



**Clackmannanshire  
Council**

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Comhairle Siorrachd  
Chlach Mhanann

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

## **Audit and Scrutiny Committee**

**Thursday 26 October 2023 at 9.30 am**

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



## **Audit and Scrutiny Committee**

The remit of the Audit and Scrutiny Committee is:

### **Audit & Finance**

- a) Receive, review and consider reports on the Council's finance
- b) Receive, review and consider reports on value for money and best value
- c) Consideration and monitoring of the Council's Annual Governance Statement
- d) Consider internal audit reports and results of internal audit investigations
- e) Consider external audit and resultant action plans
- f) Monitor and review actions taken on internal and external audit recommendations
- g) Consider the effectiveness of the Council's risk management procedures and the control environment
- h) Receive and consider reports on countering fraud and corruption.

### **Scrutiny**

- a) Monitor council services, including the Health and Social Care Partnership (HSCP) against agreed outcomes, standards and targets
- b) Monitor the achievement of organisation-wide agreed outcomes, standards and targets
- c) Monitor the achievement of agreed outcomes, standards and targets by the community planning partnership
- d) Monitor Police and Fire performance against Plans approved by the Council
- e) Scrutiny of Council decision-making, with the ability to call in decisions
- f) Initiate or undertake scrutiny reviews
- g) Deal with matters referred by the Council for scrutiny purposes.

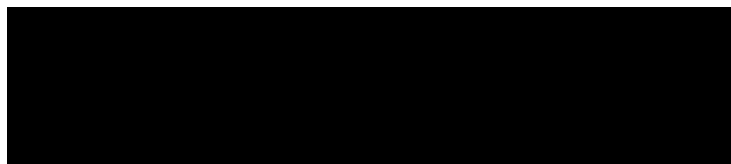
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**18 October 2023**

**A MEETING of the AUDIT AND SCRUTINY COMMITTEE will be held COUNCIL CHAMBER, KILNCRAIGS, ALLOA, on THURSDAY 26 OCTOBER 2023 at 9.30 am.**



**Stuart Crickmar  
Strategic Director (Partnership and Performance)**

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## Audit and Scrutiny Committee – Committee Members (Membership 8 - Quorum 4)

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### Councillors

### Wards

Councillor	Janine Rennie (Chair)	3	Clackmannanshire Central	LABOUR
Councillor	Denis Coyne (Vice Chair)	5	Clackmannanshire East	CONSERVATIVE
Councillor	Phil Fairlie	1	Clackmannanshire West	SNP
Councillor	Martha Benny	2	Clackmannanshire North	CONSERVATIVE
Councillor	William Keogh	2	Clackmannanshire North	LABOUR
Councillor	Kenneth Earle	4	Clackmannanshire South	LABOUR
Councillor	Ellen Forson	4	Clackmannanshire South	SNP
Councillor	Bryan Quinn	4	Clackmannanshire South	SCOTTISH GREEN





**MINUTES OF MEETING of the AUDIT AND SCRUTINY COMMITTEE held in Council  
Chambers, Kilncraigs, Alloa on THURSDAY 24 AUGUST 2023 at 9.30 AM.**

**PRESENT**

Councillor Janine Rennie (Chair)  
Councillor Denis Coyne (Vice Chair)  
Councillor Martha Benny  
Councillor Kenneth Earle  
Councillor Ellen Forson  
Councillor Phil Fairlie  
Councillor William Keogh  
Councillor Bryan Quinn

**IN ATTENDANCE**

Stuart Crickmar, Strategic Director (Partnership & Performance)  
Lorraine Sanda, Strategic Director (People)  
Colin Bruce, Chief Education Officer (People)  
Chris Alliston, Senior Manager, HR & Workforce Development (Partnership & Performance)  
Lee Robertson, Senior Manager, Legal and Governance (Partnership & Performance)  
Cherie Jarvie, Senior Manager, Partnership & Transformation (Partnership & Performance)  
Lindsay Sim, Chief Finance Officer (Partnership & Performance)  
Veronica Cully, Partnership and Inclusion Manager (People)  
Lesley Taylor, Acting Principal Educational Psychologist (People)  
Adrienne Aitken, Education Senior Manager (ELC, Primary & Libraries) (People)  
Lisa Brown, RIC Quality Improvement Officer, Seconded (People)  
Robbie Stewart, Service Manager Sport and Leisure (People)  
Michael Boyle, Improving Outcomes Business Manager (People)  
Catriona Scott, Education Manager Secondary (People)  
Kay Strang, Headteacher, Park Primary School (People)  
Tom Black, Headteacher, Lornshill Academy (People)  
Steven McGuckin, Headteacher, Alloa Academy (People)  
Scott McEwan, Headteacher, Alva Academy (People)  
Heather Buchanan, Solicitor, Legal and Governance (Partnership & Performance) (Clerk to the Committee)  
Melanie Moore, Committee Services, Legal and Governance (Partnership & Performance)

**ON TEAMS**

Pete Leonard, Strategic Director (Place)  
Derek Barr, Procurement Manager (Performance & Partnership)  
Isabel Wright, Internal Audit Manager (Partnership and Performance)  
Judi Richardson, Performance & Information Adviser (Partnership & Performance)  
Gillian Scott, Senior Manager, Early Intervention (People)  
Sarah McPhee, Senior Internal Auditor, Falkirk Council  
Maxine Ward, Interim Head of Community Health and Care  
Gillian White, Committee Services, Legal and Governance (Partnership & Performance)

**AS(23)28 APOLOGIES**

Apologies for absence were received from the Religious Representatives, Rev Sang Y Cha and George Marcinkiewicz.

**AS(23)29        DECLARATIONS OF INTEREST**

None.

**AS(23)30        MINUTE OF AUDIT AND SCRUTINY COMMITTEE HELD ON 15 JUNE 2023**

The minutes of the meeting of the Audit and Scrutiny Committee held on Thursday 15 June 2023 were submitted for approval.

**Decision**

The minutes of the meeting of the Audit and Scrutiny Committee held on Thursday 15 June 2023 were agreed as a correct record by the Committee and signed off by the Vice Chair.

**AS(23)31        LOCAL GOVERNMENT IN SCOTLAND OVERVIEW 2023**

A report, submitted by the Strategic Director, Partnership and Performance, provided Committee with an update on key current issues facing Local Government in Scotland as reported by the Accounts Commission in May 2023 so as to inform the adequacy of its scrutiny plans and activity over the coming year.

**Motion**

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

Moved by Councillor Ellen Forson. Seconded by Councillor Kenneth Earle.

**Decision**

Having challenged and commented on the report, the Committee agreed to note the report.

**AS(23)32        COUNCIL FINANCIAL PERFORMANCE 2022/23 AS AT 31 MARCH 2023**

The report, submitted by the Chief Finance Officer, provided an update on the financial performance for the Council as at 31 March 2023, in respect of the General Fund (GF) revenue and capital spend and the achievement of savings, for the current financial year 2022/23, the Clackmannanshire element of the Stirling & Clackmannanshire Health and Social Care Partnership (H&SCP) revenue spend and the Housing Revenue Account (HRA) revenue and capital spend, for the financial year, 2022/23.

**Motion**

That Committee agrees the recommendations set out in the report.

Moved by Councillor Denis Coyne. Seconded by Councillor Kenneth Earle.

**Decision**

Having commented on and challenged the report, the Committee agreed to note the report on:

1. the General Fund revenue underspend of £(5.335)m for the year to 31 March 2023;
2. the Clackmannanshire element of the Health and Social Care Partnership (H&SCP) spend on budget for the year to 31 March 2023;



3. the HRA revenue surplus of £(1.361)m over the budgeted surplus for the year to 31 March 2023;
4. the HRA Capital programme underspend of £(4.759)m;
5. the General Fund Capital Programme underspend of £(10.657)m, and
6. progress in delivering the £1.838m approved savings programme, as at 31 March 2023.

**AS(23)33            EXCEPTIONS FROM THE APPLICATION OF CONTRACT STANDING ORDERS**

It is a requirement of Contract Standing Orders that exceptions should be reported to the next available Audit Committee. The purpose of the paper submitted by the Strategic Director, Partnership and Performance is to provide detail on Exceptions to Contract Standing Orders submitted in the previous quarter.

**Motion**

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

Moved by Councillor Kenneth Earle. Seconded by Councillor Coyne.

**Decision**

Having challenged and commented on the report, the Committee agreed to note the report.

**AS(23)34            UPDATE ON OUTSTANDING INTERNAL AUDIT ACTIONS**

The report, submitted by the Strategic Director, Partnership and Performance, provided the Committee with a progress update on outstanding actions arising from Internal Audit reports.

**Motion**

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

Moved by Councillor Martha Benny. Seconded by Councillor Denis Coyne.

**Decision**

Having challenged and commented on the report, the Committee agreed to note the report and note that progress updates on outstanding Internal Audit actions will be provided henceforth on a six monthly basis.

**AS(23)35            DRAFT AUDIT AND SCRUTINY COMMITTEE FORWARD PLAN 2023/24**

The report, submitted by the Strategic Director, Partnership and Performance, is to develop a forward plan for Audit and Scrutiny Committee and to introduce the concept of an annual self evaluation and report.

**Motion**

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

Moved by Councillor Ellen Forson. Seconded by Councillor Kenneth Earle.

## **Decision**

The Committee agreed to:

1. note the draft forward plan as set out in Appendix 1;
2. note that it is intended to convene an informal meeting of the Committee members to review the forward plan prior to a final draft being considered by Committee in October 2023;
3. note that approach to the development of a Committee Annual Report based on the indicative self evaluation approach outlined at Appendix 2.

## **AS(23)36 INTERNAL AUDIT ANNUAL ASSURANCE REPORT 2022/23**

The report, submitted by the Internal Audit Manager, is to develop a forward plan for Audit and Scrutiny Committee and to introduce the concept of an annual self evaluation and report.

## **Motion**

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

Moved by Councillor Kenneth Earle. Seconded by Councillor Ellen Forson.

## **Decision**

The Committee agreed to note that:

1. sufficient Internal Audit work was undertaken to support a balanced assurance;
2. Internal Audit can provide **SUBSTANTIAL** assurance on the Council's arrangements for risk management, governance, and control for the year to 31 March 2023;
3. should the trend away from substantial assurance continue, there is a risk that, in future years, the Internal Audit Manager may not be able to reach an overall conclusion that substantial assurance can be provided in relation to arrangements for risk management, governance and control;
4. the Strategic Director Partnership and Performance will provide any status changes to the Audit and Scrutiny Committee as part of a six monthly update report. Internal Audit will also provide assurance and follow up as part of the established action tracking process. Any recommendations that remain outstanding beyond the agreed implementation date will be included in future update report to the Audit Committee.
5. Internal Audit met, or exceeded, each of its Key Performance Indicators;
6. the Internal Audit section operated in compliance with Public Sector Internal Audit Standards, and there has been no impairment to independence during the year.

## **AS(23)37 CORPORATE RISK REGISTER**

The report, submitted by the Strategic Director, Partnership and Performance, provided the Committee with the Quarter 1, 2023/24 update on Clackmannanshire Council's Risk Register (Appendix A).

## **Motion**

That Committee agrees the recommendation set out in the report.

Moved by Councillor Bryan Quinn. Seconded by Councillor Ellen Forson.

**Decision**

Having commented and challenged the report, the Committee agreed to note the report as appropriate.

**AS(23)38 PEOPLE DIRECTORATE BUSINESS PLAN REPORT 2022/23**

The report, submitted by the Senior Manager, People, provided an annual update on progress against the actions, priorities and key performance indicators set out in the Clackmannanshire People Directorate Business Plan, 2022-23, which was approved by the Audit and Scrutiny Committee in August 2022. It summarises the actions that we have taken over the past year to address our improvement priorities and the impact of our work to date. It also highlighted any challenges that we may have encountered.

**Motion**

That Committee agrees the recommendation set out in the report.

Moved by Councillor Ellen Forson. Seconded by Councillor Martha Benny.

**Decision**

Having commented and challenged the report, the Committee agreed to note the contents of the report.

**AS(23)39 NATIONAL IMPROVEMENT FRAMEWORK PLAN 2023/2024**

The report, submitted by the Senior Manager, People, presented the National Improvement Framework (NIF) Plan Report 2023/24.

**Motion**

To agree the recommendation set out in the report.

Moved by Councillor Ellen Forson. Seconded by Councillor Janine Rennie.

**Decision**

Having commented and challenged the report, the Committee agreed to note the contents of the report.

**AS(23)40 ANNUAL COMPLAINTS REPORT 2022/23**

The report, submitted by the Strategy and Performance Adviser, presented an overview of performance in relation to complaints handling during the year 2022/23.

**Motion**

To agree the recommendation set out in the report.

Moved by Councillor Martha Benny. Seconded by Councillor Kenneth Earle.

**Decision**

Having commented and challenged the report, the Committee agreed to note the contents of the report.

Ends 1142 hrs

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**Report to Audit and Scrutiny Committee**

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**Date of Meeting: 26<sup>th</sup> October 2023**

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**Subject: Police Performance Report for Clackmannanshire October 2022 to March 2023**

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**Report by: Local Police Commander**

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**1.0 Purpose**

- 1.1. The purpose of this report is to provide the committee with information on the performance of Police Scotland in the Clackmannanshire local authority area for the period 1<sup>st</sup> October 2022 to 31<sup>st</sup> March 2023.
- 1.2. The report is aligned with the headings of the [Clackmannanshire Local Policing Plan 2020-2023](#) priorities (i.e. **Responsive to the concerns of our communities, Enhancing our collective resilience to emerging threats, Protecting people most at risk from harm and Promoting confidence through our actions Road Safety and Road Crime**).
- 1.3. The Clackmannanshire Police Performance Report (Appendix 1) contains the current information on performance against selected performance indicators. This report provides complementary information to that in the table to present a summary of performance of policing in Clackmannanshire Council area and also identifies emerging trends, threats and issues.
- 1.4. Data for this report is sourced from Police Databases that are subject to changes as enquiries progress. They can be best regarded as Point in Time figures. 3 year average figures are not available for all measures. The information in the table should be regarded as provisional.

**2.0 Recommendations**

- 2.1. It is recommended that committee notes, comments on and challenges the report as appropriate

**3.0 Considerations**

- 3.1. Attention of members is drawn to the Management Information now published via Police Scotland Website which can be found at the following location - <https://www.scotland.police.uk/about-us/what-we-do/how-we-are-performing/>

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- 3.2. Some of the risks and threats which continue to present in Clackmannanshire are:
- Domestic Abuse
  - Crimes of Violence
  - Possession and Supply of Controlled Drugs
  - Cyber Fraud
- 3.3. By their nature, these remain longer-term threats and Forth Valley Division continues to focus on intervention and enforcement to address them.
- 3.4. There were no significant new operational issues emerging during the previous reporting period.
- 3.5. There were no significant new operational issues emerging during the current reporting period.

**Author(s)**

<b>NAME</b>	<b>DESIGNATION</b>	<b>TEL NO / EXTENSION</b>
CI Audrey Marsh	Local Area Commander, FV	101
PC Laura McNab	Command Support	

**Approved by**

<b>NAME</b>	<b>DESIGNATION</b>
Barry Blair	Chief Superintendent Forth Valley Division

# Clackmannanshire Council

## Audit & Scrutiny Committee

**Police Performance Report  
October 2022 – March 2023**

**Barry Blair  
Chief Superintendent**

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## **BACKGROUND TO THIS REPORT**

From April 2013, the Police and Fire Reform (Scotland) Act 2012 has required Police Scotland to produce and publish a Local Policing Plan (LPP) for each local authority area. The LPP clearly sets out the policing priorities for Clackmannanshire.

Performance in relation to the identified policing priorities is monitored on an ongoing basis. Six monthly reports are produced to allow scrutiny by Clackmannanshire Council Audit and Scrutiny Committee. The quantitative information in this report covers the period from 1 April 2022 to 31 March 2023. The supporting qualitative information in this report highlights some of the notable activities undertaken by local and national officers in support our local policing priorities during the period from 1 October 2022 to 31 March 2023, as well as any notable developments at a National level that have an impact on the delivery of local policing services.

In order to support effective scrutiny and determine whether our preventative approach is having a lasting positive impact, members of the Audit and Scrutiny Committee will consider information linked to the priorities outlined within this plan which include:-

- Responsive to the concerns of our communities
- Protecting people most at risk from harm
- Promoting confidence through our actions
- Enhancing our collective resilience to emerging threats
- Road Safety and Road Crime

This report will make reference to crime groupings. Groups 1-5 refer to an amalgamation of five crime groups. They are Group 1, consisting of violent crime; Group 2, covering sexual offences; Group 3, covers a wide range of crimes of dishonesty, Group 4, includes vandalism, fire-raising and malicious mischief; and Group 5, includes proactive crimes. All statistics are provisional and should be treated as management information.

**RESPONSIVE TO THE CONCERNS OF OUR COMMUNITIES**

**We will work to prevent antisocial behaviour, hate crime, violence and disorder and aim to prevent acquisitive crime.**

**Acquisitive Crime Series - Detected**

During September and October 2022, police received eight reports of thefts from vehicles and outbuildings in Sauchie and Alloa. Officers from the Community Policing Team (CPT) conducted enquiries, reviewed CCTV, and were able to identify the person responsible. Officers arrested and charged a male for the thefts and he was held in custody to appear at court the next day.

This was a complex investigation with the team demonstrating sound investigative skills and conducting a thorough and diligent enquiry to detect this crime series, arrest the male responsible, and prevent further criminality.

**Sale and Supply of Controlled Drugs – Proactivity**

In October 2022, the CPT were patrolling Tullibody, when they observed a male in a vehicle acting suspiciously and believed him to be involved in the sale and supply of controlled drugs. The officers decided to check the vehicle out, however when it came to a stop in Fishcross, the male ran off. Officers followed and after a lengthy foot pursuit he was apprehended and found in possession of herbal cannabis with a value of £885. Further investigation was carried out and he was charged with being concerned in the supply of controlled drugs and reported to the Procurator Fiscal (PF).

In the same month, Response officers were patrolling Tillicoultry when they observed a male drop a bag of what appeared to contain controlled drugs. Officers quickly retained the bag and found it to contain over 1,500 Diazepam tablets. The male was arrested and charged with possession of controlled drugs with intent to supply and reported to the PF.

In March 2023, the CPT and Clackmannanshire Alcohol Violence Reduction Unit (CAVRU), were patrolling Tullibody when they observed a vehicle belonging to a male known for being involved in the sale and supply of controlled drugs. The vehicle was stopped and, given the circumstances presented, the male was searched under the Misuse of Drugs Act 1971 section 23. He was found in possession of £3780 in cash, cannabis, and crack cocaine with a value of £3068. Both the drugs and cash were seized by police and the male was arrested and charged with being concerned in the supply of controlled drugs, and reported to the PF.

The above are examples of the CPT, CAVRU and Response officers proactively working together, patrolling local communities, seizing harmful controlled drugs, apprehending drug dealers, and helping to provide a safer environment for our local communities to thrive in.

## **Drug Search Warrants**

In October, the CPT and Response officers received information from the local community about a female selling drugs from her home address in Alloa. The officers craved a drugs search warrant which was granted by the Sheriff. Officers later forced entry to the address, arrested the female and seized £5910, crack cocaine, heroin, and tablets valued at £1050. She was held in police custody to appear at court the next day.

In March the CPT received limited information about a possible cannabis cultivation within an address in the Alloa area. The officers conducted further enquiries, attended at the address and the occupier answered the door. Within the house the officers observed a mature cannabis cultivation and arrested the 47 year old male for producing a controlled drug. The drugs were valued at £1500 and were seized by police along with the cultivation equipment. These results demonstrate the importance of community intelligence and how it leads to proactive action to reduce harm and disrupt those who supply or produce drugs.

## **Prolific Theft by Shoplifting Crimes**

Over the festive period two local nominals conducted a large number of shopliftings at local shops in Clackmannanshire, targeting shops selling foodstuffs, cleaning products and generally any items that can easily be sold on once stolen. On receipt of these reports and reviewing the incidents, the CPT were able to link all the crimes and prioritised the investigation into identifying and apprehending the two suspects.

Following a thorough enquiry and working in partnership with local security staff and Retailers Against Crime (RACS), officers identified the two suspects who were swiftly arrested for a total of eighteen crimes. The detection and apprehension of these prolific criminals instilled confidence in local shopkeepers and with small business owners, highlighting that police also prioritise this type of offending. This was having a massive impact on their businesses, at a time when the cost of living crisis was already affecting all areas of the community.

## **Theft by Housebreaking**

On 5th March, three houses in Clackmannan were broken into and a car stolen from one address. Upon police receiving the reports, local officers attended, obtained statements and requested a scene of crime officer attend to obtain samples from each of the addresses. On 7th March the stolen car was involved in a road crash in Edinburgh and the driver ran away prior to police arrival. Police established the car was bearing false number plates and identified the car as having been stolen from Clackmannan. The car was forensically recovered and examined.

Our Priority Crime Team assumed responsibility for investigating these crimes and identified a 21 year old man from Edinburgh as being responsible. Due to him being in prison for other crimes, he was reported to the PF for these crimes and other road traffic offences. Crimes of theft by housebreaking impact greatly on victims and as this example demonstrates, police are committed to identifying persons responsible for these crimes and bringing them to justice.

## **Robbery**

In November, a 50 year old woman was walking at Kingswell Park, Alloa when she observed the suspect and another male, both of whom were known to her. The suspect grabbed her, threw her to the ground and stole her bank card before running away. The victim asked a member of the public to call the police. Response officers attended and spoke with the victim, whilst CAVRU and CPT traced and apprehended the suspect. Forensic samples were obtained, the suspect was interviewed and released pending analysis of the samples. The suspect was later reported to the PF on receipt of the forensic report which provided a sufficiency of evidence for him to be charged with Robbery.

In February, a 51 year old man withdrew cash from an ATM at Stirling Street Alva and observed a male and female walking towards him, who were both known to him. The female approached him and immediately started to strike him to the body and grabbed his neck, whilst the male demanded money and stole cash from him. Response officers attended and then traced and arrested a 32 year old female and 31 year old male for robbery. Both were held in police custody to appear at court the next day.

Robbery is a serious crime and is always thoroughly investigated by police. Our Criminal Investigation Department (CID) hold overall responsibility for all crimes of robbery in Forth Valley Division.

## **Serious Assault, Knife Crime and Offensive Weapons**

Over the reporting period 19 crimes of serious assault were recorded. 15 of these crimes are detected, 1 concluded as undetected and 3 are ongoing investigations. In the majority of these reports the person(s) responsible for committing the assault have been known to the victim.

28 crimes were recorded for carrying a knife and 28 crimes for being in possession of an offensive weapon, with a detection of 82% for both. The majority of individuals who were found in possession of a knife or offensive weapon were arrested, taken to custody and either held in custody to appear in court the next lawful day or liberated on an undertaking to appear in court at a future date. Our SBOs continue to provide inputs in our secondary schools highlighting the dangers and consequences of carrying a knife or offensive weapon.

### **Safeguarding Through Rapid Intervention (STRIVE) Case Study**

In December, Clackmannanshire Council Housing Support made a referral to STRIVE as they had concerns about a young single male living in homeless accommodation. The male was diagnosed with ADHD and Autism and there were concerns about financial exploitation, his mental health, substance use and self-medication. He was known to both Criminal Justice Social Work (CJSW) and Police for crimes of dishonesty and violence.

The STRIVE team reviewed his income and liaised with Mental Health partners, Adult Care, CJSW, Housing, Money Advice, and other relevant partner agencies. He was given an allocated social worker and referred onto specific support services so that his bespoke needs could be addressed, and he was assisted financially and with housing support. The multi-agency approach in this case meant that the male received wrap around support from all appropriate partners, rather than a much less cohesive intervention from professionals working in silos to provide support, which would not have holistically addressed his needs.

### **Bike Register Database App for Officers**

Police Scotland has a new tool at its disposal to assist with investigating bike thefts and returning lost and stolen cycles to their rightful owners. Since early December, all front-line officers have been able to upload the Bike Register Database App to their mobile device, providing them with a comprehensive list of all bikes registered throughout the country. The App provides the facility for police to check the VIN number of any bike they locate to establish who the real owner is.

We continue to encourage cyclists to register their bikes on the database, and Police attended the Forth Valley College open day event in October, to provide security advice to those who were there. The event was well attended and bike marking kits were distributed to both students and staff to encourage participation.



**PROTECTING PEOPLE MOST AT RISK FROM HARM**

**We will work proactively with partners to protect vulnerable adults, children and young people and tackle sexual crime and domestic abuse.**

**School Liaison – Prevention and Intervention Inputs – Health Awareness Week**

In October, the Schools Based Officer at Alva Academy, PC Arundel, along with partners from Education and Health, ran a Health Awareness Week. This comprised a series of inputs that were delivered to all the school year groups. Police took an active part and provided educational inputs including online safety, personal safety, drink spiking prevention and drugs. These inputs were very well attended and pupils commented favourably on the advice and information provided, all designed to keep themselves safe and raise awareness.



**Bogus Caller**

In January, a male was knocking on house doors in Alloa, offering cleaning services. One elderly resident agreed to utilise the services and allowed the male access to her home. Over the following weeks he stole cash from the house, gained access to her bank account and withdrew money. After noticing the missing money, the resident became suspicious and contacted police for advice. The CPT investigated the crime and identified a young adult as being responsible. He was arrested and charged with the crimes and the victim was given safeguarding and financial advice to keep her safe in future.

**STRIVE Case Studies**

In January Police Scotland referred an individual to STRIVE after he was reported as a missing person and subsequently committed a drink driving offence. Police had concerns regarding the male's mental health, alcohol and substance misuse. He advised police that he was having financial difficulties and was using substances as a coping mechanism. The case was reviewed by the STRIVE team and it was ascertained that he was already known to Community Addiction Services (CADS) and Change, Grow, Live (CGL). He was advised to continue to engage with these services. His children were known to Social Work, however they were not an open case at that time.

## OFFICIAL

Money Advice colleagues had extensive discussions surrounding debt management as this was the main trigger for the male in prompting him to misuse substances. The Early Intervention Team for children and families Social Work visited the family and discussed safeguarding strategies surrounding child contact with the male and agreed for a period of time that this contact would be supervised. They also assessed the family support network to ensure adequate support for the male, his ex-partner and children. During this assessment it was identified that the male's daughter was a young carer which prompted STRIVE to initiate further support for her.

CADS and CGL continued to have regular contact with the male and where appropriate highlight issues to the wider STRIVE group, such as when he mentioned his contact with the children was unsupervised. Information was shared quickly and appropriate conversations took place with the male and ex-partner, highlighting why the supervision measures were put in place. Since these interventions and support mechanisms were implemented the male has not come to the attention of police or other services and he has improved his engagement with CADS & CGL. This is a positive improvement and highlights that he is in a better place in terms of his own wellbeing, due to the multi-agency interventions.

In March, Clackmannanshire Council Housing Team referred a couple to STRIVE, due to noise complaints and concerns of domestic violence including coercive control. The case was reviewed by the STRIVE team and it was agreed that the police STRIVE officer and the housing officer would visit the property to establish the circumstances, and if any crimes had or were being committed. Additional support was offered from Money Advice, Wellbeing Scotland and the Domestic Abuse Prevention Programme (DAPP). The DAPP is a pilot jointly funded by Police and CJSW, which offers one to one bespoke support for couples, male perpetrators and female victims who are coming to the attention of police for domestic incidents, but have not yet entered the Criminal Justice system. Since this case was reviewed and support was provided, there have been no further incidents reported to police or housing and no offences disclosed following the interventions delivered by the DAPP.

### **Disability Survivors Advocacy Project**

Central Advocacy Partners are a registered charity that operates across the Forth Valley area, providing positive forward thinking support to people with learning disabilities. Our advocacy partners have secured funding to support the implementation of a new survivors advocacy project designed to support women and girls who live in the Forth Valley area who are:

- 16 years or over;
- Identify as or have been diagnosed with a learning disability, learning difficulties and / or autism, and;
- Are experiencing or have experienced domestic abuse.

## OFFICIAL

Our Divisional Safer Communities team have been liaising with our partners and also working to increase awareness of the new service amongst our staff. Referral processes are now embedded within our Public Protection Unit, with our Concern Hub acting as our single point of contact for information sharing.

### Empowering Refugee Women



Our divisional Safer Communities team hosted information sessions, the most recent of which was held in March, for refugee women who have travelled to the Forth Valley area from Syria, Sudan, Afghanistan and Ukraine. Many had burning questions about policing in our local area and were keen to gain an understanding of how safe our communities are, how they

could contact police and how we address domestic abuse issues, to name but a few topics raised. Interpreting services were on hand to support these discussions and convey important safety advice and crime prevention messages. Further sessions were arranged, which will continue to support our efforts to change preconceived perceptions of the police and build trust and confidence with our communities.

### 16 Days of Action

The 25th of November marked the start of the global 16 Days of Action campaign which calls for the elimination of gender based violence. The theme of this campaign, which ran until 10 December, Human Rights Day, was ending femicide; the intentional killing of women, with a gender-related motivation.

In support of wider partnership activities in the local area, officers and staff from our local and specialist teams participated in a range of events and supported calls to action on social media around a range of gender based violence topics including consent, domestic abuse and human trafficking.

In November, the Scottish Business Resilience Centre, in collaboration with Alloa First and the Violence Against Women and Girls Co-ordinator, delivered a training session to local business. The training was provided by Medics Against Violence who delivered a presentation and raised awareness of the signs of domestic abuse and highlighted what was available to support and assist a victim of domestic abuse.



## **Violence against Women and Girls Strategy**

Police Scotland's Violence against Women and Girls Strategy was presented to the meeting of the Police Performance Committee of the Scottish Police Authority on 16 March 2023. This Strategy draws together and builds upon a range of work that has been underway within our organisation for some time. It underlines our commitment to creating a society where women and girls live free from violence, abuse, exploitation and harassment, as well as improving and future-proofing our policing response in this area in collaboration with our partners.

The strategy and underpinning implementation and communication plans have been developed through broad consultation and engagement with the general public, women and girls, survivors of violence, key partners, academics and experts in this field. The key outcomes of this strategy are to support women and girls, prevent harm and secure justice, create safe spaces and promote trust and confidence.

The strategy provides commitments to enhancing our trauma informed approach to sexual violence and domestic abuse which disproportionately affects women and girls; building confidence amongst victims and survivors to report abuse, prioritising their needs from the point of first contact with police and ensuring individuals are kept updated from the moment they make a report. In support of this, it is proposed that trauma-informed training will be delivered to all police officers and staff, and the use of trained sexual offences liaison officers in conducting visually recorded interviews will be expanded.

The implementation plan also recognises work that needs to be done internally within Police Scotland, in recognition that we as an organisation are not immune from the sexism and misogyny that is often at the root of this violence.

**PROMOTING CONFIDENCE THROUGH OUR ACTIONS**

**We will deliver our service by engaging communities and developing and supporting our staff to ensure sustainability for the future.**

**Community Safety Day, Tillicoultry**

In October, the village of Tillicoultry held their emergency services open day at the local fire station. Community officer, PC Miller, engaged with the residents who attended in their droves, as this was an excellent opportunity for police and other members of the emergency services to be visible and accessible in the community, and provide vital safety information, reassurance, and address any concerns collectively, face to face.

**Direct Contact Process for the Scottish Ambulance Service (SAS)**

Our colleagues in the Scottish Ambulance Service and the wider health service continue to experience unprecedented levels of demand. This has an impact on front-line local policing, resulting in failure demand. Officers are abstracted from their communities for lengthy periods of time, dealing with medical related issues in the community, custody setting or at hospital, and experience lengthy turnaround times.

Officers at the scene of an incident previously required to make contact with the police area control room to summon the assistance of the SAS, leading to third hand information being passed to the service from staff who were not present at the scene or in a position to provide a real-time update in relation to any spontaneous changes noted in the presentation of the casualty. It has been recognised that this process had the potential to increase the risk of casualties being incorrectly assessed and triaged, leading to longer delays and potentially poorer outcomes for the individual concerned.

Following a successful pilot in the Lanarkshire area, a new national process has been developed in conjunction with SAS, to enable officers to make direct contact with them on the 999 call system in the case of a medical emergency, using a police dedicated phone line. This process came into effect in February and ensures that vital information is passed directly to SAS, so they can provide advice to officers at the scene and ensure the appropriate medical response is identified swiftly. Where it is not operationally safe for officers to make direct contact, Area Control Room staff will continue to support officers to ensure that medical assistance is obtained, as required.

**Drug Support Services Event**

In January, police hosted a Forth Valley Police wide drug services awareness event. Partners from Transform Forth Valley, Scottish Families Affected by Alcohol and Drugs, CGL and the Forth Valley Recovery Community provided support to the event which gave our staff and officers the opportunity to meet with representatives of the services that operate in our local area. They learned more about what they do, what support

they can provide and how we can work together to deliver positive outcomes for vulnerable members of our communities and their families.

The event helped officers enhance their own knowledge of the subject matter and also network and build relations with other services. This makes it possible for joint work to be undertaken to reduce harm in our communities, either with visits to vulnerable people or by carrying out patrols in high risk areas. This event forms part of a programme of activity within Forth Valley Division, designed to raise awareness of support that is available in our local area and the associated referral mechanisms which officers and staff can utilise to obtain assistance for those in need.



### Police Assault

The Chief Constable has made it clear that violence against officers and staff is utterly unacceptable and should never be seen as simply part of the job. Our organisation has promised to provide appropriate support to colleagues where it does occur, with an Assault Pledge.



Between October 2022 and March 2023, 20 crimes of police assault were recorded in Clackmannanshire for assaults on police officers whilst they carried out their duties. 13 (65%) of the assaults occurred between 11pm and 3am on Friday, Saturday and Sunday evenings in open public spaces, residential and commercial premises. The assaults involved accused persons pushing, kicking, spitting and biting officers.

**ENHANCING OUR COLLECTIVE RESILIENCE TO EMERGING THREATS**

**We will focus on tackling cybercrime, serious and organised crime and counter terrorism, as well as planning for emergencies.**

**Stolen Vehicles**

PC Baillie, one of the CPT officers for Sauchie, was being visible in his community and proactively patrolling to provide reassurance to residents and prevent criminality. During these patrols, in the space of one month, he located three stolen vehicles, all stolen from the Larkhall area. These vehicles were seized by police and our CPT liaised with officers from Larkhall and conducted a joint investigation into an organised criminal network operating between both areas. The recovery of vehicles resulted in a financial recovery in excess of £100,000.

**Proactive Drugs Recovery**

In October, the CPT and CAVRU were in Clackmannan on an unrelated enquiry, when they had cause to detain a male in possession of a ruck sack outside his home address, in terms of the Misuse of Drugs Act 1971 section 23, for the purposes of a search. On searching the male, he had £20 on his person, however on searching his rucksack officers recovered a large quantity of cash in what appeared to be £1000 bundles, along with a small set of scales.

The officers seized the cash, under the Proceeds of Crime Act (POCA) as they suspected that it was the proceeds of criminality, and advised him further enquiry would be carried out. The cash was later counted and found to be £26,830. On further examination the scales were found to contain traces of a white powder, which tested positive for cocaine. The man was later reported to the Procurator Fiscal possession of a controlled drug.

**Proactive Drugs Recovery**

In February, the CPT and CAVRU were on proactive patrol in Tullibody when they observed an Audi motor car showing as having no MOT. The officers stopped the car to investigate further and when speaking with the driver they noted a smell of cannabis. The driver and his car were searched under the relevant legislation and officers recovered cannabis, cannabis edibles, scales and cash.

The man was arrested and conveyed to police custody. His house was thereafter searched, with further controlled drugs recovered. The male was reported to the PF for being concerned in the sale and supply of controlled drugs.

### **POCA Recovery – Disrupting Serious and Organised Crime**

In March, the CPT and CAVRU were on patrol in Sauchie when their attention was drawn to a car linked to a nominal of an organised crime group, responsible for the sale and supply of controlled drugs in the local area. The officers stopped the car and the nominal was observed to be the driver.

The officers were then presented with circumstances giving them reasonable cause to suspect that he was in possession of controlled drugs, so he was searched under the relevant legislation and found to be in possession of £1,390, which he could not account for. The cash was seized under POCA legislation for forfeiture. This is an example of the disruption of drug dealers, through intelligence led policing; stopping and engaging the right people and being in the right place at the right time.

### **Theft by Shoplifting Investigation**

Throughout February and March, there were numerous shopliftings reported at different premises in and around the Alloa area. The suspect for each shoplifting was similar in appearance. The CAVRU began reviewing all the crimes and conducted a thorough investigation to establish any link and identify the suspect(s).

In March the suspect was identified from their enquiries and arrested by the CPT when on patrol in Alloa, and charged with 11 crimes of shoplifting, along with a contravention of the Civic Government Scotland Act 1982, section 57 (intended theft). This joined up investigation identified a prolific thief who was held in police custody to appear in court, with bail conditions requested to prevent further offending.

### **Online Safety Awareness**

In January, representatives from our Public Protection team took part in a global online awareness event hosted by Children's Fund Inc. examining the impact of the crime of sextortion and the psychological processes a victim undergoes once they realise they have been targeted and manipulated in this way by someone they have never met. This awareness session provided officers with a greater understanding of the impact of sextortion on victims and enables police to provide accurate advice to victims and inform them of the support available via third sector organisations.

### **Fraud Prevention**

A number of engagement events have taken place during this reporting period as part of our Fraud Free 23 campaign, which seeks to raise awareness of the common methods used by fraudsters and provide some simple steps that people can take to keep themselves safe. As part of the campaign, officers held Fraud Free Events at Sterling Mills Tillicoultry and distributed posters to pharmacies, health centres and other community hubs across Clackmannanshire to upskill residents and businesses alike, and help them to prevent themselves falling victim to this prevalent crime.

**ROAD SAFETY AND ROAD CRIME**

**We will aim to reduce casualties and crime on our roads through collaboration with our partners.**

**Drink Driver – Vehicle Seized**

In October, Response officers were patrolling the road network, to keep people safe. Their attention was drawn to a vehicle driving in an erratic manner. They signalled for the driver to pull over, however they failed to stop and a short time later the driver collided with a tree on a roundabout in Clackmannan and ran off from the vehicle into nearby woodland. Officers placed a containment on the area and sought assistance from colleagues.

A police dog handler arrived and deployed the police dog, who began a search and found the driver hiding in undergrowth. He was arrested for failing to stop, driving whilst under the influence of alcohol, taking and driving away the vehicle without consent, no insurance, and possession of controlled drugs. He was held in police custody to appear at court, where he pled guilty to the offences. Proactive policing of the road network resulted in this apprehension of a dangerous driver who could have caused serious harm to the community.

**Town Centre Parking - Days of Action**

In October, the CPT conducted two days of action to target illegal parking in Alloa Town Centre, particularly relating to disabled parking bays and double yellow lines. On these days, 31 Fixed Penalty tickets were issued. This type of enforcement continues to take place regularly to address this ongoing concern for those living, working and visiting the town centre.

**Joint Operation - Speed Detection**

In October, as part of the National Speeding Campaign, which is a month long operation to tackle speeding throughout Scotland, the CPT and our colleagues in the Divisional Roads Policing Unit (DRPU) conducted joint patrols throughout Clackmannanshire. The areas of high traffic were patrolled, paying particular attention to the trunk roads through Alloa and Clackmannan. During this one day joint operation, two vehicles were found to be travelling in excess of the speed limit, between 40mph and 50mph within the 30mph zones, and Fixed Penalty tickets were issued to both drivers.

### **Proactive Vehicle Seizure**

In February, the CPT were patrolling their ward areas, when they observed a van driven by a male, who the officers knew from local briefings to be a disqualified driver. The officers signalled for the driver to pull over however he failed to do so. A police vehicle pursuit was authorised and the vehicle was then brought to a stop.



The driver was arrested and charged for driving whilst disqualified, dangerous driving and other driving offences. His vehicle was seized by Police. He was held in custody and was then remanded at court by the Sheriff, later receiving a custodial sentence for his crimes.

### **Speed Initiatives and Patrols**

In line with the National Speed Awareness Campaign, our local officers deployed throughout Clackmannanshire to enforce the law and educate drivers about the consequences of speeding on our roads.



This enforcement action is ongoing, with support from our DRPU, all to tackle the #Fatal5 and prevent deaths on our roads.

The CPT deployed in Devonside, Tillicoultry in March to conduct static speed patrol checks with the use of hand held laser devices. Checks were conducted but with no offences detected. Positive feedback was received from the local community.

The team also deployed along with the DRPU and carried out further speed detection patrols throughout Clackmannanshire. The focus was on areas where an increase in injury collisions was occurring.

## OFFICIAL

14 speed warnings were issued, 3 drivers were issued with a Conditional Offer of Fixed Penalty (COFP) for exceeding the 40mph zone on the A91 at Menstrie, and 2 drivers were issued a COFP for not possessing an MOT certificate.

The CPT then deployed in the area of Pitfairn Road, Fishcross during the evening rush hour, to conduct static speed patrol checks in response to local complaints of vehicles speeding on this road. Checks were conducted between 4 - 5.30pm with no offences detected, however 6 warnings were issued, as appropriate.

The CPT and DRPU also focussed on the A91 stretch of road, due to numerous serious injury and fatal collisions. As a result, the following was recorded:

1 x COFP for no insurance, 1 x COFP for no MOT, 1 x COFP for speeding and a number of warnings were also given for speeding. This road safety policing activity demonstrates internal collaborative working between departments, all to make the road networks of Clackmannanshire safer for drivers, pedestrians and cyclists.

### School Parking

The CPT conducted regular patrols at schools in Clackmannanshire to enforce parking regulations and to ensure children can get to and from school safely. We continue to encourage parents and guardians to be mindful of parking safely when dropping off or picking up. We work closely with schools and pupils appointed as Junior Road Safety Officers (JRSOs) to continue to educate people on this issue.

