested in a person is extinguished on the extinguishment of the right of burial.

The burial authority may charge such fees as the authority thinks fit in respect of:

Burials carried out in burial grounds for which it is the burial authority,

The sale of a right to erect a memorial, headstone or other structure,

The sale of an Exclusive Right of Burial

The extension of an Exclusive Right of Burial.

The burial authority will publish the aforementioned fees;

in paper form, and

on the website of the burial authority

in the scheme of Fees and Charges set by the Council.

The burial authority will keep under review all aforementioned fees and publish the fees in its scheme of Fees and Charges.

The Council shall give the right- holder a Certificate identifying the lair and conferring Exclusive Right of Burial.

Details of the Exclusive Right of Burial will be recorded in the register of lair holders. The holder of the Exclusive Right of Burial shall have the sole right of permitting the lair to be opened on production of the lair certificate.

Only one person can hold the Exclusive Right of Burial and be registered as the right-holder to a lair except in the case of trustees.

The right-holder may not sell or transfer the Exclusive Right of Burial to a lair without the prior consent of the burial authority.

Grave Types

Several types of graves are available at designated sections of some of our cemeteries. These are marked on plans available for viewing at the Council offices.

Traditional Grave: This is a grave that has a headstone and kerb set that forms an edge around the grave area. This type of grave is only available at Sunnyside Cemetery, Alloa and is only suitable for one burial.

Lawn Grave: This is a grave that has a headstone, a small memorial border immediately in front of the headstone and a grassed area level with the surrounding ground. This grave is suitable for a maximum three burials.

Cremated Remains Lawn Grave: This is a grave that has a headstone, a small memorial border immediately in front of

the headstone and a grassed area level with the surrounding ground.

Unmarked Grave: In accordance with Burial and Cremation (Scotland) Act 2016, the Council makes provision under Section 87 for unmarked graves, previously referred to as Public or Common graves at Sunnyside Cemetery, Alloa. No memorials are permitted on these graves and they can accommodate a maximum of four burials, but no cremated remains.

Muslim Grave: A designated area for Muslim burial is provided at Sunnyside Cemetery, Alloa. This is a traditional grave aligned with Mecca and is suitable for one burial only

Purchase of Lairs

Where the burial authority sells a right of burial to a person, hereinafter called the 'lair holder', in a burial ground for which it is the burial authority it shall give that person a certificate identifying the lair and conferring Exclusive Right of Burial.

Details of the Exclusive Right of Burial will be recorded in the register of lair holders. The holder of the Exclusive Right of Burial shall have the sole right of permitting the lair to be opened on production of the Exclusive Right of Burial certificate.

Only one person can hold the Exclusive Right of Burial and be registered as the lair holder except in the case of trustees.

The owner of Exclusive Right of Burial may not sell or transfer the Exclusive Right of Burial without the prior consent of the burial authority.

Lairs available for the purchase of the Exclusive Right of Burial will be allocated by the authorised officer of the burial authority.

The Exclusive Right of Burial is limited to a maximum of two per person in any one burial ground.

Exclusive Right of Burial - Succession

On the death of the holder of Exclusive Right of Burial, the holder's successor shall be entitled, on producing sufficient evidence of entitlement, to be registered as the holder and owner of Exclusive Right of Burial.

In such cases the Council shall either;

- (i) Amend the original Exclusive Right of Burial certificate or,
- (ii) Issue a new Exclusive Right of Burial certificate

In either foregoing case the original Exclusive Right of Burial certificate must be submitted to the burial authority or otherwise accounted for to the satisfaction of the burial authority's authorised officer.

The Council shall not be responsible for any misunderstanding or error arising from the acceptance in good faith of the claim of any person to be the lair holder, even though it is subsequently ascertained that such a claim was unfounded.

On the death of the holder of Exclusive Right of Burial, and in the absence of a valid bequest to transfer the Exclusive Right of Burial, the right to the Exclusive Right of Burial shall transfer using the order of ranking below:

- The lair holder's spouse or legal partner
- Eldest surviving child of the lair holder
- Eldest surviving grandchild of the lair holder
- Remoter descendants in order of descent
- Ascendants in order of ascent
- Siblings and their ascendants and descendants in similar fashion

In the event of there being more than one person in any class of relative, the party succeeding shall be the eldest in each case and nearer of the classes shall take precedence over the remoter. Adopted children shall succeed in all respects in the same manner as natural children

The Exclusive Right of Burial holder may bequeath their Exclusive Right of Burial to any one person whether that person is a successor or not.

