



**MINUTES OF MEETING of the CLACKMANNANSHIRE COUNCIL held in the Council Chamber, Kilncraigs, Alloa, on Thursday 29 June 2023 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 Craig Holden  
Councillor William Keogh  
Councillor Fiona Law  
Councillor Darren Lee  
Councillor Graham Lindsay  
Councillor Kathleen Martin  
Councillor Jane McTaggart  
Councillor Janine Rennie  
Councillor Bryan Quinn

**IN ATTENDANCE**

Nikki Bridle, Chief Executive  
Pete Leonard, Strategic Director (Place)  
Stuart Crickmar, Strategic Director (Partnership & Performance)  
Iain McDonald, Senior Manager – Environment (Place)  
Murray Sharp, Senior Manager – Housing (Place)  
Catriona Scott, Senior Manager – Secondary Education (People)  
Colin Bruce, Chief Education Officer (People)  
Sharon Robertson, Chief Social Work Officer (People)  
Lindsay Sim, Chief Finance Officer (Partnership & Performance)  
Chris Alliston, Senior Manager, HR and Workforce Development (Partnership & Performance)  
Lee Robertson, Senior Manager, Legal and Governance (Partnership & Performance)  
Glenn Stuart, Team Leader – Waste Services (Place)  
Andrew Buchanan, Team Leader, Business Improvement (Place)  
Wilson Lees, Homelessness and Supporting People Manager (Place)  
Robbie Stewart, Senior Manager, Sport and Leisure (People)  
Scott McDonald, Senior Manager, Justice Services (People)  
Alison Mackie, Team Leader, Sport and Leisure (People)  
Michelle Rogers, Criminal Justice Policy Co-ordinator (People)  
Simon Jones, NHS Forth Valley  
Elizabeth Hutcheon, Management Accountancy Team Leader (Partnership & Performance)  
Heather Buchanan, Solicitor, Legal and Governance (Partnership & Performance) (Clerk to the Council)  
Gillian White, Committee Services (Partnership & Performance)  
Melanie Moore, Committee Services (Partnership & Performance)

**CC(23)56      APOLOGIES**

Apologies were received from Councillor Mark McLuckie.

**CC(23)57        DECLARATIONS OF INTEREST**

None.

**CC(23)58        MINUTES OF CLACKMANNANSHIRE COUNCIL – 18 MAY 2023**

The minutes of the meeting of the Clackmannanshire Council held on 18 May 2023 were submitted for approval.

**Amendments**

Councillor Bryan Quinn advised of a misspelling of his first name on Page 13.

Councillor Darren Lee advised that he had been fully present in the meeting until the conclusion of voting on Amendment 2 for the Household Waste and Recycling Policy.

**Decision**

Subject to the above amendments, the minutes of the meeting of the Clackmannanshire Council held on 18 May 2023 were agreed as a correct record and signed by the Convener.

**CC(23)59        HOUSEHOLD WASTE AND RECYCLING COMMUNICATIONS AND ENGAGEMENT PLAN**

Following approval of the Household Waste and Recycling Policy at the meeting of Clackmannanshire Council held on 18 May 2023 and the decision that a comprehensive communication and engagement strategy for the Policy would be developed and presented to Council, the report, submitted by the Strategic Director (Place), presented the Communications and Engagement Plan.

**Motion**

To agree the recommendations set out in the report.

Moved by Councillor Fiona Law. Seconded by Councillor Scott Harrison.

**Decision**

The Council agreed to note the Communications and Engagement Plan as set out in Appendix A and all the communications and engagement activities and actions described in the report.

**CC(23)60        HOUSING OPERATIONS PERFORMANCE**

The report, submitted by the Strategic Director (Place), provided council with an update on several key performance areas in the Housing Service. The focus was on performance in relation to Void property management, which falls under the HRA budget. As interrelated activities, the report also focussed on the recent challenges being faced by the Homeless Service and Housing Support functions of the Council, which are managed with the Councils General Fund Budget.

**Motion**

To agree the recommendations set out in the report.

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

## **Decision**

The Council :

1. Approved the increase in the HRA private contractors' budget of £960k within revenue, for 2023/24 to deal with the current backlog of voids;
2. Noted the carry forward of £73k from last year's HRA capital programme, to enhance the off the shelf budget, has been approved by the Chief Executive in line with the Council Financial Regulations;
3. Noted that the work on voids will be delivered within the HRA approved borrowing level for 2023/24;
4. Noted engagement with Private Contractors will be done in accordance with the Councils approved procurement process;
5. Approved the additional temporary and backfill staffing requests as detailed in the report (paragraphs 4.22 – 4.26);
6. Noted the agreement of Trade union colleagues in the proposals contained within, including the use of additional overtime;
7. Noted the consultation with the Clackmannanshire Tenants' and Residents' Federation;
8. Noted that a review of the Housing Service strategic response to the homeless pressures will take place during the summer recess and a members briefing held shortly afterwards.

## **Action**

Strategic Director (Place)

## **CC(23)61 FINANCIAL REGULATIONS**

The report, submitted by the Chief Finance Officer/S95 Officer, sought approval of the revised Financial Regulations.

## **Motion**

To agree the recommendations set out in the report.

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

## **Decision**

The Council approved the revised Financial Regulations as set out at Appendix 1 of the report.

## **Action**

Chief Finance Officer /S95 Officer

## **CC(23)62      HR POLICIES**

The report, submitted by the Strategic Director (Partnership and Performance), sought Council approval of the updated Maximising Attendance Policy/Procedure, updated Secondment Policy/Procedure and the updated Salary Over and Under Payments Policy/Procedure.

### **Motion**

To agree the recommendations set out in the report.

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

### **Decision**

Having commented on and challenged the report, the Council:

1. Noted that extensive discussions have taken place with Trade Unions and Management in the formation and development of these policies;
2. Noted that on 14 June 2023 the Tripartite discussed these policies and noted that they would now be presented to Council for formal approval; and .
3. Approved the policies as set out in Appendix 1 of the report.

### **Action**

Strategic Director (Partnership and Performance)

## **CC(23)63      WELLBEING HUB UPDATE**

The report, submitted by the Senior Manager, Sport and Leisure (People), provided Council with an update on the progress of the Wellbeing Hub development.

### **Motion**

To agree the recommendations set out in the report.

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

### **Decision**

The Council noted:

1. The appointment of Hub East Central Scotland Ltd (Hubco) to develop a design and build project for the new Wellbeing Hub and Lochies School (Paragraphs 3.1-3.3);
2. The progression of the project from RIBA Stage 1 – Preparation & Briefing, to RIBA Stage 2 – Concept Design (Paragraphs 3.4-3.5);
3. The next stages for the project including supply chain selection for the design team and Tier 1 contractor (Paragraphs 3.6-3.7);
4. An update on the Primary 5 curricular swimming programme and wider swimming provision (Paragraphs 3.8-3.13); and
5. An update on the Communications Strategy for the project (Paragraphs 3.14-3.18)

**CC(23)64      NALOXONE POLICY**

The report, submitted by the Senior Manager, Justice Services (People), provided information on the current legal developments around the handling and supply of Naloxone as would apply to Clackmannanshire Council services and staff; and sought approval from Council for the Clackmannanshire Council Naloxone Policy (Appendix 1).

**Motion**

To agree the recommendations set out in the report.

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

**Decision**

The Council approved the Clackmannanshire Council Naloxone Policy to support the training and safe administration of Naloxone by employees who volunteer to do so.

**Action**

Senior Manager, Justice Services (People)

Ends: 11.35 am