Schools in Clackmannanshire have areas nearby for people to park in to avoid congestion around the school, and Police encourage them to consider the Park and Stride initiative where possible. By parking in the marked area around the gates, with yellow zig zags and double yellow lines, drivers will likely be issued with a fixed penalty fine, and enforcement has been utilised previously at the primary schools, highlighting the seriousness of this public safety issue.

### Off Road Motorcycle Seized

In March, Response officers observed a 16 year old riding an off road motorcycle within a public park in Alloa, to the alarm of those within. Police apprehended him and seized his bike, before charging him and reporting him for this offence which was endangering the safety of visitors to the park.





**Audit and Scrutiny Committee - Clackmannanshire  
April 2022- March 2023**

<b>Violence, Disorder &amp; Antisocial Behaviour</b>						
		Apr 2021 - March 2022	Apr 2022 - March 2023	Victims	% Change	3 year average
1	Total No Group1: Crimes of Violence	116	112	4 less	-3.4%	-9.7%
2	Murder	-	2	2 more	X	500.0%
3	Attempted Murder	2	4	2 more	100.0%	-
4	Culpable Homicide (common law)	-	-	-	-	-
5	Culpable Homicide (other)	-	-	-	-	-100.0%
6	Serious Assault detection rate	86.5%	82.5%		-4.0%	1.5%
7	Serious Assault	37	40	3 more	8.1%	-18.4%
8	Robbery detection rate	90.0%	63.6%		-26.4%	-14.8%
9	Robbery	10	22	12 more	120.0%	1.5%
10	Common assault detection rate	72.5%	73.2%		0.7%	-1.4%
11	Common assault	524	527	3 more	0.6%	-3.2%
12	Number of complaints regarding disorder	2437	2146	291 less	-11.9%	x

**Audit and Scrutiny Committee - Clackmannanshire  
April 2022- March 2023**

<b>Violence, Disorder &amp; Antisocial Behaviour (continued)</b>						
		Apr 2021 - March 2022	Apr 2022 - March 2023	Victims	% Change	3 year average
13	Number of Domestic Abuse Incidents Reported to the Police	740	656		-11.4%	-14.9%
14	Total Crimes and offences in domestic abuse incidents	286	263		-8.0%	-21.2%
15	Percentage of Domestic Incidents that result in a crime being recorded	38.6%	40.1%		-3.5%	-3.2%
16	Total crimes and offences in domestic abuse incidents detection rate	79.2%	66.5%		-16.0%	-15.2%
17	Total Detections for Domestic Bail Offences	37	29		-21.6%	-37.0%
18	Ensure 95% of domestic abuse initial bail checks are conducted within a prescribed timeframe (24hrs)*	96.1%	94.0%		-2.1%	x
19	Hate Crime and offences detection rate	85.3%	63.5%		-21.8%	-23.3%
<b>Violence, Disorder &amp; Antisocial Behaviour - Stop and Searches</b>						
		Apr 2021 - March 2022	Apr 2022 - March 2023 (Positive)	Victims	% Change	3 year average
20	Number of stop and searches conducted (total)	246	130			
<p style="color: red;">On the 11th May 2017 Police Scotland adopted a new code of practice on the use of stop and search. At this time the use of non-statutory (Consensual) search ceased. Further information on Police Scotland's use of stop and search and on the code of practice is available on the Police Scotland Website.</p>						

**Audit and Scrutiny Committee - Clackmannanshire  
April 2022- March 2023**

<b>Additional Identified Local Priorities</b>						
		Apr 2021 - March 2022	Apr 2022 – March 2023	Victims	% Change	3 year average
21	Number of detections for supply of drugs (incl. possession with intent)	31	36		16.1%	-18.2%
22	Number of detections for drugs production, manufacture or drugs cultivation	8	3		-62.5%	-60.9%
23	Theft by housebreaking (including attempts) detection rate	26.2%	14.9%		-11.3%	-22.8%
<b>Context: Includes dwelling house, non-dwelling and other premises.</b>						
24	Theft by housebreaking (including attempts)	61	67	6 more	9.8%	-14.8%
<b>Context: Includes dwelling house, non-dwelling and other premises.</b>						
25	Theft by shoplifting detection rate	71.8%	63.8%		-14.3%	16.6%
26	Theft by shoplifting	187	334	147 more	78.6%	78.6%
27	Vandalism & Malicious Mischief detection rate	39.2%	33.1%		-6.1%	-4.2%
28	Vandalism & Malicious Mischief	426	387	39 less	-9.2%	-19.6%
29	Number of detections for Consuming Alcohol in a designated place (where appropriate byelaws exist)	10	3		-70.0%	-64.0%
<b>Public Protection</b>						
		Apr 2021 - March 2022	Apr 2022 - March 2023	Victims	% Change	3 year average
30	Number of Sexual Crimes	156	120		-23.1%	-16.9%
31	Sexual Crimes detection rate	57.7%	56.7%		-1.0%	-1.3%
32	Rape detection rate	29.4%	53.8%		24.4%	9.4%

**Audit and Scrutiny Committee – Clackmannanshire  
April 2022 – March 2023**

<b>Road Traffic Casualty Statistics</b>					
	Apr 2021 - March 2022	Apr 2022 - March 2023	Victims	% Change	3 year average
People Killed	1	2	1 more	100.0%	x
People Seriously injured	15	12	3 less	-20.0%	x
People Slightly Injured	10	14	4 more	40.0%	x
Children (aged<16) Killed	0	0	-	0.0%	x
Children (aged<16) Seriously Injured	1	3	2 more	200.0%	x

<b>Road Safety &amp; Road Crime - Detected</b>					
	Apr 2021 - March 2023	Apr 2022 - March 2023	Victims	% Change	3 year average
33 Dangerous driving	32	26		-18.8%	-17.9%
34 Speeding	77	63		-18.2%	-28.9%
35 Disqualified driving	13	15		15.4%	-13.5%
36 Driving Licence	83	56		-32.5%	-13.0%
37 Insurance	190	150		-21.1%	-0.4%
38 Seat Belts	13	12		-7.7%	33.3%
39 Mobile Phone	4	7		75.0%	31.3%

**Audit and Scrutiny Committee – Clackmannanshire  
April 2022- March 2023**

<b>Public Confidence</b>					
Apr 2022 - March 2023					
		Number of Complaints about the Police	Number of Complaints per 10,000 Police Incidents		
40	Complaints received about the Police	52	40.4		
		On Duty Allegations	Off Duty Allegations	Quality of Service Allegations	Total Number of Allegations
41	Total Allegations Recorded	50	-	23	73

The complaints received are the total Complaints about the Police received and logged on our system. One complaint about the Police can have several allegations contained within, similar to one crime report having several charges contained within. The allegations are similar to individual charges, for example a member of the public can submit a complaint about the Police which is recorded as one complaint, within this complaint they could outline their dissatisfaction in relation to not receiving adequate updates in relation to the crime reported (allegation 1), not being satisfied with the time taken to progress their crime report (allegation 2) and the uncivil manner of the subject Police Officer investigating their crime (allegation 3).

**Conventions:**

– means null or zero

x = not calculated



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**Report to: Audit and Scrutiny Committee**

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**Date of Meeting: 26 October 2023**

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**Subject: Fire Performance Report – Annual (1<sup>st</sup> Apr – 31<sup>st</sup> Mar) 2022/23**

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**Report by: Local Senior Officer, Stirling-Clackmannanshire-Fife LSO  
Area**

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## **1.0 Purpose**

- 1.1 The purpose of this report is to provide committee with:
- 1.2 An overview of the year performance of the Scottish Fire and Rescue Service (SFRS) in Clackmannanshire covering the period 1st April 2022 to 31<sup>st</sup> March 2023. The report (Appendix One) is based on performance against objectives and targets set out in the Local Fire and Rescue Plan for Clackmannanshire. Performance indicators are detailed in the summary report.

## **2.0 Recommendations**

- 2.1. It is recommended that committee note and challenge the report as appropriate.

## **3.0 Considerations**

- 3.1. A number of significant trends are worth highlighting.
- 3.2. There has been no fire related fatalities and 5 fire casualties in the reporting period.
- 3.3. A Serious Fire Task Group has been set up within the SFRS. This group will produce a quarterly report providing information on fire fatalities which will assist in local Community Safety Engagement activity where required.
- 3.4. The SFRS deliver Seasonal Thematic Action Plans from 1st April 2022 to 31st March 2023. Targets include reducing accidental dwelling fires, reducing fire fatalities and casualties, reducing deliberate fire setting, reducing the number of outdoor fires, and reducing fire related anti-social behaviour.
- 3.5. There were 22 Accidental Dwelling Fires (ADF), a decrease of 20 when compared with the same period the previous year. The cause of these fires has predominantly been cooking related activities which in Scotland is the

number one cause of fires in the home. This will continue to be a focus of our on-going prevention work.

- 3.6. Work continues to identify and support vulnerable people in Clackmannanshire, through the Home Fire Safety Visit (HFSV) Programme and fire safety referrals through multi-agency activity. The quantity and quality of referrals from partners allow the service to target resources within Clackmannanshire, with the aim of reducing the number of accidental dwelling fires and casualties from these fires in the long term.

During the reporting period, local operational crews and the Community Action Team carried out 428 HFSV`s. Post fire advice was also offered on 83 occasions after an ADF.

- 3.7. A Youth Volunteer scheme continues to be a success at Alloa station and will become a pivotal part of youth engagement within the Clackmannanshire area.
- 3.8. There were 10 deliberate primary fires, a decrease of six compared with the same period last year. There were 93 deliberate secondary fires, which is an increase of 12 compared with the same period last year.
- 3.9. The number of Unwanted Fire Alarm Signals during the reporting period was 221. This is an increase of 36 compared to the same period last year. We continue to monitor all UFAS activity and have introduced a new approach to responding to UFAS incidents “make the call” which was communicated to you through a previous report submitted to the committee. SFRS continue to work with duty holders to discuss the implications of UFAS and identify where improvements can be made. We are also informing duty holders of the latest fire detection technology available which has a proven record in reducing unwanted signals.

#### Author(s)

NAME	DESIGNATION	TEL NO / EXTENSION
Lee Turnock	Group Commander for Stirling-Clackmannanshire-Fife LSO Area	
Kenneth Barbour	Area Commander & LSO for Stirling-Clackmannanshire-Fife LSO Area	





# SFRS ANNUAL PERFORMANCE REPORT

**April 2022- March 2023**

*Covering the activities and performance in support of the Local Fire and Rescue Plan for Clackmannanshire*



**SCOTTISH  
FIRE AND RESCUE SERVICE**  
Working together for a safer Scotland

**Working together  
for a safer Scotland**

## **ABOUT THE STATISTICS IN THIS REPORT**

The activity totals and other statistics quoted in this report are provisional in nature and subject to change because of ongoing quality assurance and review.

Because all statistics quoted are provisional there may be differences in the period totals quoted in our reports after original publication which result from revisions or additions to the data on our systems.

From 2015-16 onwards responsibility for the publication of end-year statistical data transferred from the Scottish Government to the SFRS. This change of responsibility does not change the status of the figures quoted in this and other SFRS reports reported to the Committee.

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## DEFINITIONS

### **Accidental Dwelling Fire**

Building occupied by households, excluding hotels, hostels and residential institutions. In 2000, the definition of a dwelling was widened to include any non-permanent structure used solely as a dwelling, such as caravans, houseboats etc. Caravans, boats etc. not used as a permanent dwelling are shown according to the type of property. Accidental includes fires where the cause was not known or unspecified.

### **Fire Fatality**

A person whose death is attributed to a fire is counted as a fatality even if the death occurred weeks or months later.

### **Fire Casualty**

Non-fatal casualties consist of persons requiring medical treatment including first aid given at the scene of the fire, but not those sent to hospital or advised to see a doctor for a check-up or observation (whether or not they actually do). People sent to hospital or advised to see a doctor as a precaution, having no obvious injury are recorded as precautionary 'check-ups'.

### **Deliberate Fire**

Includes fires where deliberate ignition is merely suspected, and recorded by the SFRS as "doubtful".

### **Non-Domestic Fires**

These are fires identified as deliberate other building fires or accidental other building fires.

### **False Alarms**

Where the FRS attends a location believing there to be a fire incident, but on arrival discovers that no such incident exists, or existed.

### **Unwanted Fire Alarm Signal**

Where the FRS attends a non-domestic location believing there to be a fire incident, but on arrival discovers that no such incident exists, or existed.

### **Primary Fires:**

- Buildings (including mobile homes) fit for occupation (i.e. not wholly derelict) and those under construction.
- Caravans, trailers etc.
- Vehicles and other methods of transport (not derelict unless associated with business e.g. scrap metal).
- Outdoor storage (including materials for recycling), plant and machinery.
- Agricultural and forestry premises and property.
- Other outdoor structures including post-boxes, tunnels, bridges, etc.

### **Secondary Fires**

- Single derelict buildings.
- Grassland etc., including heath, hedges, railway embankments and single trees.
- Intentional straw or stubble burning.
- Outdoor structures, including: lamp-posts, traffic signs and other road furniture, private outdoor furniture, playground furniture, scaffolding, signs and hoarding etc.
- Refuse and refuse containers.
- Derelict vehicles (a vehicle without a registered keeper).

# **1. INTRODUCTION**













1.1 This is the annual report covering the SFRS's performance and activities in support of the seven priorities in the Local Fire and Rescue Plan for Clackmannanshire 2019 / 2021, namely:

- Priority 1 – Local Risk Management and Operational Preparedness
- Priority 2 – Unintentional Harm and Injury
- Priority 3 – Domestic Fire Safety
- Priority 4 – Deliberate Fire Setting
- Priority 5 – Built Environment
- Priority 6 – Unwanted Fire Alarm Signals
- Priority 7 – Transport and Environment



1.2 As well as supporting the seven priorities in the Local Fire and Rescue Plan for Clackmannanshire, this monitoring report shows how SFRS activities and performance contribute to the wider priorities of the Clackmannanshire Council Community Planning Partnership (CPP), as set out in the Clackmannanshire Community Plan (LOIP).

## 2. ANNUAL PERFORMANCE SUMMARY

2.1 The table below provides a summary of the Annual activity from 1st April 2022 to 31<sup>st</sup> March 2023 compared to the Annual activity for same period from 2020/21 and

<p><b>HI 1</b> Accident Dwelling Fires</p>  <p>Apr 20 / Mar 21 - 54 Apr 21 / Mar 22 - 42 Apr 22 / Mar 23 - 22</p>	<p><b>HI 2</b> ADF Fatal Casualties</p>  <p>Apr 20 / Mar 21 - 2 Apr 21 / Mar 22 - 0 Apr 22 / Mar 23 - 0</p>	<p><b>2 HI 3</b> ADF Non-Fatal Casualties</p>  <p>Apr 20 / Mar 21 - 19 Apr 21 / Mar 22 - 03 Apr 22 / Mar 23 - 01</p>
<p><b>HI 4</b> Deliberate Primary Fires</p>  <p>Apr 20 / Mar 21 - 14 Apr 21 / Mar 22 - 16 Apr 22 / Mar 23 - 10</p>	<p><b>HI 5</b> Deliberate Secondary Fires</p>  <p>Apr 20 / Mar 21 - 74 Apr 21 / Mar 22 - 81 Apr 22 / Mar 23 - 93</p>	<p><b>HI 6</b> Non-domestic Building Fires</p>  <p>Apr 20 / Mar 21 - 21 Apr 21 / Mar 22 - 23 Apr 22 / Mar 23 - 14</p>
<p><b>HI 7</b> Fatal Casualties in Non-Domestic Building Fires</p>  <p>Apr 20 / Mar 21 - 0 Apr 21 / Mar 22 - 0 Apr 22 / Mar 23 - 0</p>	<p><b>HI 8</b> Non-Fatal Casualties in Non-Domestic Building Fires</p>  <p>Apr 20 / Mar 21 - 2 Apr 21 / Mar 22 - 0 Apr 22 / Mar 23 - 4</p>	<p><b>HI 9</b> Unwanted Fire Alarm Signals</p>  <p>Apr 20 / Mar 21 - 201 Apr 21 / Mar 22 - 185 Apr 22 / Mar 23 - 221</p>
<p><b>HI 10</b> Road Traffic Collision (RTC) Incidents</p>  <p>Apr 20 / Mar 21 - 11 Apr 21 / Mar 22 - 14 Apr 22 / Mar 23 - 16</p>	<p><b>HI 11</b> Fatal RTC Casualties</p>  <p>Apr 20 / Mar 21 - 1 Apr 21 / Mar 22 - 1 Apr 22 / Mar 23 - 0</p>	<p><b>HI 12</b> Non-Fatal RTC Casualties</p>  <p>Apr 20 / Mar 21 - 05 Apr 21 / Mar 22 - 05 Apr 22 / Mar 23 - 10</p>

2021/22. Performance is measured against headline targets for each KPI.

	Below annual headline target		Above annual headline target
	Less than 10% above headline target		

### **3. Priority 1: Local Risk Management and Operational Preparedness**

#### **Description**

Risk Management and operational preparedness is a key area of work for the SFRS. In Clackmannanshire, this means:

- Knowing what the risks are in Clackmannanshire and then making plans, so we are resilient to respond to any event.
- Being prepared to respond to national threats or major emergencies.
- Developing flexibility to deploy crews, to take on a broadening role within the community.
- Firefighters being quipped to deal with emergencies safely and effectively and our stations being in a constant state of readiness.
- Ensuring that firefighter safety is paramount in everything we do. This will ensure that our personnel are able to meet the challenges we face
- Undertake Operational Reassurance Visits to Hotels within the Clackmannanshire Council region and support best fire safety practices.

#### **Activity**

During 1 April 2022 – 31 March 2023 we delivered our training commitment to operational firefighters, whereby we trained and tested their preparedness to deal with:

Breathing Apparatus  
Fire Behaviour  
Road Traffic Collison  
Trauma training  
Pumps  
Ladders  
Rope  
Water Rescue  
Fire Behaviour  
Tactical Ventilation  
Incident Command

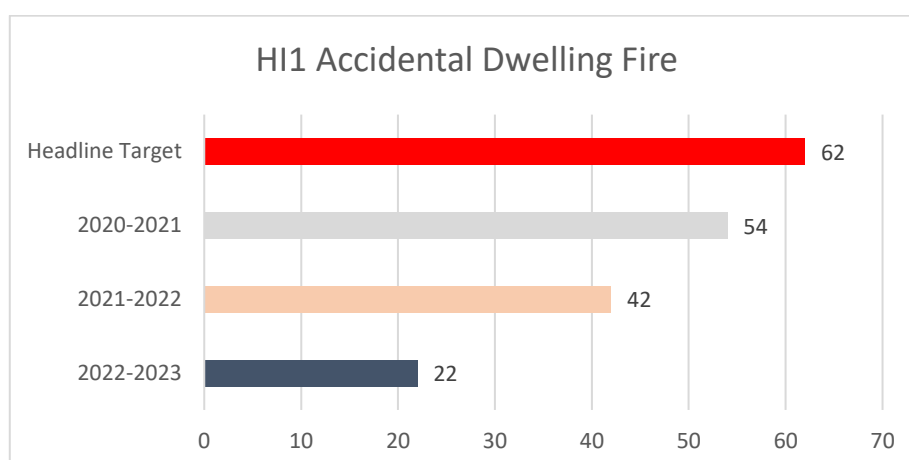


## **4. Priority 2: Unintentional Harm and Injury**

- 4.1 The Building Safer Communities programme is a collaborative initiative which seeks to help national and local partners and communities work together to make Scotland safer and stronger. The programme vision is of a flourishing, optimistic Scotland in which resilient individuals, families and communities live safe from crime, disorder, danger and harm.
- 4.2 In October 2016 a strategic assessment of Unintentional Harm in Scotland was completed. This assessment aims to provide a picture across Scotland and is intended for use as a resource of information for policy makers and local practitioners. This is the first time that the different sources of relevant data and information that inform incidents of unintentional harm in Scotland has been put together into one single strategic assessment.
- 4.3 The strategic assessment is designed to complement the wide range of good work that is underway across the country, both at national and local partnership level. In so doing it provides a snapshot in time of trends and is designed to inform strategic planning and help direct future action and intervention.
- 4.4 In setting this out, the strategic assessment identifies five areas of priority, representing both those identified as most at risk of unintentional harm; and those areas for focus of partnership activity:
- Under 5s
  - Over 65s
  - areas of increased deprivation
  - strategic data gathering, analysis and sharing
  - bridging the gap between strategy and delivery
- 4.5 The strategic assessment is complimented by a summary document that captures the main findings and recommends for some next steps to action. Case studies and a short literature review of interventions to prevent and reduce unintentional harm have also been produced.
- 4.6 In addition, a number of thematic briefing papers are available for practitioners which cover key points relating to specific unintentional harm and set out in clear format the key trends and considerations relating to:
- Children and Young People
  - Older People
  - Deprivation
  - Home Safety
  - Road Safety
  - Outdoor Safety
- 4.7 SFRS continue to be an active member of the Forth Valley Local Resilience Partnership and share appropriate information
- 4.8 Appendix 1 provides a summary of activities SFRS has undertaken to improve community resilience through preventative and multi-agency initiatives.

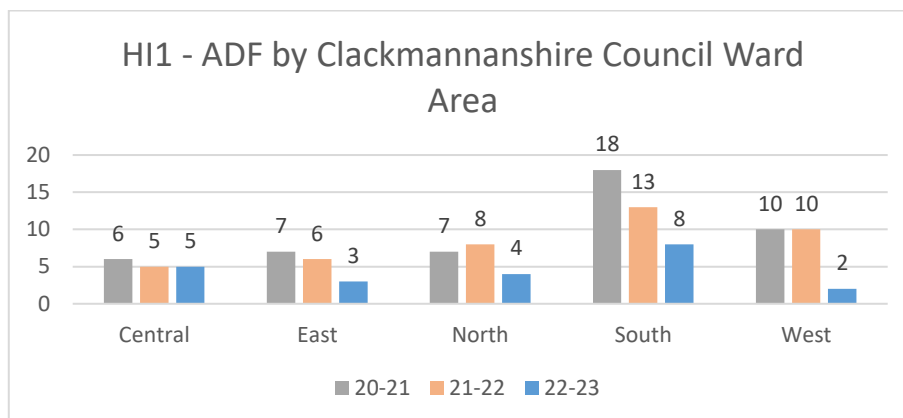
## **5. Priority 3: Domestic Fire Safety**

5.1 **Accidental Dwelling Fires (ADF)** have reduced by twenty incidents when compared to the previous 12 month reporting period.



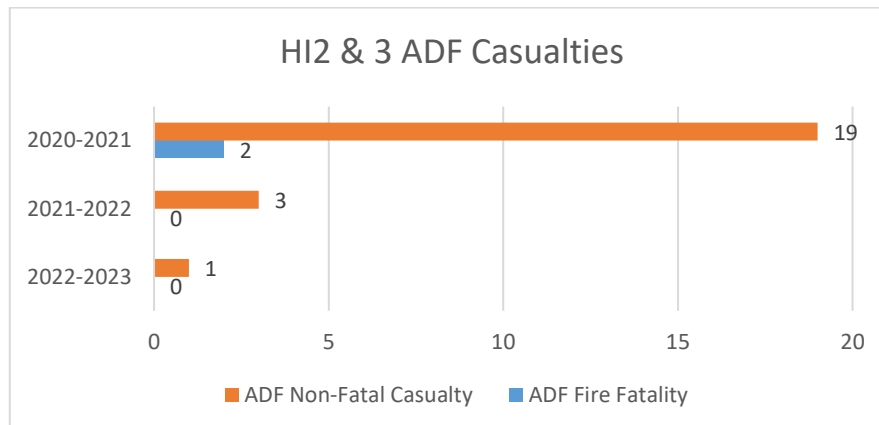
**Graph 1: HI1 - Accidental Dwelling fires 1<sup>st</sup> April – 31<sup>st</sup> March 2022-23 and previous two years of reporting figures.**

- 5.2 The reporting figure sees a reduction against the headline figure of 62 incidents and is seventeen under the three-year average experienced within the council area of 39.3 incidents.
- 5.3 22% of ADF fires were linked to cooking (5). 22% linked to faulty fuel supply (5) and 13% combustibles being too close to a heat source (3).
- 5.4 The main location of fire was identified as the Kitchen (9), with the following locations being identified as main seats of fire; Livingroom (3), Hallway (3), Bedroom (2) and External structures (2).
- 5.5 it is pleasing to report that 72% of these addresses had smoke detection present and that 87% of these operated and assisted in raising alarm (on a number of occasions there were insufficient products of combustion to activate alarm, fire discovered by person).
- 5.6 60% of the incidents required direct SFRS intervention (13) with the remainder either extinguished prior to SFRS arrival or by removal from property.
- 5.7 Of the 22 incidents recorded there was a requirement on eight instances for SFRS support to assist occupants either remove themselves from the property or assist relocate products of combustion from the property.
- 5.8 The information above describes a continued trend of reduction in severity. This can be attributed to the high number of detection systems being fitted by SFRS and partners, which give an early warning of fire.



**Graph 2 – 3 Year Breakdown of ADF incidents by Clackmannanshire Council Ward.**

- 5.9 of the 22 incidents, five (5) were linked to the suspected use of alcohol, drugs and other banned substances.
- 5.10 It is encouraging to report that only 13% of ADFs (3) were directly linked to smoking materials.
- 5.11 Other demographics of note include; Main occupant age was between 18-64 (11 incidents), most prevalent time of day for an ADF was between 18:00 – 19:00 and Monday had the greatest instances of ADFs.
- 5.12 SFRS are pleased to inform that there were zero **ADF Fatal Casualty** within this reporting period.



**Graph 3 – HI2 and HI3 – ADF Fatalities and Non-Fatal casualties.**

- 5.13 **ADF Non-fatal fire casualties** have continued to remain low with only one recorded within 2022-23.
- 5.14 The individual was an adult male, approximately 30-39 years of age, suffering from slight burns and smoke inhalation. Occupant was located outside of the premises.

**Indicator Description**

The largest single type of primary fire in Clackmannanshire is accidental fires in the home and their prevention is a key focus of the Service’s community safety activity.

### HI 1 – Accidental Dwelling Fires (ADF)

As a headline target, the aim is to reduce the rate of ADF's, in a growing Clackmannanshire population, by keeping these fires **below 62**, each year.

### HI 2 – ADF Fatal Casualties

This indicator counts those people for whom fire has been clearly identified as the cause of death, even if they die some-time after the actual fire. Those who die at, or after, the fire but where fire is **not** identified as the cause of death are not included in these figures. As a headline target, the aim is to have **zero** ADF Fire Fatalities

### HI 3 – ADF Non-Fatal Casualties

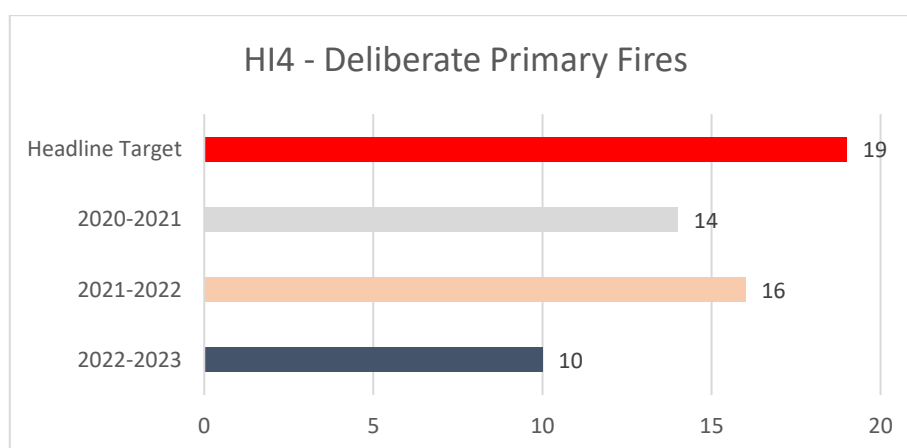
This headline target counts all types of non-fatal fire injury in the home, including precautionary checks. As a headline target, the aim is to reduce the risk of injury from fire in the home, in an increasing Clackmannanshire population by keeping fire injuries **below 13** each year.

## **6. Priority 4: Deliberate Fire Setting**

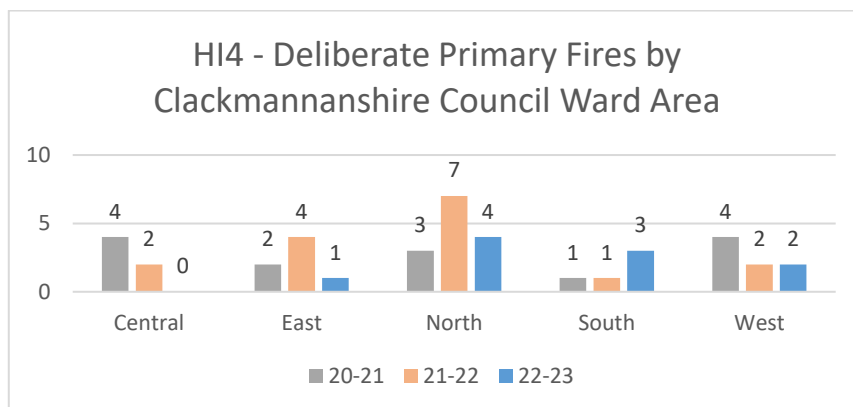
6.1 **Deliberate Primary Fires** accounted for 10 incidents within the Clackmannanshire Council area for the reporting period 2022-23. This sees a reduction of six (6) from the previous reporting period but is below both the headline target set as 19 and the three-year average of 13.3.

6.2 Four of these incidents occurred within a 12-day window between the 7<sup>th</sup> and 19<sup>th</sup> July 2022

6.3 Three of these incidents were linked to matches/candles and one incident has been linked to use of fireworks.

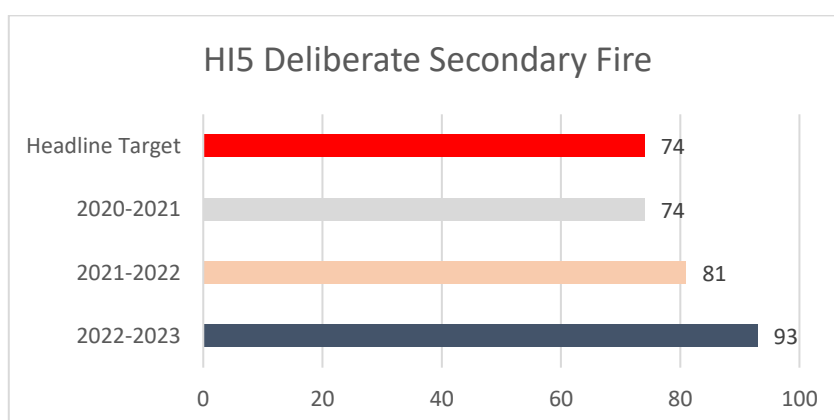


**Graph 4 – HI4 Deliberate Primary Fires 1<sup>st</sup> April – 31<sup>st</sup> March 2022-23 and previous two years of reporting figures**



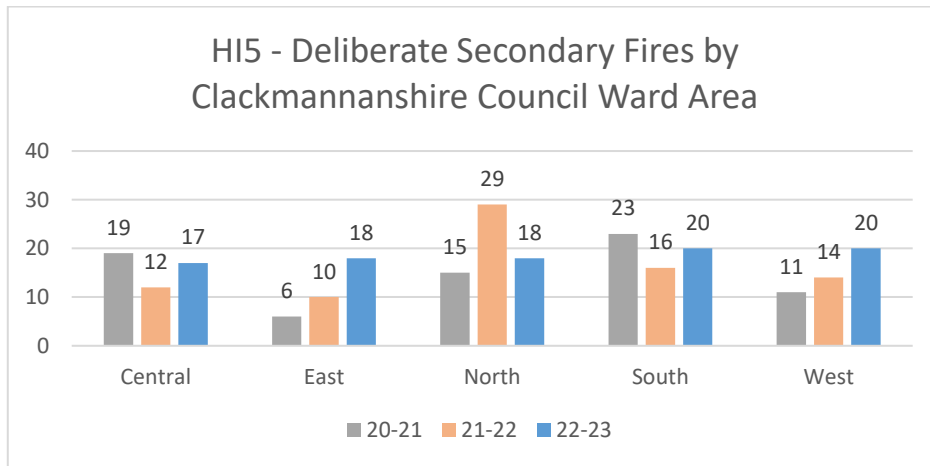
**Graph 5 – Breakdown of Deliberate Primary Fires by Clackmannanshire Council Ward**

- 6.4 Clackmannanshire Council experienced 93 **Deliberate Secondary Fires** within this reporting period. This is a small increase of 13% from the previous reporting year and is above the three-year average of 82.6 incidents.
- 6.5 Incidents linked to Secondary fires include; Loose refuse (19), Tree scrub and vegetation (10), Scrubland (7), Wheelie-bins/small refuse container (11), Roadside vegetation/hedges (9)
- 6.6 Secondary Fires were typically identified between the hours of 18:00-21:00 with Thursday to Saturday being the period of the week when secondary fires were at an average high.

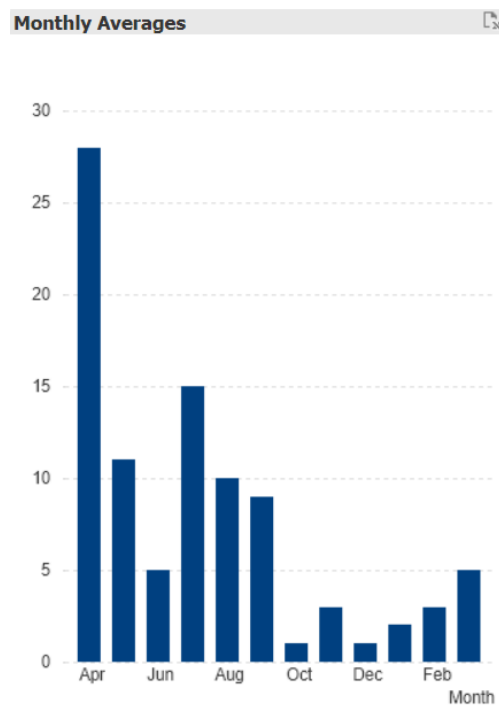


**Graph 6 – HI5 Deliberate secondary fires 1<sup>st</sup> April – 31<sup>st</sup> March 2022-23 and previous two years of reporting figures**

- 6.7 As part of SFRS’ deliberate fire reduction strategy we continue to actively target schools in high activity areas to deliver talks regarding the dangers and consequences of deliberate fire setting. These talks take place normally in April and October, which are the peak periods of activity.
- 6.8 We will continue to work with our Police and Local Authority partners to identify deliberate fire setting incidents early to ensure that solutions are implemented to prevent further incidents. We will also liaise with premises occupiers, particularly in town centres, to give advice on refuse storage and security which can be a cause of deliberate fires.



**Graph 7 – Deliberate Secondary Fires 2022-23 by Clackmannanshire Council Ward**



**Graph 8 – Deliberate Secondary Fire incidents by month 2022-23**

**Indicator Description**

These headline and indicators targets account for all types of fire that are believed to have been started intentionally, and are categorized as Deliberate Fires and Deliberate Secondary Fires.

**HI 4 – Deliberate Primary Fires**

These deliberate fires cover the following types:

- Fires in the home
- Fires in non- domestic buildings
- Fires in motor vehicles

As a headline target the aim is to reduce the rate of deliberate primary fires in Clackmannanshire by keeping these fires **below 19** each year

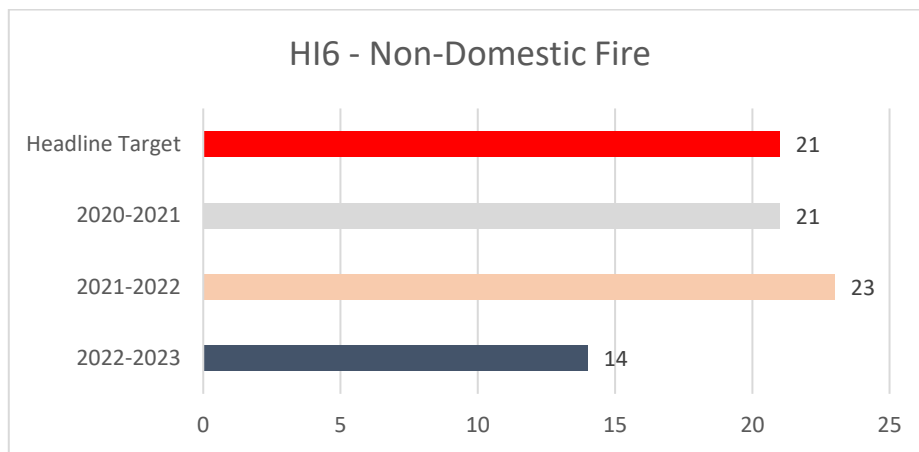
## HI 5 – Deliberate Secondary Fires

These deliberate fires cover the majority of outdoor fires including grassland and refuse fires and includes fires in derelict buildings, but not chimney fires.

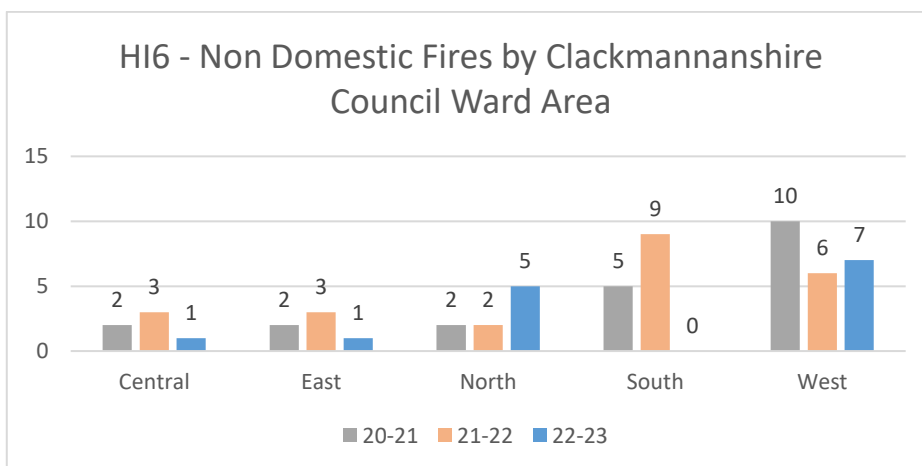
As a headline target the aim is to reduce the rate of deliberate secondary fires in Clackmannanshire by keeping these fires **below 74** each year

## 7. Priority 5: Built Environment

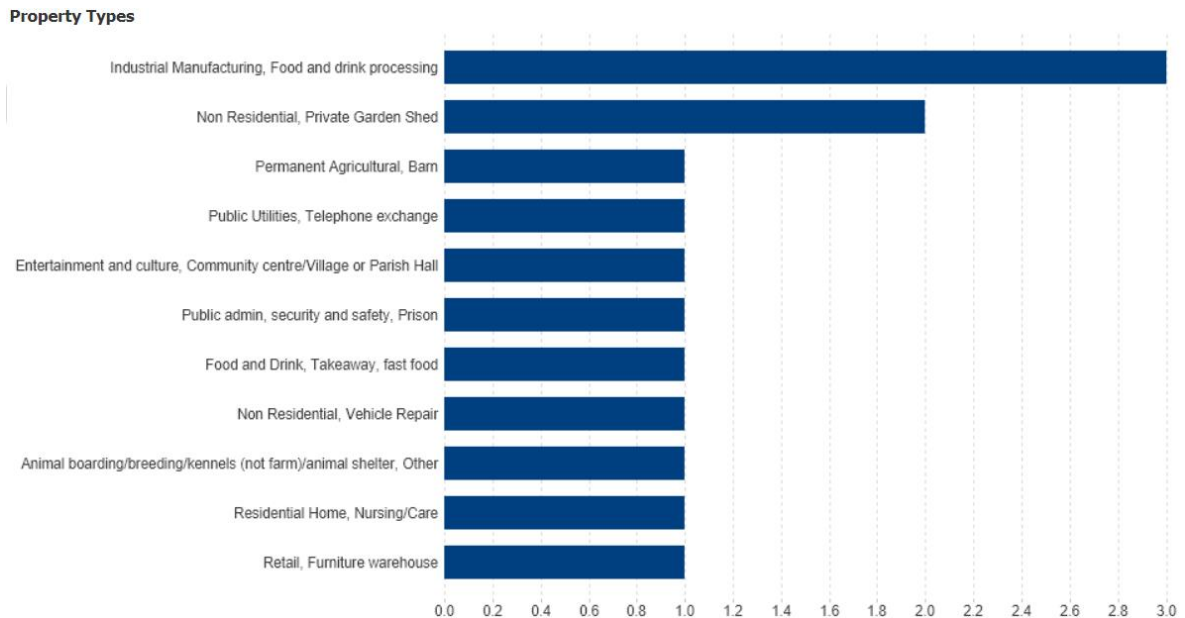
7.1 **Non-Domestic Building Fires** equated to 14 incidents for this reporting period. This sees a reduction of nine (9) from the previous reporting year and a 27% reduction over a three-year average.