The Exclusive Right of Burial may not be transferred to more than one person except in the case of trustees.

Forfeiture

The duration of right of burial is extinguished at the end of the period of 40 years beginning with the day on which the right was sold.

The Council may, on the application of a person in whom the right of burial is vested, extend on more than one occasion the period for which the right subsists.

Where an extension to the right of burial is granted the right is extinguished at the end of the period of 10 years beginning

Clackmannanshire Council - Management Rules for Cemeteries
with the day on which the right would, but for the extension,
otherwise be extinguished.

The Council may refuse an application for extension to the
right of burial if, in the opinion of the Council, it is reasonable
to do so.

The right of burial vests in, and may be exercised by, the
Council where:

The person in whom a right of burial is vested dies
before the right is extinguished, and the right does not
transfer to and vest in another person by virtue of any
testamentary provision, enactment or rule of law.

Where the Council is aware of the name and address of the
right-holder, or can, after reasonable enquiry, ascertain them,
the Council will:

at least 3 months before the day on which the right of
burial falls to be extinguished notify the right-holder of
the date on which the right falls to be extinguished, and
notify the right-holder of the right-holder's right to apply
for an extension of the right.

After notification and where no application is made by the
right-holder, the right of burial will be extinguished.

The right of burial can be deeded, willed or transferred to
another person provided that an amendment is made to the
original record kept by the Council.

If a right-holder does require the Exclusive Right of Burial and
provided no burial has taken place in the grave, the right-
holder may surrender the Exclusive Right of Burial to the

burial authority. In such a case the burial authority shall
reimburse the lair holder one half of the original sale price of
the Exclusive Right of Burial less any reasonable charge for
administration costs the burial authority deems appropriate.

Notice of Burial

All burials must be authorised by the Cemetery Officer prior to
the funeral arrangements being publicly announced.

The notice Application for Interment must be completed and
lodged with the Cemetery Officer 2 Working Days (**48 hours**)
prior to interment (excludes Weekends and Public Holidays)

Notice of interment must be given in accordance with
Clackmannanshire Council's Procedure for Accepting Burials.

The form Registration of Death, known as Form 14 must be
lodged with the Cemetery Officer before the funeral takes
place.

The Exclusive Right of Burial lair certificate must be
presented to the Cemetery Officer with the notice of
interment.

Interment Procedures

Upon receipt of an Application for Interment the cemetery
register shall be checked to verify entitlement to the Exclusive
Right of Burial. Thereafter the order to dig the grave will be
issued.

The Council shall open the appropriate lair to a depth of up to
2 metres or such other depth as the Cemetery Officer may
determine. After interment there shall be a least 900mm of

Clackmannanshire Council - Management Rules for Cemeteries
soil between the adjoining ground level the upper side of the coffin.

At interment the funeral director, or other person responsible for arranging interment, shall provide sufficient means and bearers to convey the coffin reverently to the graveside and also for lowering the coffin safely into the grave. If Council employees are required to assist, neither they nor the Council, will be held responsible for any damage to the hearse or coffin.

It is an offence under Section 26 of the Burial and Cremation (Scotland) Act 2016 for a person knowingly to bury human remains unless the burial is carried out in a burial ground in accordance with Burial and Cremation (Scotland) Act 2016, or the burial is a private burial carried out in accordance Burial and Cremation (Scotland) Act 2016.

Records and Fees

The Council shall keep a register into which shall be entered details of every interment, the specified lair, the depth of the grave and the date of interments, the name and age of the person buried and any other necessary particulars. A plan of each local cemetery shall be available for information.

Burial ground charges will be set annually by the Council. A list of charges will be available at Council offices and publicised in the Council scheme of fees and charges.

Interment of Cremation Remains

Designated areas for the interment of cremated remains will be provided in some cemeteries. Each lair shall be one metre square and capable of holding six sets of cremated remains.

Memorials and Headstones

Foundations must be constructed in accordance with the current recommendations of the National Association of Monumental masons.