**Graph 9 – HI6 Non-Domestic building fires 1<sup>st</sup> April – 31<sup>st</sup> March 2022-23 and previous two years of reporting figures**

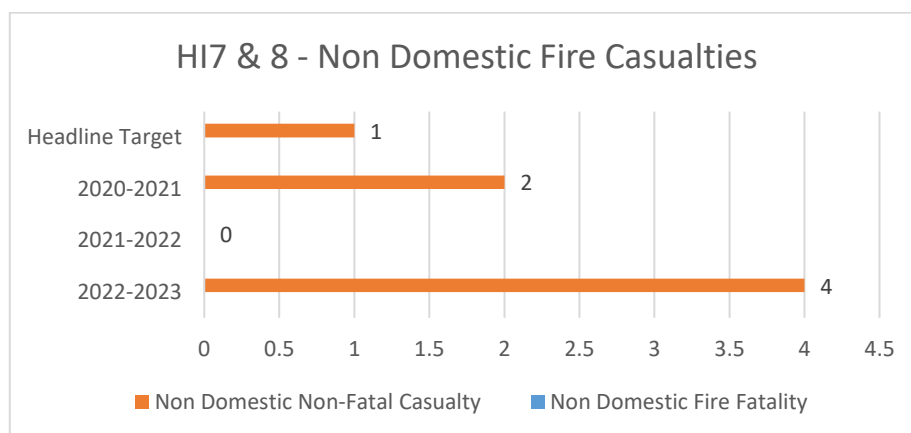


**Graph 10 – Non-Domestic Building Fires by Clackmannanshire Council Ward**



**Graph 11 – Non-domestic Building fires recorded by property type 2022-23**

- 7.2 57% (8) of the reported incidents were identified as accidental with the main causes of fire being reported as Overheating equipment (5), Deliberate ignition (3), Faulty Equipment (3).
- 7.3 Five (5) incidents identified that damage was contained to the initial item ignited, and two which resulted in damage to the entire building.
- 7.4 SFRS are pleased to advise that there were no reported **Fire fatalities** in non-domestic buildings and only four recorded **Non-Fatal Fire Casualty** within this reporting period.
- 7.5 All casualties were Male, Two required treatment for slight burns, and two for smoke inhalation.
- 7.6 One incident resulted in a requirement to mobilise six fire appliances, 1 high reach appliance and support vehicles.



**Graph 12 – HI7 & 8 Non-Domestic Fire Fatalities and Non-Fatal Casualties 2022-23**

- 7.7 We continue to deliver a programme of fire safety audits in relevant premises - as detailed within section 78 of the Fire (Scotland) Act 2005 - identified as high risk on an



ongoing basis. We also complete thematic audit programmes where patterns emerge of incidents in a particular risk group such as Hotels.

- 7.8 As well as the audit programmes described above, we also deliver ‘post fire audits’ which take place as soon as possible after a fire has occurred in premises. The purpose of these audits is to deliver further fire safety advice to the premise’s occupier, and to identify any issues which could be used to inform other similar premises types in order to prevent further incidents of a similar nature.

### Indicator Description

These headline and indicators targets cover the types of non-domestic buildings applicable to Part 3 of the Fire (Scotland) Act 2005 and is designed to reflect the effectiveness of fire safety management in respect of these types of building. These include buildings like Care Homes, Hotels, and hospitals

#### HI 6 Non-domestic Building Fires Applicable to the Act

As a headline target, the aim is to reduce the rate of accidental fires in non-domestic buildings (where the Act applies), by keeping these fires **below 21**, in Clackmannanshire each year.

#### HI 7 Fatal Fire Casualties in Non- Domestic Building Fires Applicable to the Act

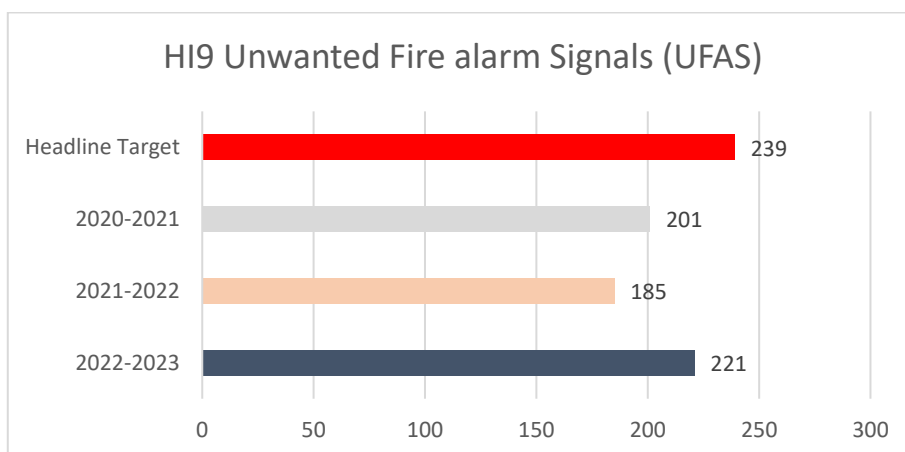
As a headline target the aim is to have **0 Fatal Fire Casualties** in Non- Domestic buildings.

#### HI 8 Non – Fatal Fire Casualties in Non-Domestic Building Fires Applicable to the Act

As a headline target, the aim is to reduce the rate of Non-Fatal Fire Casualties in Non-Domestic Buildings by keeping these below 1, in Clackmannanshire each year

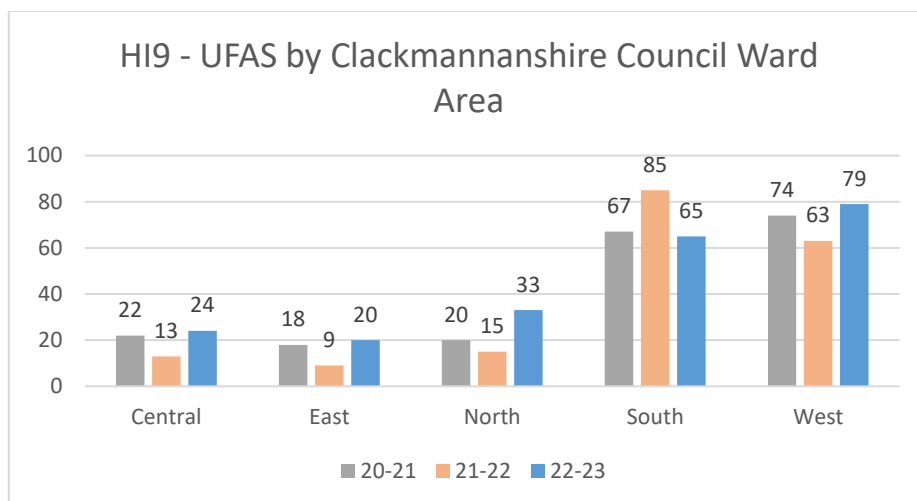
## **8. Priority 6: Unwanted Fire Alarm Signals**

- 8.1 SFSR has seen an increase of **Unwanted Fire Alarm Signals (UFAS)** of 17% from the previous reporting period. This is an increase of 36 from the 2022-23 reporting period but remains below headline target.

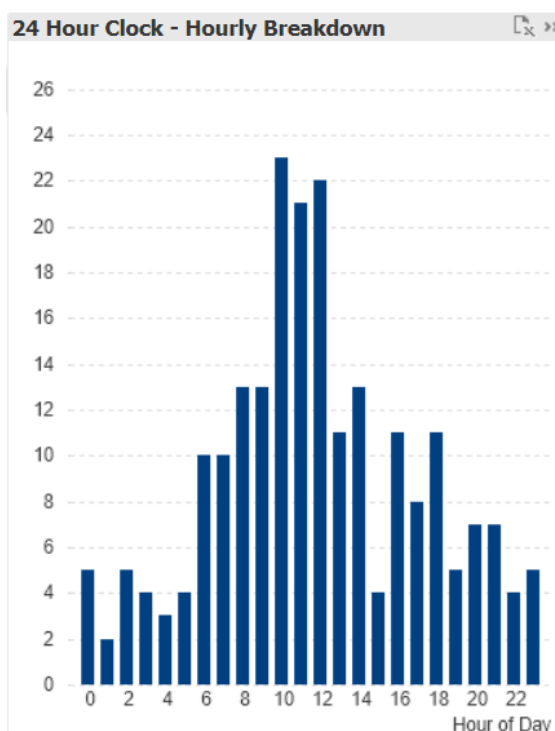


**Graph13 – HI9 UFAS 1<sup>st</sup> April – 31<sup>st</sup> March 2022-23 and previous two years of reporting figures**

- 8.2 UFAS Reduction Strategies continue to be managed and monitored by a 'UFAS Champion' who contacts premises occupiers after each UFAS incident, to discuss the activation, as well as strategies to reduce or eliminate.
- 8.3 From 01 July 2023 SFRS will change its response model to UFAS incidents as briefed in the previous Audit and Scrutiny Committee, May 2023. We remain committed to supporting Premises Duty Holders achieve high levels of fire safety and the UFAS Champion will continue to engage robustly with Clackmannanshire Council Education and NHS stakeholders in order to address spikes and drive these types of incidence down.

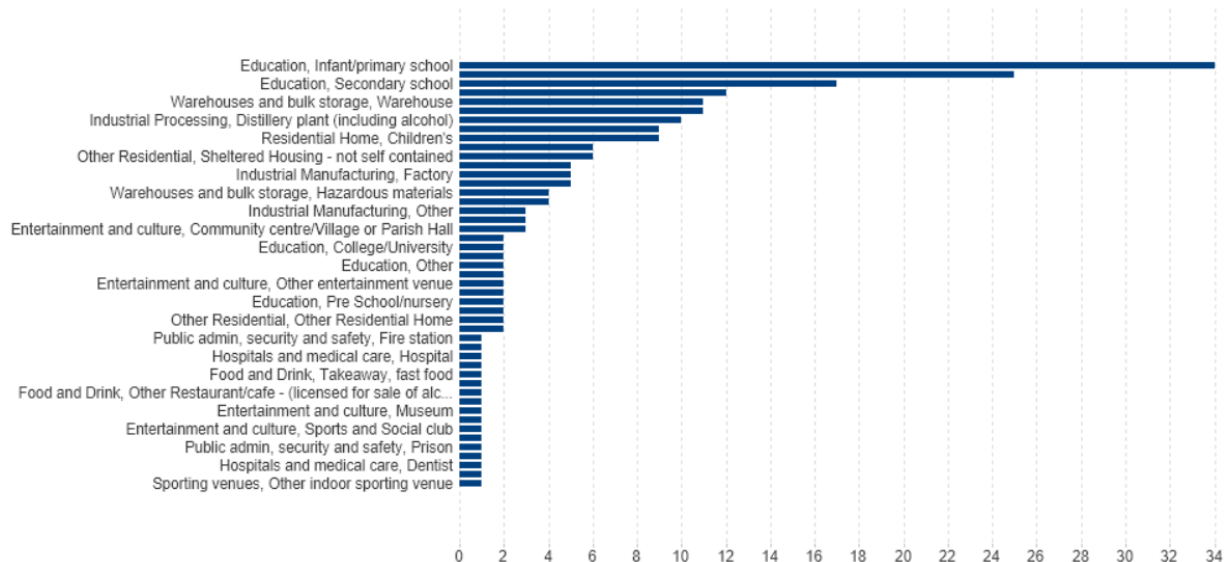


**Graph 14 – Unwanted Fire Alarm Signals (UFAS) by Clackmannanshire Council Ward**



**Graph 15 – Unwanted Fire Alarm Signal (UFAS) reported by time of day within Clackmannanshire Council area 2022-23**

## Property Types



**Graph 16 – Unwanted Fire Alarm Signal (UFAS) by premises type within Clackmannanshire Council area 2022-23**

### Indicator Description

Automatic Fire Alarms (AFA) are fundamental to providing early warning from fire, giving people the chance to evacuate safely. However, to be effective, they must be properly installed, and a good fire safety management regime must be in place by the duty holder, so they do not activate where there is no fire.

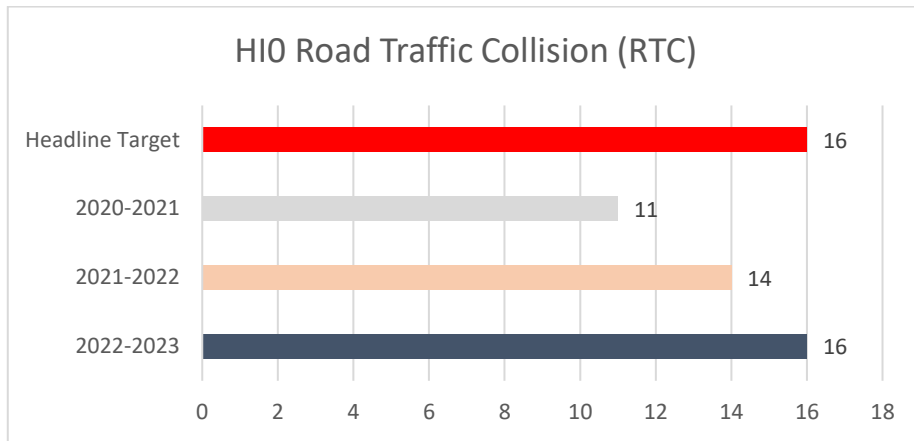
Every Unwanted Fire Alarm Signal (UFAS) from an AFA has an impact in terms of unnecessary blue light journeys, redirecting SFRS resources away from other activities such as community safety work and causing considerable disruption to businesses.

### HI 9: Unwanted Fire Alarm Signals (UFAS)

As a headline target, the aim is to improve fire safety management and awareness, by reducing the number of attendances to unwanted fire alarm signals from automatic systems in non-domestic buildings to **less than 239** each year.

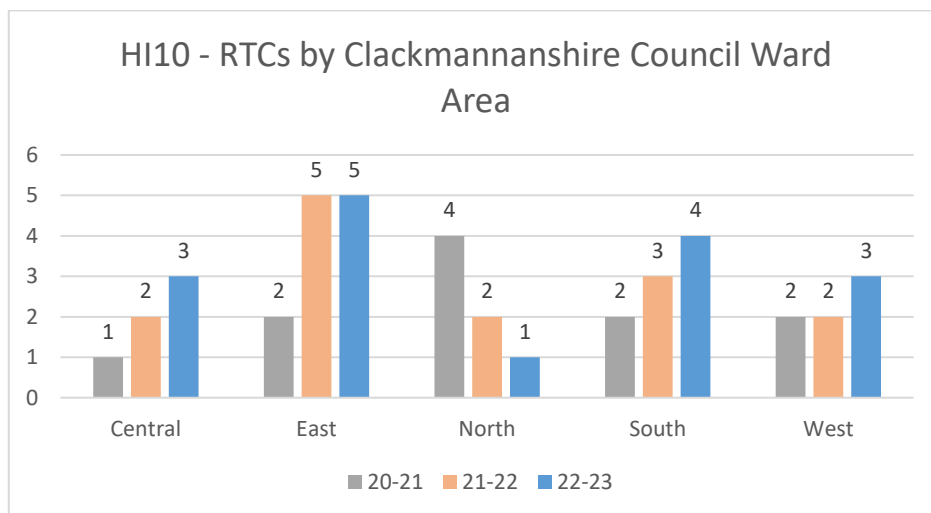
## **9. Priority 7: Transport and Environment**

- 9.1 SFRS were mobilised to 16 **Road Traffic Collision (RTC)** Incidents within 2022-23 which sees a slight increase of two (2) from the previous reporting period and demonstrates a moderate trend of increase over a three-year period.
- 9.2 This may be attributed to an increase in requests for SFRS to support other Category One responders resolve this incident type. SFRS were asked to attend twelve (12) by either the Police or Scottish Ambulance Service.



**Graph 17 – HI10 Road Traffic Collision (RTC) attendances 1<sup>st</sup> April – 31<sup>st</sup> March 2022-23 and previous two years of reporting figures**

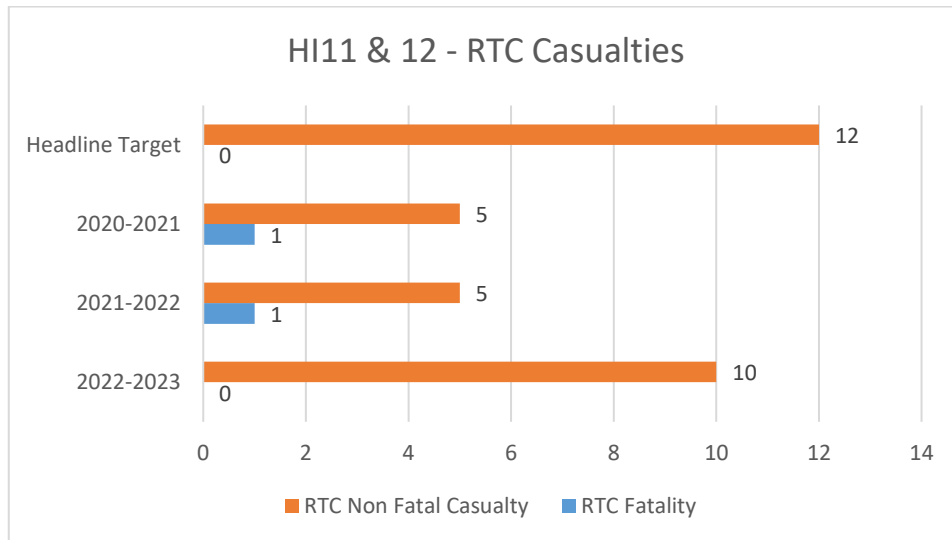
9.3 15 of the RTCs reported involved a private domestic car, and one incident involved an HGV/LGV.



**Graph 18 – RTC incidents by Clackmannanshire Council Ward**

9.4 SFRS are pleased to report that there were no **Fatal RTC Casualties** for this reporting period but report ten (10) associated **RTC Non-Fatal Casualties**. All casualties were identified at RTCs involving cars.

9.5 2022-23 sees an increase in the number of non-fatal casualties by five but this figure still remains below the headline target of 12 per year.



**Graph 19 – HI11 & 12 RTC related Fatal and Non-Fatal Casualties 2022-23**

9.6 Eight (8) persons required extrication/Release from their vehicle by means of Pneumatic Rescue Equipment.

9.7 **Water Related Incidents** - Water related incidents caused by environmental factors are thankfully rare. 21 flooding incidents were attended during this period. Of these only one related to pumping out following localised pluvial flooding.

There was one reported incident which required trained SFRS Water Rescue personnel to enter waterways to perform rescues or assist in removal of persons from inland water.

**Indicator Description**

The SFRS has become increasingly involved in more non-related fire prevention work, in support of its role in promoting the wider safety and wellbeing of its communities. The headline indicators and targets reflect the fact that most of the non-fire related incidents attended by the SFRS in Clackmannanshire are RTC incidents.

HI 10: RTC Incidents

As a headline target, the aim is to reduce the rate of RTC’s in Clackmannanshire, by keeping them **below 16** each year.

HI 11: Fatal RTC Casualties

As a headline target, the aim is to reduce the risk of death from RTC’s in Clackmannanshire, by keeping **0** Fatal RTC Casualties

H12: Non- Fatal RTC Casualties

As a headline target, the aim is to reduce the risk of injury from RTC’s in Clackmannanshire by keeping them **below 12** each year

## 10. Conclusions

Specific indicators, including Accidental Dwelling Fires and Fire Casualties have continued to remain low in frequency. The severity of those accidental dwelling fires has also decreased significantly. This statement remains the same for the number of Deliberate Primary, Non-Domestic fires, RTC's and RTC casualties.

SFRS has seen an increase in the number of Deliberate secondary fires and Unwanted Fire alarm signals however we are confident that subsequent annual performance reports will see a significant reduction in such events following the implementation of our new UFAS "Time for Change" response policy which goes live on the 01 July 2023.

We will continue to manage demand reduction strategies linking in with key partner agencies to create a safer place to live, work and visit with some wider partnership work examples undertaken below.

### Appendix 1 – Community Safety Engagement Activities – Clackmannanshire Council Area

<b>Home Fire Safety Visits (HFSV) – 01/04/22 to 31/03/23</b>	
High Risk	187
Medium Risk	158
Low Risk	82
<b>Total Completed</b>	<b>428</b>
Adult Protection (AP1) Referrals	21
Adult Protection (AP1) Case Conference	1
Safe and Well Visits	15
Post Domestic Incident Response	83

<b>Safety Equipment Dispensed – 01/04/22 to 31/03/23</b>	
Fire retardant bedding	6
Fire retardant throws	8
Ashtrays / Bins	10 / 3 (Bins no longer available to supply)
Letterbox defenders	18

<b>Community Safety Engagement Activities – 01/04/22 to 31/03/23</b>	
Partner Training	136 people trained (across Stirling & Clacks) <b>Partner Training sessions</b> – 15 partner training sessions on risk recognition and referring into SFRS.
Fire Skills	8x 1:1 Fire Setter Interventions
Deliberate Fire Reduction School talks	3
Youth Volunteer System	Active in Alloa
Youth Engagement	<b>College Freshers Fair</b> – 2 events, approx. 80

	<p>young people – discussing HFS to young people potentially moving into new homes as well as RTC safety</p>
Anti-Social Behaviour (ASB)	<p><b>ASB Talks</b> – 12 talk and approx. 916 young people. Some large events and some smaller more targeted events in problem areas. Additionally, schools who did not accept / want visits were given information for their digital boards and presentations.</p> <p><b>Bonfire Night Talks</b> – 16 talks to approx. 1443 young people with a focus on problem areas and across a range of schools, youth groups etc. Again, digital information was given to schools to promote and presentations for them to use is they did not want SFRS attending.</p> <p><b>Fire setter interventions</b> – 8 complete</p> <p><b>Glenochil Prison inputs</b> – 2 – Part of their Life Skills programme discussing home fire safety, road safety &amp; CPR / Defib use</p>
Water Safety School Talks	<p><b>Events</b> – 9 events attended to promote water safety, these included joint patrols with the police and engaging with the public at problem areas</p> <p><b>Talks</b> – 10 talks to 486 young people ahead of the summer holidays as well as some winter ice safety. All schools were sent additional digital information / presentations if they did not want SFRS attending.</p>
Water Risk Community Events	<p>Continuation of PAWS Forum initiatives and preventative signage at inland water courses.</p> <p>Multi Agency engagement with RNLI and exercising on River Forth.</p>
Road Safety Event	<p><b>Biker Down</b> – 3 events offered with space for 20 in each and offered to people across Forth Valley</p> <p><b>Road Safety inputs</b> – New road safety programme implemented to capture new interns / apprentice. This included VR goggle RTC input and discussion around young drivers. To be continued as a 6 monthly system to capture all new interns.</p>
Safe Drive Initiative	<p><b>Safe Drive Stay Alive</b> – All Schools within Clacks offered attendance at SDSA for S4 / S5 / S6 to include all years missed through</p>

	Covid. All bar 1 school attended. Approx 4,000 students total across Forth Valley.
Corporate Parenting	Regular attendance at Oor Clacks Voices and forum.  Ongoing attendance for care experienced young people within our Youth Volunteer Scheme programme at Alloa.  Ongoing involvement in MCR pathways mentoring programme including care experienced young people

## **Appendix 2 - Acts of Violence**

There were **no** reports of acts of violence towards firefighters during the reporting period, which reflects on the positive partnership working carried out within the Clackmannanshire Council area.

## **Appendix 3 – On-Call Recruitment and Retention**

	<b>Target Operating Model</b>	<b>No. Of Personnel</b>	<b>Vacancies</b>	<b>Notes of Interest</b>	<b>Recruitment Pathway</b>
Alloa	15	14	1	4	3
Tillicoultry	15	11	3	3	4

SFRS continues to experience challenges on a National scale in recruitment and retention of On Call Firefighters. Clackmannanshire Council is no different however in 2023-24 we are embarking on a local recruitment drive #YouareSFRS accompanied by increased visibility and open-door events. SFRS would like to thank elected members for their support and contributions towards preparation for this.



## **Background Papers**

SFRS Local Fire and Rescue Plan for Fife Local Authority Area 2021. Link - <https://www.firescotland.gov.uk/your-area/east/east-local-plans.aspx>

Report Contact

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**Report to: Audit and Scrutiny Committee**

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**Date of Meeting: 26 October 2023**

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**Subject: Partnership & Performance Business Plan 2022/23 – Year End Report**

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**Report by: Strategic Director: Partnership and Performance**

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## **1.0 Purpose**

- 1.1. Partnership & Performance delivers a diverse range of services, including a number of statutory and essential support functions. This report provides the Committee with an update on performance, risks and achievements, relating to the Business Plan 2021-23 which was agreed in August 2021.
- 1.2. Appendix 1 provides a fuller update on the progress, however a number of areas are highlighted with the Considerations section of this report.

## **2.0 Recommendations**

- 2.1. Committee is asked to note, comment on and challenge the report.

## **3.0 Considerations**

- 3.1. This report provides Committee with an update on progress to date with the Partnership & Performance Business Plan 2021-23.
- 3.2. Partnership and Performance continues to be central to the coordination and management of organisational risk and response, particularly in relation to a post pandemic environment, that, combined with over a decade of financial constraint is creating more uncertain and unstable operating conditions. Emergency planning and response and business continuity once considered peripheral functions, are increasingly front and centre of Council operations.
- 3.3. Consequently, this report sees a risk profile that is continuing to present challenges, with cost inflation still a significant risk for the Council and our citizens and communities. Labour supply issues continued to deteriorate impacting on recruitment and retention, and organisational capacity and capability. The loss of key skills and experience, combined with capacity issues present a heightened risk of fraud and corruption in the current economic climate. The report also outlines continuing significant work on improving ICT infrastructure, including deploying M365 to maximum effect, both being crucial in the context of organisational efficiency, financial sustainability and increasingly sophisticated cyber security threats.

- 3.4. The pandemic and its after effects resulted in significant staff absences within Partnership & Performances. This has undoubtedly impacted on performance and backlogs, particularly in the context of corporate policy and strategy development. There has been a significant effort to address these issues over the past year, which can be seen in progress highlighted within the supporting information provided with this report. Appendix 1 provides a more detailed description of performance and risk within our Business Plan, which was approved by Council in August 2021, with this covering report drawing out a number of highlights, including achievements and areas for improvement.
- 3.5. **Digital transformation** - ongoing progress continues to be made in relation to digital transformation including ongoing development and embedding of our cloud based health and safety management information system; continued conversion of paper based forms to electronic format as well as development of a number of management processes within the iTrent system. Work is currently underway to introduce Multifactor Authentication for user access to iTrent to improve information security.
- 3.6. In late March 2022 the HR & WFD Team launched a new Clacks Academy platform, with the aim of embedding a learning culture across our organisation based on bespoke learning communities, and learning pathways. The platform also allows the management of all in person, virtual and elearning training events, creating a 'one stop shop' for corporate learning and development in the Council. Since its relaunch 123,829 resources have been completed, an average of 53.4 per learner and there has been 31,293 total hours of learning across the Council
- 3.7. **Health and safety** - The H&S Team continue to ensure, as far as is reasonably practicable, that Council business is conducted and services are delivered without causing harm or ill health to our staff, or any others affected by our activities. Highlights from the range of work undertaken from the period 2022-23 (as outlined in the H&S Managers Annual Report) include:
- Development or review of 6 policies,
  - Completion of 8059 Health and Safety training activities,
  - Completion of General Health & Safety Audit visits to 29 Council properties,
  - Completion of 597 Health Surveillance checks,
  - Support provided through 684 contacts with PAM Assist and 20 referrals to Physiotherapy,
  - Completion of the analysis of 44 Stress Risk Assessments.
  - Support across the organisation regarding the ongoing effects of Covid-19 on the way work is carried out.
- 3.8. **Workforce planning** – the team has engaged with senior service management in workforce planning workshops, both to increase skills and understanding of workforce planning, assist in the development of service workforce plans, and to help with identifying key themes for the Council's Interim Workforce Strategy. The team continued to develop and deliver a range of training and engagement initiatives, not least the Good Conversations Management Development Programme, delivered in conjunction with partners at Forth Valley College. Provided for all those with

management responsibility, the programme delivered training designed to upskill management in how to manage a hybrid workforce, including mental health awareness, communicating effectively, coaching skills, and effective use of MS Teams.

- 3.9. The core delivery of learning and development interventions continues for the team, with internal course and resource development being undertaken. Over the period 14 e-learning courses were scoped, developed and delivered, with a total of 177 individual lessons being included within these resources. In addition to being hosted in house, a number of these resources were developed for partners including Public Protection resources (used across the HSCP and wider Forth Valley), and educational psychology resources utilised across all schools.
- 3.10. In support of management, the team continued to deliver a range of engagement interventions including SLF (Senior Leadership Forum) events aimed at upskilling and informing senior leads from across all Council services, including the roll out of a new initiative – SLF Open Forums. These regular lunchtime sessions offer an open platform from which senior leads can discuss opportunities, challenges, or inform colleagues of work or projects on going within Services. This seeks to increase cross service working and collaboration, and create a collegiate cohort of senior managers within the Council
- 3.11. Innovation in internal engagement has also been a key theme, with development in the use of audio, video, and specifically podcasting communication mechanisms. The team has continued to deliver the Sponsors Voice initiative and over the period scoped, produced, and delivered two thematic podcasts with internal and external partners (on the subjects of climate change, and culture & heritage). In addition, the team offered video development support to a range of services within the Council, with the aim of increasing engagement with projects both for Council staff and our communities.
- 3.12. There has been continued positive engagement and consultation with Trade Union Colleagues including joint working on a range of new and revised policies.

#### **4.0 Finance and Revenues**

- 4.1. The Revenues team have continued to support new claims for Council Tax Reduction and Benefits; and the Scottish Welfare Team has provided essential crisis support to vulnerable citizens.
- 4.2. Business critical annual activities continued to be delivered. The Council's draft annual accounts were prepared and submitted to the External Auditors for 2021/22, and delivery of the annual budget process for 2023/24. The service continues to facilitate core governance processes, including supporting, advising and providing solutions for services with outturns, business cases and major procurement and commissioning enabling progression with Be the Future priority areas. Recruitment and retention issues continue to impact on strategic aims, with ongoing challenges to bring in resources for corporate accounting and procurement.

- 4.3. Despite recruitment issues, revenues continued to realise improvements in Council Tax collection rates, which improved from 96.2% to 96.9%. Procurement continued a favourable trend in relation to the percentage of spend with local small to medium enterprises from 22.7% to 25.4%. Invoice payment within 30 days also continued on a favourable trajectory, improving from 87.7% to 88.6% during the course of the year. The Council was ranked 31<sup>st</sup> of 32 councils in 2016/17, improving to 10<sup>th</sup> by 2020/21

### **Partnership and Transformation**

- 4.4. Civil contingencies response continues to be a significant area of focus. Despite the challenges, ongoing organisational learning is enabling many business areas to continue to deliver service continuity to citizens as part of overall business continuity management approaches. The emergency planning team have organised, and participated in a range of multi-agency desk top exercises. Cyber Security and Counter Terrorism remain prominent risk and the team have supported early preparations for the Protect Duty.
- 4.5. Work on developing a number of local and regional Civil Contingencies statutory plans was also taken forward including National Power Outage, Fuel, Care for People and Severe Weather plans. A significant response from the service was also required in September 2022 for Operation Unicorn following the passing of HM Queen Elizabeth. In addition 16 multi-agency Safety Advisory Groups (SAGs) were held over the reporting period for planned events across the County.
- 4.6. Major works on ICT development and Digital Transformation projects have continued. Capital works are progressing, with a number of new investments aimed at enabling increased resilience, security and efficiencies. In support of attainment challenge and digital learning strategy outcomes, there is continued good progress with the procurement and set up of digital devices for young people and the replacement interactive board programme in schools continued over the summer.
- 4.7. Work also continued on a refreshed Wellbeing LOIP with support from the Scottish Government and a number of statutory plans and reports developed including Local Child Poverty Annual Report and Mainstreaming Equalities legislative reporting on progress and gender pay gap and employee data. A number of significant consultations have also been undertaken over the reporting period including the phased budget consultation for 23/24 and engagement on the development of the new Wellbeing LOIP. The service has also led the Council's participation in the UK and Scottish wide Covid Enquiry process.

### **5.0 Legal & Governance**

- 5.1. The Licencing Team continue to support Board responsibilities and the business community. A major achievement included a significant development in Short Term Let regulations introduced during the year in line with legislative requirements and support to communities as galas resumed in year.

- 5.2. The Election team has also continued with another busy year; it successfully delivered the Local Government Elections in May 2022 and supporting Community Council elections.
- 5.3. The legal team has had its challenges with leavers, retirement and the recruitment of new lawyers and paralegals. Notwithstanding these challenges the legal team have continued to provide vital supports, including:
  - 5.3.1. Capital and Be the Future projects, including key infrastructure projects including governance/procurement requirements;
  - 5.3.2. Providing assistance to Housing Service, including an increase in off the shelf purchases;
  - 5.3.3. Providing assistance to Social Service including:
    - 5.3.3.1. Prison based social care provision;
    - 5.3.3.2. The Historic Child Abuse Enquiry;
    - 5.3.3.3. Child permanency orders with a significant reduction in the back log of cases.
  - 5.3.4. Changing licencing requirements, including short terms lets, has seen a need for ongoing development work; and
  - 5.3.5. Considerable focus on potential risks in relation to information governance including the drafting and negotiation of data protection agreements for the Council.
- 6.5 The Information Governance service is an area that has had increased pressure for some time. The service has a new Data Protection Officer/Senior Governance Officer as well as a permanent governance officer appointed in 2023. The team continue to work with other services to provide guidance on the Council's statutory requirements to respond to FOI/SAR requests. The Information Governance service was tasked with reviewing processes, development of training for monitoring officers of various services in order to improve legal compliance on all aspects of information governance. This work will continue to be progressed.
- 6.6 Following the Local Government elections in 2022 the Senior Manager of Legal & Governance working with the Team Leader of Workforce Development and Training provided a programme of training for elected members in a number of areas which has been achieved. A continued professional training programme continues to be developed and/or rolled out for elected members.

## **Conclusion**

- 5.4. The pandemic and risk factors such as inflation and the cost of living crisis continue to impact on Partnership and Performance, with environmental scanning suggesting that our main challenges still lie ahead. Despite this, Partnership and Performance can demonstrate a considerable impact in terms of delivering business critical and essential governance functions, whilst also playing a crucial role in enabling delivery of the Council's recovery and

transformational priorities, whether Be the Future or the supporting an investment-led recovery through the capital plan.

- 5.5. Not all of the intended actions within the plan have been delivered to planned timelines but work continues across the scope of the Plan. Staff continue to be stretched due to response activity and capacity and skills gaps have impacted at times on plans, partly as a result of global supply chain and national labour market issues. However, despite challenges and emerging risks, such as inflation, cyber security and labour supply, the Portfolio demonstrates considerable achievements and responses in the context of enabling delivery of Council priorities. This is continuing testament to the flexibility, expertise and resilience of its many dedicated staff.

## 6.0 Sustainability Implications

- 6.1. There are no direct sustainability implications arising from this report.

## 7.0 Resource Implications

### 7.1. Financial Details

- 7.2. 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

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

### 7.4. Staffing – no direct implications.

## 8.0 Exempt Reports

- 8.1. 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".

Appendix A – 2021/23 Performance Report

**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
Stuart Crickmar	Strategic Director	2127

**Approved by**

NAME	DESIGNATION	SIGNATURE
Stuart Crickmar	Strategic Director	




















# APPENDIX 1

## Partnership & Performance

### Business Plan 2021-23

### Year end 2022/23 Progress Report

#### Key to symbols used in this report

PIs		ACTIONS		RISKS				
Long Trend (Overall trend over longer term)		Status (Compares actual performance with target)		Status				
		Status		Current Rating Likelihood x Impact (1 - 5)	Status			
	Performance has improved		Alert		Completed			Rating 16 and above
	Performance has remained the same		Warning		In progress/Not started			Rating 10 to 15
	Performance has declined		OK		Check progress			Rating 9 and below
	No comparison available - May be new indicator or data not yet available		Unknown		Overdue	The likelihood of a risk occurring, and the impact if it does occur are each scored on a scale of 1 to 5, with 1 being the least likely or the least significant impact. Detailed guidance on scoring is provided in the Risk Management Policy and guidance.		
					Cancelled			

## Key Organisational Performance Results

Code	INDICATOR	2021/22	2022/23	2022/23	Note	Lead
		Value	Target	Value		
ALL FRD L&D	Instances of Fraud detected	0	n/a	0	There were ongoing investigations but none confirmed in the financial year.	Senior Manager - Legal & Governance
ALL H01 HWD	Percentage of Health & Safety risk assessments up to date - Council	6%	100%	40%	418 risk assessments confirmed in place by 31/03/2023. Significant gaps remain in provision of assessments across the Council, with over 50% of teams having no assessments recorded at all. Work ongoing with SLG to address this. 412 assessments have currently been received with large gaps in provision of risk assessments. Risk profiling exercise to be undertaken with Team Leaders to help them identify gaps which can then be filled.	Senior Manager HR & Workforce Development
ALL H02 HWD	Percentage of applicable employees who have received a toolbox talk on new Health & Safety policies - Council	0%	90%	8%	Toolbox talks have returned in some areas following restrictions caused by the Covid pandemic, but are still not routinely in place across all areas of the Council.	Senior Manager HR & Workforce Development
ALL H03 HWD	Percentage of employees completing core Health & Safety training - Council	15.7%	90%	46.4%	Significant communications campaign has been in place to encourage uptake since October 2022. Education support staff have been encouraged to complete this during Teacher strike days. Overall uptake is expected to be higher than usual though not meeting target.	Senior Manager HR & Workforce Development
ALL H04 HWD	Number of violent incidents to employees expressed as a % of the overall number of employees - Council	5.28%	5%	26.6%	Violent incidents against Education employees have increased significantly. Reports have started to be received from Children's Social Work who have not reported any incidents previously.	Senior Manager HR & Workforce Development
ALL ICO L&D	Number of organisational data breaches reportable to the Information Commissioner	4	0	3	The Council is aiming for no data breaches reportable to the Information Commissioners. Performance remains similar to the previous reporting period.	Senior Manager - Legal & Governance

Code	INDICATOR	2021/22	2022/23	2022/23	Note	Lead
		Value	Target	Value		
ALL S05 HWD	Staff Survey - All Council staff - I am given the opportunity to make decisions relating to my role	70%	N/A		Current survey contract concluded in late 2022. New approach to staff engagement is now being developed with a view to roll out in the 2023/24 financial year.	Senior Manager HR & Workforce Development
ALL S12 HWD	Staff Survey - All Council staff - I feel valued for the work I do	57%	N/A		Current survey contract concluded in late 2022. New approach to staff engagement is now being developed with a view to roll out in the 2023/24 financial year.	Senior Manager HR & Workforce Development
ALL S15 HWD	Staff Survey - All Council staff - I feel a sense of achievement for the work I do	74%	N/A		Current survey contract concluded in late 2022. New approach to staff engagement is now being developed with a view to roll out in the 2023/24 financial year.	Senior Manager HR & Workforce Development
ALL S17 HWD	Staff Survey - All Council staff - I feel that I am treated with dignity and respect within my team	74%	N/A		Current survey contract concluded in late 2022. New approach to staff engagement is now being developed with a view to roll out in the 2023/24 financial year.	Senior Manager HR & Workforce Development
ALL S21 HWD	Staff Survey - All Council staff - I am clear about how I contribute to the organisation's goals	69%	N/A		Current survey contract concluded in late 2022. New approach to staff engagement is now being developed with a view to roll out in the 2023/24 financial year.	Senior Manager HR & Workforce Development
RAP CTA 002	Cost of collecting Council Tax (per dwelling)	£3.70	£6.60	£5.27	Inflationary increases in pay and increased printing costs along with a full compliment of staff have increased costs compared to 2021/22.	Senior Manager Finance & Revenues
RAP CTA 01a	Council tax collected within year (excluding reliefs & rebates)	96.2%	96.3%	96.9%	Collection rate continues to increase due to focussed recovery efforts throughout the year. Authorities all perform very similarly (92.8% to 97.7%) with Clacks within 1% of the Scottish and Family Group figures for 7 years. All saw a pandemic-related reduction (0.1% to 2.4%) in 20/21. This was 1.0% in Clacks, but rates recovered by 1.5% in 21/22, the 5th best in Scotland.	Senior Manager Finance & Revenues
HWD SWP 001	Percentage of targets met for implementation of Strategic Workforce Plan	74%	74%	n/a	The Council's Workforce Programme concluded in September 2022. Actions outstanding related to internal comms initiatives, with the majority of other actions completed in time. Outstanding actions will be taken forward into the revised Strategic Workforce Plan.	Senior Manager HR & Workforce Development
ALL AB1 GOV	Average FTE days lost through sickness absence per employee (All Council staff)	13.2	<	14.0	Longer term absences remain the largest causes of absence. As a Council we endeavour to ensure the right support to our staff at the right time to enable our employees to thrive and be productive at work, remain at work and return to work at the earliest opportunity when absent. The Council has a number of agreed	Senior Manager HR & Workforce Development

Code	INDICATOR	2021/22	2022/23	2022/23	Note	Lead
		Value	Target	Value		
					processes in place to ensure absences are managed proactively. A new Wellbeing Strategy and action was agreed by Council in December 2022.	
GOV PRC 003	The percentage of procurement spend on local small to medium size enterprises	22.7%	21.5%	25.4%	Performance improvement against target and trend has continued. The Council is continuing to work with local suppliers as part of a wider range of initiatives supporting its commitment to Community Wealth Building and a Well-being Economy.	Procurement Manager
RAG CRD 003	Invoice Payment Within 30 Days	87.7%	92.2%	88.6%	Performance has improved during 22/23 with full compliment of staff towards the end of the year.  Steady improvement (29th to 31st place up to 16/17) to 10th in 20/21 due to developments in invoice processing, including the TechOne financial system. Reasons for 21/22 decline to be investigated – total invoices down 5% but those paid within a month down 12% – may relate to how free school meal & hardship payments are classified on the system. Adherence to process is monitored and addressed by the Corporate Risk & Integrity Forum.	Senior Manager Finance & Revenues
GOV EQO 02b	The percentage of the highest paid 5% of earners among council employees that are women	59.8%	50.8%		Verified data for this period is not yet available	Senior Manager Partnership & Transformation
GOV EQO 03a	The gap between the average hourly rate of pay for male and female Council employees	2.1%	0.0%		Verified data for this period is not yet available	Senior Manager Partnership & Transformation

**Partnership & Performance: Financial Results**

Code	INDICATOR	2021/22	2022/23	2022/23	Note	Lead
		Value	Target	Value		
P&P SAV FRV	Percentage of Partnership & Performance budget savings achieved	83%	100%	100%	Continued favourable performance was achieved in year.	Strategic Director - Partnership & Performance
P&P VAR FRV	Outturn variance based on budget - Partnership & Performance	-	£0	(£294)	The directorate underspent by £294,000 against its revenue budget; vacancies or delays in filling vacancies contributed to a large degree. .	Strategic Director - Partnership & Performance

**Partnership & Performance: Customer Results**

Code	INDICATOR	2021/22	2022/23	2022/23	Note	Lead
		Value	Target	Value		
P&P CNQ BUS	% Councillor Enquiries responded to within timescale - Partnership & Performance	55.3%	100%	62.2%	Whilst there is significant managerial focus on responding to councillor enquires, improvement remains disappointing. A small ecosystem combined with ongoing staff abstractions continue to create single points of failure. Focus and efforts are continuing, which is expected to see more substantial impacts into 2023/24.	Strategic Director - Partnership & Performance
P&P C02 CUS	% formal complaints closed within timescale - Partnership & Performance	25.0%	100%	33%	Performance remains unfavourable. Two Stage 2 complaints were closed within the timescale; of 7 Stage 1 complaints, only one was closed within the timescale. Focused effort on performance on our complaints handling systems continues..	Strategic Director - Partnership & Performance
P&P C04 CUS	% formal complaints dealt with that were upheld/partially upheld - Partnership & Performance	16.7%	n/a	53.8%	A significant management focus has been placed on this area. Whilst increase may not necessarily be a negative thing, it does indicate that we are not always getting it right first time. It is fair to say that a small number of very complex, cross service complaints have contributed significantly, with a number of actions now in place to streamline how such matters are handled.	Strategic Director - Partnership & Performance
P&P FOI GOV	% Freedom of Information requests responded to within timescale - Partnership & Performance	72.7%	100%	88%	This is improving and it is anticipated that this will continue to improve. Additional resource is now in place; therefore, we expect to see further improvements in coming year.	Senior Manager - Legal & Governance

Code	INDICATOR	2021/22	2022/23	2022/23	Note	Lead
		Value	Target	Value		
P&P MPQ BUS	% MP/MSP enquiries responded to within timescale - Partnership & Performance	23.8%	100%	50.0%	Whilst there is significant managerial focus on responding to councillor enquires, improvement remains disappointing. A small ecosystem combined with ongoing staff abstractions continue to create single points of failure. Focus and efforts are continuing, which is expected to see more substantial impacts into 2023/24.	Strategic Director - Partnership & Performance
ICT ICT 002	Percentage of available hours lost on ICT systems due to unplanned incidents	-	-	-	This information cannot be reliably produced over this period; however a review of tools which would enable reporting of such data is part of ongoing work highlighted elsewhere in this report.	Senior Manager Partnership & Transformation
CUS CTC 003	Satisfaction with overall experience of the Contact Centre	-	-	-	Whilst a range of management information data is gathered relating to the contact centre, customer satisfaction data has not been collated over the reporting period. This will be reinstated as part of the refreshed Business Plan for 23/24.	Senior Manager Partnership & Transformation

**Partnership & Performance: People Results**






Code	INDICATOR	2021/22	2022/23	2022/23	Note	Lead
		Value	Target	Value		
P&P MDT HWD	Percentage of employees who have completed mandatory training by the due date	-	100%	84%	Nearly all our staff completed required training in year. Of those that did not many were related to long term absence or the timing of leavers and new starts.	Strategic Director - Partnership & Performance
P&P S05 HWD	Staff Survey - Partnership & Performance staff - I am given the opportunity to make decisions relating to my role	77%	N/A		Current survey contract concluded in late 2022. New approach to staff engagement is now being developed with a view to roll out in the 2023/24 financial year.	Strategic Director - Partnership & Performance
P&P S12 HWD	Staff Survey - Partnership & Performance staff - I feel valued for the work I do	53%	N/A		Current survey contract concluded in late 2022. New approach to staff engagement is now being developed with a view to roll out in the 2023/24 financial year.	Strategic Director - Partnership & Performance
P&P S15 HWD	Staff Survey - Partnership & Performance staff - I feel a sense of achievement for the work I do	69%	N/A		Current survey contract concluded in late 2022. New approach to staff engagement is now being developed with a view to roll out in the 2023/24 financial year.	Strategic Director - Partnership & Performance
P&P S17 HWD	Staff Survey - Partnership & Performance staff - I feel that I am treated with dignity and respect within my team	65%	N/A		Current survey contract concluded in late 2022. New approach to staff engagement is now being developed with a view to roll out in the 2023/24 financial year.	Strategic Director - Partnership & Performance
P&P S21 HWD	Staff Survey - Partnership & Performance staff - I am	68%	N/A		Current survey contract concluded in late 2022. New approach to	Strategic Director


















Code	INDICATOR	2021/22	2022/23	2022/23	Note	Lead
		Value	Target	Value		
	clear about how I contribute to the organisation's goals				staff engagement is now being developed with a view to roll out in the 2023/24 financial year.	- Partnership & Performance
P&P AB1 GOV	Average FTE Days Sickness Absence (Partnership & Performance)	8.2		8.8	There has been an increase in the average FTE Days lost when compared to 2021/2022. Review of absence is considered at P&P SMT as well as a standing agenda item at P&P Bipartite. Longer term absences account for the majority of time lost (55%) although this has decreased from the previous year. Absences are managed in line with the Council policies.	Strategic Director - Partnership & Performance

### Improvement Actions

Code	ACTION	By When	Progress	Expected Outcome	Latest Note	Lead
P&P 20 001	Co-ordinate major incident response/recovery and ensure that statutory plans for resilience are in place, updated and tested as part of a scheduled programme of work which included Covid response and recovery and EU Withdrawal risk and mitigation. Implementing workforce development around Integrated Emergency Management and Business Continuity Management will also be taken forward in 2021/22.	31-Mar-2022	100%	✓	The 22/23 reporting period has been busy in respect of activity around Civil Contingencies and Business Continuity Management. This has included a major COMAH site exercise at Blackgrange, development of National Power Outtage, Fuel and Care for People plans and participation in a major UK and Scottish national exercise on National Power Outtage (Operation Yarrow and Mighty Oak). Participation in training and exercising has also taken place relating to NETS telecoms failure; severe weather and flooding; cyber security and counter terrorism. A number of incidents have also been coordinated and managed during the reporting quarter including a significant outbreak of Avian Flu in the County as well as response to various severe weather incidents. In addition the team have led on the Councils response to the ongoing UK and Scottish Covid 19 inquiries and the team was also heavily involved in the coordination of Operation Unicorn following the passing of HM Queen Elizabeth.	Strategic Director - Partnership & Performance
P&P 20 003	Support consultation and engagement activities (budget and corporate strategies).	31-Mar-2022	100%	✓	A 5 phase budget engagement process was agreed in Autumn and progress against that process has been positive. In December a public consultation was held to	Senior Manager Partnership & Transformation

Code	ACTION	By When	Progress	Expected Outcome	Latest Note	Lead
					gather feedback and views on the Councils Be the Future priorities and to understand the most important issues for customers. In January 2023 a second public consultation was held on specific budget proposals for 2023/24, with findings reported and included as part of the budget setting process. Work is underway to plan the next phase of budget engagement which will take place in late 2023. A range of other corporate consultation and engagement activities has been supported by the service which is covered elsewhere in this report.	
P&P 20 004	Develop and publish key corporate and partnership strategies and annual reports as part of an agreed programme.	31-Mar-2022	<div style="width: 100%;"><div style="width: 100%;"></div></div> 100%		Corporate and partnership strategies relating to legislative requirements are up to date with plans published as required.	Senior Manager Partnership & Transformation
P&P 20 005	Refresh our Corporate Communications Strategy, related policies and Communications channels in line with Be the Future and the Strategic Roadmap.	31-Mar-2022	<div style="width: 75%;"><div style="width: 75%;"></div></div> 75%		Further revisions to the draft Corporate Communications Plan have been made to align with the new Statement of Priorities for the Council. Engagement on the plan will now take place over the Autumn in anticipation that the plan is considered for approval in Winter 2023.	Senior Manager Partnership & Transformation
P&P 20 006	Implement approved Mainstreaming Equalities and Diversity Report 2021/25.	31-Mar-2022	<div style="width: 100%;"><div style="width: 100%;"></div></div> 100%		The Council's progress on Mainstreaming Equalities and Diversity report was agreed at Council in April 2021 and published on the Council's website thereafter.	Senior Manager Partnership & Transformation
P&P 20 007	Develop a new Wellbeing Local Outcomes Improvement Plan with partners as part of the work to achieve a wellbeing economy. Review partnership structures, planning and performance management structures as part of this work.	31-Mar-2022	<div style="width: 80%;"><div style="width: 80%;"></div></div> 80%		Work with Alliance partners is underway to finalise the wellbeing economy Local Outcome Improvement Plan which is anticipated will be completed in the Winter. A significant process of community consultation has been taken forward over the Spring and Summer to inform the final LOIP. Whilst there has been some slippage in developing the new plan for Clackmannanshire; the existing plan is still current and therefore compliant with the legislative requirements to have a plan in place.	Senior Manager Partnership & Transformation
P&P 20 009	Maintain Healthy Working Lives (Silver Level)	31-Mar-2022	<div style="width: 100%;"><div style="width: 100%;"></div></div> 100%		The HWL programme was previously retained however during COVID the national programme was suspended. The HWL award scheme is now no longer in place. Council recently agreed our new Mental Health and Wellbeing Strategy and Action Plan. Our HWL group will lead on the delivery if the action plan.	Senior Manager HR & Workforce Development


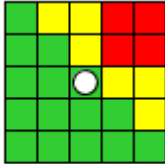
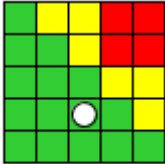
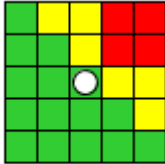
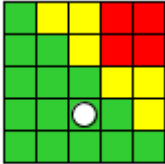

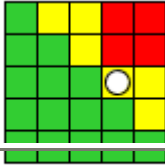
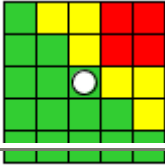
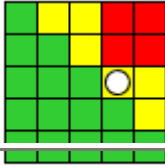
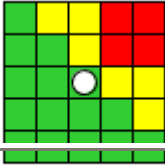
Code	ACTION	By When	Progress	Expected Outcome	Latest Note	Lead
P&P 20 010	Undertake Staff Survey	31-Dec-2021	<div style="width: 100%;"><div style="background-color: #4f81bd; height: 10px; width: 100%;"></div></div> 100%		Survey is completed. Results compiled and reported to Committee.	Senior Manager HR & Workforce Development
P&P 20 011	Develop & Implement a Leadership and Management Development programme that support our vision and values	31-Dec-2021	<div style="width: 80%;"><div style="background-color: #4f81bd; height: 10px; width: 80%;"></div></div> 80%		Council's Interim Workforce Strategy has now been agreed and includes within its action plan the need to progress with a leadership development programme. This is now being progressed as a priority.	Senior Manager HR & Workforce Development
P&P 20 012	Embed new Health & Safety Management System	31-Mar-2022	<div style="width: 100%;"><div style="background-color: #4f81bd; height: 10px; width: 100%;"></div></div> 100%		Ongoing progress and development of the system which will continue for the foreseeable future.	Senior Manager HR & Workforce Development
P&P 20 013	Substantially conclude and Implement P&P Redesign, including implementation of immediate workforce plan priorities	31-Mar-2022	<div style="width: 40%;"><div style="background-color: #4f81bd; height: 10px; width: 40%;"></div></div> 40%		This work has been delayed due to a number of factors, including staff turnover and emerging strategic priorities that are now more clearly formed through the transformation programme. The service is in the final stages of developing a workforce plan for the future upon which redesign will come forward	Strategic Director - Partnership & Performance
P&P 20 014	Develop further the principles of the Fair Work Convention	31-Mar-2022	<div style="width: 100%;"><div style="background-color: #4f81bd; height: 10px; width: 100%;"></div></div> 100%		Progress continues to me made as part of the agreed Community Wealth Building Action Plan including achievement of Real Living Wage accreditation status.	Senior Manager HR & Workforce Development
P&P 20 018	Lead on the approach to enable improved governance through the Annual Governance Statement	31-Mar-2022	<div style="width: 100%;"><div style="background-color: #4f81bd; height: 10px; width: 100%;"></div></div> 100%		Completed on schedule and reported to Audit Committee. Work is well underway for the current year.	Senior Manager - Legal & Governance
P&P 20 019	Lead on the approach to deliver approved Annual Accounts	31-Dec-2021	<div style="width: 100%;"><div style="background-color: #4f81bd; height: 10px; width: 100%;"></div></div> 100%		Completed on schedule and reported to Audit Committee.– clean audit opinion received. Work is well underway for the current year.	Senior Manager Finance & Revenues
P&P 20 021	Make preparations for the May 2022 Local Government Elections	31-Mar-2022	<div style="width: 100%;"><div style="background-color: #4f81bd; height: 10px; width: 100%;"></div></div> 100%		Work is complete on this major project.	Senior Manager - Legal & Governance
P&P 20 022	Complete a review Standing Orders & Scheme of Delegation	31-Mar-2022	<div style="width: 75%;"><div style="background-color: #4f81bd; height: 10px; width: 75%;"></div></div> 75%		This work is delayed however an officer/member working group is developing SO and an advanced draft of the SoD is now available for discussion pending consideration through council governance processes..	Senior Manager - Legal & Governance
P&P 20 023	Lead on the approach to deliver an approved balanced budget 2022/23	31-Mar-2022	<div style="width: 100%;"><div style="background-color: #4f81bd; height: 10px; width: 100%;"></div></div> 100%		Completed and approved by Council for 2022/23 and 2023/24.	Senior Manager Finance & Revenues

Code	ACTION	By When	Progress	Expected Outcome	Latest Note	Lead
P&P 20 027	Refresh the Digital Transformation Strategy in light of the new Scottish Digital Strategy and refine the Digital Roadmap for Clackmannanshire.	31-Mar-2022	<div style="width: 100%;"><div style="width: 100%;"></div></div> 100%		Plans refreshed and considered by Council as part of the 2022/23 budget proposals. Further is required through Be the Future programme as it is finalised..	
P&P 20 028	Refresh the ICT infrastructure Improvement Plan and ICT Asset Management Plan. This work will include a review of ICT policies on a programmed basis.	31-Mar-2022	<div style="width: 100%;"><div style="width: 100%;"></div></div> 100%		Discovery work complete and route map developed. Business Case being developed .	Senior Manager Partnership & Transformation
P&P 20 029	Implement Scottish Cyber Security Resilience Framework and identify associated improvement plan.	31-Mar-2022	<div style="width: 75%;"><div style="width: 75%;"></div></div> 75%		Ongoing work, linked to MS 365 implementation and ICT infrastructure plans. Support has been procured to ensure completion of activities and actions required for Cyber Essentials and PSN. This work is scheduled to be completed over the Autumn and Winter with completion anticipated by April 2024.	Senior Manager Partnership & Transformation
P&P 20 031	Consolidate corporate support Information management approaches and develop an action plan to address gaps	31-Mar-2022	<div style="width: 50%;"><div style="width: 50%;"></div></div> 50%		This work is ongoing and is likely to be a process of continuous improvement linking in with necessary information governance improvements and linkages with new systems such as M365 implementation.	Senior Manager - Legal & Governance
P&P 20 032	Implement M365 and the Digital Champions Programme to support deployment across the workforce.	31-Dec-2021	<div style="width: 75%;"><div style="width: 75%;"></div></div> 75%		IT services continue to progress the deployment of M365. Work is ongoing to collate the business decisions required and PSN / Cyber Essential requirements to define how the Council will secure the MS Tenancy and adopt and use M365. This includes significant work on data and information management policies which is co-dependent to the work the IT are taking forward on business and policy decisions. Good progress has been made over the Summer with a M365 Project Manager consultant resource to support a significant programme. This work includes implementation of effective programme governance; specific work on ICT and cyber security including PSN; review of M365 project documentation and work to develop a number of policies required prior to migration. Work has also commenced on the development of the ICT strategic roadmap and direction.	Senior Manager Partnership & Transformation

Code	ACTION	By When	Progress	Expected Outcome	Latest Note	Lead
P&P 20 033	Deliver the agreed IT capital plan	31-Mar-2022	<div style="width: 100%;"><div style="background-color: #4f81bd; height: 10px; width: 100%;"></div></div> 100%	✓	Significant progress made on the 2022/23 work plan. A major new telephony system is being implemented following a procurement process. There has been good progress on the schools upgrade rolling programmes.	Senior Manager Partnership & Transformation
P&P 21 001	Refresh the Councils Prevent strategy and approaches including implementing a programme of training and reviewing the Prevent Multi-agency Panel (PMAP) process in line with CONTEST statutory duties and as part of the Corporate Risk and Integrity approach.	31-Mar-2022	<div style="width: 100%;"><div style="background-color: #4f81bd; height: 10px; width: 100%;"></div></div> 100%	✓	The Prevent quality assurance self assessment has been completed for 2022/23 with areas for improvement for the next 12 months identified. Nationally Prevent guidance is being refreshed for Scotland along with a review of training and development packages. Prevent PMAP guidance is in place and Prevent forms part of the Councils mandatory training programme for employees. Oversight of Prevent is through the Risk and Integrity forum.	Senior Manager Partnership & Transformation
P&P 21 002	Undertake a Covid debrief process following the national review and debrief protocol.	30-Sep-2021	<div style="width: 100%;"><div style="background-color: #4f81bd; height: 10px; width: 100%;"></div></div> 100%	✓	Clackmannanshire Council approved the Covid debrief report in 2022. The Partnership and Transformation team has also co-ordinated the Councils response to both the UK and Scottish Covid 19 inquiries during the reporting period, although this work is likely to extend into 23/24.	Senior Manager Partnership & Transformation
P&P 21 003	Put in place Hybrid Working approaches to support COVID recovery and organisational transformation	31-Mar-2023	<div style="width: 50%;"><div style="background-color: #4f81bd; height: 10px; width: 50%;"></div></div> 50%	✓	Work progressing through 3 working groups at present. Arrangements being developed to support staff within the context of the Strategic Recovery Framework announced by the SG in February 2022.	Strategic Director - Partnership & Performance
P&P 21 004	Publish Local Child Poverty Action Plan Implementation and annual report; Gaelic Language Plan Implementation and annual report; BSL annual report.	31-Mar-2022	<div style="width: 100%;"><div style="background-color: #4f81bd; height: 10px; width: 100%;"></div></div> 100%	✓	Complete.	Senior Manager Partnership & Transformation
P&P 21 005	Support Census 2022 process for Clackmannanshire.	31-Mar-2022	<div style="width: 100%;"><div style="background-color: #4f81bd; height: 10px; width: 100%;"></div></div> 100%	✓	Complete.	Senior Manager Partnership & Transformation
P&P 21 006	Following formation of a New Administration develop a refreshed Corporate Plan 2022-27	31-Mar-2023	<div style="width: 100%;"><div style="background-color: #4f81bd; height: 10px; width: 100%;"></div></div> 100%	✓	Council agreed a revised approach to setting the Councils Corporate priorities in spring 2023 with work scheduled to take place in 23/24.	Senior Manager Partnership & Transformation
P&P 21 007	Procurement Strategy Review	31-Mar-2023	<div style="width: 0%;"><div style="background-color: #4f81bd; height: 10px; width: 0%;"></div></div> 0%	✓	Work not started. The completion date will be revisited in forthcoming 2023/24 business plan.	Senior Manager Finance & Revenues

Code	ACTION	By When	Progress	Expected Outcome	Latest Note	Lead
P&P 21 008	Major emergencies operational procedures (MEOP) Civil Contingencies Guidance Review	31-Mar-2023	<div style="width: 100%;"><div style="background-color: #4f81bd; height: 10px; width: 100%;"></div></div> 100%	✓	MEOPS plans are reviewed on a regular basis to ensure they are fit for purpose. Exercise learning and experiences from incidents inform this process of review. The MEOPS plan has been reviewed in 2023; along with a number of other supporting plans and protocols.	Senior Manager Partnership & Transformation
P&P 21 009	Business Planning Guidance and Performance Management Framework Review	31-Mar-2023	<div style="width: 100%;"><div style="background-color: #4f81bd; height: 10px; width: 100%;"></div></div> 100%	✓	This work was completed in September 2023/24.	Senior Manager - Legal & Governance
P&P 21 010	Consultation Guidance and Toolkit Review	31-Mar-2023	<div style="width: 100%;"><div style="background-color: #4f81bd; height: 10px; width: 100%;"></div></div> 100%	✓	The Councils Consultation guidance and toolkit was refreshed in Spring 2023, with the revised guidance now published.	Senior Manager Partnership & Transformation
P&P 21 011	Customer Charter Review	31-Mar-2023	<div style="width: 100%;"><div style="background-color: #4f81bd; height: 10px; width: 100%;"></div></div> 100%	✓	This project slipped into 2023/24 – approved by Council in October 2023.	Senior Manager Partnership & Transformation
P&P 21 012	Unacceptable Behaviour Policy Review	31-Mar-2023	<div style="width: 100%;"><div style="background-color: #4f81bd; height: 10px; width: 100%;"></div></div> 100%	✓	This project slipped into 2023/24 – approved by Council in October 2023.	Senior Manager Partnership & Transformation
P&P 21 013	Reporting Concerns at Work (Whistleblowing) Policy Review	31-Mar-2023	<div style="width: 100%;"><div style="background-color: #4f81bd; height: 10px; width: 100%;"></div></div> 100%	✓	This project slipped into 2023/24 – approved by Council in October 2023.	Senior Manager - Legal & Governance
P&P 21 014	Financial Regulations Review	31-Mar-2023	<div style="width: 0%;"><div style="background-color: #4f81bd; height: 10px; width: 0%;"></div></div> 0%	⚠	Work not started. A new completion date to be defined in 2023/24 business plan.	Senior Manager Finance & Revenues
P&P 21 015	Contract Standing Orders Review	31-Mar-2023	<div style="width: 0%;"><div style="background-color: #4f81bd; height: 10px; width: 0%;"></div></div> 0%	⚠	Work not started. A new completion date to be defined in 2023/24 business plan.	Senior Manager Finance & Revenues

## Risk Register

<b>ID &amp; Title</b>	P&P SRR 001	Breakdown or significant interruption in service provision for internal and or external customers as a result of catastrophic systems or knowledge loss or major incident.	<b>Status</b>		<b>Managed By</b>	Strategic Director - Partnership & Performance	<b>Current Rating</b>	9	<b>Target Rating</b>	6
<b>Potential Effect</b>	Breakdown or significant interruption in service provision for internal and or external customers as a result of catastrophic systems or knowledge loss or major incident.									
<b>Related Actions</b>	P&P 20 001 P&P 20 028 P&P 20 029	Co-ordinate major incident response/recovery and ensure that statutory plans for resilience are in place, updated and tested as part of a scheduled programme of work around Integrated Emergency Management and Business Continuity Management. ICT Infrastructure Plans Cyber Security Resilience Framework	<b>Internal Controls</b>	Business Continuity Plans						
<b>Latest Note</b>	Impacts of the pandemic, has lessened therefore most Business as usual services are operating to a significant extent, though backlogs remain which has been a key focus this year. Concurrent risks from supply chain and labour issues, the cost of living crisis, adverse weather, geopolitical events, cyber threats or major outage continue to pose an ongoing risk to business continuity. IMTs continue to be convened as necessary and a substantial review of business continuity plans continues. There is also significant effort being placed on upgrading systems and infrastructure to mitigate cyber threats.									
<b>ID &amp; Title</b>	P&P SRR 003	Sub optimisation of community empowerment opportunities and the risk that we will not be able to achieve our corporate priority to empower families and communities. Ineffective communication and engagement with communities may result in poor relationships, breakdown of trust and loss of confidence which impacts on the Councils reputation.	<b>Status</b>		<b>Managed By</b>	Senior Manager Partnership & Transformation	<b>Current Rating</b>	12	<b>Target Rating</b>	9
<b>Potential Effect</b>	Sub optimisation of community empowerment opportunities and the risk that we will not be able to achieve our corporate priority to empower families and communities. Ineffective communication and engagement with communities may result in poor relationships, breakdown of trust and loss of confidence which impacts on the Councils reputation.									
<b>Related Actions</b>	P&P 20 003	Support consultation and engagement activities (budget and corporate strategies).	<b>Internal Controls</b>	Customer Consultation & Engagement						


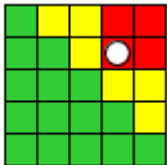
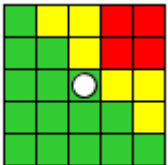
	P&P 20 005	Refresh our Corporate Communications Strategy, related policies and Communications channels in line with Be the Future and the Strategic Roadmap.		Community Learning & Development Strategy		
				Mainstreaming Equality & Diversity		
				Community Asset Transfer Guidance		
<b>Latest Note</b>	P&P resources for this area of work are modest however we have managed to get some resources back to support community activities, e.g. galas, Joint Community Council Forum, community council elections.					


<b>ID &amp; Title</b>	P&P SRR 004	Ineffective or poor engagement with staff resulting in poor relations and an inability to be unable to embed our values and achieve our vision. Workforce gaps as a result of difficulties with recruitment and retention and or displacement leading to difficulties in meeting statutory or regulatory requirements both now and possibly more acutely in the future.	<b>Status</b>		<b>Managed By</b>	Senior Manager HR & Workforce Development	<b>Current Rating</b>	12	<b>Target Rating</b>	9
<b>Potential Effect</b>	Ineffective or poor engagement with staff resulting in poor relations and an inability to be unable to embed our values and achieve our vision. Workforce gaps as a result of difficulties with recruitment and retention and or displacement as a result of ongoing Covid response matters leading to difficulties in meeting statutory or regulatory requirements both now and possibly more acutely in the future.									
<b>Related Actions</b>	P&P 20 005	Refresh our Corporate Communications Strategy, related policies and Communications channels in line with Be the Future and the Strategic Roadmap.	<b>Internal Controls</b>		Staff Survey					
	P&P 20 010	Undertake Staff Survey			Strategic Workforce Plan					
	P&P 20 013	Substantially conclude and Implement P&P Redesign, including implementation of immediate workforce plan priorities								
<b>Latest Note</b>	Substantial progress has continued on this area of work as part of work. An increasing number of workforce policies have been developed an implemented, in-year and workforce. Further work is plan as part of Be the Future programme through a refreshed workforce plan. Labour shortages continue to cause difficulties across the board, impacting on operations, staff and strategic priorities. Forecast suggest that labour shortages and supply chain issues may continue for the foreseeable future, with the potential to impact on the existing, ageing workforce. This will require an ongoing response of flexibility, adaptability and ingenuity. The service has revisedrevised strategic workforce plan.									

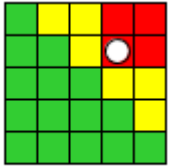
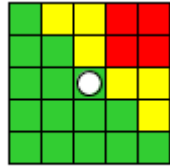
<b>ID &amp; Title</b>	P&P SRR 006	There is a risk that the labour shortage environment amplifies the risk of a significant governance failure that could lead to a potential for serious financial, reputational or workforce harms.	<b>Status</b>		<b>Managed By</b>	Strategic Director - Partnership & Performance	<b>Current Rating</b>	16	<b>Target Rating</b>	9
<b>Potential Effect</b>	There is a risk that the current pandemic environment amplifies the risk of a significant governance failure that could lead to a potential for serious financial, reputational or workforce harms.									
<b>Related Actions</b>	P&P 20 006	Implement approved Mainstreaming Equalities and Diversity Report 2021/25.	<b>Internal Controls</b>		Internal Audit Programme					



	P&P 20 012	Embed new Health & Safety Management System		External Audit Assurance & Improvement Plan		
	P&P 20 019	Lead on the approach to deliver approved Annual Accounts		Annual Governance Statement		
	P&P 20 029	Implement PSN and Scottish Cyber Security Resilience Framework and identify associated improvement plan.				
	P&P 20 031	Consolidate corporate support Information management approaches and develop an action plan to address gaps				
	P&P 21 001	Refresh the Councils Prevent strategy and approaches including implementing a programme of training and reviewing the Prevent Multi-agency Panel (PMAP) process in line with CONTEST statutory duties and as part of the Corporate Risk and Integrity approach.				
	P&P 21 007	Procurement Strategy Review				
	P&P 21 014	Financial Regulations Review				
<b>Latest Note</b>	Sraff turnover and a stretched and ageing workforce has resulted in increased risks of failures of governance. Capability and remains variable across the directorate, and therefore this risk will require ongoing significant focus. We have developed a workforce plan to identify and address a number of key areas of concern.					

<b>ID &amp; Title</b>	P&P SRR 007	Risk that current resource base cannot meet rising demand resulting from emerging environmental factors including Brexit, the cost of living crisis, high inflation and climate change.	<b>Status</b>		<b>Managed By</b>	Strategic Director - Partnership & Performance	<b>Current Rating</b>	16	<b>Target Rating</b>	9
<b>Potential Effect</b>	Risk that current resource base cannot meet rising demand resulting from Covid pandemic and other environmental factors including Brexit and climate change.									
<b>Related Actions</b>	P&P 20 023	Lead on the approach to deliver an approved balanced budget 2022/23	<b>Internal Controls</b>	Budget Strategy & Monitoring			Likelihood	Impact		
	P&P 21 015	Contract Standing Orders Review		Corporate Transformation Programme						
				Procurement Strategy						
<b>Latest Note</b>	Demand pressures are indicating a high degree of uncertainty in regard of short to medium term budget planning, though there are signs that current acute inflationary costs pressures may start to ease. Ongoing geopolitical events in Eastern Europe and the Middle East, and an uncertain world economic climate suggest our greatest challenges continue to lie ahead. Whilst this is impacting on costs to the Council, it is also impacting on our communities, which in turn is increasing service demands. Given the extent of external environmental factors there is a large element of this risk that the Council may need to tolerate and react to in the short to medium term.									

<b>ID &amp; Title</b>	P&P SRR 008	The pandemic and increasing financial constraint have driven accelerated demand and expectation for increased digital service provision. There is a risk that the Council will not be able to meet these changes or that increased reliance on digital services increases the risks associated with outages or related to information security.	<b>Status</b>		<b>Managed By</b>	Strategic Director - Partnership & Performance	<b>Current Rating</b>	16	<b>Target Rating</b>	9
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<b>Potential Effect</b>	Covid biosecurity requirements have driven accelerated demand and expectation for increased digital service provision. There is a risk that the Council will not be able to meet these changes or that increased reliance on digital services increases the risks associated with outages or related to information security.				
<b>Related Actions</b>	P&P 20 029	<b>Internal Controls</b>	Implement PSN and Scottish Cyber Security Resilience Framework and identify associated improvement plan.		
	P&P 20 031		Consolidate corporate support Information management approaches and develop an action plan to address gaps		
	P&P 20 032		Implement M365 and the Digital Champions Programme to support deployment across the workforce.		
	P&P 20 033		Deliver the agreed IT capital plan		
<b>Latest Note</b>	The Council continues to make significant investment in digital infrastructure , including in M365 digital and decommissioning or aged systems. This work will need to continue at pace over the next 3 to 5 years to meet citizen demand and to sufficiently realise benefits. Given the general increased risk profile across the board, including the impacts and consequences of geopolitical developments, this will remain an important area of ongoing focus.				

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**Report to: Audit and Scrutiny Committee**

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**Date of Meeting: 26<sup>th</sup> October 2023**

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**Subject: Clackmannanshire Local Child Poverty Action Report 2022/23**

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**Report by: Strategic Director Partnership and Performance**

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## **1.0 Purpose**

- 1.1. This report presents Clackmannanshire's Local Child Poverty Action Report for the period 2021/23 as required under the Child Poverty (Scotland) Act 2017. The report has been jointly prepared with NHS Forth Valley with contributions from a wide range of additional partners in line with the statutory guidance.

## **2.0 Recommendations**

- 2.1. Committee is asked to:
- 2.1.1. Note, comment on and challenge the report as appropriate;
- 2.1.2. Note that the report will be considered by the Clackmannanshire Alliance on the 1<sup>st</sup> December 2023 and published on our website thereafter in line with requirements set out in the Child Poverty (Scotland) Act 2017.

## **3.0 Considerations**

- 3.1. The Child Poverty Scotland Act 2017 and subsequent guidance on preparing Local Child Poverty Action Reports sets out the requirements on Clackmannanshire Council to prepare and publish reports on an annual basis. Reports are required to both set out achievements over the past year and set out the local actions being taken to deliver Scotland's national strategy Every Child Every Chance: Tackling Child Poverty Delivery Plan 2018/22 and the subsequent plan Best Start, Bright Futures published in spring 2022.
- 3.2. The reports reflects on achievements and developments throughout 2022/23 with a strong focus on activities undertaken locally to mitigate the worst of the impacts from the Cost of Living crisis. Key achievements are outlined in the report and some of these are shown below:
- i. Activities hosted by the Clackmannanshire Alliance and partners to raise awareness of poverty in Clackmannanshire and the range of support and interventions being taken forward to reduce the impact of

poverty in non-stigmatising ways as part of the annual **Challenge Poverty Week** campaign in October each year.

- ii. A range of support and interventions carried out in Schools as part of the **Cost of the School Day programme**;
  - iii. **STRIVE** a holistic and whole systems multi agency partnership to support a rapid response for individuals at the point of crisis in order to prevent longer term entrenched chaos in their lives.
  - iv. **Thrive to Keep Well** a 16 week programme supporting parents in deprived areas to improve their mental health & well being and life circumstances as a first step back into social connections and learning as part of stage 1 and pre-engagement into employability skills pipeline.
  - v. **Clackmannanshire's Family Wellbeing Partnership** which seeks to improve the wellbeing and capabilities of families and young people in Clackmannanshire, working with families to support what matters to them; helping to improve their wellbeing and capabilities and leading to flourishing lives.
  - vi. A range of programmes which seek to provide **employability** support for residents in Clackmannanshire including Pre Employability in Clackmannanshire (PEC), Fair-start, Parental Employability Support Fund (PESF), Flexible Skills and Inclusion Programme and ESF Employability Pipeline.
  - vii. A range of services which seek to increase **Financial Inclusion and tackle Cost of Living** in some of our most vulnerable communities. This includes maximising income through Social Security benefits and help to mitigate the impacts of a Cost of Living increase. This includes Citizens Advice Bureau (CAB) financial health checks, welfare rights and money advice; the New Baby Financial Health Service which is a partnership between NHS FV and CAB and work with partners by Social Security Scotland on benefits uptake maximisation.
  - viii. A range of partnership activities to address **Period Poverty** in Clackmannanshire, ensuring that women and girls have access to a range of sanitary products and work in Schools to raise awareness of period poverty in a way which removes stigmas associated with period poverty.
- 3.3. Appendix 1 of this report details the full range of activities and actions that partners are delivering to tackle child poverty to meet these priorities; these also relate to the 3 national drivers of child poverty: Improving income through employment; Improving income through social security and benefits in kind and Costs of living. Additional focus is also shown on actions which promote partnership working and which help families in other ways.

#### **4.0 Sustainability Implications**

- 4.1. The report will have a positive impact on the following sustainability indicators: Improve quality of life in Clackmannanshire; encourage community decision

making; reduce health inequalities; reduce social exclusion; target skills and training and unemployment; achieve sustainable economic development and eradicate fuel poverty.

## 5.0 Resource Implications

### 5.1. Financial Details

5.2. There are no financial implications for the Council arising from the report. The initiatives described in the report are agreed within current budgets for 2021/22. Where external funding is used the source of funding is provided at appendix 1.

### 5.3. Staffing

5.4. There are no staffing implications arising from the report.

## 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	X

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

Local Outcome Improvement Plan 2017/27

Clackmannanshire Council Corporate Plan: Be the Future 2018/23

## 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".

Appendix 1) Local Child Poverty Action Report 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

- Every Child Every Chance: Tackling Child Poverty Delivery Plan 2018/22
- Best Start, Bright Futures: Tackling Child Poverty Delivery Plan 2022/26
- Clackmannanshire Local Outcomes Improvement Plan 2017/27
- Developing a Local Child Poverty Action Report: National Guidance
- Clackmannanshire Council Corporate Plan: Be the Future 2018/23
- Clackmannanshire Children's Services Plan
- Clackmannanshire Family Wellbeing Partnership Plan and Annual Report

### Author(s)

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### Approved by

NAME	DESIGNATION	SIGNATURE
Stuart Crickmar	Strategic Director: Partnership and Performance	

# **Clackmannanshire Local Child Poverty Annual Report 2022/2023**

## **Foreword**

This report sets out the work that we have been doing with partners through the Clackmannanshire Alliance to tackle Child Poverty as part of partner's commitments to the national Child Poverty Strategy 'Best Start: Bright Futures'.

We, along with our partners, are committed to improving outcomes for children, families and communities blighted by poverty. Child Poverty is a strategic priority for Clackmannanshire as set out in our Local Outcome Improvement Plan and Clackmannanshire Council's Corporate Plan. Our *Be the Future* Programme sets out the ambitious programme of transformation which the Council is taking forward in collaboration with our partners and our communities. As part of this work we are seeking to create the conditions in Clackmannanshire to achieve a wellbeing economy with inequality, inclusive growth, communities and families at the heart of this ambition.

This report sets out the progress that we are making with our partners and with our communities to help make a real difference to those who experience poverty and hardship every day. We recognise that we have a long way to go, however we know that to make the changes we want to see for Clackmannanshire we need to work with partners in the public, private and voluntary sector.

**Council Leader Ellen Forson (draft)**

**Clackmannanshire Council**

We know that many people in Clackmannanshire are struggling with the cost of living currently on a scale that has not been seen for a long time and dealing with difficult choices on how to make available resources go as far as possible. We know that this often limits opportunities for families, such as access to hobbies, community events and sports. Energy bills are reaching record highs and as well as this, the increasing costs of food and cost of petrol are challenging. As was the case in the pandemic, these cost of living challenges will affect everyone to some extent. Many, who had been able to get by until now, are now being pushed into poverty, and those who were already struggling are now finding themselves in deeper poverty.

This report highlights the levels of poverty faced locally as well as providing information on work progressed to support families tackle poverty. There has been a wide range of activities delivered to tackle all the drivers of poverty locally including support with the cost of living and employment. We will continue to work with our partners to support families to take steps out of poverty. Going forward, the NHS Forth Valley anchor institution action plan will build on these contributions to tackle poverty and offer opportunities within the local area.

**Cathie Cowan**

**Chief Executive, NHS Forth Valley**



## Introduction

This Local Child Poverty Action Report for Clackmannanshire is the fifth report published under the Child Poverty (Scotland) Act 2017, the Scottish Governments strategy *Every Child Every Chance 2018-2022* and the *Best Start, Bright Futures*, Tackling Child Poverty Delivery Plan, 2022-2026. This report covers the period 2022/23.

We know that the challenge of reducing the levels of child poverty in Scotland is complex. We know that poverty affects families across Scotland and across Clackmannanshire, including those who have a parent in work, and including those who may live in some of the most affluent communities. Yet the impacts of poverty on families can be significant and challenging, and the ties of poverty can be incredibly difficult to break.

Poverty impacts outcomes and the potential of people. It can restrict choice and it can restrict opportunities for families. We know that poverty can have a huge impact on the health, wellbeing and educational outcomes of our young people as they enter into adulthood.

Tackling poverty in Clackmannanshire is everyone's responsibility. It requires the collective and joined up efforts of a wide range of partners to make a real difference. It requires partners to listen to people and communities with experience of the challenges that poverty creates. It requires solutions to be co-designed with people and communities who understand the differences that can be made, and the differences that need to be made in Clackmannanshire. The challenge of poverty requires all parts of government to be joined up and for both national and local efforts to compliment one another. The challenge of poverty is probably the single most important societal outcome we can change for human kind.

### The Scale of the Challenge – Background

This report sets out the ongoing work streams and new programmes that have been taken forward over the past 5 years to implement activities which align with the national tackling poverty strategy *Best Start, Bright Futures*, published in Spring 2022.

There is no doubt that the impact of the Covid 19 Pandemic is still being felt at a local and national level and it is likely these implications will continue over the coming years as more understanding is gained on the longer term impacts and recovery. At a local level some delays to funding awards for programmes across the Best Start Bright Futures programme have been experienced, related to legacy Covid issues.

These have been compounded with the deepening cost of living crisis and have had a significant impact on not only how we have delivered projects and activities to tackle poverty, but also on new and emerging priorities and threats. It has impacted everything we do and will continue to do so for the foreseeable future as we design our recovery but also how we understand the long term impacts on health inequality, mental health and wellbeing and the cost of living crisis. This report sets out our progress for 2022/23.

*Appendix A* provides our progress against actions agreed aligned with the national strategy; *Appendix B* provides high level measures used to track our performance, compared against nearby Local Authority areas and Scotland.