All works inside the grounds require the consent of the Cemetery Officer who must be satisfied that the authority of the lair holder has been obtained before work commences.

No memorial or part thereof shall be removed from the cemetery without notification and consent of the Council.

The section and number of the lair must be cut plainly upon the side of the memorial at the expense of the person erecting the memorial.

Memorials shall not protrude in any way over that part of the lair to be opened for burial and shall be restricted to at least 75mm less in width than the width of the lair.

Only one flower vase will be allowed on each lair and placed in the space provided at the head of each lair i.e. the crown head or on the base of the memorial.

To preserve the visual amenity of cemeteries, and maintain decorum and show respect to all cemetery users, and for the purposes of allowing safe and effective grounds maintenance, the following are not be permitted to be placed or fixed

Clackmannanshire Council - Management Rules for Cemeteries
anywhere within the cemetery or out with the monumental border area of any lair:

Electrical or mechanical devices of any kind, including solar, mechanical movement or artificial illumination.

Kerbs, copes and corner stones

Railings, chains and fences of any type

Gravel, loose stones or similar materials

Glass and pottery containers

Planting of Seasonal Bedding or low growing compact perennial plants may be allowed within the monumental border of a lair at the discretion of the Cemetery Officer.

The Council reserves the right to prune or remove plants as it considers necessary to preserve the visual amenity of the cemetery or ensure safety and access to lairs and memorials.

Lair holders shall keep memorials in a neat and proper condition and shall ensure that all memorials are kept in a safe and stable condition.

The Council may require the lair holder to carry out maintenance works. If the works are not carried out the Council may at the lair holder's expense, repair the memorial or have it removed. Until the costs of such repair or removal are paid the right to use the lair shall be withheld.

Memorials are erected at the lair holders own risk. The council will not be responsible for loss, injury or damage to other users of the cemetery or to other property due to instability or any other fault with a memorial.

The council will have no liability for loss or damage to any monument or memorial or other item.

Management of Cemetery Grounds

The opening and closing time of a cemetery shall be from dawn until dusk notwithstanding any displayed opening and closing time considered necessary.

The burial authority may open or close any part of any cemetery for such time as it considers necessary.

Access to and from cemeteries shall be via designated entrance/exit points of roads, footpaths and gates only.

Members of the public are not permitted to enter cemeteries out with opening times.

Except for Guide Dogs or working Assistance Dogs, all dogs entering cemetery grounds must be kept on a leash and under proper control.

Memorial wreaths may be removed at the discretion of the Cemetery Officer.

To facilitate access to a grave it may be necessary to place a wooden soil box and other materials onto adjacent lairs and thereby cause surface disturbance to the grass or other surface finish of adjoining lairs. The burial authority retains the right to place material of any kind on the surface of lairs to permit efficient operation of the cemetery.

Where the appearance of any lair has been disturbed by cemetery operations the burial authority will as soon as practically possible reinstate the surface finish of any lair so disturbed.

Woodland Burial Ground

In order to meet a demand for a more natural and environmentally sensitive burial, Clackmannanshire Council has created a Woodland Burial Site at Alva Woodland Park.

This natural form of burial provides important environmental benefits and will through time provide an undisturbed place of rest in a natural woodland setting.

The Woodland Burial Site is secular and operated as non-denominational and because the site is to be a natural environment without evidence of man made structures, no memorials are permitted at graves or within the Woodland Burial Site.

Only fully biodegradable botanical material, such as flowers or wreaths made without metal or plastic parts will be permitted as a memorial tribute. Memorial tributes will be removed by the burial authority after a period of not less than six months if they have not naturally decayed prior to that time. Any non-biodegradable materials will be removed without notice and disposed of at the discretion of the burial authority.

In the Woodland Burial Site the right-holder has the right to bury only one person in a woodland burial grave.

Graves will be laid out in a hexagonal format with the centre of each grave planted with an indigineous tree during the first available planting season after the grave has settled.

Tree species will be limited to indigenious species such as *Quercus petraea* (Oak), *Sorbus aucuparia* (Rowan), *Prunus*

avium (Gean) and *Betula pendula* (Birch) and *Corylus avellana* (Hazel). Trees will be planted as 45–60cms high whips and will be protected with a tree guard and bio-degradable mulching mat

Specific lair positions can not be selected in advance by right-holders. Graves will be used in strict rotation unless in the opinion of the burial authority there are overriding reasons to deviate from the procedure.