The Scale of the Challenge – The Statutory Targets

The Child Poverty (Scotland) Act 2017 included four statutory targets aimed at reducing poverty in Scotland by 2030. These targets state that by 2023/24, of children living in poverty:

**Less than 18% should be living in relative poverty;**

**Less than 14% should be living in absolute poverty;**

**Less than 8% should be living with combined low income and material deprivation; and**

**Less than 8% should be living in persistent poverty.**

The Act also sets out targets, which state that by 2030/31, of children living in poverty:

**Less than 10% should be living in relative poverty;**

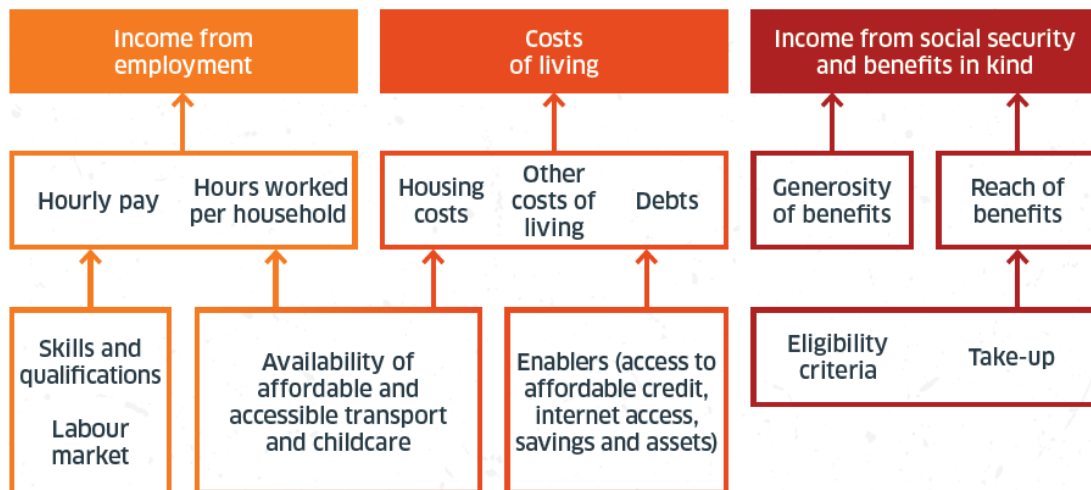
**Less than 5% should be living in absolute poverty;**

**Less than 5% should be living with combined low income and material deprivation; and**

**Less than 5% should be living in persistent poverty.**

Scotland’s national strategy to reduce child poverty *Best Start, Bright Futures, 2022/26* identifies three key drivers of child poverty and sets out the national and local actions being taken in Scotland to tackle poverty. These are set out at [Figure 1](#).

Figure 1 – Drivers of Child Poverty.



Significant bodies of research have highlighted families and households at greatest risk of poverty. 90% of children in poverty live in the following priority groups. These risks draw on evidence that poverty and inequality are often linked, particularly where several factors are present in a family or household. These include:

**Large families with three or more children;**

**Families with a baby aged under one;**

**Families where the mother is aged 25 or less;**

**One parent families;**

**Families in which someone is disabled (an adult or child);**

**Ethnic minority families.**

Across Scotland rates of children living in poverty range from 1 in 3 in some of the most deprived communities in Scotland to around 1 in 9 in the least deprived areas. On average around 1 in 5 children are impacted by poverty. The scale of the challenge is therefore a very significant one. In Clackmannanshire based on the most recent figures published (January 2022) around 23% of children and their families live in poverty, which equates to approximately 2000 children.

As already highlighted, the causes of poverty are complex. A lack of money (or low income) has been shown to have the strongest impact on children's cognitive, social-behavioural, educational attainment and health outcomes, independent of other social types of factors.<sup>1,2</sup> A recent Cross Party Inquiry into poverty related stigma (February 2023) highlighted that poverty-related stigma is extensive and deep rooted in Scotland. This stigma manifests in several reinforcing ways, impacting on people's mental health and wellbeing, erecting barriers to people for accessing support, restricting educational attainment and influencing the design and resourcing of policies that can tackle people. A key recommendation was to ensure that lived experience is heard by decision and policy makers, supporting co-design and co-production of support services<sup>3</sup>.

The Tackling Poverty Partnership was established in 2019 to lead delivery of the Local Child Poverty Action Plan for Clackmannanshire. The work of the partnership however also has cross-over and an important relationship with a number of strategic and operational partnerships and work streams that are linked with poverty policy such is the complex nature of this work. This includes a range of activities to deliver key strategies including:

- Clackmannanshire's Children's Services Plan 2021/25
- Clackmannanshire Family Wellbeing Partnership Annual Plan/s 23/24
- Clackmannanshire's No-one Left Behind Delivery Plan 2022-25
- NHS Forth Valleys Healthcare strategy (currently being refreshed). A priority theme will be *Every child has the best start in life*, as part of the health improvement section of the strategy
- Anchor Institution and Community Wealth building ambitions

This Local Child Poverty Action Report sets out the work that partners are doing jointly to contribute to, implement and compliment national initiatives across Scotland towards the achievement of the 2030 statutory targets.

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<sup>1</sup> [Child+poverty+dashboard+-+12+January+2022v2.xlsx \(live.com\)](#)

<sup>2</sup> <https://www.jrf.org.uk/sites/default/files/jrf/migrated/files/poorer-children-education-full.pdf>

<sup>3</sup> [Cross Party Group on Poverty - Report of inquiry into poverty-related stigma in Scotland - The Poverty Alliance](#)

## **Progress Report & Key Achievements 2022/23.**

The following pages provide an update on the work being taken forward by partners to address child poverty in Clackmannanshire. Full detail of progress are set out in *Appendix A* under the 3 national strategic drivers of poverty – Income from Employment; Income from Social Security and Benefits and Cost of Living.

Outlined below are some of the key achievements of the partnership work being undertaken to tackle poverty and its impacts on families in Clackmannanshire:

### **Wellbeing Economy and Community Wealth Building**

Partners in Clackmannanshire are committed to developing a Wellbeing Economy, with the five pillars of Community Wealth Building being key components in delivering that ambition. These are explained in the Clackmannanshire Community Wealth Building Action Plan<sup>4</sup>. Working alongside the Scottish Government, the Council and our Clackmannanshire Alliance partners have completed the 6 stage inclusive growth framework. Through that process, we have:

- engaged with key stakeholders;
- completed a full data mapping exercise, and;
- worked with SIPHER to understand the complex systems in public service delivery and where and how efforts are required to secure improved wellbeing outcomes through local systems change.

This work will be captured in our refreshed Local Outcomes Improvement Plan, which is being developed in 2023.

Community Wealth Building is a key part of our wellbeing economy journey. The Council, in collaboration with our Alliance partners, agreed a Community Wealth building Action Plan in December 2020. Delivery of the action plan is ongoing but a number of early achievements have been made and these are captured in the first Action Plan Progress Report, published in 2023. A copy of this report can be found here

<https://www.clacks.gov.uk/site/documents/economicdevelopment/communitywealthbuildinginclackmannanshire/>

As an Alliance, we are undertaking a series of community consultation events with key groups across our community in the summer of 2023. This work will inform development of the Wellbeing Local Outcome Improvement Plan for Clackmannanshire from 2024.

### **Clackmannanshire Alliance Actions to Tackle the Cost of Living Crisis**

Clackmannanshire has worked hard to mitigate the cost of living crisis where partners have been able. In August 2022, the Council agreed a package of support totalling £1.075m to help local families which enabled the following support to be provided for local families, communities and businesses. Over 5000 residents received a cost of living payment of £100 in autumn 2022, while £170,000 of funding was provided to support local businesses as part of wider local economic recovery activity.

Activities to support wellbeing, through targeted responses to address financial insecurity were rolled out across Clackmannanshire. This included cash-first initiatives alongside the integration of money advice and holistic support services to prevent future hardship. Furthermore, these initiatives included increased emergency financial assistance through both Scottish Welfare Fund and Discretionary Housing Payment as well as proactive financial assistance - including for those impacted by the cut to Universal Credit and those not eligible for mainstream or other support and direct assistance to access food, fuel and other essentials. This investment totalled £271,000.

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<sup>4</sup> Community Wealth Building in Clackmannanshire (November 2020):  
<https://www.clacks.gov.uk/document/6408.pdf>

In early December 2022 the Council agreed to bolster the Scottish Welfare Fund. The fund administers grants to individuals on behalf of the Scottish Government for Crisis Grants - which cover short term crisis payments including food, gas, electric and clothing - and Community Care Grants that support individuals to maintain their tenancy and can include payments for essential household living items. Recognising the likely increase in applications over the winter period Council agreed additional funding up to £150,000 to enable payment of both grants up to 31st March 2023. Additional financial support was provided to The Gate and to the Citizen's Advice Bureau to provide cost of living support to those most impacted by the Cost of Living crisis.

These actions are being supported by the publication of a booklet providing information about cost of living support available in Clackmannanshire, as well as improved information on the Council's website on 'where to go for support'. This work has been supported by partners of our Tackling Poverty Partnership. In addition, Alliance partners have supported further dissemination of 'cost of living' information through their own networks including on Clackmannanshire's Third Sector Interface web pages, via targeted communications within Forth Valley College and to staff within NHS Forth Valley.

Lastly, noting that the cost of living crisis is not over, a sub group of the Tackling Poverty Partnership will consider 'Winter Preparedness' in Autumn 2023, engaging and co-producing further poverty mitigation approaches with community groups during Challenge Poverty week (October 2023).

### **NHS Forth Valley as an anchor institution within Clackmannanshire Alliance**

Over the last two years, NHS Forth Valley and Clackmannanshire/Stirling Health & Social Care Partnership has been developing an anchor institution plan which focuses on maintaining wealth and improving health within the local area and tackling child poverty. Key areas under development include employability, procurement and property and assets. An NHS Forth Valley Youth Academy has been established as has a Forth Valley University College NHS partnership. Further information on this work will be included in future reports.

### **Clackmannanshire Family Wellbeing Partnership**

The Clackmannanshire Family Wellbeing Partnership (FWP), building on the learning of the Social Innovation 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; helping to improve their wellbeing and capabilities, leading to flourishing lives. This includes a focus on what needs to change within the existing system, shifting values and behaviours of the people designing, delivering and receiving support within Clackmannanshire. The FWP 2022/23 plan focusses on developing opportunities to support families and tackle inequalities through early intervention activities, flexible childcare and routes into employment. The FWP 2022/23 annual report published in the Summer details the key progress this year across the four workstreams: STRIVE, Childcare, Employability and Community around the School, as well as update on the work with Columba 1400 and the Lens. More information on this work, including the annual report can be found here

<https://www.clacks.gov.uk/document/meeting/1/1200/7649.pdf>

The next steps of this work will tackle child poverty by developing the conditions to enhance wellbeing so that people can thrive and flourish. Through facilitating a radical shift to a prevention model, we aim to support the delivery of sustainable person-centred public services. We seek to secure a system with the voice and agency of community at its heart. Throughout our transformation journey, we will identify barriers and share learning, whilst learning from others who are also transforming systems. We will invest in what matters and what works, based on evidence; improving life chances and outcomes throughout Clackmannanshire.

## **Pre Employability in Clackmannanshire (PEC)**

PEC is a UK Community Renewal Funded programme to support those who are unemployed and economically inactive to move to employment.

The programme aims to provide a range of pre-employability supports to help participants to progress to stable employment. This includes one to one key working support, health and wellbeing workshops, training courses, one to one counselling, money advice, addiction support, work placements, trauma informed programme of support, digital skills.

Evaluation to date has demonstrated that individuals who engage with PEC, have had significant gains into employment or pre-employment training and improvements in their mental health and wellbeing. A full economic evaluation has been undertaken and is available on the following website, along with videos demonstrating the value to users. More information on this work can be found here [Pre-Employability in Clackmannanshire \(PEC\) | Projects | CERT \(clacksregen.org.uk\)](https://clacksregen.org.uk/Projects/Pre-Employability%20in%20Clackmannanshire%20(PEC))

## **Parental Employability Support (PES)**

This service is delivered through Clackmannanshire Works and provides employability support for parents who are either out of work or in work. Support is tailored to individual needs and helps parents increase their income either through supporting them into work or increasing their wages and/or hours. Eligible parents include:

- Lone parents
- Parents with 3+ children
- Parents aged under 25
- Youngest child aged under 1 year
- Black, Asian or Minority Ethnic parents
- Household with a disabled parent or child
- Unemployed parents accessing funded childcare

The kind of support offered includes:

- Access to a dedicated Employability Key Worker who will work with you on a one-to-one basis
- Debt and financial management support
- Funding for training and certification to develop workplace skills
- Support to progress in the workplace and gain skills or training required to apply for promotion
- Advice on your career options and creating links with local employer
- Advice on self employment and linking to Business Gateway support if you would like to explore this option
- Help to search and apply for jobs
- Help with travel costs to attend training and job interviews
- Help with clothes for interview or starting a new job
- Help with childcare costs to enable you to attend training or start a new job
- Access to affordable childcare
- In work support

Further information on this project is provided in the appendices of this report, including a case study of a client supported by the project.

## **Challenge Poverty Week**

Since 2018, the Clackmannanshire Alliance has annually supported a range of activities and events during Challenge Poverty Week to raise local awareness of the challenges that poverty brings but also to showcase local initiatives making a difference to people's lives in Clackmannanshire. In 2022, the

theme 'Turning the Tide' (led by the Poverty Alliance), felt highly pertinent, with the need for actions to reverse the current trend on child poverty rates, to be developed in partnership. A conference was held in October 2023 which sought to:

- Increase understanding of the changing face of poverty in Clackmannanshire and challenge assumptions of the causes of poverty.
- Increase understanding of areas of public service that impact on poverty, whilst exploring good practice solutions.
- Explore interconnections between causes of poverty, acknowledging lived experience
- Discuss and plan solutions to reduce poverty (*for developing the Local Child Poverty Delivery Plan 2022-23*)

Over 100 delegates from a range of sectors attended the conference. Keynote speakers from the Poverty Alliance and the Fraser of Allander Institute, provided national and local perspectives on the changing face of poverty and potential local policy solutions. Feedback on the conference as a whole was positive. Following further delegate evaluation, proposals were presented to the Alliance on both strategic and operational proposals with further work planned to develop those in 2023.

### **Thrive to Keep Well Programme**

The Thrive to Keep well Programme in Clackmannanshire is a 16 week programme supporting parents in deprived areas to improve their mental health & wellbeing and life circumstances - a first step back into social connections and learning as part of stage 1 and pre-engagement into the employability skills pipeline.

In 2022/23, three THRIVE to Keep Well groups ran in Clackmannanshire, with 14 participants completing the programme. This was 82% of those who had originally enrolled. 79% of those completing the course accessed a Keep well Health Assessment with NHS Forth Valley. 83% of participants noted improvements in their mental wellbeing measured both pre and post course using the Warwick Edinburgh Mental Wellbeing Scale. 89% of those who were parents identified that their capacity as a parent had improved. 82% of participants reported sustained activity towards a positive outcome, including starting a college course, starting volunteering, eating more vegetables, starting driving lessons, working out every day and cutting down smoking by accessing help from the pharmacy. Participants shared the following quotes with us:

*THRIVE has given me hope and support and helped find myself and self-worth and to believe in myself more.*

*I have for the first time felt part of a group + truly realised my worth. The girls in my group will be part of my life going forward.*

Two further groups, one for women and one mixed genders, started in February 2023, with 14 participants completing the programme in June 2023.

### **Driving Change in Mental Health for Children, Young People and Families**

The overall aim of the MHWB in Clacks Transformation Project is to develop a whole systems approach to supporting the mental health and wellbeing of children, young people and their families within Clackmannanshire. We have developed a Continuum of Support, which offers a range of services across different age groups, some of which offer 24/7 availability, delivered either virtually or face-to-face. This enables children, young people and their families to create packages of support that most suits their needs. Evaluation work indicates that:

642 children and young people have accessed our range of digital supports since they launched in April 2021, with an average of 56% of logins occurring out of hours.

Over 550 children and young people have been referred to our two face-to-face services, with 60% of pupils referred to the Creative Therapeutic Interventions for Children (CTIfC) service showing an improvement on teacher-reported Strengths and Difficulties Questionnaires (SDQ).

88% of pupils accessing the Counselling in Schools Service (CiSS) have shown improvements in their YP-CORE scores. These figures are statistically significant for those accessing the CiSS. Since the introduction of the MHWB Clacks Continuum of Support, the FK10 postcode has experienced a 39% reduction in referrals to Child and Adolescent Mental Health Services.

Suicide was discussed in 26% of conversations using the 'Clacks' keyword with our digital partner Shout 85258 since the contract launched in April 2021. To date, no texters have required an active rescue by the emergency services, indicating that the risk assessment and de-escalation processes may be evidencing a reduction in harm.

### **Digital Learning – Devices for Schools**

The Digital Device Programme is on-going and is being delivered through the Education Services 1:1 Device Project'. In recognition of the need for equity of access for all in the use of digital technology, Clackmannanshire Council agreed to the 1:1 Digital Device Deployment Programme in the Budget at Council on 24 March 2021.

The project is about to enter year 3 of a 10 year device roll out plan and is being funded by Clackmannanshire Council capital funding.

To date, the project has seen all P4-S6 pupils receive their own Chromebook and is now moving on to the lower primary year groups with iPads being the device deployed to this age group over years 3 and 4. Chromebooks were a new technology to Clackmannanshire but since the implementation of this strategy, 6,837 Chromebooks have been deployed and are in use across our schools. The majority of these (5,832) are deployed directly to learners on a 1:1 basis to support their learning. Staff, schools and young people have benefited greatly from having access to their own device, which is reflected in the responses to the evaluation exercise below:

In order to evaluate impact of the digital device rollout to date, surveys were carried out with young people, staff and parents/carers throughout November and December 2022.

Results show that 87.3% of young people like having a Chromebook and 89.1% say it helps them learn. 78.2% use them for writing essays, 61.85% for creating presentations, 92.7% for internet research, 45.5% for note-taking, 61.8% for email and 3.6% for creating videos. 88.5% of young people report no technical problems with using their digital device. Feedback from young people, parents, carers and staff has helped to inform next steps for the digital rollout.

### **Cost of the School Day**

The Education Week of Action (3<sup>rd</sup>-7<sup>th</sup> October 2022) celebrated the positive initiatives undertaken by educational establishments as part of the local and national Challenge Poverty Week Awareness Raising Campaign.

A survey was undertaken to capture the planned focus for each establishment, with 100% of schools raising awareness of a key poverty issue as part of the themed days of the Challenge Poverty Week.

100% of establishments used their communication networks to signpost parents /carers to local support, events and organisations.



75% of establishments supported a local food or clothing bank.

75% of establishments offered a swap/bring and borrow facility for clothing/ books/ household goods.

### **STRIVE: Safeguarding through Rapid Intervention (within Clackmannanshire Family Wellbeing Partnership)**

Safeguarding through Rapid Intervention (STRIVE) is a project testing the concept that a multi-agency, public sector team delivers better outcomes, faster, for the most vulnerable residents of Clackmannanshire, through integrated working. STRIVE considers the public service system as a whole and not as a collection of separate parts.

This “whole-systems” approach is a team of multi-service professionals working together from the earliest opportunity, to improve the existing system of safeguarding vulnerable individuals. STRIVE is made up of core partners from Clackmannanshire Council Housing Service, Money Advice, Children and Families, Education, Health and Social Care Partnership and Alloa Police Services

In the period from January to April 2023, there were 71 referrals made to STRIVE. Of these referrals, 31% progressed to open STRIVE cases, allowing the team to co-ordinate support to lead to successful intervention and positive outcomes for clients. STRIVE continues to meet daily to discuss new referrals and builds time into review progress through cases, ensuring that we have the right support packages in place. Of the cases which did not progress to open cases, it was established by the multiagency team that the correct supports already existed for clients and that they were known to the appropriate services.

STRIVE and Early Help Social Work staff have attended sessions with parents and carers at two local primary schools to discuss supports available from each service and showcased some of the work completed to date. Parents and carers appeared most interested in voluntary parenting support, benefit/money advice and housing support. The response was so successful that further dates have been agreed to ensure a presence is maintained and to further promote relationship building. The vision is for parents and carers to feel able and confident to reach out for support at the earliest opportunity, avoiding the need for crisis and statutory intervention. This model is now shared with all primary establishments through the Family Support Worker role, to test the model beyond the initial school pilot.

In addition, as part of the Violence against Women and Girls strategy, it has been agreed to embed support for victims of domestic violence and early work with perpetrators, on a voluntary basis within STRIVE. Dedicated staff are now located within STRIVE to progress this activity – so perpetrators can receive support to change behaviour before a conviction.

By continuing to evaluate this work over time it is hoped that this approach can be replicated across Clackmannanshire, delivering effective community led responses at the point of need, as suggested in both The Promise and The Christie Report.

### **Clacks Good Food partnership programme**

Clacks Good Food (CGF) is a cross-sector partnership that uses the Sustainable Food Places (SFP) national framework to use food to tackle multiple key issues. Since its official launch in May 2022, it has come together to outline five visions which it has set out in a Good Food Charter: [https://forthvalleyfoodfutures.org/download/22/sitedownloads/757/clacks\\_good\\_food\\_charter.pdf](https://forthvalleyfoodfutures.org/download/22/sitedownloads/757/clacks_good_food_charter.pdf)

These were developed from local priorities identified during series of Food Conversations held in 2021, as part of research into a *Food System Needs Assessment* (2021) report commissioned by NHS Forth Valley. The Clacks Good Food Charter, by design, incorporates both Sustainable Food Places key issues, and the objectives of the Good Food Nation (Scotland) 2022 Act). This includes a vision for tackling poverty to help “*make Clacks a place where the food that keeps us healthy and well is affordable and accessible to all, with dignity*”

In summer 2022, a £5,000 grant from SFP to promote Participatory Processes Development has enabled the charter to be embedded in a one-page design as a communications tool and to engage audiences through a programme of charter workshops to increase awareness and spark a good food movement. The partnership has also been successful in a bid for a £7,000 grant from SFP to develop a Good food Economy strategy in partnership with Forth Valley Food & Drink.

Between February and March 2023, together with NHS Forth Valley, the partnership provided a 10 week work placement for a 3<sup>rd</sup> year university student studying Public Health. This resulted in a piece of research and report into ways to increase fresh fruit and vegetable take up from food bank settings. The recommendations from this report will be implemented within the CGF delivery plan for the coming year. Over the past year, three thematic working groups, including one focussed on tackling inequalities and promoting healthy food for all with dignity, have met to explore collaborative opportunities for actions on charter themes.

### **Case study: Dignified Food Access by *The Gate***

As a local responder to poverty, we align ourselves with national and devolved recommendations for alleviating food insecurity. **Dignity: Ending Hunger Together in Scotland (2016)** identified the following four dignity principles:

- Involve in decision-making, people with direct experience of food insecurity.
- Recognise the social value of food.
- Provide opportunities to contribute.
- Leave people with the power to choose.

We have an unwavering vision to help those in need in Clackmannanshire and the ‘Dignity principles’ are now the backbone of what we do here at the Gate. The move from our previous food provision to our new improved service has taken two years to implement and we pride ourselves on being a service that treats its clients with dignity and respect by giving practical solutions that instil positive change.

The introduction of our “larders” across the County allows for anyone to access food, with no questions asked. With the cost-of-living crisis, this model is a saviour for many, especially working families. The ability to choose up to 10 items from a selection of long-life items means that when people are feeling the pinch, they can always pick up a few items that can see them through to the next pay-day. Offering choice allows for personal preference and reduces waste, access to fresh items is also available at times when stock allows. Our larders provide support to attendees at an earlier stage, and through listening to people we can help to immediately guide them from crisis situations.

Approximately 150 children use our food provision services per month, and with as many as 27% of children in Clackmannanshire living in poverty, it is our priority that we actively address food insecurity in a way that is reactive to need and personal circumstance. Food from our larders is easily accessible and builds in breathing space for its users, allowing for finances to be diverted to other pressing bills.

### **Income Maximisation and Financial Support**

Citizen’s Advice Bureau run a wide range of projects focusing on income maximisation e.g. welfare rights; help to claim and welfare rights & money advice (in partnership with Clacks Works). All clients

accessing Clacks CAB services are offered a Financial Health Check. During 2022/23, 4751 clients accessed services. The majority of enquiries related to income maximisation: 47% benefits; 8% debt issues; 10% finance & charitable support; 13% energy issues and 4% housing. This resulted in over £3.7 million client financial gain for Clackmannanshire residents.

Over 1143 residents in Clackmannanshire were supported during the period with energy advice including issuing fuel vouchers, bills, budgeting, switching suppliers and dealing with fuel debt, with this work generating financial gains of over £148k. More than 90 residents were supported with welfare rights and representation with a 95% success rate in overturning benefits decisions during the period, giving the clients a financial gain of £653k.

### **New Baby Financial Health Service, NHS Forth Valley and Citizen's Advice**

The service was established as a partnership between NHS Forth Valley and Citizens Advice Bureau, funded by NHSFV. During the period 2022/23, 52 referrals were received which resulted in £55k financial gain for the 34 clients who subsequently engaged.

### **Social Security Scotland and Benefits Maximisation**

Social Security Scotland continues to work in close partnership with organisations across Clackmannanshire to maximise the take-up of key benefits. Currently, Social Security Scotland administers thirteen payments, seven of which have been created by Scottish Government. These include:

- Carer's Allowance Supplement – an extra payment of £270.50 paid twice a year for people in Scotland who get Carer's Allowance on a particular date.
- Best Start Grant - is a package of three payments that will give extra money to families on certain benefits or tax credits during the early years of a child's life.
- Best Start Grant - Pregnancy and Baby Payment –one off payment of up to £707.25 from 24 weeks in pregnancy up until a baby turns 6 months for families who get certain benefits. This goes up to 1year if you've taken over looking after a child, such as if you've adopted. You get £707.25 for your first child or £321 for any subsequent child.
- Best Start Grant - Early Learning Payment – one off payment of £294.70 when a child is between two and three years and six months. People can still apply if your child is not taking up a place at nursery.
- Best Start Grant - School Age Payment – one off payment of £294.70 for eligible families around the time a child normally starts Primary 1. People can still apply if they are deferring school entry.
- Best Start Foods - a prepaid card for families to help buy food for children under 3 or during pregnancy. It replaced the UK Government's Healthy Start Vouchers in Scotland.
- Funeral Support Payment - a payment available to people in Scotland, who are on certain benefits or tax credits, and need support to meet the costs of a funeral.
- Young Carer Grant - a yearly payment of £359.65 for young carers aged 16 to 18 who live in Scotland and care for people for an average of 16 hours a week or more.
- Job Start Payment - a one off payment of £294.70 for 16 to 24 year olds, or £428.25 if the main carer of any children, who have been out of work and on certain benefits for six months or more to help with the costs of starting a job.
- Child Winter Heating Assistance –a payment of £235.70 to help disabled children and young people and their families with increased heating costs over winter.
- Scottish Child Payment – a benefit unique to Scotland of £100 every four weeks to eligible families and carers to help towards the costs of looking after each child under 16. There are no limits on the number of eligible children supported by the Scottish Child Payment.
- Child Disability Payment - provides support for the extra costs that a disabled child might have, whether mental or physical disabilities. People can apply for Child Disability Payment for a disabled child under 16 however Social Security Scotland will pay Child Disability Payment until the child is 18.

- Adult Disability Payment – is extra money to help people who have a disability or long-term health condition that affects your everyday life. This benefit was rolled out across Scotland from 29th August 2022.

As part of Scotland’s second Tackling Child Poverty Delivery Plan Best Start; Bright Futures 2022 the Scottish Child Payment was extended to under 16 year olds and rose by a further £5 to £25 per week, per child. Around 430,000 children living in low income households are estimated to eligible. At this point, the Best Start Early Learning Payment and Best Start School Age Payment will be paid automatically to parents and carers receiving Scottish Child Payment when their child becomes eligible.

Social Security Scotland is responsible for administering a number of benefits that have been devolved to Scotland. The actions set out are projected to drive child poverty in Scotland to the lowest levels in 30 years, with current projections suggesting 60,000 fewer children could live in relative poverty by 2023 compared to 2017 (to 17%, from 24%). This includes lifting an estimated 50,000 children out of relative poverty in 2023 through the Scottish Child Payment.

**Social Security Scotland Payments in Clackmannanshire 2022/23**

Best Start Grant Payments

Payment Type	Value New
Pregnancy & Baby Payment	£329,974
Early Learning Payment	£226,059
School Age Payment	£231,710
Best Start Foods	£433,330
<b>Total</b>	<b>£ 1,221,073</b>

Scottish Child Payment (to 31.03.23)

Council Area	Number of Applications	Number of payments made	Value of payments
Clackmannanshire	1760	28,140	£2,777,185

Disability Payments (to 31.02.23)

Payment Type	Applications Processed	Applications Awarded
Adult Disability Payment	120	70
Child Disability Payment	235	200
<b>Total</b>	<b>355</b>	<b>270</b>

N.B. Scot.Govt do not publish value of payments for Adult and Child Disability Payments by Local Authority area.

## **Family Nurse Partnership (FNP) NHS Forth Valley**

The Family Nurse Partnership seeks to improve the rate of young mothers accessing ante natal care and post natal maternity services. Following a pilot phase, the project was made permanent in 2017 and subsequently expanded. The service provides support to teenage mothers to support them to engage with services early and throughout their pregnancy. The programme is research based that aims to ensure best outcomes for families through delivery of an evidence based, intense home visiting programme. 83.9% of eligible teenage parents from Clackmannanshire enrolled with the Family Nurse Partnership programme in 2022/23, with 50% of clients receiving the recommended programme delivery of at least 11 visits during pregnancy.

In addition, the NHS Forth Valley Dental Public Health service, distributed 170 Smile4Life children's packs via foodbanks, community and homelessness housing and sports organisations, care services, BAME groups and community and school nurses.

## **Food Poverty and Food Insecurity in schools**

This partnership project with Education, CTSI, NHS Forth Valley Dietetics, Health Visitors and Tullibody Community Garden, aims to tackle food poverty and insecurity through a combination of income maximisation through Best Start grants and practical food and cooking skills for children, young people and families. In 2022/23 this project saw Clackmannanshire School support staff trained by the NHS Forth Valley Public Health Nutrition team in REHIS, 'How to Run a Cooking Group' and REHIS 'Elementary Food and Health', which enabled them to run REHIS accredited Elementary Cooking classes with children and young people who needed support. Staff are in the process of becoming REHIS presenters which means they will be able to deliver this course in the school and the young people will get an accredited certificate on completion at SCQF level 4 with 1 credit. Tullibody Community Garden provided the use of the community kitchen and gardens for the cooking sessions.

Support was also provided as part of holiday provision with training sessions provided to staff and volunteers running food activities during the School holidays. Young Food Ambassadors events were also run as part of the summer holiday programmes with young people identified by local family support workers and voluntary organisations. These sessions were provided face to face over 4 weeks by Community Food Development Workers from NHS Forth Valley and were run at Hawkhill Community Centre.

In addition a supper club was delivered for a group of 25 through a joint project with Sauchie Active 8, with further supper clubs being planned in other communities in Clackmannanshire.

After gaining their REHIS qualifications (Elementary Cooking & Introduction to Food & Health) Active 8 Sauchie progressed to setting up their own Supper Club with support from St Mungos Church. The group were keen to grow their own vegetables for Christmas dinner and began planting with some support from the NHS Forth Valley Public Health Nutrition team during Aug – Dec 2021.(see below).

See also Family wellbeing Partnership update for information on the integration of hot food within the Child Wellbeing Project – childcare initiative.

## **Food Poverty and Food Insecurity in Communities**

During Challenge poverty week Oct 2022, volunteers (outlined above) also completed the Community Cooking Training delivered by PHN team NHS FV. Active 8 Sauchie have supported other community groups such as Sunnyside School Supper Club with Arts and Crafts activities. This connection has helped to support volunteers at Sunnyside supper club and as a result some families have joined Active 8 and their children benefit from the Youth club activities provided there.

A pilot of Community Cooking with groups completing the Supper club training was completed. 2 x training events were delivered for 11 people on the REHIS Introduction to Food & Health. Sunnyside supper club funded 4 families with wraparound care for 6 weeks run by volunteers including a school staff member and a parent.

Grants in 2022/23: Banchory ELC and Alva Nursery both received a grant from the NHS Forth Valley Public Health Nutrition team to carry out food activities. Banchory ELC is using the funds for cooking on a budget with 50% of their families. Alva Nursery is setting up a fruit and vegetable sensory garden which will benefit 80-100 families. Clackmannanshire School Support team also received funding for an Intergenerational soup pack with recipe for a Burns Supper in collaboration with the local residential home for older adults. The young people were involved in sourcing locally grown vegetables and making up the packs and also had the opportunity to volunteer at the Gate. This benefited 20-40 people some include school families who use the Gate.

### **Home Energy & Environmental Advice Team (HEEAT). Energy Efficiency Scotland Area Based Scheme (EES ABS)**

Under the Scottish Government's EES ABS programme, the HEEAT Team were awarded **£841,216** for 2022/23 (taking into account ECO and owner contributions this equates to a £1,067,710 delivery programme). In the past year the money has been used to help tackle homes that are deemed energy inefficient. During the past 5 months we have improved the energy efficiency of 23 homes in areas of identified fuel poverty by extracting and re-filling failed cavity wall insulation, insulating under floor and loft spaces, re-rendering and installing Solar PV and Battery storage systems. In addition to this, we have installed a further 22 Solar PV and Battery systems onto the homes of vulnerable residents who have been identified as having higher than normal energy bills due to disability or health issues.

This work has helped to deliver emissions savings and provided opportunities for the Team to provide personal fuel debt assistance to not only those obtaining the energy efficiency measures but to also neighbouring homes in the community. The value of this work has been identified as **£227,247**.

It is noteworthy that since the introduction of Scottish Government support for energy efficiency improvements in 2010, the Energy, Environment and Sustainability team have secured **£20,310,261** of funding to assist households in fuel poor areas to improve the energy efficiency of their homes and in addition to this, provide **£3,108,058** worth of Advocacy support work for the local community. The works carried out have resulted in **340,738** lifetime Total CO2 Savings (Tonnes).

### **Home Energy + Environmental Advice Team (HEEAT). Energy Crisis Support**

Over the reporting period the following activities have been implemented:

**Clacks Energy Support Fund** - During this winter (2022/23) the HEEAT have allocated £69,563 in fuel support vouchers and energy saving cooking appliances to 363 vulnerable households within Clackmannanshire.

**LEAP (Local Energy Advice Partnership)** - Since March 2023, the team has been a referral partner for LEAP (Local Energy Advice Partnership). Utilising funding and support via this organisation the HEEAT team has secured £40,107 in LEAP fuel vouchers to help support 281 Clackmannanshire residents in fuel poverty. In addition to this funding, the team have managed to assist those in poverty to obtain new boilers, replacement fridge freezers, cookers, washing machines, microwaves and air fryers.

**Home Heating Support Fund** - The team have accessed £30,000 worth of financial relief for local residents via the Government's Home Heating Support fund which was established to assist those

experiencing significant financial hardship.

**Surgeries/Presentations** - Over the past 12 months the officers have provided presentations and drop in services for organisations such as Clackmannanshire Third Sector Interface, Homestart, Sauchie Activate and the Clackmannan development trust. The team run regular surgeries at the following venues: Speirs Centre, Alloa, Bruce Lounge, Clackmannan, Health Centre, Clackmannan, Alva Parish Church, Cochrane Hall, Alva, Bowmar Centre Alloa. On request, the team can supply a drop in service at other community venues. The team can be contacted by telephone at 01259 452668 or by email at [fuelenergyadvice@clacks.gov.uk](mailto:fuelenergyadvice@clacks.gov.uk)

### Summary of Advocacy Work

	Savings	Notional Savings	Total Savings
2022 - 2023	£135,367.54	£31,900.00	£167,267.54

### Carbon Stats (Advocacy Work) 22/23

Total Carbon Savings (Tonnes)	Total Carbon Savings (Tonnes)	LIFETIME Total CO2 Savings (Tonnes)
2022 - 2023	162.11	4052.80

### Governance and Reporting arrangements

This Local Child Poverty Action Plan and Report has been developed jointly by Clackmannanshire Council and NHS Forth Valley, with full support from a wide range of community planning partners in the public and voluntary sectors. Clackmannanshire’s Tackling Poverty Partnership (TPP) has responsibility for delivering on the priorities set out in the delivery plan, and is accountable to the Clackmannanshire Alliance for doing so as part of the overall delivery of the Local Outcome Improvement Plan 2017/2027.

Approval and scrutiny of this plan lies with Clackmannanshire Council and NHS Forth Valley (Children and Families Programme Board). Both organisations will approve the Local Child Poverty Annual Reports and Delivery Plans through their respective governance processes.

Details of published plans and reports will be made available on the websites of both Clackmannanshire Council and NHS FV in line with legislative reporting requirements. Further information can be found here:

<https://www.clacks.gov.uk/site/documents/deprivation/clackmannanshirelocalchildpovertyactionreport201819/>

<https://nhsforthvalley.com/publications/annual-reportsreviews/>

### The Challenge Ahead

In Spring 2022, Scottish Government published their second Tackling Poverty Strategy for Scotland called Bright Start, Bright Futures. This strategy renews the national vision for eradicating child poverty over an ambitious programme that will delivered over the next four years and which aims to secure the poverty targets for Scotland by 2030. The strategic priorities set out in the strategy are:

- **Providing the opportunities and integrated support parents need to enter, sustain and progress in work;**
- **Maximising the support available for families to live dignified lives and meet their basic needs;**
- **Supporting the next generation to thrive.**

Anticipated guidance from the Improvement Service will help to inform how partners within the Tackling Poverty Partnership and wider community planning partnership develop our Local Child Poverty Action report going forward. This work will be supported by planning activities which will: refresh a focussed child poverty needs assessment (in collaboration with a range of partnerships); establishment of a 3 year delivery plan; ensure that lived experience through the Family Wellbeing Partnership is embedded in designing all programmes of support and alignment of planning and reporting across key delivery plans to reduce duplication. Integrating and streamlining planning and reporting across the Community Planning Partnership will be a key part of the focus over the next reporting period.

During the latter half of 2023, partners in Clackmannanshire will plan how we deliver the priorities in the national strategy, embedding them within our new Local Outcome Improvement Plan, and also reflect on the particular needs of individuals, families and communities living in poverty. This work will build on the many achievements over the last few years and will have a focus on continuous improvement, whilst also seeking to continue to strengthen whole systems approaches in Clackmannanshire. This work will seek to complement the structural changes being made to social security and benefits which will directly help families in Scotland. This work will be supported by the newly appointed Child Poverty Co-ordinator for Clackmannanshire.



## Appendix A: Clackmannanshire Local Child Poverty Action Progress Report 2022/23

Action	Lead Organisation	Poverty driver(s)/ Outcomes	Timescale for action	Group(s) action is intended to reduce poverty amongst	Progress for 2022/23. Notes and performance indicators
<p><b>Pre Employability in Clackmannanshire (PEC).</b></p> <p>A UK Community Renewal Funded programme to support those who are unemployed and economically inactive to move to employment.</p> <p>The programme aims to provide a range of pre-employability supports to help participants to progress to stable employment. This includes one to one key working support, health and wellbeing workshops, training courses, one to one counselling, money advice, addiction support, work placements, trauma informed programme of support, digital skills.</p>	<p>PEC</p> <p>CTSI led a consortium of 10 third sector organisations. CERT project managed the programme</p>	<p>Increase Income from Employment</p>	<p>PEC ran from Jan to December 2022.</p> <p>It has now formed the basis for an element of the Positive Moves - UK Shared Prosperity Funded People and Skills programme</p>	<p>Unemployed and economically inactive, some of which are parents.</p>	<p>A full economic evaluation has been completed, a qualitative evaluation and a video of participant's experiences.</p> <p>In all 366 individuals supported. Of these, 80 are now in employment; 43 in education or training; and 56 are newly engaged in job searching.</p> <p>83 gained one or more qualifications</p> <p>Using the WEMWEBS scale, wellbeing improved for 60% of participants.</p> <p>The programme also funded infrastructure supports of a database of employability provision in Clacks; an advisor training programme and a pilot college bus.</p>

Action	Lead Organisation	Poverty driver(s)/ Outcomes	Timescale for action	Group(s) action is intended to reduce poverty amongst	Progress for 2022/23. Notes and performance indicators
<p><b>Deliver Fair Start Scotland Employability Programme in Clackmannanshire.</b></p> <p>Fair Start Scotland is Scotland's employability service which delivers locally targeted employment support for unemployed people who are disabled, have health conditions and are at risk of long-term unemployment. The service provides 12 months pre-employment and 12 months in-work support – a total of 2 years' support entitlement.</p>	<p>Clackmannanshire Works, Clackmannanshire Council</p>	<p>Increase Income from Employment</p>	<p>Ongoing since April 2018 and running to March 2024</p>	<p>Unemployed people who are disabled, have health conditions and who are at risk of long-term unemployment</p>	<p>Fair Start Scotland contract has been extended by a further one year from April 23 to end of March 24.</p> <p>Total of 567 people supported over period 1<sup>st</sup> April 2018 to 31<sup>st</sup> March 2023 (of which 123 people supported in 2022/20)</p>
<p><b>Deliver Clackmannanshire ESF Employability Pipeline programme through the provision of person centred 1 to 1 and group based support.</b></p> <p>Provides one-to-one key worker support to people to help address barriers to employment. Support is personalised and tailored to meet</p>	<p>Clackmannan shire Works (Clackmannanshire Council)</p>	<p>Increase Income from Employment</p>	<p>Phase 2 ran from January 2019 to end March 2023</p>	<p>Mainly unemployed people with multiple barriers to employment</p>	<p>ESF programme finished at end of March 2023 and will be replaced by the Positive Moves programme which is funded through UK Shared Prosperity Fund.</p> <p>Over 400 people with multiple barriers supported over period 1<sup>st</sup> January 2019 to end December</p>

Action	Lead Organisation	Poverty driver(s)/ Outcomes	Timescale for action	Group(s) action is intended to reduce poverty amongst	Progress for 2022/23. Notes and performance indicators
individual's needs and can include confidence building. IT skills, money advice, job search skills (job applications, CVs, interview techniques), access to volunteering and work taster opportunities, industry specific training, help with travel and childcare costs, clothes for interview/starting work					2022 (awaiting stats for final quarter).  Colleagues in Employability Team are working in collaboration with Clackmannanshire Family Wellbeing Partnership, Child Wellbeing Project to support parents requiring childcare.
<p><b>Deliver Stirling and Clackmannanshire City Region Deal (CRD)</b></p> <p>Flexible Skills &amp; Inclusion Programme</p> <p>A CRD skills Lead was recruited in October 2022 to lead on the delivery of the CRD Skills and inclusion Programme which comprises the development and delivery of a Community Benefits programme, Skills, a Barrier Free Fund and Fair Work Incentive.</p>	CRD Skills Lead, Clackmannanshire Council	Increase Income from Employment	Some flexible skills provision was carried out during 2022-23	All child poverty groups in CRD targeted communities e.g. Alloa South & East	<p>Forth Valley College delivery of flexible digital skills programmes;</p> <p>FEL delivering a bikeability (cycling skills, maintenance, road safety, etc) programme over Summer 2022.</p> <p>Delivery of 5 small flexible digital skills programmes from Jan to March 2023</p>

Action	Lead Organisation	Poverty driver(s)/ Outcomes	Timescale for action	Group(s) action is intended to reduce poverty amongst	Progress for 2022/23. Notes and performance indicators
<p>Deliver Stirling and Clackmannanshire City Reg (CRD) Inclusion Support Worker programme</p> <p>Programme supports access to a range of barrier removal programmes e.g adult literacy and numeracy,</p>	<p>Inclusion workers, Learning and Employability Team, Stirling Council</p>	<p>Increase Income from Employment</p>	<p>Scheduled for April 2020</p>	<p>All child poverty groups in CRD targeted communities.</p>	<p>Inclusion Workers now in place and working in Clackmannanshire.</p> <p>Confidence building, wellbeing activities, self-esteem programmes, basic computing all designed to help people progress to next steps programmes where they can take full advantage of pre employability support programmes and them progress in to work.</p>
<p><b>Deliver Parental Employability Support</b></p> <p>Support is personalised and tailored to meet individual's needs and includes confidence building, IT skills, financial advice, job search skills (job applications, CVs, interview techniques), access to volunteering and work taster opportunities, industry specific training, help with travel and childcare costs, clothes for interview/starting work, help to gain employment or a better job.</p>	<p>Clackmannanshire Works  (Clackmannanshire Council)</p>	<p>Increase Income from Employment</p>	<p>Started Sept 2020 and running till March 2023 and beyond</p>	<p>All child poverty target groups</p>	<p>PESF funding allocated from Scottish Government since 2019 to support to provide one-to-one pre-employability support for unemployed parents and in-work support to employed parents to help them maximise their household income.</p> <p>Over 200 parents supported over period Sept 2020 to end of March 2023 (of which 76 supported in 2022/23)</p> <p>Interventions supported included Employer Recruitment Incentive</p>

Action	Lead Organisation	Poverty driver(s)/ Outcomes	Timescale for action	Group(s) action is intended to reduce poverty amongst	Progress for 2022/23. Notes and performance indicators
					places, paid work placements, digital mental health support and partner projects.
<b>Deliver a range of Interventions as part of the Young Person's Guarantee</b>	Clackmannanshire Works (Clackmannanshire Council)	Increase Income from Employment	Late 2020 to end March 2023	Young people aged 16-24	Interventions supported included Employer Recruitment Incentive places, paid work placements, digital mental health support and partner projects
<p><b>Developing the Young Workforce Programme.</b></p> <p>Through the National Improvement Framework schools continue to improve employability and skills to develop the young workforce.</p> <p>To ensure young people sustain their positive destinations, all young people who enter commissioned training programmes of sector based provision with the Scottish Government's 'No-one Left Behind' grant will be followed up by Skills Development Scotland.</p>	<p>Clackmannanshire Council</p> <p>Forth Valley College</p> <p>Clackmannanshire Education Services</p> <p>Developing the Young Workforce</p> <p>Skills Development Scotland</p>	Increase Income from Employment	Ongoing	All child poverty groups with focus on young people aged 16 - 19	DYW Forth Valley continues to engage with both local and national Employers to sign up to the Young Persons Guarantee and connect with schools and colleges to provide inspirational opportunities for young people to help to them understand and develop the skills they need to succeed and help prepare them for the world of work. All the YPG 5 Asks and our National DYW KPI's continue to have a focus on Equalities and the commitment to tackle child poverty is included in this. We work with specialist partners to support

Action	Lead Organisation	Poverty driver(s)/ Outcomes	Timescale for action	Group(s) action is intended to reduce poverty amongst	Progress for 2022/23. Notes and performance indicators
<p>Work in partnership with new Key Worker for Employability post to support the transition of young people leaving school and into appropriate pathways, particularly those with protected characteristics.</p> <p>Virtual Headteachers develop bespoke packages for young people furthest from engagement, including work experience and skills developments programme.</p> <p>Further collaborate with partners from the Local Employability Partnership, with a specific focus on learner demographics relating to the City Region Deal's target groups of:</p> <ul style="list-style-type: none"> <li>• Women and girls</li> <li>• People with a disability</li> <li>• Those living in areas experiencing the highest levels of deprivation (top 20%)</li> </ul>					<p>Employers to increase work-based learning and offer engagement opportunities to targeted young people who would benefit the most.</p> <p>DYW coordinators work with the DYW stakeholder group and are now based in school and line managed by Deputies with an Employability remit, ensuring stronger links between schools and employers.</p> <p>The monitoring and tracking of care experienced young people to ensure they have a tailored curriculum in the senior phase is continuing, to ensure they enter a positive destination.</p> <p>Last academic year, 156 young people were supported by the MCR programme in Clackmannanshire. Young people looked after at home, looked after away from home, those with informal social work supervision and those previously looked after were targeted for support. MCR mentored care-experienced</p>

Action	Lead Organisation	Poverty driver(s)/ Outcomes	Timescale for action	Group(s) action is intended to reduce poverty amongst	Progress for 2022/23. Notes and performance indicators
					<p>young people have achieved their best results over the last three academic years in all attainment KPIs, ranging from 9% to 20% improvement.</p> <p>With the Scottish Government's 'No-one Left Behind' grant funding for 2023/2024, we were able to award contracts for three commissioned programmes of sector based provision for 70 young people in Construction, Mixed Sectors (Hospitality/Customer Service) and General Employability Skills. These programmes were underpinned by an evaluation of the 'Jumpstart' Employability programme and its impact. School DYW Links and senior leaders advised what types of provision and sectors their young people were specifically requesting, so that the commissioned programmes would be relevant to them. Additionally we appointed a Key Worker for Employability post to support the transition of young</p>

Action	Lead Organisation	Poverty driver(s)/ Outcomes	Timescale for action	Group(s) action is intended to reduce poverty amongst	Progress for 2022/23. Notes and performance indicators
					<p>people leaving school and contribute to the progression of Clackmannanshire young people. The post is part of the wider Clackmannanshire Works team, managed by a Policy Officer (Economic Development) to support young people into appropriate pathways.</p> <p>Positive Moves was launched by the Local Employability Partnership on 18 April 2023 in Alloa Town Hall. Positive Moves is a voluntary project helping local individuals who are seeking work or thinking about taking the first steps towards employment. It is being delivered jointly by Clackmannanshire Works and Clackmannanshire Economic Regeneration Trust (CERT) and its impact will be evaluated.</p>
<p><b>Scottish Attainment Challenge in Clackmannanshire and Pupil Equity Fund.</b></p> <p>A co-ordinated and focused programme plan designed to improve literacy, numeracy and</p>	Clackmannanshire Education	Increase Income from Employment	The Scottish Attainment Challenge programme runs to 2021.	All young people with a focus on those schools with high levels of deprivation and free school meal	The Clackmannanshire redesigned approach to the Scottish Attainment Challenge (SAC) for 2023-2024 takes into account the on-going reduction in funding available while continuing



Action	Lead Organisation	Poverty driver(s)/ Outcomes	Timescale for action	Group(s) action is intended to reduce poverty amongst	Progress for 2022/23. Notes and performance indicators
<p>health and wellbeing in our schools, closing the poverty related attainment gap.</p> <p>The pupil equity funding is allocated directly to schools and targeted at closing the poverty related attainment gap.</p>				entitlement.	<p>to focus on closing the poverty related attainment gap.</p> <p>Interventions ensuring equity and excellence across the Programme have been reviewed with those having the greatest impact being the focus of the 2023-2024 Plan. Discussions regarding outcomes and contractual agreements with centre teams, partners and agencies have been undertaken so that there is a planned exit and sustainability strategy beyond 2025.</p>
<p><b>Deliver the Healthy Working Lives programme</b>, which supports employers to proactively identify health, safety and wellbeing issues in the workplace. Supportive policies and practices are developed to improve employees' physical &amp; mental health. Ongoing programme</p>	<p>NHS Forth Valley with Public Health Scotland, Business Gateway Alloa, Forth Valley Chamber of Commerce</p>	<p>Increase Income from Employment</p>	<p>Ongoing funding allocated from Public Health Scotland to date. This provides a Health Improvement Senior Officer across Forth</p>	<p>All child poverty groups, adults aged 16 years plus</p>	<p>HWL topic support provided within Clackmannanshire: Cycling to Net Zero, How to support your staff, leading up to and after a bereavement, Walking for Wellbeing, Menopause at Work, Andy's Man Club, Cost of living financial wellbeing for your staff, Save energy at home, Save water at home, Make your SME business greener, Introduction to renewable energy, Burnout in the workplace –</p>

Action	Lead Organisation	Poverty driver(s)/ Outcomes	Timescale for action	Group(s) action is intended to reduce poverty amongst	Progress for 2022/23. Notes and performance indicators
			Valley.		prevention and intervention.
<p><b>Engage with Social Security Scotland</b> to support Local Delivery Teams to:</p> <ul style="list-style-type: none"> <li>• Advise people on what they're eligible to claim through the Scottish social security system;</li> <li>• Assist the completion of application forms;</li> <li>• ID and document verification;</li> <li>• Benefit Maximisation</li> <li>• Advice and support for a client whilst their application is in progress; and</li> <li>• If required, advice on requesting a redetermination or appeal and making a complaint.</li> </ul>	<p>Social Security Scotland</p> <p>This service will be delivered through:</p> <p>Dedicated, co-located service delivered from a permanent location; Regular 'surgeries' in i.e. Medical Centres, Community Centres etc. Visits to prison and hospitals; Home visits.</p>	<p>Increase Income from Social Security and benefits in kind.</p>	<p>Funded by Scottish Government</p>	<p>All child poverty groups.</p>	<p>See details in the key achievements section of this report.</p>
Action	Lead Organisation	Poverty driver(s)/ Outcomes	Timescale for action	Group(s) action is intended to reduce poverty amongst	Progress for 2022/23. Notes and performance indicators

Action	Lead Organisation	Poverty driver(s)/ Outcomes	Timescale for action	Group(s) action is intended to reduce poverty amongst	Progress for 2022/23. Notes and performance indicators
<p><b>Cost of the School Day</b></p> <p>A programme designed for children and young people, parents/carers and school staff to identify financial barriers and take actions to mitigate them.</p>	<p>Clackmannanshire Education Services</p> <p>Child Poverty Action Group</p>	<p>Reduce Costs of Living</p>	<p>Ongoing from Jan 2019.</p>	<p>All young people attending school and their families.</p>	<p>See details in the key achievements section of this report.</p>
<p><b>Food Poverty and Food Insecurity in Schools.</b></p> <ul style="list-style-type: none"> <li>• Work with schools, nurseries and holiday hunger programmes to ensure:</li> <li>• access to healthy lunches and snacks as part of early years programme;</li> <li>• Engagement with parents on access to holiday food and grant in place for a test of change with a primary school.</li> <li>• An increased uptake of Healthy Start in one Clackmannanshire nursery – a test of change is being piloted.</li> <li>• Food, Families, Futures – A programme to ensure</li> </ul>	<p>Education Services, Clacks Council, Third Sector interface, NHS Forth Valley Dietetic service</p> <p>NHS Forth Valley dedicated Community Food Development Worker</p>	<p>Reduce Costs of Living</p>	<p>Ongoing</p>	<p>All child poverty groups, with a focus on early years and under 16 years</p>	<p>See details in the key achievements section of this report.</p>

Action	Lead Organisation	Poverty driver(s)/ Outcomes	Timescale for action	Group(s) action is intended to reduce poverty amongst	Progress for 2022/23. Notes and performance indicators
families can be together, prepare healthy food, eat a free lunch and take part in fund activities using schools as community hubs over the holiday periods.					
<p><b>Food poverty and Food Insecurity in Communities.</b></p> <p>To reduce the number of families experiencing food poverty and insecurity.</p> <p>Local communities and schools continue to work with Fareshare to improve local access to affordable produce.</p> <p>Community based Cookery and learning: community groups/organisations are embedding food activities into services, organisations actively promoting the Best Start Foods Scheme; practical cookery sessions delivered in target SIMD areas.</p>	<p>NHS Forth Valley Health Visiting and Dietetics teams</p> <p>NHS Forth Valley Health Visiting and Midwifery teams</p> <p>The Gate Charity</p> <p>CTSI</p>	Reduce Costs of Living	Ongoing	All child poverty groups.	<p>See details in the key achievements section of this report</p> <p>Includes: Health visitors, midwives and dieticians across Forth Valley are promoting Best Start Grants to all eligible pregnant and antenatal women. Best Start Grants aim to provide lower income families with financial support during the key early years of a child's life.</p>

Action	Lead Organisation	Poverty driver(s)/ Outcomes	Timescale for action	Group(s) action is intended to reduce poverty amongst	Progress for 2022/23. Notes and performance indicators
Short-life working group reviewing options for dignified food provision including holiday hunger programmes and community based kitchen/s.					
<p><b>Tackling Period Poverty.</b></p> <p>To ensure that all women and girls in Clackmannanshire have access to free sanitary products.</p>	<p>Education Services</p> <p>Facilities/Property services</p> <p>CTSI</p> <p>Local Community organisations/trusts</p> <p>.</p> <p>NHS Forth Valley</p>	Reduce Costs of Living	Ongoing. Schools provision commenced in 2018. Community provision commencing in 2019/20.	All child poverty groups	The programme of providing free sanitary products in all public spaces throughout Clackmannanshire has been an achievement for the Tackling Poverty partnership since 2018. Period poverty is now at a minimum level with women and girls now being aware of where to access products. The Education service plans to undertake an evaluation of this programme in Autumn 2023, in terms of satisfaction levels, awareness, product types etc. Results of this will be discussed at the TPP and help inform similar progs in future.
<p><b>Fuel Poverty/Energy Advice</b></p> <p>Clackmannanshire Council HEAT</p>	Clackmannanshire Council HEAT	Reduce Costs of Living	Ongoing Funded until March 2023	Universal service	See details noted in key achievements section of the report

Action	Lead Organisation	Poverty driver(s)/ Outcomes	Timescale for action	Group(s) action is intended to reduce poverty amongst	Progress for 2022/23. Notes and performance indicators
<p>programme delivers universal energy advice for residents.</p> <p>Clacks Cab have been delivering the Local Energy Advice Project (LEAP) since spring 2019 and have secured further funding until March 2023.</p> <p>The project focuses on tackling fuel poverty by providing year-round advice on energy efficiency, energy bills, switching, dispute resolution and fuel debt. CAB also provides Energy Best Deal group training and works on behalf of partners to distribute fuel vouchers.</p>	and CAB			All child poverty groups.	
<p><b>Budgeting and financial advice</b></p> <p>Clacks CAB provides a wide range of support including personal budgeting, financial education and financial health checks. They also</p>	<p>CTSI/CAB</p> <p>This is delivered by Clacks CAB</p>	<p>Reduce Cost of Living</p> <p>Increase Income from Social Security</p>	<p>Ongoing</p> <p>Pilot Programme</p>	All child poverty groups	<p>All clients who access Clacks CAB services are offered a Financial Health Check. In 2022/23:</p> <p>4751 clients accessed CAB. 47% benefits; 8% debt issues; 10%</p>

Action	Lead Organisation	Poverty driver(s)/ Outcomes	Timescale for action	Group(s) action is intended to reduce poverty amongst	Progress for 2022/23. Notes and performance indicators
<p>run a number of projects focusing on income maximisation e.g., Help to claim, Money Talk Plus, Welfare Rights and Money Advice (in partnership with Clacks Works).</p> <p>As well as the above, CAB also delivers a Housing Project offering advice to tenants with debts, a Rural Home visiting service for those unable to access the main bureau or an outreach location &amp; all year round Energy Projects.</p> <p>CAB office is present at Forth Valley Royal Hospital for patients to drop in for advice including financial health checks.</p>		and benefits in kind.	(Scot Gov funded) Scot Gov funding for another 12 months		<p>finance &amp; charitable support; 13% energy issues and 4% housing. This resulted in over £3.7 million client financial gain for Clackmannanshire residents. Clacks CAB supported 493 residents with debt advice, resulting in £162k client financial gain. In addition, 111 Clacks Works clients were supported with welfare rights and money advice amounting to £102k in financial gain.</p>
NHSFV New baby health initiative	CAB and NHSFV	<p>Reduce Cost of Living</p> <p>Increase Income from Social Security and benefits in kind.</p>	NHSFV (for New Baby Financial Health Service)	All child poverty groups	<p>In 2021/22, the service was fully funded by NHSFV April to September. Despite the project no longer being funded, Citizens Advice continue to accept referrals from health visitors.</p> <p>During the period 2022/23, 52 referrals were received which</p>

Action	Lead Organisation	Poverty driver(s)/ Outcomes	Timescale for action	Group(s) action is intended to reduce poverty amongst	Progress for 2022/23. Notes and performance indicators
					resulted in £55k financial gain for the 34 clients who subsequently engaged.
<b>Affordable Credit</b>  Commission work to understand the impact of credit and debt in Clackmannanshire and develop approaches to raise awareness and promote affordable savings and credit options.	Clackmannanshire Council  NHS Forth Valley  CAB  Credit Union	Reduce Cost of Living		All child poverty groups	Clackmannanshire Citizens Advice Bureau continues to support the “Debt Happens” & the Big Energy Saving Winter campaigns – both aimed at people at risk of debt due to the cost of living crisis. Online support is available through the Money Map & Council Tax Tools, giving advice on budgeting & saving on Council Tax bills.

<b>Deliver the Young Parents Project (YPP)</b> supporting young mothers to remain in education; higher education and/or employment. YPP links young parents with support for housing, accessing learning and employment grants, money advice, sourcing childcare and supports required to invest in what matters to the young person and what will	Clackmannanshire Council  NHS Forth Valley  Family Nurse Partnership,  Forth Valley College  Skills Development	Increased Income from Employment  Income maximisation	Ongoing  Family Wellbeing Partnership	All child poverty groups:  Mothers with a baby under age one;  Families where the mother is under 25 years.	The Clackmannanshire Young Parents Project has been recently repositioned within Clackmannanshire Family Wellbeing Partnership and will continue to be delivered; supporting vulnerable young people and improving outcomes. The project has links with the Family Nurse Partnership. .
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improves outcomes. .	Scotland Stirling University			One parent families Families in which someone is disabled	
<b>Health – welfare rights advice.</b> NHS Forth Valley planned work to develop an action plan & associated outcomes, supporting the mitigation of welfare reform for patients and staff within NHS Forth Valley. Actions potentially to include increasing awareness of where/how to signpost patients for WR advice; workforce planning and welfare rights training programmes	NHS Forth Valley supported by CAB, SSS and DWP	Increased Income from Social security and Benefits in kind	Action Plan in place by end and ongoing performance monitoring	All child poverty groups	Continued awareness raising for income maximisation and supports progressed via the NHSFV staff health & well being group, post pandemic. In addition via COL pages on Clacks Council website.  Briefing sessions for Clacks Primary Care Teams developed in 2022 and delivered May/June 2023 seeking to increased knowledge and confidence in where to signpost/refer patients to.
Scoping work for Specialist Link worker (SLW) and Community Link worker (CLW) roles within Primary Care to take place aligned with Locality needs analysis & Locality planning for the HSCP.	Stirling/Clacks HSCP, Clacks Council, NHS Forth Valley, CTSI & SVE	Increased Income from Social Security and benefits in kind	Ongoing	All child poverty groups	The development of Community Link workers roles has progressed and 2 CLW's are now in post across Clacks and Stirling. They are attached to identified GP practices within the HSCP. Induction and shadowing has been completed supported by a VHS national network.

<p><b>Implementation of Thrive to Keep well Programme</b> in Clackmannanshire.</p> <p>16 week programme supporting parents in deprived areas to improve mental health &amp; well being and life circumstances.</p> <p>Typically planning 3-4 programmes per year.</p> <p>In addition, PH Nutrition team NHS FV provides ongoing training to THRIVE facilitators on dietary related subjects e.g. REHIS and weight management as part of ongoing workforce development for THRIVE facilitators.</p>	<p>NHS Forth Valley in partnership with Clacks Council, CTSI, SFRS, Forth Valley College, CAB, DWP (UK Government)</p> <p>Supported by UK Government funding as part of the Stirling and Clacks City Region Deal.</p> <p>Clackmannanshire Education Services (support delivery of facilitators)</p>	<p>Helping families in other ways – stage 1 &amp; pre engagement into employability skills pipeline.</p> <p>Increased Income from Employment</p> <p>Reduce Costs of Living</p>	<p>Ongoing</p>	<p>All child poverty groups, with focus on one parent families (CRD funding)</p>	<p>See details in the key achievements section of this report. For 2022/23:</p> <p>3 groups (1 mixed and 2 women’s) ran in 2022 and 14 participants (all women) completed the programme. 3 participants have completed or are working towards their Adult Achievement Award to gain an accredited qualification reflecting on their THRIVE experience. 1 participants has volunteered and trained to become a THRIVE facilitator starting in August 2023.</p> <p>2 groups started in February 2023 (1 mixed and 1 women’s) with 14 participants who completed in June 2023.</p>
<p><b>Thrive Plus Project</b> in conjunction with the Skills &amp; Inclusion programme within CRD. Target 50 lone parents in Alloa S&amp;E. Scoping &amp; development to take place in 2019, with pilot for 2020.</p>	<p>NHS Forth Valley in partnership with Clacks Council, DWP (UK Government).</p> <p>Supported by UK</p>	<p>Helping families in other ways</p>	<p>2020- 2023</p>	<p>All child poverty groups, with a focus on lone parents (CRD)</p>	<p>This programme has not progressed, partly due to the pandemic and partly due to challenges in defining costs that were suitable to be funded by DWP (UK Govt).</p> <p>The PESF provision now supports</p>

	Government funding as part of the Stirling and Clacks City Region Deal.				parents registering for THRIVE from Autumn 2022 onwards. Positive destination monitoring data is provided from THRIVE groups, to Scottish Government.
<b>Family Nurse Partnership (FNP).</b> FNP seeks to improve the rate of young mothers accessing ante natal care and post natal maternity services. Following a pilot phase, FNP was made permanent in 2017 and expanded. The service provides support to teenage pregnancies to support them to engage with services early and throughout their pregnancy.	NHS Forth Valley	Helping families in other ways	Ongoing	All child poverty groups, with a focus on lone parents (CRD)	Refer to the Key Achievements section in the main report.
<b>Delivering a range of support and services to ensure that communities are connected and empowered</b> to enable and provide routes out of poverty. This includes further roll out of the Place Standard Tool (PST) to build on neighbourhood strengths and assets; development of asset based approaches and self-reliant groups and work with new community development trusts established in 2018 to build	Clackmannanshire Council Community Learning Development  CTSI  Community Development Trusts	Helping families in other ways	Ongoing/Externally funded pilot schemes.	Won't directly deliver services to child poverty groups however will contribute to community empowerment and decision making and development of new services and projects.	In 2022/23 there has been further building of this approach, in particular strengthening of the Locality Networks managed within the HSCP. The HSCP's strategic commissioning plan was finalised in 2023 (taking a human rights and ethical based approach) and has 5 high level priorities, which include early intervention and prevention and reduction of health inequalities. Enabling plans that support the HSCP strategic aims include plans

community based capacity and develop new services.					<p>for self directed support and health improvement.</p> <p><u><a href="#">Clackmannanshire and Stirling HSCP – Strategic Plan</a></u>  <u><a href="#">(clacksandstirlinghscp.org)</a></u></p>
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<p><b>Resilience Learning Partnership (RLP)</b></p> <p>RLP is a lived experience led, Training &amp; Education Provider. They specialise in Trauma Informed Practice and lived experience. Activities focus on ensuring lived experience is authentically and meaningfully embedded in service and organisational policy design.</p> <p>RLP set up in 2018 to establish a formal approach to engaging with local people with lived experienced in a way which is dignified and rewarding.</p> <p>This approach enables partners to learn from those with lived experience in a way which ensures appropriate financial</p>	Resilience Learning Partnership	<p>Increased Income from Employment</p> <p>Supporting families in other ways.</p> <p>Empowering people to pursue educational opportunities.</p>	Ongoing/Social Enterprise	<p>Won't directly deliver services to child poverty groups however will assist with learning to develop non-stigmatising and dignified approaches to delivering services</p>	<p>RLP continues to deliver its own TIP training nationally through STILT and through core training activities. RLP continues to run their 6 months Trauma Informed Education &amp; Recruitment Pathway (TIER). This is open to participants aged 18+ with lived experience of psychological trauma. This year RLP have begun a project with Clacks Council EPS (Educational Psychology Service). A TIA Governance Group has been established and will report on project activities &amp; outcomes. For more info:</p> <p><u><a href="#">Resilience Learning Partnership • Education &amp; Training • Lived Experience</a></u></p>
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reimbursement.					
<p><b>CSADP - Support For Families Affected by Substance</b></p> <p>Since 2015, the ADP has invested in dedicated CAB workers within local alcohol and drug services. Substance workers refer service users for support with income maximisation, housing, employment and money and debt advice and support.</p> <p>The Forth Valley Recovery Community provides a pathway for people that lead to worthwhile work/further education.</p> <p>Increase access to treatment from alcohol and drugs services.</p>	Clacks and Stirling ADP	<p>Increased income through Maximised benefit entitlement</p> <p>Increase recovery from substance use</p>	<p>Funded by ADP – alternative funding options currently being explored.</p> <p>Funded by ADP Statutory and Commissioned Services funded by HSCP / ADP</p>		<p>Recovery Cafe attendance continues to increase in individual attendances, café locations and offering of activities. ADP investments continue to be reassessed with reference to available data on substance use prevalence and harms risks.</p> <p>ADP Commissioning Consortium is gathering experiential and other data to guide investment decisions based on people’s needs. We are also examining how to ensure alignment with the HSCP 10 year, rights-based strategic commissioning plan.</p>
<p><b>Trauma informed practice agenda</b> – NHS Forth Valley leading on developing and delivering trauma informed practice training framework across 4 scopes.</p> <p>This will aim to reduce impact of</p>	<p>Clackmannanshire Council</p> <p>NHS Forth Valley, in partnership with, NES, Public Health Scotland, local HSCP’s.</p>	<p>Supporting families in other ways</p> <p>Partnership Working</p>	<p>Initial project ran until March 2021-</p> <p>Focus is now on making the training sustainable beyond this</p>	<p>Consideration across the lifespan, initial focus on adults/parents who’ve experienced psychological</p>	<p>Funds received from Scottish Government in 2022 have been committed to the recruitment of an Assistant Educational Psychologist to co-ordinate the programme of work within the Council, as well as commission consultancy and training from the Resilience Learning Partnership (RLP). Three</p>

<p>psychological trauma, reduce re-traumatisation and prevent negative impact of intergenerational psychological trauma on families, and children.</p> <p>Subsequent directive to progress TI training and awareness within the Local Authority.</p>			timescale.	trauma.	<p>strands of work are planned: 1. Awareness raising across all Council staff through mandatory training. 2. More targeted training of managers/leaders across the Council, including opportunities for supported reflection and implementation through RLP. 3. Self-evaluation work undertaken with key teams within the Council for whom trauma-informed practice is felt to be particularly relevant e.g. Council Reception.</p>
<p>We will commission research to better understand the barriers and potential solutions to affordable and accessible transport to, from and within Clackmannanshire. We will work with a wide range of partners on this research and associated delivery plans including, where appropriate, our neighbouring authorities.</p>	CPP Partners	<p>Income from Employment</p> <p>Partnership Working</p>	Commence October 2019	All child poverty groups	<p>Access to local transport is a significant priority for partners in Clackmannanshire and across Forth Valley and is a key part of the Regional Economic Forum identified priorities. Specific Clackmannanshire wide work is also being taken forward on local transport solutions through an established multi-agency partnership.</p> <p>In 2021/22 the implementation of the free bus travel for people under 22 years has been rolled out across Scotland.</p>
<p>We will, along with our partners, hold a series of Child Poverty and Inclusive Growth events to</p>	CPP Partners	Increased awareness of poverty	October 2019 (potentially annually)	Won't directly deliver services to child poverty	See detail in the Key Achievements Section.

<p>coincide with <b>Challenge Poverty Week</b> in October. These events will aim to raise awareness; promote work to tackle poverty in Clackmannanshire and identify new strategic links and opportunities around poverty and inclusive growth.</p>		<p>stereotypes.</p>	<p>thereafter)</p>	<p>groups however will raise profile and awareness and will shape future work and partnerships.</p>	
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## Appendix B – Clackmannanshire Data Dashboard 2022/23

Indicator	Clackmannanshire	Stirling	Falkirk	Scotland
Total Population, 2021 (change)	51,500 (+200)	93,500 (+400)	160,700 (+100)	16,900
Dependency ratio 2020 (Dependents as proportion of working age population %)	61.2	55.7	57.4	56.5
Working age population forecasts (% change 2018 to 2043)	-8.7	7.6	2.2	-4
Job density, 2021 updated from NOMIS	0.54	0.86	0.72	0.8
Employment rate, 16 - 64 (%), December 2022 updated from NOMIS	69.5	79.4	80.5	72.9
Male median weekly earnings (full-time, excluding overtime), 2022 updated from NOMIS	£701.3	£631.6	£617.0	624.2
Female median weekly earnings (full-time excluding overtime), 2022 updated from NOMIS	£539.3	628.4	£621.6	569.4
Underemployment of population aged 16 and over (proportion of respondents who would like to work longer hours given the opportunity), 2020	11.1	7.1	3.4	8.5
Proportion of people aged 16-64 in employment receiving job-related training in last 3 months, 2020	14.2	21.8	13.3	22
Public sector employment, Jul 2020-Jun 2021	32.5%	27.0%	28.4%	28.6%
Children living in relative low-income families (%), FYE 2022 sourced from <a href="http://www.gov.uk">www.gov.uk</a> .	25.9%	15%	19%	20% (UK figure)
No qualifications (NVQ), 16 - 64 (%), 2020	10.2	6.7	10.4	8.1
Life expectancy male (at birth), 2019-2021 updated from NRS	75	77	76	76.5
Life expectancy female (at birth), 2019-2021 updated from NRS	80	81.5	80	81
Degree qualification equivalent and above, 16-64 (%), 2020	29.4	43.6	32.9	34.5
School leavers in positive destinations, 2021/22	96.5%	96.1%	94.2%	95.7%
Annual participation measure for 16-19 year olds, 2022/23	91.6%	95.6%	93.1%	94.3%
Workless households, December 2021 (%) updated from NOMIS	23.7	13.9	13.3	18.10%
School attendance rate	92.9	94.1	93.1	92
School exclusion rate (per 1,000 pupils), 2018/19	1.2	17.6	16.5	11.9
Drug-related deaths per 100,000 population, 5 yr period 2017-21	23.5	21.8	22.8	22.8



(sourced from nrs)				
Suicide rate per 100,000 population, 2017-2021 (sourced from nrs)	16.3	10.9	a15.6	14.1
Teenage pregnancy rate (crude rate per 1,000 females aged <20 Year ending 2020 sourced from PHS	43	47	88	23.9
Modern Apprentices who are female, Q2 2021/22	41.2%	34.5%	27.4%	37.80%
18-24 claimant count (October 2021)updated from NOMIS	6.6	2.9	5.3	4.8
Residents who are very or fairly satisfied with the quality of public services, 2019	53%	58%	53%	53
Percentage of homes with ultrafast broadband availability (download speeds of 300mbit/s), September 2021	20.1%	52.3%	80.7%	59%
SIMD 20% most deprived (local share), %	25.0%	12.4%	16.4%	
Proportion of households in fuel poverty, 2017-2019	23.7%	21.2%	22.2%	24.4%
Access to green and blue space (proportion of adults who live within 5 minutes of their local green/blue space), 2019 (%)	76	84	66	67
Number of crimes and offences recorded in Scotland per 10,000 population, 2022-23 (indicator is different to last yr – now ‘total offences’, not just offences recorded by police)	523	394	486	528
% of dwellings that fail the SHQS overall, 2017-19	24%	32%	36%	41%
CO2 emissions per capita (tonnes), 2019	10.1	6.6	7.2	5.7

## **Appendix C. Case study of client support from the Parental Employability Support team**

Jane is a 26 year old lone parent to a 1 year old son. Jane has a history of poor mental health and struggles with her anxiety. She was referred to Clacks Works by DWP for help with income maximisation. She had tried and failed previously to engage with Citizens Advice Bureau (CAB).

Due to her mental health Jane struggled to engage with her Clacks Works Key Worker face to face, so they had several telephone appointments initially until she felt able to meet. The flexibility of the service allowed Jane to attend when she could, and not when she felt unable to leave the house until she had established a good enough relationship with her Key Worker to not have anxiety about meeting her. She started coming along to drop-in sessions to help build her confidence and get used to leaving the house with her child. When she was ready she was referred to CAB. Her Key Worker was able to support her to these appointments and work with her to gather the evidence and documents her Money Adviser needed. She supported Jane to make phone calls to the GP and her energy provider, something that she was unable to do alone without becoming too anxious to explain what she needed. She has been supported to claim additional benefits and reduce her debt repayments, relieving the pressures and stress she had financially.

Her Key Worker then started to talk to Jane about a nursery place and making plans for when her son turned two. Jane had previously worked in hospitality and has a love for cooking and baking. Her Key Worker offered her a place on a cleaning and disinfection course that was being delivered as part of a suite of courses. She was met by a Clacks Works member of staff and taken into the training. Jane enjoyed it so much she asked if she could go back the following week. She completed 4 x 1 day training courses and received certificates. This encouraged her to think about some volunteering. She was supported to a meeting with The Gate Food Academy and agreed to volunteering in the kitchen 1 day a week. She did this for several months before her Volunteer Coordinator encouraged her to move to front of house to further build her confidence. Her Key Worker helped her to apply for a nursery place and secured funding to provide 10 weeks worth of childcare to allow her to start her new volunteering role prior to her son starting nursery.

Jane now felt ready to think about the future but still felt like her mental health would hold her back. Her Key Worker spoke to her about THRIVE to Keep Well and made a referral. She secured a place and her Key Worker arranged childcare through her entitled hours. She hopes that, on completion of THRIVE, she will feel ready to make to move into employment.

She has been receiving Parental Employability Support through Clacks Works for 18 months now, and will continue to be supported for as long as she needs it, including when she is working.

**CLACKMANNANSHIRE COUNCIL**

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**Report to: Audit and Scrutiny Committee**

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**Date of Meeting: 26 October 2023**

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**Subject: Health & Safety Annual Report 2022/23**

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**Report by: Health & Safety Manager**

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### **1.0 Purpose**

- 1.1. This report provides the 2022/23 annual report on Health & Safety performance across the Council.

### **2.0 Recommendations**

- 2.1. The Committee is asked to note the report, commenting and challenging as appropriate.

### **3.0 Considerations**

- 3.1. The Council has a legal duty to ensure the health and safety of its employees and anyone who comes into contact with the services we provide as well as ensuring no person comes to harm. This helps prevent loss or damage to property, disruption due to incidents and claims being made against the Council.
- 3.2. The Health & Safety Team have been heavily involved in the ongoing recovery to the pandemic. This has reduced the amount of time available to the team to progress work which had previously been planned.
- 3.3. Significant work has been undertaken over the last year to improve the health and safety culture across the organisation and the report provides detail of this activity, enforcement activity by external bodies and performance measures.
- 3.4. There is still work to be undertaken to ensure the Council fully meets its legal obligations. A Health & Safety Strategy 2022-2025 was approved by Council on 6<sup>th</sup> October 2022 followed by the approval of a Wellbeing Strategy on 1<sup>st</sup> December 2022. These strategies provide a framework for the work we need to undertake.

### **4.0 Sustainability Implications**

- 4.1. None Noted.

## 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)

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".

- **Appendix 1:** Health & Safety Annual Report 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

### Author(s)

NAME	DESIGNATION	TEL NO / EXTENSION
Seonaid Scott	Health & Safety Manager	x 2174

### Approved by

NAME	DESIGNATION	SIGNATURE
Stuart Crickmar	Strategic Director Partnership and Performance	





# Health and Safety

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# Annual Report 2022–2023

Be the  
Future

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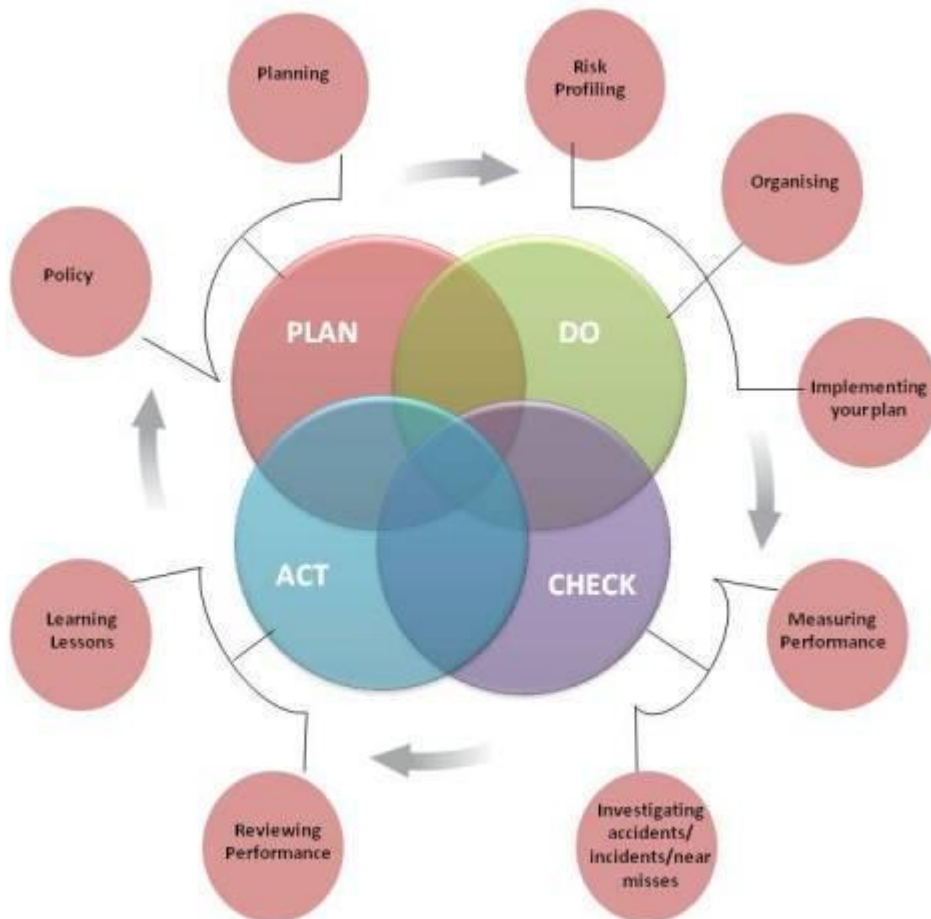
# 1. INTRODUCTION

## 1.1 Aims and Objectives

In order to manage Health and Safety (H&S) effectively, it is essential to carry out and report on periodic reviews of H&S performance. This report aims to provide senior management and Elected Members with insight into the deployment of H&S across the Council. Management information is included for the period 1<sup>st</sup> April 2022 to 31<sup>st</sup> March 2023. Information relating to the use and performance of the Occupational Health contract is also considered.

The report also provides information on H&S risks and any enforcement action / Health and Safety Executive (HSE) involvement where the effectiveness of internal controls and H&S risk management have not achieved their intended aim(s).

The Council uses the system set out in the HSE publication *Managing for Health and Safety (HSG65:2013)* as the basis for its H&S Management System. This is based on principles of Plan, Do, Check and Act which are common to many management systems.



The ultimate objective of this report is to monitor performance and to provide an indication of the level of assurance on the achievement of statutory compliance.

## **1.2 H&S Team goals**

The H&S Team aims to ensure, as far as is reasonably practicable, that Council business is conducted and services are delivered without causing harm or ill health to our staff, or any others affected by our activities. Advice provided on the management of H&S will be reasonable, proportionate to the level of risk and benchmarked with similar organisations. The team also manages the Council Occupational Health Services contract. The H&S service contributes to maintaining a healthy workforce, improving efficiency, reducing costs and claims, managing risk and reducing absence.

The central H&S Team satisfies the statutory requirement to appoint an adequate number of competent persons to assist the Council to comply with its legal duties, without removing the direct responsibility on Services to assess risk and operate in a safe manner.

Over the 22/23 financial year the team continued to play a significant role in the Council's ongoing recovery from the Covid19 pandemic. This has involved providing advice and guidance to staff and managers on national guidance and regulations, carrying out assessments of all buildings to ensure they are "Covid Secure", carrying out 56 individual risk assessments to ensure appropriate measures are in place for staff with underlying health conditions and co-ordinating and issuing over 80k pieces of PPE to Council services and to wider groups on behalf of the HSCP. This has all been undertaken while continuing the wide range of business as usual activities.

## **2. EXECUTIVE SUMMARY**

Highlights from the range of work undertaken from the period 2022-23 include:

- Development or review of 6 policies,
- Completion of 8059 Health and Safety training activities,
- Completion of General Health & Safety Audit visits to 29 Council properties,
- Completion of 597 Health Surveillance checks,
- Support provided through 684 contacts with PAM Assist and 20 referrals to Physiotherapy,
- Completion of the analysis of 44 Stress Risk Assessments.
- Support across the organisation regarding the ongoing effects of Covid-19 on the way work is carried out.