Only coffins that are constructed of completely biodegradable materials will be permitted in the Woodland Burial Site. Examples of acceptable materials are wood, wicker, straw, cardboard, bamboo and paper with no metal or plastic attachments.

Embalmed corpses are not permitted in the Woodland Burial Site and must be wearing natural fibres such as wool and cotton etc. It is permissible to be buried with certain possessions or artefacts providing these are made from natural materials.

Coffin burial is preferable but burial in a fully biodegradable natural fibre shroud is permissible.

Funeral directors and those making funeral arrangements for funerals at the Woodland Burial Site must be aware of and prepared to safely and respectfully lower the coffin or shroud-wrapped body into the grave without damage to the coffin or shroud-wrapped body.

There will be no network of roads and paths inside the Woodland Burial Site. Funeral directors and those attending

Clackmannanshire Council - Management Rules for Cemeteries
funerals at the Woodland Burial Site must ensure they are aware that they enter the site at their own risk and fully prepared to negotiate a sloping thickly grassed meadow in any weather conditions that prevail that could make the ground uneven, muddy or slippery. Visitors are advised to wear appropriate sturdy footwear

Funeral Directors, or other persons making funeral arrangements, attention is drawn to conducting their own risk assessment for their employees and on behalf of all persons, relatives and attending mourners whose funeral they are providing services to.

The burial authority will dig the grave and backfill the grave following the burial.

The Woodland Burial Site will be maintained as natural woodland and as such the meadow grass will only be cut twice per year and consequently will look completely different from traditional cemeteries. No gardening or cultivation is permitted.

The maintenance of the woodland will be carried out in accordance with Woodland Management Best Practice by Clackmannanshire Council. From time to time this will involve remedial work or the removal of trees that are inhibiting the full development of the woodland. No pruning or felling of trees is permitted by anyone other than Clackmannanshire Council.

Vehicles

Car parking provided by the Council is for the convenience of cemetery users only and may be used only during opening

hours. Directions issued by the Cemetery Officer in respect of parking arrangements and vehicle routes must be complied with.

The Council shall not be held responsible for any damage to vehicles, or other property left in the car parks, however such damage may be caused.

Vehicles conveying memorials or goods will be allowed into the cemetery grounds only with the consent of the Cemetery Officer. Drivers must comply with the directions of the Cemetery Officer as to the route to be followed within the grounds.

Behaviour Within Cemetery Grounds

All persons within a cemetery shall conduct themselves in a respectful manner and refrain from any offensive or inappropriate behaviour or actions as to which, for the purposes of Rule 16, the Cemetery Officer shall be sole judge.

Contravention of Management Rules

The following provisions apply to a contravention by any person of these management rules.

If the Cemetery Officer has reasonable grounds for believing that any person has contravened, is contravening or is about to contravene any of these management rules, he/she may expel that person from any cemetery.

Any person who fails to leave the cemetery on being required to do so in any of the circumstances specified in Clause 16.2

Clackmannanshire Council - Management Rules for Cemeteries shall be guilty of an offence and liable on summary conviction to a fine not exceeding level 2 on the standard scale.

If the Cemetery Officer has reasonable grounds for believing that any person is about to contravene any of these management rules, he/she may exclude that person from any cemetery.+

Any person who, on being informed by the Cemetery Officer that they are excluded from the cemetery, thereafter enters or attempts to enter a Clackmannanshire Council cemetery shall be guilty of an offence and liable on summary conviction to a fine not exceeding level 2 on the standard scale.

The Council may decide that a person who has persistently contravened or attempted to contravene any of these management rules and is, in their opinion likely to contravene them again, shall be made subject to an Exclusion Order.

If the Council so decides, they shall give the person subject to the Exclusion Order notice of their decision. The notice shall contain a statement of reasons and a statement as to his/her right to make representations.

An Exclusion Order shall take effect on such date as the Council may decide which shall be least 14 days after their decision to make the Exclusion Order.

Any person subject to an Exclusion Order shall be entitled to make written or oral representations to the Council at any time up to the date when the Order is due to take effect. On receipt of representation, the Council shall suspend the effect of their decision, consider the representation and decide whether to confirm or revoke or amend their decision.

An Exclusion Order shall have effect for up to one year. The Council may at any time reduce the period of, or revoke an Exclusion Order made by them.

Any person subject to an Exclusion Order who enters or attempts to enter the cemetery to which the Exclusion Order relates shall be guilty of an offence and liable, on summary conviction, to a fine not exceeding level 2 on the standard scale.

Exhumations

No exhumations will be permitted under any circumstances except by lawful authority.

Alterations of Management Rules

The Council may alter, amend or add to these rules and regulations or any part of them, from time to time as they may see fit.

Interpretation of Management Rules

Any difference or dispute arising as to the intention meaning or interpretation of these rules and regulations or the list of charges, shall be dealt with by the Cemetery Officer whose decision shall be final.

Revocation of Previous Management Rules

These management rules replace the Rules and Regulations for the Management of Cemeteries made by Clackmannanshire Council on 30th October, 1998, which are revoked.

Clackmannanshire Council - Management Rules for Cemeteries

Clackmannanshire Council

Kilncraigs

Alloa

FK10 2EB

Date:

DRAFT

DRAFT

Report to: Council

Date of Meeting: 6 October 2022

Subject: Edinburgh Declaration

Report by: Strategic Director (Place)

1.0 Purpose

- 1.1. To seek Council approval for Clackmannanshire Council to adopt the Edinburgh Declaration.

2.0 Recommendations

- 2.1 It is recommended that Council commit to the Edinburgh Declaration's post-2020 global biodiversity framework.

3.0 Background

- 3.1. The Edinburgh Declaration on biodiversity is a key milestone in the formal recognition of contributions of subnational governments, including cities and local authorities, to the achievement of global biodiversity goals and targets to deliver the aims and ambitions set out in the post-2020 global biodiversity framework.
- 3.2. The goal of the Edinburgh Declaration is for Parties to formalise this role via the adoption of a Plan of Action specifically dedicated to subnational governments. This aims to ensure the 'whole of government' approach advocated for in the post-2020 global biodiversity framework is realised over the coming decade.
- 3.3. Edinburgh Declaration commits local authorities to continue to build upon previous efforts to deliver transformative actions by:
 - integrating the overall value of nature into subnational, city and local planning, management and governance instruments;
 - implementing appropriate actions that deliver on the post-2020 global biodiversity framework goals and action targets;
 - aligning biodiversity strategies, actions, monitoring and reporting efforts with National Biodiversity Strategies and Action Plans;
 - increasing resource mobilisation for investment in biodiversity action at local levels, and providing incentives to ensure positive outcomes;

- achieving greater environmental, societal, and economic resilience through the mainstreaming of biodiversity across public, private, and business sectors;
- communicating, educating, and raising public awareness while providing opportunities for knowledge exchange between all sectors of society.

4.0 Local Biodiversity and Climate Change

- 4.1. Biodiversity is a crucial facet of climate change mitigation and adaptation by virtue of its role providing us with food, soil, clean water, health, wealth and other vital services. High quality, biodiverse environments are also better able to provide us with important services such as flood alleviation, pollution filtration, water purification, soil formation, food security and pollination of our crops.
- 4.2. On 11th August 2022, Clackmannanshire Council approved a new target to reach net zero emissions for our own operations by 2040 at the latest and for the Clackmannanshire area by 2045 with one of six themes identified in the Interim Climate Change Strategy being 'Biodiversity, Carbon Storage and Agriculture'.
- 4.3. The Council's new Climate Emergency Board is developing a Climate Emergency Action Plan with specific action points to improve biodiversity in Clackmannanshire while input will be gathered from young people, businesses, residents and communities through the new Climate Change Forums to further entrench biodiversity's contributions to climate change resilience and mitigation.
- 4.4. The Wildlife and Natural Environment (Scotland) Act 2011 introduced a requirement for all public bodies to report every 3 years on their compliance with their duty to further the conservation of biodiversity. The Council has previously submitted three Biodiversity Duty Reports with commitments to improve biodiversity with the most recent being approved Place Committee in January 2022.
- 4.5. The City Region Deal includes projects such as Scotland's International Environment Centre with both skills and training facilities and an environmental business incubator in Alloa. The heads of terms for the City Deal also references support for Clackmannanshire Council to work with regional partners and RSPB to explore opportunities and possible synergies for a new wetlands centre on the River Forth.