All of the above support the Council in achieving statutory compliance and enhancing the health, safety and wellbeing of staff.

### **3. PERFORMANCE - H&S MANAGEMENT SYSTEM**

#### **3.1 Key Performance Indicators**

In October 2022 Council approved a new Health & Safety Strategy. This set out an action plan with key performance indicators around five themes:

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

The results from this can be found at Appendix 1.

#### **3.2 Statutory Breaches & Enforcement Action**

There were two Statutory Breaches found or Enforcement Action taken during the 2022-23 period.

##### *Hand Arm Vibration Syndrome*

The first was due to failings in the management of Hand Arm Vibration for a Joiner. This has led to significant work being undertaken to review the HAVS policy, measure all vibrating tools being used and to implement a system to monitor exposure for individual employees.

##### *Kelliebank Depot – Ladder Placement*

The second was due to a ladder being left against a mezzanine area which led a HSE Inspector (who was undertaking an unannounced visit) to believe the area was being regularly accessed. As such it was deemed that proper access arrangements were required to be introduced. A fixed ladder and edge protection were duly installed.

These incidents attracted Fees for Intervention of £3,582.74. These were the first actions taken against the Council since May 2019. A material breach could have led to a fine of £20k each, so these fees are small in comparison.

Scottish Fire and Rescue Service have continued to carry out regular fire safety audits across the Council estate with no major improvements required.

#### **3.3 Significant Incidents/Accidents**

During 2022/23 there were no full HSE investigations following the reporting of accidents under the RIDDOR Regulations. Where requested by HSE further additional information was provided on a case by case basis.

### 3.4 Accident Data

A new accident reporting system (Evotix Assure) was launched on 1<sup>st</sup> April 2021. This is an online system which allows incidents to be reported from any internet enabled device. The new system has greatly increased the efficiency and enhanced reporting functionality. The system also allows the H&S team and senior management greater visibility of up-to-date incident data.

Table 1 below summarises the accident data for the financial year 2022/23. Previous years are included for comparison. The Accident Incidence Rate is a standard calculation for reporting accident rates across different industries. While our rate has been increasing steadily, information from the HSE confirms that across other Public Administration organisations has been decreasing over the same time period. However, our rate remains around a quarter of the average for Public Administration organisations.

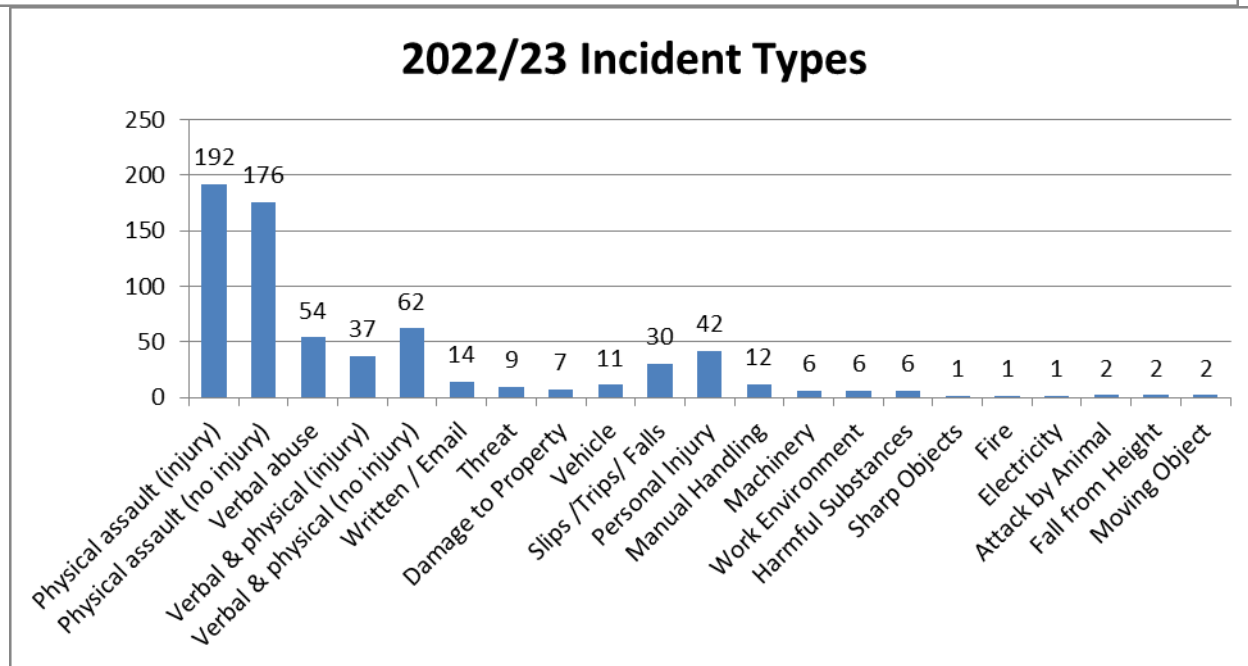
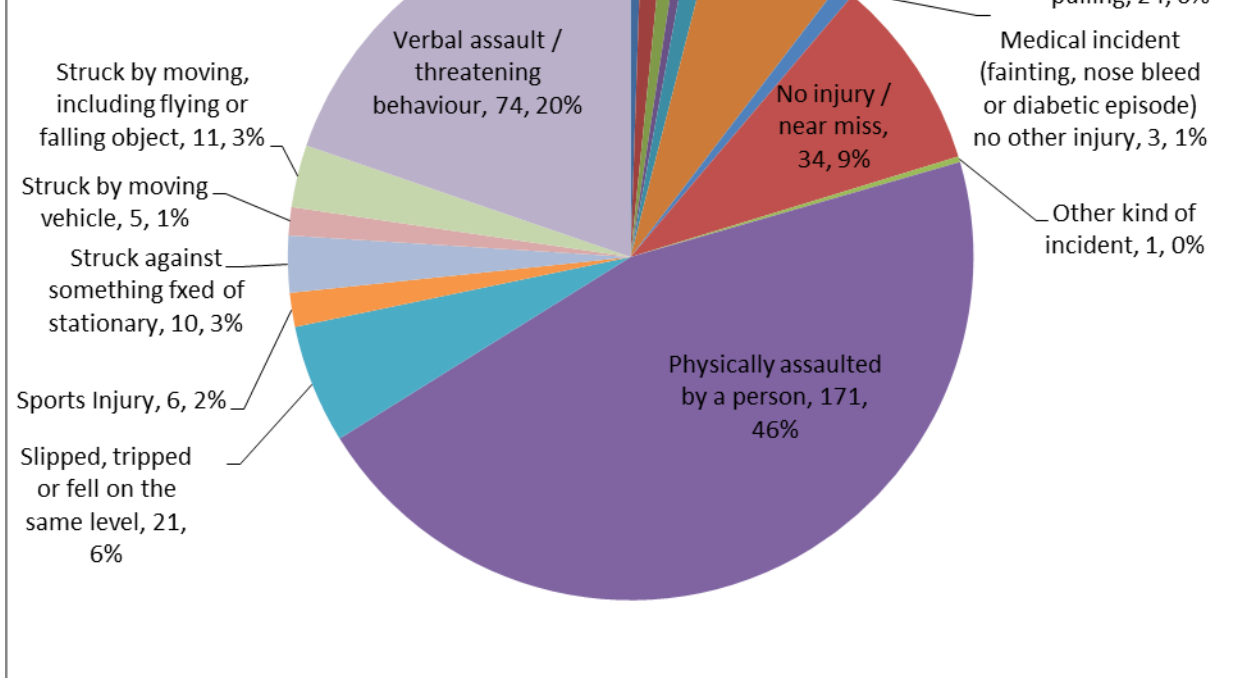
<b>TABLE 1 – COUNCIL ACCIDENT STATISTICS</b>				
<b>Number of Reports</b>	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>	<b>2022/23</b>
<b>Staff</b>	375	264	532	670
<b>Others*</b>	Not available	Not available	1903	1191
<b>RIDDOR (HSE) reportable accidents within the above</b>				
<b>Staff</b>	8	7	9	10
<b>Others</b>	Not available	Not available	6	3
<b>Staff accident incidence rate (AIR)</b> (Total RIDDOR reportable x 100,000 / FTE employees)	8 x 100000 / 2029 = 394.28	7 x 100000 / 2090 = 334.93	9 x 100000 / 2127 = 423.13	10 x 100000 / 2094 = 477.55

\*Others include school pupils, care home residents and general members of the public

There has been a further increase in the number of incidents reported, which is due to the introduction of the new system.

There has been a moderate increase in the number of incidents which required reporting to the Health & Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). Six incidents involved specified injuries while four were due to injuries which prevented the employee carrying out their normal duties for more than seven days. Table 2 illustrates the proportion of incidents across all services areas.

<b>TABLE 2 – COUNCIL STAFF ACCIDENT STATISTICS – by Directorate</b>												
	<b>P&amp;P</b>			<b>People</b>			<b>Place</b>			<b>HSCP</b>		
	<b>20/21</b>	<b>21/22</b>	<b>22/23</b>	<b>20/21</b>	<b>21/22</b>	<b>22/23</b>	<b>20/21</b>	<b>21/22</b>	<b>22/23</b>	<b>20/21</b>	<b>21/22</b>	<b>22/23</b>
<b>Non RIDDOR</b>	19	0	1	145	468	596	85	46	55	8	9	11
<b>RIDDOR</b>	0	0	0	2	5	9	4	3	1	1	1	0
<b>Total</b>	<b>19</b>	<b>0</b>	<b>1</b>	<b>147</b>	<b>473</b>	<b>605</b>	<b>89</b>	<b>49</b>	<b>56</b>	<b>9</b>	<b>10</b>	<b>11</b>



In 2022/23 the proportion of near miss events had increased significantly. This is a result of significant effort by the Health & Safety Team to encourage Near Miss reporting.

### 3.5 Audits

#### Site Visits

A programme of general Health & Safety audit visits to 51 identified Council properties commenced in January 2022. Of the 51 required visits, 39 were carried out during the 2022/23 year. 12 had been visited in the 2021/22 year, with the final visit taking place in April 2023.

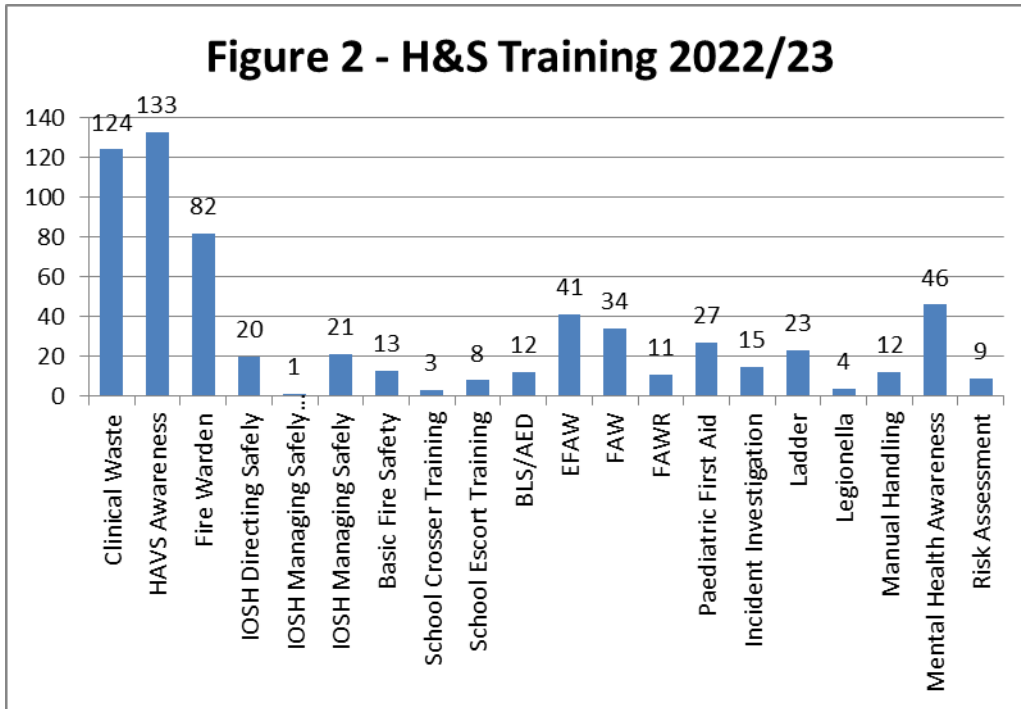
From these 39 visits it was confirmed that basic Health & Safety management arrangements are in place, although some issues with the building fabric are now being addressed by the Property Team. Relevant managers have also been given actions to improve any deficiencies noted.

In addition to this, the Health & Safety team have completed a number of visits to worksites. The main issue identified from these visits has been a failure to wear Personal Protective Equipment (PPE) correctly. Toolbox talks have been undertaken to help resolve these issues.

### 3.6 Training

H&S training plays a significant role in reducing overall H&S risk. In 2022/23 there were 639 attendances at events which support improvements to ensure the safety and health of employees and service users.

Figure 2 details the attendance at H&S training courses during the financial year 2022/23.



So as to increase the scope of our training activities in support of improving our H&S culture, the First Aid Officer has had their role expanded to provide other types of Health & Safety Training. This has increased the amount of training available to employees by just under 20%, while reducing the cost of such training to the Council (by delivering courses in house, rather than relying on external providers). It has also allowed courses to be run more flexibly to accommodate different working patterns.

A growing number of courses are being run as e-learning, allowing employees to choose where and when they access the course. Table 3 shows the number of employees completing key courses across each of the last three financial years. These were deemed to be mandatory courses for all employees. Videos of these courses were made available to those without regular computer access which has helped to boost uptake.

TABLE 3 – H&S E-learning			
Course	2020/21	2021/22	2022/23
H&S Intro	478	60	856
Electricity	239	39	987
First Aid	285	64	945
Fire	1313	1503	1367
Slips & Trips	261	44	953
Manual Handling	n/a	n/a	1016
<b>Total</b>	<b>2576</b>	<b>1710</b>	<b>6124</b>

In addition, Toolbox Talks have been developed for key aspects of Health & Safety. Table 4 shows the number of employees who have received these since 2020.

<b>TABLE 4 – H&amp;S Toolbox Talks (staff attendance levels)</b>			
<b>Subject</b>	<b>2020/21</b>	<b>2021/22</b>	<b>2022/23</b>
H&S Policy		55	319
Fire Safety Policy		203	326
Construction (Design & Management) Policy	22		4
Accident Reporting & Investigation Policy	172	71	337
Management of Asbestos Policy	177		4
Management of Contractors Policy	45		4
Control of Vibrations Policy	8		
Catheter Care Guidance		30	
Covid 19 Guidance for Care Homes		73	40
Covid Social Care Setting Update		25	
Covid Visiting Guidance update		21	
Employee Health Assessment		26	
Infection Control		19	
OPUS Guide to Safeguarding Issues with Medication		13	
Returning to work for HSCP staff		26	
Service Users Meaningful Activity		32	
SI for residents in Adult Care Homes		24	
Updated Public Health Actions		32	
Winter Response – SI for SC staff		32	
Care Assured and Clinical Outreach Team		17	
Adverse Conditions			21
Air Suspension			7
Clinical Support Access			16
Risk Assessment			4
Electrical Cooking Appliances			21
Electrical Safety			11
First Aid			11
Seat Belts			11
Health Surveillance			4
Healthcare Framework			19
Introduction to Health & Safety			16
Slips, Trips & Falls			16
Legionella Prevention			4
Lifting Equipment & Lifting Operations (LOLER)			13
SSSC Registration			21
Isolation Procedures			10
Personal Protective Equipment			4
Provision & Use of Work Equipment (PUWER)			4
Rewiring / Electrical Equipment			20
Portable Heaters & Fans			21
Working on Vehicles			8
<b>TOTAL</b>	<b>424</b>	<b>717</b>	<b>1296</b>

As predicted the Toolbox Talk uptake has increased substantially. This is partly due to more face to face sessions being able to take place following pandemic restrictions being relaxed, but is also due to line managers starting to take the initiative to develop talks on subjects relevant to their teams. This is a sign that the H&S culture is starting to improve with H&S at the forefront for both staff and managers.



## 4. OCCUPATIONAL HEALTH PROVISION

The Occupational Health Provision (OHP) is an important risk/absence management tool, allowing the Council to optimise productivity whilst reducing costs related to health issues. OHP's perform the following functions:

- Identification of the legacy of impairment/disease in new employees and the establishment of a 'baseline' of health.
- Pre employment health assessment.
- Advising on adjustments as required to comply with the Equality Act 2010.
- Identification of work-related disease and defence in the event of legal challenge.
- Provision of advice on preventing/minimising work-related illness.
- Compliance with statutory health surveillance requirements.
- Assessment of fitness for work during and after illness/disease onset and recommending adjustments and restrictions to reduce absence costs.
- Employee Assistance such as Counselling, CBT, EDMR.
- Physiotherapy.

The main OH provider was Optima Health, with Employee Assistance provided by PAM Assist and Physiotherapy provided by Framework.

From 1 April 2023 a new provider was procured using a Crown Commercial framework. Our new provider is now Health Partners, but Employee Assistance and Physiotherapy provision remain the same.

### 4.1 OH (Management) referrals

Table 5 below shows the number of referrals made to our OHP. These are mainly made by managers in relation to employee attendance issues, but occasionally may be made to request advice in cases where there has not been any absence.

The number of management referrals has increased largely due to cumulative effects of the pandemic with employees experiencing delays in medical treatment,

Referral Type	Number of referrals 2019/20	Number of referrals 2020/21	Number of referrals 2021/22	Number of referrals 2022/23
Management referrals	366	365	489	511
Pre employment screening	535	318	439	562
Case conferences	0	0	0	0

an increase in mental health concerns and several experiencing difficulties following covid infection. The number of pre employment screening requests reflects recruitment activity across the Council.

### 4.2 Health surveillance

Health surveillance checks are required by legislation and include checks for:

- Noise Induced Hearing Loss;
- Hand Arm Vibration Syndrome;
- Occupational Asthma / lung function;
- Occupational Dermatitis (skin);
- Night worker medicals;

Table 6 below shows the number of staff attending OH for statutory health surveillance appointments over the last three years. In line with guidance from the Health & Safety Executive surveillance was paused during the initial stages of the pandemic, with paperscreen surveillance having taken place until October 2021.

There are 268 individual staff members currently included in the health surveillance programme and 46 staff on the night worker medicals programme.

TABLE 6 – Health Surveillance Appointments			
	2020/21	2021/22	2022/23
<b>HAVS</b>	59	29	68
<b>Audiometry</b>	64	58	124
<b>Skin checks</b>	121	108	199
<b>Lung checks</b>	122	108	201
<b>Night worker assessment</b>	0	23	5

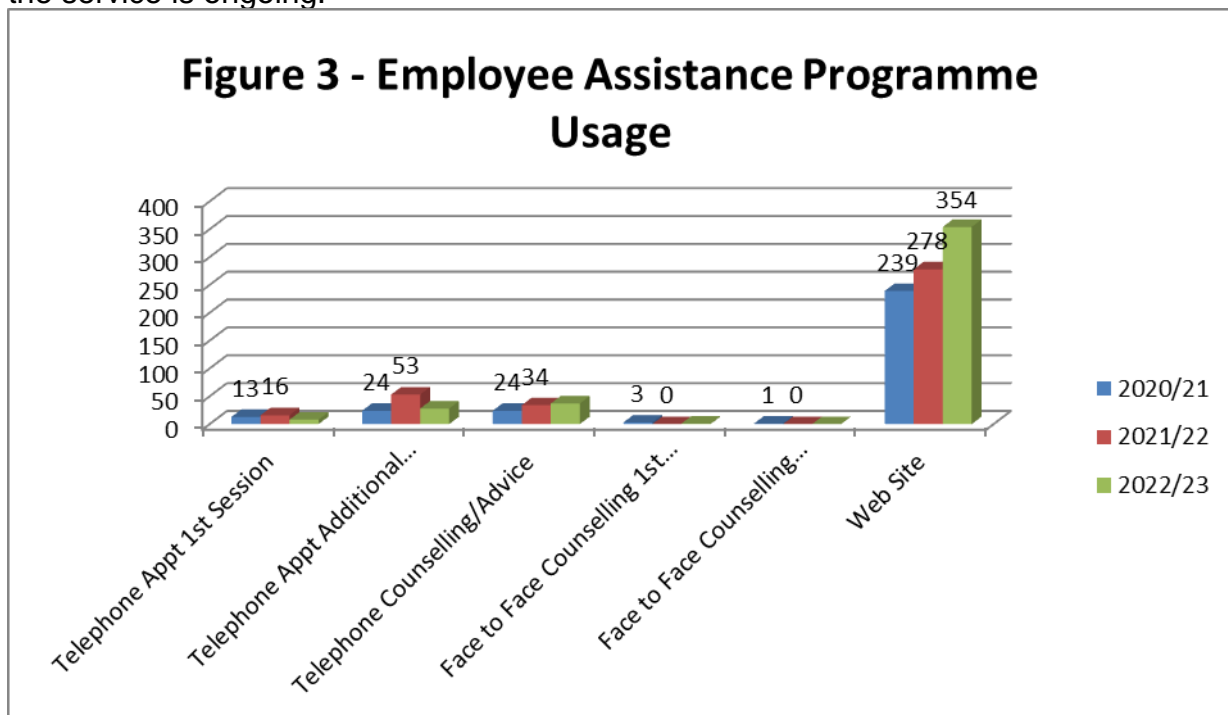
\* Health surveillance checks are cyclical, some of which take place on a 3 year rotation. These figures highlight the usage of the contract and are not performance indicators.

Where symptoms are identified during routine health surveillance managers are then provided with recommendations from OH in order to ensure exposures are reduced. A structured feedback form is now used to ensure the outcome of health surveillance appointments is formally passed to staff, with results of this being recorded on iTrent.

### 4.3 Employee Assistance Programme

The Employee Assistance Programme provides for online and telephone assistance on a wide range of topics. If more specific support is provided such as counselling, Cognitive Behaviour Therapy (CBT) or Eye Movement Desensitization and Reprocessing (EMDR), this is charged separately to the relevant service.

Figure 3 shows the use made of this provision over the last three years. A total of 685 contacts were made with PAM Assist, with most types of access seeing a small drop. Two cases during the 2022/23 period were identified as red flag cases. The contract with PAM Assist has been renewed in April 2023 and promotion of new opportunities through the service is ongoing.



The main topic for phone contact was Mental Health Issues. Table 8 shows the topics viewed on the website by Council employees.

<b>TABLE 8 – Employee Assistance Website Topics</b>			
<b>Topic</b>	<b>2020/21</b>	<b>2021/22</b>	<b>2022/23</b>
Bereavement		28	13
Carers Support		3	
CBT Support	13	19	12
Change Your Thinking	8	11	
Community		90	93
Conditions	2		3
Domestic Violence		2	1
Drugs and Alcohol			
Eating & Nutrition	16	11	6
Eating Disorders		4	
Family & Relationships		6	16
Finance	20		5
Generic	6	5	9
Health Awareness	4	7	3
Legal Advice	16	8	4
Medicine Chest		6	
Mental Health	84	109	92
Moving	2	2	
MSK	1	1	
No topic		8	
On-line Counselling		2	
Pregnancy & Post Natal		3	3
Stress Management	1	61	75
Support		5	7
Women's Health	1	2	
Work & Jobs			13
<b>TOTAL</b>	<b>177</b>	<b>405</b>	<b>354</b>

#### 4.4 Physiotherapy

The primary purpose of the Physiotherapy Service is to either prevent absence or to facilitate a return to work as a result of a musculoskeletal injury or illness. The Service was set up as part of the Council's absence management initiatives with the aim being to provide faster access to physiotherapy as staff could wait eight to twelve weeks for NHS provision. The physiotherapy provision is delivered by 'Frameworks Clinics'.

There were 20 referrals to Physiotherapy with 33 appointments during 2022/23.

#### 5. STRESS RISK ASSESSMENT

Stress risk assessments aim to assist managers in the identification of stressors and the subsequent identification of risk control measures. Table 9 below summarises the demand for assessments from each Service. The number of assessments has been increasing steadily.

<b>TABLE 9 – Stress Risk Assessments by Service 2020-23</b>			
	<b>2020/21</b>	<b>2021/22</b>	<b>2022/23</b>
P&P	4	4	2
People	15	23	28
Place	4	7	9
HSCP	0	1	5
<b>Total</b>	<b>23</b>	<b>35</b>	<b>44</b>

## 6. PRIORITY AREAS FOR IMPROVEMENT

While good progress has been made in health and safety performance, there are still significant challenges to ensure robust Health & Safety arrangements are in place across the Council. This has led to the development of the Health & Safety Strategy 2022-2025. 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

This was agreed by Council in October 2022. Meetings were held with each Senior Manager in early 2023 to discuss the strategy with them and identify initial areas for each Manager to progress within their area. The Strategy set out Key Performance Indicators and the initial report on progress is at Appendix 1.

Council also approved the Wellbeing Strategy in December 2022. The Objectives outlined are:

1. Promote and improve positive mental health and wellbeing for all employees.
2. Promote an open and supportive leadership culture where mental health and wellbeing issues can be raised and dealt with effectively.
3. Ensure effective and consistent wellbeing communication to help identify and tackle organisational issues that negatively affect mental health and wellbeing within teams.
4. Adopt and implement a more proactive approach to managing work related stress.
5. Provide employees experiencing mental health and wellbeing problems with access/sign posting to appropriate professional assistance and support.
6. Reduce barriers to employment and support employees who have experienced, or are experiencing, mental health and wellbeing problems/issues.

The agreed focus for the first year are to introduce Wellbeing through Wellbeing awareness/communication, engagement and training. This remains a priority for the team in 2022/23.

## 7. CONCLUSIONS

The aim of this report is to review H&S performance and to provide general assurance on the level of compliance with statutory requirements. From the review limited assurance can be provided on the uniform compliance with statutory H&S duties across the Council. This is defined by Internal Audit as

*Risk, control, and governance systems have some satisfactory aspects. There are, however, some significant weaknesses likely to undermine the achievement of objectives and leave them vulnerable to an unacceptable risk of error or abuse.*







While pockets of good practice exist, there is still significant work to do to ensure that this is embedded across all service areas.




Significant work has been undertaken to build the foundations of a strong Health and Safety Management System. 2 policies have been developed and four reviewed over the past year. 29 General Health & Safety Audit visits have been carried out, building up a picture of compliance levels across the Council. A total of 8059 learning activities were undertaken during the period.



A key role for the Health & Safety Team is to share good practice to help those who may not be performing as well. The development of the Evotix system is greatly assisting with this as many aspects can be copied across from one team to another.

A key challenge for the team over the next year will be to ensure that Health & Safety remains a priority in all areas of the Council.



The H&S Team will continue to closely monitor performance and work towards reducing the key risks facing the Council as detailed above; adjusting priorities as required in order to safeguard the health, safety and wellbeing of staff, as far as is reasonably practicable.

Theme 1: Leadership & Management					
Objective	KPI	Success indicator	Owner	Status	Commentary
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	  	11 meetings recorded between October 2022 and March 2023  553 toolbox talks recorded.
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		Committee template change being considered by SLG
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		15 audits completed. Risk profiling commencing April 2023 to inform future Audit programme
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	-	Annual only – expected March 2024.
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 Managers / H&S Team	-	Expected September 2023.
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		Article in Connected. Meetings held with all Senior Managers.
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		First one expected August 2023.

Theme 2: Competence					
Objective	KPI	Success indicator	Owner	Status	Commentary
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	-	Expected early 2024
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 biennially. Aim to reach Proactive level by 2024.	H&S Team / Line Managers	  -	Regular reporting is now in place. Still some gaps in the uptake of mandatory training, although results last year were significantly better than previous years.  Biennial only – due March 2024.
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	-  -	Expected April 2024.  Expected October 2023.
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		Risk Assessments, COSHH Assessments, and DSE Assessments starting to be used on Evotix
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		167 HAVS, 91 Clinical Waste, 55 Ladder Training, 102 First Aid (various). IOSH Managing Safely in development.

Theme 3: Risk Management					
Objective	KPI	Success indicator	Owner	Status	Commentary
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		418 Risk Assessments confirmed in place. 58 teams (51%) with nothing on system.
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	-	H&S is a standing item on all Bipartite, TU/Management meetings but no formal way of recording.
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	-	Implementation from September 2023 onwards
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	-	Expected September 2024
3.5 Ensuring a robust Health and Safety Audit programme is in place	Areas audited according to audit plan.	Year on year increase in audit and inspection activity carried out by managers. Year on year improvement in audit outcomes measured with the audit finding implemented by the agreed time scale.	Line Managers H&S Team / Line Managers	-	1 Audit completed. Risk profiling commencing in April 2023 which is the first step in setting up the self-audit programme.
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		Incidents reported – 915. Within 5 days – 838 (91.6%). Investigated – 695 (76%). 2 Notices of Contravention received from HSE.



Theme 4: Health & Wellbeing					
Objective	KPI	Success indicator	Owner	Status	Commentary
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	-	Expected late 2023
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		55 managers trained but some difficulty getting managers to engage.
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		10 employees attending weekly walking sessions and 3 Keep Well Assessments

<b>Theme 5: Collaborative and Partnership Working</b>					
<b>Objective</b>	<b>KPI</b>	<b>Success indicator</b>	<b>Owner</b>	<b>Status</b>	<b>Commentary</b>
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	-	Expected May 2023
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	-	Biennial only – expected March 2024
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	-	Expected early 2024
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	-	Expected late 2023
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	-	Expected late 2024

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**Report to: Audit & Scrutiny Committee**

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**Date of Meeting: 26 October 2023**

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**Subject: Council Financial Performance 2023/24 as at June 2023**

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**Report by: Chief Finance Officer**

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## **1.0 Purpose**

1.1 This paper provides an update on the financial performance for the Council, as at June 2023, in respect of:

- the General Fund (GF) revenue and capital spend and the achievement of savings for the current financial year 2023/24,
- the Clackmannanshire element of the Stirling & Clackmannanshire Health and Social Care Partnership (H&SCP) revenue spend; and
- the Housing Revenue Account (HRA) revenue and capital spend, for the financial year, 2023/24.

## **2.0 Recommendations**

2.1 Committee is asked to note the report, commenting and challenging as appropriate on:

2.1.1 General Fund revenue forecasted underspend of £(0.602)m for the year to 31 March 2024;

2.1.2 the Clackmannanshire element of the Health and Social Care Partnership (H&SCP) forecasted overspend of £3.417m as at June 2023, for the year to 31 March 2024;

2.1.3 the HRA revenue forecasted deficit of £0.555m less than the budgeted surplus for the year to 31 March 2024;

2.1.4 the HRA Capital programme forecasted underspend of £(1.500)m;

2.1.5 the General Fund Capital Programme forecasted underspend of £(1.098)m, and

2.1.6 progress to date in delivering the £3.814m approved savings programme, currently forecast to achieve £2.616m, 68%, as at 31 March 2024.

### **3.0 Background**

- 3.1 This report summarises the forecasted financial position of the Council for the financial year ending 31 March 2024. This report consolidates all of the detailed financial data to provide a summary position for the Council. The report also provides detail of individual Directorate positions and their service areas within the appendices.

### **4.0 General Fund Revenue**

- 4.1 As at 30 June 2023 the General Fund is forecasting an underspend for the year of £(0.602)m.
- 4.2 Of the £(0.602)m underspend, £(0.272)m relates to devolved schools and will be carried forward into 2024/25 in line with the academic year.
- 4.4 **Appendix 1** provides the breakdown by each Directorate and centrally held Corporate Service areas along with the position for Partnerships and Sources of Funding.
- 4.5 The Council Summary at **Appendix 1** shows the under and overspend positions for each of the Directorates and Corporate Areas. The overall net underspend is made up as follows: People Directorate - £(0.001)m underspend, Place Directorate - £(0.568)m underspend and Partnership & Performance Directorate - £(0.033)m underspend. Corporate Services is forecast on budget, which includes centrally held savings achieved within the individual services.
- 4.6 **Appendices 3 to 6** provide details of individual Directorate financial performance.

### **5.0 Clackmannanshire & Stirling Health and Social Care Partnership (H&SCP)**

- 5.1 The Clackmannanshire element of the H&SCP is forecasting an overspend of £3.417m based on financial information as at June 2023. Details of the forecast variances that make up this overspend are shown in **Appendix 7**.
- 5.2 A report presented to the IJB Board on 29 September 2023 indicated a projected overspend across the Partnership of £7.221m at the end of July 2023 subject to NHS Forth valley meeting financial pressures in relation to the set aside budget. As a consequence of the projected overspend there is a requirement for a financial recovery plan per the integration scheme. It is essential that this recovery plan is developed and implemented to ensure the Partnership can manage spend within its budget. However, if there is an overspend at the end of the year this will be subject to risk share required to be covered by the three partners and additional funds would need to be passported from the Council. This is a significant risk for the Council in light of its own challenging financial position. Uncommitted reserves are just over 2% and with its own in year pressures including the pay award, the Council has a diminishing capacity to support risk share.

5.3 Due to the significant variance within the Clackmannanshire locality, the increased forecast from budget will need to be explored in detail with the IJB CFO to understand the reasons for this and the action being taken to manage this specifically within the Clackmannanshire Locality as part of the wider recovery plan.

## 6.0 General Fund Capital

6.1 For 2023/24, the approved General Fund Capital programme set out significant gross investment in Clackmannanshire amounting to £17.760m. A further £5.188m was added as a result of carry forwards from 2022/23 and £2.814m has been added to reflect additional grant income for various projects and initiatives. These additional amounts have increased the approved budget for 2023/24 to £25.762m.

6.2 Work on capital projects is being progressed however some delays have been identified due to internal and external factors. On review of the forecasts as at June, spend is estimated to be £24.664m for the year resulting in an underspend of £(1.098)m against the approved budget. **Appendix 10** provides detail of the forecasted expenditure to 31 March 2024 and variance against budget by project.

6.3 A summary of the projected outturn position for each of the Asset plans with main variances are shown in the table below:

Asset Management Strategy	Budget	Forecast to 31 March 2024	Forecast Over / (under) Spend	Main Variances
	£m	£m	£m	
<b>Community Investment Strategy</b>	10.952	10.413	(0.540)	£235k underspend on Town Centre Regeneration to be carried forward to 2024/25 £431k underspend on City Deal Resourcing due to reprioritisation of projects £86k overspend on Dumyat Visitor Hub £55k overspend on Park Primary
<b>Property</b>	4.549	4.391	(0.158)	£102k underspend on Alloa Leisure Bowl Demolition as costs less than expected. £47k underspend on resourcing due to vacant posts
<b>Roads</b>	3.997	3.955	(0.041)	£41k underspend on resourcing due to vacant post

Asset Management Strategy	Budget	Forecast to 31 March 2024	Forecast Over / (under) Spend	Main Variances
	£m	£m	£m	
Land	1.362	1.212	(0.150)	£120k underspend on Kilncraigs stone preservation which has been rephased to Summer 2024. £50k underspend on Renewable Energy Projects £20k overspend on play parks
Fleet	0.733	0.733	(0)	Outturn expected on budget
IT	3.678	3.779	0.101	£102k overspend on new telephony equipment.
Place Based Investment	0.491	0.181	(0.310)	Underspend on grant funding to be carried forward into 2024/25.
<b>Gross Capital Expenditure</b>	<b>25.762</b>	<b>24.664</b>	<b>(1.098)</b>	
Allocation of Capital Funding	(10.563)	(10.563)	-	Funding is allocated to projects as it is spent. Any funding that is not utilised in full will be carried forward to 2024/25 where grant conditions allow or repaid.
<b>Net Capital Programme</b>	<b>15.199</b>	<b>14.101</b>	<b>(1.098)</b>	

6.4 During September, the Director of Partnership and Performance sought approval from the Chief Executive under emergency powers to instruct critical ICT support to a value of £700k. The Chief Executive, in consultation with the S95 Officer, agreed that this would be funded from capital receipts, however if underspends in the capital programme were identified at a later point in the year, preference would be to use these underspends before capital receipts.

## 7.0 Delivery of 2023/24 Approved Savings

7.1 At its budget meeting in March 2023, Council approved savings of £3.814m for the financial year 2023/24. The table below shows the split of these savings across Directorates and the forecasted achievement of those savings by 31 March 2024.

## General Services Revenue Budget 2023/24 - Progress of Approved Savings by Directorate

Directorate	Total Approved Savings £000	Achieved £000	At Risk £000	Unachievable £000
People	2,019	1,819	200	-
Place	1,254	533	545	176
Partnership & Performance	541	264	277	-
<b>Total Approved Savings</b>	<b>3,814</b>	<b>2,616</b>	<b>1,022</b>	<b>176</b>
		68%	27%	5%

7.2 The above table indicates that 68% of savings are likely to be achieved, with 27% forecast to be at risk and 5% unachievable in 2023/24. Detail of individual savings within each directorate is provided in **Appendix 2**.

7.3 A full review of progress on the approved voluntary severance savings is underway and will be reported within the next reported forecast to Committee.

### 8.0 Housing Revenue Account (HRA)

#### Revenue

8.1 The HRA forecast as at 30 June 2023 is a surplus of £(3.263)m, which is £(0.555)m less than the budgeted surplus of £(3.818)m. The budget surplus has been reduced by £0.960m in respect of additional Void costs agreed at Council on the 29<sup>th</sup> June 2023. **Appendix 8** provides a summary of the variances.

#### Capital

8.2 The HRA Capital Programme for 2023/24 is £17.096m. This is following the addition of £0.530m carry forward of underspend from the 2022/23 Budget and an additional £1.305m of budget for the Westhough new site project, agreed at Council on the 18<sup>th</sup> May 2023. **Appendix 9** provides the detail for all the projects along with comments on their progress.

8.3 The forecast net expenditure at the year end is £15.596m this is £(1.500m) less than budget.

8.4 The contractor working on the Roof and Render project will not be on site until September. The consequence of this will be an underspend of £(0.750m) of the £1.500m budget.

8.5 The Safe Electrical Systems project will also underspend by £(0.750)m on the £1.500m budget. This is mainly due to testing work required to ensure compliance with SHQS or EESSH which was not undertaken during Covid

and the necessity to undertake it now means that the associated remedial work, which has higher expenditure, will be delayed.

- 8.6 Early indications for the new build development in Clackmannan are that this project may not spend the allocated budget in full this year. As a result, any underspend would be required to be carried forward to 2024/25 to complete the project.

## **9.0 Conclusions**

- 9.1 General Fund Revenue Services are forecasting an underspend of £(0.602)m for the year to 31 March 2024;
- 9.2 The Clackmannanshire element of the H&SCP is forecasting to overspend £3.417m as at 30 June 2023 for the year to 31 March 2024. This overspend remains in the partnership contributing to its overall year end financial position.
- 9.3 The HRA revenue is forecast to achieve a surplus over budget for the year of £(0.555)m to 31 March 2024.
- 9.4 The HRA Capital programme is forecast to underspend by £(1.500)m for the year to 31 March 2024.
- 9.5 The General Fund Capital programme is forecast to underspend by £(1.098)m.
- 9.6 Of the £3.814m approved savings programme, £2.616m (68%) are forecast to be achieved by 31 March 2024.

## **10.0 Sustainability Implications**

- 10.1 There are no direct environmental sustainability implications arising from this report.

## **11.0 Resource Implications**

### *11.1 Financial Details*

- 11.2 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



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

### *11.4 Staffing*

- 11.5 There are no direct staffing implications arising from this report.