5.0 Future Opportunities

- 5.1 The Edinburgh Declaration presents the opportunity to consolidate the Council's on-going work on protecting and enhancing the environment. Specific opportunities include:
 - ensure that land is considered as a finite resource with a significant proportion reserved for biodiversity, sustainable food production and nature-based solutions;
 - work with community groups and other partners to promote sustainable forest management, informed woodland plantation (the right types of tree in the right place) and increase green

spaces that are available while protecting existing wild spaces, coastlines and woods from planned development or against flood risk;

- work with Scottish Forestry and private forestry to identify biodiversity and afforestation to contribute to net zero targets, deliver greater climate resilience and contribute to the Scottish Government's targets of 12,000 hectares of woodland being created annually;
- resources permitting, to investigate and produce recommendations on the creation of a Pollinator Strategy and long term plan and capacity to deal with the decline in pollinators;
- resources permitting, review the Council's local biodiversity action plan to include aims/objectives and actions which will help protect and enhance pollinator habitats and species;
- adopt a Council-wide approach to the conservation of biodiversity that further embeds biodiversity considerations into corporate & service plans, policies, strategies and operations is required so that all decision-making takes account of the potential impacts on local biodiversity;
- explore the extension of cut-and-collect mowing to cultivate biodiversity, reduce the frequency of mowing and improve wildflower corridors;
- continue to deliver biodiversity and countryside awareness in schools and within the community;
- work with communities, developers and landowners to identify and establish new "Local Nature Reserves" or equivalent areas for the protection and enhancement of the natural environment;
- commit where possible to maintaining biodiversity projects and initiatives and also re-evaluating management of greenspace to ensure the best outcome for biodiversity and people;
- commit wherever possible to maintaining the quality of existing greenspaces and provision of quality, accessible greenspace within new development to harness the well-documented socio-economic and environmental benefits that green development offers;
- continue to make the most of accessible grant funding, specifically to deliver landscape-scale conservation.

5.0 Conclusions

5.1.1 The recommendation will:

- support our recently approved (11th August, 2022) Interim Climate Change Strategy and Net Zero Targets as well as our sustainability objectives;
- have a positive impact on current Council demand/ usage/ residents / service users and the geographic / places affected;
- help to help to tackle climate change and contribute towards improved biodiversity;
- contribute towards the development of an improved local well-being economy;
- have a positive impact for residents, vulnerable groups and also contribute towards equalities;
- assist our Countryside Rangers in working with communities to promote awareness of conservation work and manage sites to conserve and enhance biodiversity in the Council area;

- aid the Countryside Rangers in screening planning applications for any potential impacts on biodiversity and advising how to protect and enhance wildlife across a range of Council services including Infrastructure, Roads, Land, Flooding & Bridges and Development Management.

6.0 Sustainability Implications

6.1 The action taken aligns with the council's new thematic approach to achieving its net zero targets, as set out in the Interim Climate Change Strategy and Climate Emergency Action Plan.

7.0 Resource Implications

7.1 Biodiversity actions are currently managed within existing resources. Future initiatives will be dependent on available funding and resources. Where additional resources are required these will be funded from external grants/income streams and will require a business case and appropriate governance before any commitment is made.

7.2 *Staffing*

7.3 There is no impact on existing staffing arrangements, however we will work with partners to encourage and stimulate greater volunteer participation.

8.0 Exempt Reports

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

9.0 Declarations

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

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

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

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

Interim Climate Change Strategy
 Local Outcomes Improvement Plan (LOIP) 2017-2027
 Local Biodiversity Action Plan
 Local Development Plan
 Climate Emergency Action Plan

10.0 Equalities Impact

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

Yes No

11.0 Legality

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

12.0 Appendices

12.1 None

13.0 Background Papers

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

Yes (please list the documents below) No

Author(s)

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Approved by

NAME	DESIGNATION	SIGNATURE
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Pete Leonard	Strategic Director (Place)	