## 12.0 Exempt Reports

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

## 13.0 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)

## 14.0 Equalities Impact

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

Yes  No

## 15.0 Legality

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

## 16.0 Appendices

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

Appendix 1 – Draft Council Summary at 30 June 2023

Appendix 2 – Summary Savings by Directorate at 30 June 2023

Appendix 3 – People Variances at June 2023

Appendix 4 – Place Variances at June 2023

Appendix 5 – P&P Variances at June 2023

Appendix 6 – Corporate Variances at June 2023

Appendix 7 – HSCP Variances at June 2023

Appendix 8 – HRA Revenue Variances at June 2023

Appendix 9 – HRA Capital Forecast as at June 2023

Appendix 10 – General Fund Capital Forecast as at June 2023

## 17.0 Background Papers


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

Yes  (please list the documents below) No

### Author(s)

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

### Approved by

NAME	DESIGNATION	SIGNATURE
Lindsay Sim	Chief Finance Officer	
Stuart Crickmar	Director of Partnership & Performance	

	<i>Annual Budget 2023/24 £'000</i>	<i>Forecast to March 2024 £'000</i>	<i>Variance Forecast to Budget £'000</i>
<b>Directorate</b>			
People	76,173	76,172	(1)
Place	33,984	33,416	(568)
Partnership & Performance	11,222	11,189	(33)
Transformation	41	41	(0)
<b>Directorate Expenditure</b>	<u>121,420</u>	<u>120,818</u>	<u>(602)</u>
<b>Corporate</b>			
Corporate Centrally Held	505	505	0
Corporate Services	(842)	(842)	0
Misc Services - Non Distributed Costs	1,100	1,100	0
	<u>763</u>	<u>763</u>	<u>0</u>
	<u>122,183</u>	<u>121,581</u>	<u>(602)</u>
<b>less allocated to non general fund</b>	<u>(1,305)</u>	<u>(1,305)</u>	<u>0</u>
	<u>120,878</u>	<u>120,276</u>	<u>(602)</u>
<b>Add Requisitions from Joint Boards</b>			
Central Scotland Valuation Joint Board	462	462	0
<b>Corporate Expenditure</b>	<u>121,340</u>	<u>120,737</u>	<u>(602)</u>
<b>Add/Deduct</b>			
Interest on Revenue Balances	(205)	(205)	0
Loans Fund Contribution	5,792	5,792	0
Contribution to Bad Debt Provision	100	100	0
<b>Total Expenditure</b>	<u>127,027</u>	<u>126,424</u>	<u>(602)</u>
<b>Sources of Funding</b>			
General Revenue Funding/Non-Domestic Rates	(120,728)	(120,728)	(0)
Council Tax	(25,547)	(25,547)	0
Contribution from Reserves	(2,318)	(2,318)	0
Contribution from Uncommitted Reserves	(4,643)	(4,643)	0
<b>Total Funding</b>	<u>(153,236)</u>	<u>(153,236)</u>	<u>(0)</u>
<b>Projected (Surplus)/Shortfall</b>	<u>(26,209)</u>	<u>(26,812)</u>	<u>(602)</u>
Health & Social Care Partnership	<u>26,209</u>	<u>29,626</u>	<u>3,417</u>

Saving Reference	Directorate	Department	Responsible Officer	Description	TechOne code	Cash/ Permanent	2023/24 £	Achieved £	At Risk £	Unachieved £	Total £
P&PMGT1	P&P	Corporate	N Bridle	Hybrid Working - Reduction in Mileage	1079-1498-30104	Cash	15,000	15,000			15,000
P&PMGT8	P&P	Partnership & Transformation	C Jarvie	posts supporting capital plan implementation	1079-1205-30104	Cash	124,200	124,200			124,200
P&PMGT12	P&P	Finance & Revenues	L Sim	Increase in Water Agency Fee	1079-1375-50049	Permanent	40,681	40,681			40,681
P&PMGT13	P&P	All	S Crickmar	Voluntary Severance	Various	Permanent	328,179	51,496	276,683		328,179
PEMGT16	People	Education & Learning	L Sanda	CLD	1079-1278-10005	Permanent	38,133		38,133		38,133
PEMGT02	People	Education & Learning	C Bruce	Review of Devolved School Management	1274-1233-10015	Cash	400,000	400,000			400,000
PEMGT11	People	Education & Learning	L McDonald	Primary Schools Efficiency (Falling Rolls)	1274-1233-10015	Permanent	57,175	57,175			57,175
PEMGT04	People	Education & Learning	C Bruce	Capitalisation of Project Manager for Digital Technology within People for Digital Rollout	1079-1231-10005	Cash	50,155	50,155			50,155
PEMGT05	People	Education & Learning	L McDonald	ELC Centre Support	1274-1233-10015	Cash	10,481	10,481			10,481
PEMGT13	People	Care & Protection	S Robertson	Review of supported accommodation (further saving 23/24)	1079-1577-40019	Cash	63,000		63,000		63,000
PEMGT14	People	Care & Protection	S Robertson	Reduction in external foster places (further saving 2023/24)	1079-1434-40042	Cash	33,000	33,000			33,000
PEMGT01	People	Care & Protection	S Robertson	Reduction in hours, various posts	1079-1431-10005	Permanent	27,600	27,600			27,600
PEMGT12	People	Care & Protection	S Robertson	Youth Justice Mileage	1079-1440-20045	Permanent	3,971	3,971			3,971
PEMGT19	People	Care & Protection	S McDonald	CAB 2nd yr of 2022/23 saving	1080-1441-40015	Permanent	16,500	16,500			16,500

Saving Reference	Directorate	Department	Responsible Officer	Description	TechOne code	Cash/ Permanent	2023/24 £	Achieved £	At Risk £	Unachieved £	Total £
PEORED03	People	Care & Protection	S Robertson	Children Services Redesign	1079-1449-10007 5,376 1079-1006-10005 46,821 1079-1006-10006 10,300 1079-1006-10007 3,622 10791-449-10005 43,675 1079-1449-10006- 9,827	Permanent	119,621	119,621			119,621
PEORED02	People	Care & Protection	S Robertson	Review of Residential Placements	1079-1473-40017	Permanent	98,500		98,500		98,500
PEMGT15	People	Support & Wellbeing	L Sanda	Leisure Bowl management fee	1061-1140-30101	Cash	300,000	300,000			300,000
PEMGT06a&b	People	Strategic Director	L Sanda	External Recharge to Regional Improvement Collaborative	1079-1555-10000 £67,000 1079-1493-50070 £14,640	Cash	81,640	81,640			81,640
PEMGT20	People	All	L Sanda	Voluntary Severance		Permanent	222,620	222,620			222,620
PLMGT13	Place	Property	A Morrison	Change in PAT Testing policy	10-0-1516-20007	Permanent	45,000	45,000			45,000
PLMGT15	Place	Property	A Morrison	Schools PPP management fee	1274-1149-40025	Cash	80,000		80,000		80,000
PLMGT14	Place	Property	A Morrison	Deletion of vacant posts	1045-1517-10005/6/7	Permanent	77,420	77,420			77,420
PLMGT14a	Place	Property	A Morrison	Delay filling maintenance officer post	1045-1517-10094	Cash	14,340	14,340			14,340
PLMGT20	Place	All	P Leonard	Voluntary Severance	1079-1001-10093	Permanent	462,080	204,098	257,982		462,080
PLMGT1	Place	Development	E Fyvie	Trading Standards	1079-1064-40004	Cash	50,000	50,000			50,000
PLMGT2	Place	Development	E Fyvie	GIS	1079-1110-10093	Permanent	39,900	39,900			39,900
PLMGT3a	Place	Development	E Fyvie	Legacy Developer Contributions	1079-1113-10093	Cash	136,000			136,000	136,000
PLMGT10	Place	Housing	T Cain	HRA post reallocation	1079-1359-10005/6/7	Permanent	20,880	20,880			20,880

Saving Reference	Directorate	Department	Responsible Officer	Description	TechOne code	Cash/ Permanent	2023/24 £	Achieved £	At Risk £	Unachieved £	Total £
PLMGT11	Place	Housing	T Cain	Reallocation of operational costs	1079-1357-10005/6/7	Permanent	44,214		44,214		44,214
PLMGT12	Place	Housing	T Cain	Reallocation of strategic housing costs	1079-1357-10005/6/7	Permanent	5,530	5,530			5,530
PLMGT8	Place	Environment	I McDonald	Fleet - Removal of vacant posts	1045-1102-VDE015 - £11,536 1045-1101-VDE128 - £9,667	Permanent	21,000	21,000			21,000
PLMGT18	Place	Environment	I McDonald	Reduction in overtime within Waste service	1045-1106-10008	Permanent	5,000	5,000			5,000

**Management Efficiency Savings 2023-24**

	Directorate	Department	Responsible Officer	Description		Cash/ Permanent	2022/23 £	Achieved/ Likely to be achieved £	At Risk £	Unachieved £	Total £
PEOPOL1	People	Education & Learning	C Bruce	Review of Early Learning and Childcare provision	1079-1228-30008	Permanent	483,333	483,333			483,333
PEOPOL9	People	Education & Learning	C Bruce	Review of Secondary School Support Services	1274-1233-10015	Permanent	13,015	13,015			13,015
P&PRED01	P&P	Various	Various	Review of Community Access Points	1079-1033-10094	Permanent	18,000	18,000			18,000
P&PPOL3	P&P	HR & Workforce Dev	C Alliston	Reduction in Training Budget	1079-1059-10091	Permanent	15,000	15,000			15,000
PLPOL03	Place	Environment	I McDonald	Increase Charge for Brown Bin Permits	1079-1568-50011	Permanent	75,000	40,000	35,000		75,000
PLPOL10B	Place	Environment	I McDonald	New Charge to Developers for new communal bins	1045-1106-50052	Permanent	3,000		3,000		3,000

Saving Reference	Directorate	Department	Responsible Officer	Description	TechOne code	Cash/ Permanent	2023/24 £	Achieved £	At Risk £	Unachieved £	Total £	
PLPOL04	Place	Environment	I McDonald	Roads Income - Increase Fees and Charges	1079-1095-50035	Permanent	5,000		5,000		5,000	
PLPOL05	Place	Environment	I McDonald	Increase Burial Charges	1045-1099-50037	Permanent	10,000	10,000			10,000	
PLPOL09	Place	Environment	I McDonald	Transition to Net Zero *(see appendix E - Electric Vehicle Charging Policy)	1079-1067-10093	Permanent	160,000		120,000	40,000	160,000	
<b>Policy Savings 2023-24</b>								<b>782,348</b>	<b>579,348</b>	<b>163,000</b>	<b>40,000</b>	<b>782,348</b>

People	2,018,744	1,819,111	199,633	-	2,018,744
Place	1,254,364	533,168	545,196	176,000	1,254,364
P&P	541,060	264,377	276,683	-	541,060
<b>Total</b>	<b>3,814,168</b>	<b>2,616,656</b>	<b>1,021,512</b>	<b>176,000</b>	<b>3,814,168</b>
	-	<b>68.6%</b>	<b>26.8%</b>	<b>4.6%</b>	-

People	Annual Budget 2023/24	Forecast to March 2024	Variance Actual to Budget at March 2024	Narrative
	£'000	£'000	£'000	
<b>Strategic Director</b>	<b>(240)</b>	<b>(156)</b>	<b>84</b>	Restructure historic saving not achieved £0.085m
<b>Support &amp; Wellbeing</b>				
Customer Services	727	635	(92)	<b>Libraries &amp; Customer services:</b> - £(0.092)m underspend due to staffing vacancies and turnover.
Leisure & Sports Development	985	972	(13)	<b>Sports Development:</b> £0.045m overspend - Savings from discontinued programmes (Rugby Development, Multi Sports & Active Start) totalling £(0.021)m, Staff turnover/vacant posts (£0.012m), deficits on Sports Programs (Active communities, Holiday Sports, Sports Classes ) totalling £0.059m, Ski-ing £0.019m overspend mainly in relation to one off purchase on matting and ski's.. <b>Leisure:</b> £(0.059)m underspend - staff turnover and vacancies underspend £(0.068)m, Income shortfall £0.012m mainly in halls & Community Centres Internal hires and Suppliers and Services (£0.003m) various minor.
<b>Total Support &amp; Wellbeing</b>	<b>1,712</b>	<b>1,607</b>	<b>(105)</b>	
<b>Education &amp; Learning</b>				
Devolved Schools	34,378	34,106	(272)	<b>Devolved Schools</b> are forecasting an under spend of £(0.272)m this consists of £(0.440)m underspend Primary - staffing turnover and vacant posts £(0.440)m. A Forecast overspend of £0.099m Secondary consists of staffing £(0.041)m, Per Capita £0.140m overspend . ASN is forecasting an overspend of £0.069m - being overspends in staffing £0.036m per capita £0.002m, external placement income shortfall £0.031m. Early Years is forecasting to be on budget variance. Any underspend in Devolved budgets is carried forward at year end as an earmarked reserve is available for use in the next financial year.
Early Years	9,660	9,660	0	<b>Early Years:On budget</b> . Kidzone out of school care £0.018m overspend due to shortfall in income. Mainstream Nursery provision including 1140hrs expansion is currently forecasting an underspend of £(0.018)m being Income surplus £(0.023)m and minor variances totalling £0.005m
ASN Non Devolved	6,221	6,404	183	<b>ASN Non Devolved</b> is forecasting an overspend of £0.183m. Accessibility Strategy £0.026m overspend (demand led), Pupil transport costs are overspent by £0.087m due to increased demand and additional school days this financial year, Travel Escorts £0.042m overspent as demand continues to increase, Other staffing is forecast as £0.022m overspent and other minor variances totalling £0.006m
Primary Non Devolved	1,313	1,242	(71)	<b>Primary Non Devolved</b> is currently forecasting an under spend of £(0.071)m . Within the core Primary Non Devolved areas a £(0.071)m underspend is made up from staff turnover / vacancies £(0.097)m , Teachers Supply £(0.087)m, Bus contracts £(0.021)m , £0.134m non staffing (Parent Pay fees £0.007m, Cleaning £0.030m, Seemis £0.067m, equipment & property works £0.030m).
Secondary Non Devolved	1,896	1,753	(143)	<b>Secondary Non Devolved</b> is reporting an underspend of £(0.143)m. Unachievable Income on Parents contribution to travel as no longer chargeable £0.009m, Gaelic (Pupil Transport) £0.008m, staff turnover (Career break , Vacant post) £(0.072)m, Teachers Supply costs underspend £(0.091)m due to shortage in available supply teachers and various other minor non staffing £0.003m.
Pupil Equity Funding	2,451	2,451	0	<b>Pupil Equity Funding (PEF)</b> is allocated on an Academic Year basis and any underspend is carried forward with the requirement that it is fully spent by July of the following year.
Business Management	749	809	60	<b>Business Management</b> is reporting an overspend of £0.060m, this is mainly within staffing , historic saving Head Of Educ - post re-instated £0.052m and minor others £0.008m.



People	Annual Budget 2023/24	Forecast to March 2024	Variance Actual to Budget at March 2024	Narrative
	<i>£'000</i>	<i>£'000</i>	<i>£'000</i>	
Other Areas	893	923	30	In other areas, School Crossing Patrols Officers (SCPO)(£0.019m), and Youth and Adult Services £0.049m combines to an overspend of £0.030m being staffing vacancies and turnover £(0.019)m in SCPO's, £0.049m staffing overspend in Community Learning & Development (CLD) due to uncertainty around CLD ongoing restructure.

People	Annual Budget 2023/24	Forecast to March 2024	Variance Actual to Budget at March 2024	Narrative
	£'000	£'000	£'000	
<b>Education &amp; Learning Total</b>	<b>57,561</b>	<b>57,348</b>	<b>(213)</b>	
<b>Care &amp; Protection</b>				
Children's Commissioned Services	760	760	0	No variance forecast against budget
Corporate Parenting	6,536	6,821	285	<p><b>Overspends are:</b></p> <p>£ 0.272m in Kinship and Residence Orders. There are now around 200 children in Kinship and Residence Order placements. Within the service, Kinship is viewed as a positive solution as it provides stability until the point where it is possible for the child to return to his/her parents. The recent increase in Kinship payments is also a key reason for the reduction in Section 22 payments as service users receiving Section 22 payments have now been formalised into Kinship arrangements.</p> <p>£0.14m in Throughcare / Aftercare (TCAC), principally in payments to Individuals (£0.089m) where the service is statutorily required to make regular support payments to young persons, with 8 young persons currently receiving weekly payments of £80. In addition, 4 young people have received grants of £ 0.002m for leaving the care system. Also within TCAC there is an overspend in payments to other agencies (£0.040m)with regular payments being made to Barnardos (Clacks Future Funding) plus some ongoing support costs for 2 Clacks supported young people resident out with Clacks area.</p> <p>£ 0.06m in Woodside Residential Unit, mainly employee costs</p> <p>£ 0.03m in Employee Costs across with department, with agency staff costs being a contributory factor.</p> <p>£ 0.01m across other budget lines</p> <p>An underspend is expected across Fostering and Adoption of (£ 0.22)m. mainly as a result of under spends on external placements with net reduction of 4 placements since April 2023. The net reduction in external fostering costs is further improved by receipt of income of £ 0.011m under the Home Office's Unaccompanied Young Asylum Seekers scheme.</p>
Fieldwork Children And Families	1,779	1,603	(176)	Overspends are forecast in Pupil and Client Transport costs of £0.028m, primarily as a result of one looked after young person being transported daily from Bankfoot, Perthshire to/from Alva Academy, a round trip of more than 80 miles (estimated monthly cost of £ 0.003) and £0.009m other areas across the department with underspends forecast across Employee Costs £(0.213)m. There are 10 vacancies at various levels across the department, some of which are being temporarily covered by agency staff. It should be noted that a forecast of £ 0.037m has been included for staff involved in the S.C.I.M. programme. This is 5 months costs from November 2023 to March 2024. This is being funded entirely from within existing resources as no extra funding has been provided.
Residential Placements	3,385	3,580	195	Overspends are forecast in £0.173m in placements costs. There are currently 5 (39-week Education only) placements which account for less than 12% of placement costs. 88% of the cost lies with 365-day care placements, of which there are currently 9. The most expensive placement currently costs the Council £0.0076m per week and although there are realistic plans to move the young person concerned to a family environment, e.g. foster placement, in the short term this placement has been costed for full year at current price (all 9 placements cost the Council in excess of £0.004m per week) and £0.022m in "Step Up" placements. There are currently 7 young people in "Step Up" placements, however, it should be noted that the overall position is positively impacted by estimated income of £ £0.070m from the Home Office's Unaccompanied Young Asylum Seekers scheme.

People	Annual Budget 2023/24	Forecast to March 2024	Variance Actual to Budget at March 2024	Narrative
	£'000	£'000	£'000	
Management Support	914	923	9	<p>Overspends are forecast across £0.03m in payments to Stirling for Emergency Duty Team. This is based largely on last year's costs as Q1 costs in 23-24 are on par with last year, however, annual spend pattern is that costs escalate considerably in the later stages of Q3 and Q4 and on this basis a substantial overspend can be forecast, £0.018m loss of income for partnership post which Stirling Council no longer supports financially and £0.014m adjustment required for system replacement costs.</p> <p>Underspends are forecast in £(0.045)m in management employee costs. This relates to 2 long standing part-time admin support posts, which will be removed from budget as part of service redesign and £(0.005)m in employee costs within business support.</p>
Permanence Team	247	142	(105)	An overspend of £0.003m in non employee related costs is forecast with an underspend of £(0.108)m forecast across Employee Costs as a result of social worker vacancies.
Early Interventions	1,645	1,698	53	<p>Overspends are forecasted in payment to other agencies £0.094m (This is payments to 3 main suppliers, PLUS, IKL and Play Alloa for provision of support/service to 21 young people), £0.024m in Children with Disabilites across "core" spend, such as Homecare, Self Directed Support and payments to HNS. This is Net of income recovered from NHS for 7 complex care cases, £0.025m as a result of loss of income from Stirling Council relating to the post of Child Protection Co-ordinator and £0.010m in Purchase of equipment within CWD, based on relatively high spend in the early months of the year</p> <p>Underspends are forecasted in £(0.083)m Employee Costs across the whole department, - £(0.010)m new income from support of university student placements by practice educators, £(0.007)m in other costs across the service</p>
Criminal Justice Service	1,569	1,541	(28)	<p>Overspends are forecasted in £0.019m in S27 Employee Costs as a result of back pay and holiday pay made to a leaver and £0.013m in MAPPA Employee Costs as a result of payments being made to Area Chairperson, , for which there is no budget.</p> <p>Underspends are forecasted in S27 non-staff costs, £(0.022)m, primarily in payment to Council for support and management service, £(0.007)m in MAPPA non staff costs and £(0.031)m income from Glenochil, based on receiving 5% Management fee on forecasted payroll costs of £0.592m</p>
Community Justice	305	305	0	No variance anticipated at this stage
Covid Funding	0	0	0	
<b>Total Care &amp; Protection</b>	<b>17,140</b>	<b>17,373</b>	<b>233</b>	
<b>Directorate Total</b>	<b>76,173</b>	<b>76,172</b>	<b>(1)</b>	

Place	Annual Budget 2023/24	Forecast to March 2024	Variance Forecast to Budget at March 2024	Narrative
	£'000	£'000	£'000	
Strategic Director	(238)	(7)	231	£0.231m overspend - This relates to impact of re-profiling 23/24 VS saving
Development	1,753	1,742	(11)	<p><b>Development</b> £(0.011)m underspend - due to reduction in staff travel mileage as below:  <b>Planning and Building standards:</b> £(0.003)m underspend  <b>Economic Development:</b> £(0.006)m underspend  <b>Environmental Health</b> - £(0.002)m underspend</p>
Environment	9,590	9,591	1	<p><b>Fleet:</b> £(0.066)m underspend - £(0.036)m underspend in tyres due to less wear and tear and £(0.030)m due to increased income due to avoidable repairs being recharged to Services, HRA and Criminal Justice.  <b>Land:</b> £0.027m overspend - relating to overtime, budget saving was taken in 18/19 saving to remove overtime in Streetcare but costs are still incurred.  <b>Roads:</b> £(0.086)m underspend due to staffing vacancies.  <b>Waste:</b> £0.126m overspend - £0.225m overspend for landfill based on tonnages; £0.121m overspend for Polmaise transfer loading station running costs and green waste handling; £0.040m unachievable waste restructure saving, a compensatory saving has been identified for 24/25 and £0.006m overspend on essential equipment. These are offset by the following underspends - £(0.214)m increase income from property contracts (HRA); £(0.038)m increased income from cardboard recycling and £(0.014)m underspend in composting as a result of reduction of contract renewal value secured in conjunction with Stirling Council.</p>
Housing	175	(154)	(329)	<p><b>Senior Manager:</b> Underspend £(0.026)m staffing costs.  <b>Homelessness:</b> This service is forecasting to underspend by £(0.313)m. The main reason for this is increased Housing Benefit income offset by increased B&amp;B costs and furniture purchase.  <b>Strategic Housing:</b> There is a small forecast overspend of £0.011m.</p>
Property	22,705	22,244	(461)	<p><b>Catering:</b> £0.059m overspend - Due to lower income as a result of decline in uptake of school meals. Although, the volume of food purchased is decreasing, food prices are rising.  <b>Building Operations:</b> £(0.567)m underspend - £(0.184)m relates to LLP budget for Kilncraigs not required; £(0.342)m underspend on repairs and maintenance due to resourcing issues of both contractors and staff, £(0.041)m underspend in property administration as reduced numbers of staffing which impact on the ability to fully deliver the maintenance programme.  <b>Facilities:</b> £0.048m overspend - Due to janitorial overtime to cover sickness and vacancies.</p>
<b>Directorate Total</b>	<b>33,984</b>	<b>33,416</b>	<b>(568)</b>	

Partnership & Performance Directorate  
Variances as at 30 June 2023

Appendix 5

Partnership & Performance	Annual Budget 2023/24	Forecast to March 2024	Variance Forecast to Budget at June 2023	Narrative
	£'000	£'000	£'000	
<b>Strategic Director - P&amp;P</b>	(234)	(234)	0	<b>Strategic Director</b> : Forecast costs £0.141m & VS Savings £(0.375)m in line with budget.
				<b>Finance</b> : Underspend £(0.020)m - underspend on Staffing costs due to vacancies £(0.072)m and income from Procurement Rebates £(0.015)m, partially offset by Professional Fees for Technology One support £0.038m, Recruitment fee £0.008m and Legal Fees £0.018 for Procurement/Contract advice. <b>Revenues</b> : Underspend £(0.007)m - £(0.138)m underspend on staffing due to vacancies, additional income of £(0.067)m, partially offset by an overspend in rent allowances/rent rebates of £0.194m and other small overspends £0.004m. <b>SWF</b> : Overspend £0.050m - due to Professional fees for external staffing provision of £0.161mpartially offset by staffing vacancies £(0.111)m.
<b>Finance &amp; Revenues</b>	4,378	4,401	23	
<b>HR &amp; Workforce Development</b>	1,815	1,791	(24)	<b>HR &amp; Payroll</b> : Underspend £(0.024) - underspend on staff costs due to vacancies £(0.044)m and Postages £(0.003)m, partially offset by Computer Software Purchases £0.015m for annual Licence and Payments to Contractors £0.006m for the Wellbeing project and Legal fees £0.002m for settlement costs.
<b>Legal &amp; Governance</b>	1,591	1,592	1	<b>Elections</b> : Forecast in line with budget <b>Legal &amp; Democracy</b> : Overspend £0.001m - small underspend due to Performing Rights costs compared with budget. <b>Registrars</b> : Forecast in line with budget
<b>Partnership &amp; Transformation</b>	3,672	3,639	(33)	<b>IT</b> : Underspend £(0.057)m - underspend on staff costs due to vacancies £(0.057)m. <b>Strategy &amp; Performance</b> : Overspend £0.024m - overspend on agency costs £0.030m providing services for the Contact Centre and subscriptions £0.008m for Citizens Advice annual subscription, partially offset by underspend on staff costs £(0.014)m due to vacancies.
<b>Directorate Total</b>	<b>11,222</b>	<b>11,189</b>	<b>(33)</b>	

**Corporate Budgets & Sources of Funding  
Variances as at 30 June 2023**

**Appendix 6**

<b>Corporate</b>	<b>Annual Budget 2023/24</b>	<b>Forecast to March 2024</b>	<b>Variance Actual to Budget at March 2024</b>	<b>Narrative</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	
Corporate Services & Centrally Held	(338)	(338)	0	Grant payments & corporate savings centrally held achieved within services - family friendly, turnover and mileage. Achievement monitored throughout year.
Misc Services - Non Distributed Costs	1,100	1,100	0	
Central Support	(1,305)	(1,305)	0	
Central Scotland Valuation Joint Board	462	462	0	
Interest on Revenue Balances	(205)	(205)	0	
Loans Fund Contribution	5,792	5,792	0	
Contribution to Bad Debt Provision	100	100	0	
<b>Total expenditure</b>	<b>5,606</b>	<b>5,606</b>	<b>0</b>	
<b>Sources of Funding</b>	<b>(153,236)</b>	<b>(153,236)</b>	<b>0</b>	
<b>Total</b>	<b>(147,630)</b>	<b>(147,630)</b>	<b>0</b>	

	Annual Budget 2023/24	Forecast to March 2024	Variance Forecast to Budget at June 2023	Narrative
<b>Employees</b>				
Employee Expenditure	10,218	9,490	(728)	Budget provided for a 2% pay award compared to an initial offer of 5%, we are awaiting an outcome. Forecast provides for the additional unbudgeted 3%. Underspends across Disability Day Care £(0.279)m and Assessment and Care Management £(0.543)m, and Rapid £(0.205), offset by overspends across Residential Care and Respite £0.300m
<b>Employees Total</b>	<b>10,218</b>	<b>9,490</b>	<b>(728)</b>	
<b>Long Term Care</b>				
Nursing Homes	9,968	11,353	1,385	CCIS records 239 places compared to 228 at the start of the year, resulting in cost growth of approx. £0.400m. In addition the average weekly cost has grown, representing an additional cost pressure of £0.600m.
Residential Homes	3,244	3,216	(28)	CCIS records show 50 places compared to 46 at the start of the year. The additional 4 places amount to a cost pressures of approx. £0.250m. Although this is almost on budget it shows that a small movement in placements can have a significant impact on costs.
<b>Long Term Care Total</b>	<b>13,212</b>	<b>14,569</b>	<b>1,357</b>	
<b>Community Based Care</b>				
Care at Home	12,342	14,907	2,565	CCIS commitments show 15,500 hours per week compared to 14,900 at the start of the year, representing cost growth of £0.300m. In addition the average hourly rate has increased by £1.20/hour amounting to a cost pressure of approximately £0.900m.
Day Care	307	291	(16)	
Direct Payments	1,326	1,651	325	Currently 80 service users receive a direct payment. The overspend comes as a result of increasing demand, particularly within Learning Disability where numbers have increased by 3 and the overall projection has grown by £0.262m, this again highlights the volatility in the cost pressure.
Housing Aids and Adaptations	159	159	0	
Housing with Care	75	73	(2)	
Respite	233	273	40	Forecasts based on current known commitments but subject to increase as the year progresses.
<b>Community Based Care Total</b>	<b>14,442</b>	<b>17,354</b>	<b>2,912</b>	
<b>Misc. Third Party Payments</b>				
Voluntary Organisations	366	366	0	
Misc. Third Party Payments	348	359	11	
<b>Misc. Third Party Payments Total</b>	<b>714</b>	<b>725</b>	<b>11</b>	
<b>Supplies and Services</b>				
Premises Expenditure	41	83	42	Increasing expenditure cleaning materials following introduction of Covid measures.
Supplies and Services	403	414	11	
Transport Expenditure	48	53	5	
<b>Supplies and Services Total</b>	<b>493</b>	<b>551</b>	<b>58</b>	
<b>Income</b>				
Income	(5,097)	(5,290)	(193)	Income forecast to exceed budget as a result of increasing demand and uplifting of client contributions. This partially offsets additional costs shown within the relevant spend above.
Resource Transfer (Health)	(7,773)	(7,773)	0	
<b>Income Total</b>	<b>(12,870)</b>	<b>(13,063)</b>	<b>(193)</b>	
<b>Total</b>	<b>26,209</b>	<b>29,626</b>	<b>3,417</b>	

<i>Housing Revenue Account</i>	<i>Annual Budget 2023/24</i>	<i>Forecast to March 2024</i>	<i>Variance Forecast to Budget at June</i>	<i>Narrative</i>
	<i>£'000</i>	<i>£'000</i>	<i>£'000</i>	
Employee expenditure	9,459	9,194	(265)	The Forecast underspend on staffing costs is £(0.265)m. The continued support to the General Fund by Property staff accounts for £(0.200)m of the underspend. Current vacancies within Housing in the Tenancy and Options teams are resulting in a forecast underspend of £(0.169)m. These underpends are being offset by a forecast overspend of overtime within the property trades. £(0.135)m. It is expected that the demand for this will fall during the remainder of the year. Other small underspends £(0.031)m.
Premises expenditure	1,652	1,724	72	A forecast overspend of £0.049m for Void Rent loss. The appointment of an external contractor to assist with the refurbishment of the Voids is expected to reduce this during the year. There are overspends forecast in both Rates and Council Tax of £0.023m.
Transport expenditure	420	432	12	Small increase in costs of running fleet. A review of the number of vehicles required is ongoing.
Supplies and Services	4,029	4,573	544	An overspend of £0.530m is forecast on payments to sub contractors. This has been forecast on the expenditure through the ledger to date and last years actual expenditure. There is still work ongoing within the Service to assess the impact of this spend on any income due to be recharged from other Services. Overspend of £0.014m forecast in computer software maintenance as contracts increased by RPI in line with inflation.
Third Party Payments	1,867	2,022	155	The forecast overspend is in relation to charges made from Environment services for waste disposal. The Service is negotiations to establish that the correct charges are being applied to the HRA in respect of the costs being borne at Forthbank and for disposing of the waste.
Support Services	1,204	1,204	0	
Capital financing costs	1,681	1,681	0	
<b>Total Gross Expenditure</b>	<b>20,312</b>	<b>20,830</b>	<b>518</b>	
Income	(24,130)	(24,093)	37	In line with last year there will be reduced income from rechargeable works being invoiced and factoring fees.
<b>Total Net Expenditure</b>	<b>(3,818)</b>	<b>(3,263)</b>	<b>555</b>	



**Housing Capital Programme 2023-24  
Period to June 2023**

	Project Code	Revised 23/24 Budget	Net Expenditure to 30/06/23	Forecast as at 30/06/23	Forecast to Budget Variance	Comment	Proposed Carry Forward to 2024/25
<b>SCOTTISH HOUSING QUALITY STANDARD</b>							
<b>TACKLING SERIOUS DISREPAIR PRIMARY BUILDING ELEMENTS</b>							
<b>Structural Works</b>							
Structural Upgrades	10192	180,000	36,419	180,000	0		
Asbestos Testing for Council Houses	10071	20,000	6,805	20,000	0		
Asbestos Removal Works for Council Houses	10072	50,000	12,092	50,000	0		
<b>Structural Works</b>		<b>250,000</b>	<b>55,316</b>	<b>250,000</b>	<b>0</b>		
<b>SECONDARY BUILDING ELEMENTS</b>							
<b>Damp/Rot</b>							
Damp & Rot Works	10195	120,000	39,851	120,000	0		
<b>Damp/Rot</b>		<b>120,000</b>	<b>39,851</b>	<b>120,000</b>	<b>0</b>		
<b>Roofs / Rainwater / External Walls</b>							
Roof & Render Upgrading Works	10273	1,500,000	0	750,000	(750,000)	Marchside Court first. Contractor on site September.	
<b>Roofs / Rainwater / External Walls</b>		<b>1,500,000</b>	<b>0</b>	<b>750,000</b>	<b>(750,000)</b>		
<b>Windows &amp; Doors</b>							
Window Replacement	10247	2,000,000	710,943	2,000,000	0		
External Door Replacement	10274	50,000	0	50,000	0		
<b>Windows</b>		<b>2,050,000</b>	<b>710,943</b>	<b>2,050,000</b>	<b>0</b>		
		<b>3,670,000</b>	<b>750,793</b>	<b>2,920,000</b>	<b>(750,000)</b>		
<b>ENERGY EFFICIENCY</b>							
Central Heating - Design and Installation	10263	650,000	93,869	650,000	0		
Renewable Central Heating Systems	10232	60,000	0	60,000	0	Contractor looking at pilots	
Energy Performance Certificates Programme	10233	50,000	0	50,000	0		
Internal Wall Insulation	10249	50,000	0	50,000	0	Contractor looking at pilots	
<b>Full/Efficient Central Heating</b>		<b>810,000</b>	<b>93,869</b>	<b>810,000</b>	<b>0</b>		
<b>MODERN FACILITIES &amp; SERVICES</b>							

	Project Code	Revised 23/24 Budget	Net Expenditure to 30/06/23	Forecast as at 30/06/23	Forecast to Budget Variance	Comment	Proposed Carry Forward to 2024/25
<b>Kitchen Renewal</b>							
Kitchen Replacement	10158	1,250,000	103,902	1,250,000	0		
<b>Kitchen Renewal</b>		<b>1,250,000</b>	<b>103,902</b>	<b>1,250,000</b>	<b>0</b>		
<b>Bathrooms</b>							
Bathroom Replacements	10141	50,000	0	50,000	0		
<b>Bathrooms</b>		<b>50,000</b>	<b>0</b>	<b>50,000</b>	<b>0</b>		
		<b>1,300,000</b>	<b>103,902</b>	<b>1,300,000</b>	<b>0</b>		
<b>HEALTHY, SAFE &amp; SECURE</b>							
Safe Electrical systems	10265	1,500,000	116,110	750,000	(750,000)	Working on testing programme delayed during covid. No remedials being undertaken this year.	
<b>Safe Electrical Systems</b>		<b>1,500,000</b>	<b>116,110</b>	<b>750,000</b>	<b>(750,000)</b>		
External Works : Fencing, Gates, Paths	10090	325,000	15,460	325,000	0		
Secure Door Entry Upgrade	10160	200,000	84,771	200,000	0		
CCTV Security	10250	100,000	0	100,000	0		
<b>Communal Areas (Environmentals)</b>		<b>625,000</b>	<b>100,231</b>	<b>625,000</b>	<b>0</b>		
		<b>2,125,000</b>	<b>216,341</b>	<b>1,375,000</b>	<b>(750,000)</b>		
<b>NON-SHS ELEMENTS</b>							
<b>PARTICULAR NEEDS HOUSING (CITC)</b>							
<b>Conversions &amp; Upgradings</b>							
Conversions & Upgradings	10092	70,000	0	70,000	0		
<b>Conversions &amp; Upgradings</b>		<b>70,000</b>	<b>0</b>	<b>70,000</b>	<b>0</b>		
<b>Disabled Adaptations</b>							
Aids & Adaptations	10161	500,000	92,936	500,000	0		
<b>Disabled Adaptations</b>		<b>500,000</b>	<b>92,936</b>	<b>500,000</b>	<b>0</b>		
<b>Environmental Improvements</b>							
HRA Roads & Footpaths Improvements	10099	100,000	0	100,000	0		
Tenant Community Improvement Fund	10100	200,000	0	200,000	0		
<b>Environmental Improvements</b>		<b>300,000</b>	<b>0</b>	<b>300,000</b>	<b>0</b>		
		<b>870,000</b>	<b>92,936</b>	<b>870,000</b>	<b>0</b>		
<b>Council New Build Housing</b>							

	Project Code	Revised 23/24 Budget	Net Expenditure to 30/06/23	Forecast as at 30/06/23	Forecast to Budget Variance	Comment	Proposed Carry Forward to 2024/25
Off The Shelf Purchase	10105	2,677,000	1,467,418	2,677,000	0	Contractor in place for refurbishment works. Income received.	
Westthaugh Travelling Site - Alva	10186	2,974,000	8,313	2,974,000	0		
Lochies Road Clackmannan	10248	1,385,000	0	1,385,000	0	Probable delay with Contractor. Budget still required for future.	
<b>Council New Build Housing</b>		<b>7,036,000</b>	<b>1,475,731</b>	<b>7,036,000</b>	<b>0</b>		
		<b>7,036,000</b>	<b>1,475,731</b>	<b>7,036,000</b>	<b>0</b>		
<b>OTHER</b>							
<b>Other Costs / HBMS</b>							
Construction Design Management	10143	20,000	28,831	20,000	0	Procurement at early stages.	
Computer Equipment - New (HBMS)	10111	744,000	0	744,000	0		
Lock Up Strategy	10185	100,000	702	100,000	0		
IT Infrastructure - Clacks IT	10188	21,000	14,131	21,000	0		
Demolitions	10200	150,000	0	150,000	0	Still early stages.	
<b>Other Costs / HBMS</b>		<b>1,035,000</b>	<b>43,664</b>	<b>1,035,000</b>	<b>0</b>		
<b>TOTAL CAPITAL EXPENDITURE</b>		<b>17,096,000</b>	<b>2,832,551</b>	<b>15,596,000</b>	<b>(1,500,000)</b>		

# Projects Outturn

to 30 June 2023

Expenditure as at 11th Sept 2023

Project ID	Mana	Project Manager	Project ID Description	Amended Budget	Expenditure As at 11th Sept 2023	Projected Out-turn	Projected (Under)/ Overspend
				£	£	£	£
<b>Community Investment Strategy</b>							
NEW		PLEONARD	SG EES ABS Grant 23/24	793,243		793,243	0
NEW		PLEONARD	UK GOV Shared Prosperity Fund UKPF	60,000		60,000	0
10272		N HERKES/MBOYLE	Free School Meals Equipment	1,038,000	0	1,038,000	0
10304		MBOYLE	ISACS Sunnyside Primary	40,000		40,000	0
10305		MBOYLE	ISACS Lochies School	25,000		25,000	0
10183		GSTUART	Forthbank Recycling Centre Improvements	0	0	-	0
10174		AMACKIE	Fitness Suite Replacement	12,000	0	12,000	0
10006	A3	PLEONARD	Park Primary School - School Development	0	54,848	54,848	54,848
10017	A18	AMORRISON2	School Estate - Tullibody South Campus	10,000	0	10,000	0
10042	A43	CJARVIE	Community Investment Grants	0	-5,000	-	0
10140		IMCDONALD	Village and Small Town - Alva	0	13,269	13,269	13,269
10149	A57	PLEONARD	Clackmannan Regeneration	2,525,233	254,519	2,525,233	0
10164	A60	CJARVIE	Clackmannan CAP	93,000	0	93,000	0
10029	A31	AMANZIE	Street Lighting Improvements - Tillicoultry & Alva	0	0	-	0
10032	A33	PLEONARD	Alva Community Campus/Locality Hub/Primary School	0	0	-	0
10085		IMCDONALD	Dumyat Visitor Hub	0	86,416	86,416	86,416
10014	A15	AMORRISON2	Craigbank Primary School Refurbishment	0	0	-	0
10015		SCULLEN	Safer Routes to School	74,484	0	73,894	-590
10024	A25	PLEONARD	Clackmannan Primary School Refurbishment/Locality H	0	0	-	0
10043	A44	PLEONARD	Lochies Primary School - School Development	0	0	-	0
10125	A61	PLEONARD	Banchory Primary School - School Development	16,000	0	16,000	0
10168		AMANZIE	Forthbank Road Operational Facilities	20,000	0	20,000	0
10209		PLEONARD	City Deal RPMO	100,000	-87,532	100,000	0
10213		PLEONARD	Innovation Hub Delivery	400,000	0	400,000	0
10283		PLEONARD	City Region Deal	61,000	0	61,000	0
10296		PLEONARD	Transformation Zones - Resourcing	28,000	0	-	-28,000
10191		EFYVIE	Town Centre Regeneration Fund	285,332	0	50,000	-235,332
10290		PLEONARD	City Region Deal - Resourcing	469,000	0	38,022	-430,978
10251		RSTEWART	Wellbeing Hub - Permanant	3,300,000	32,413	3,300,000	0

Project ID	Mana	Project Manager	Project ID Description	Amended Budget	Expenditure As at 11th Sept 2023	Projected Out-turn	Projected (Under)/Overspend
				£	£	£	£
10281		PLEONARD	Lochies School - New Build	1,195,000	0	1,195,000	0
10254		SCRICKMAR	Capital Program Legal Resource	94,576	0	94,576	0
10292		PLEONARD	Wellbeing Hub & Lochies - Resourcing	313,000	0	313,000	0
				<b>10,952,868</b>	<b>348,932</b>	<b>10,412,501</b>	<b>-540,367</b>
<b>Fleet Asset Management Strategy</b>							
10062	E1	kphilliben	Vehicle Replacement	732,664	295,851	732,664	0
				<b>732,664</b>	<b>295,851</b>	<b>732,664</b>	<b>0</b>
<b>IT Asset Management Strategy</b>							
10041	A42	JALLAN	Schools ICT Replacement - All Primaries	164,794	17,759	164,794	0
10031	A32	JALLAN	Schools ICT Replacement - Alva Academy	42,000	30,780	42,000	0
10011	A12	JALLAN	Schools ICT Replacement - Lornshell	42,000	6,160	42,000	0
10000	A1	JALLAN	Schools ICT Replacement - Alloa	41,000	19,332	41,000	0
10230		JALLAN	ICT Replacement (Secondary Schools)	0	1,896	-	0
10064	F1	JALLAN	IT Infrastructure	184,953	9,841	184,953	0
10187		JALLAN	Digital Infrastructure	604,152	342,872	604,152	0
10202		JALLAN	Digital Learning Strategy	250,000	195,293	250,000	0
10210		JALLAN	Homeworking	100,000	28,600	100,000	0
10255		ABONNER	Digital Transformation - Work Smarter	1,051,409	161,895	1,051,409	0
10256		CJARVIE	IT Resourcing - Corporate	124,000	0	124,000	0
10257		CJARVIE	IT Resourcing - Digital Rollout	50,000	0	50,000	0
10282		CJARVIE	Social Care System MVP	80,000	0	80,000	0
10285		CJARVIE	Digital Transformation - Future Ways of Working	0	0	-	0
10294		CJARVIE	Working Smarter (IOT, RPA) - Resourcing	279,000	28,300	279,000	0
10295		CJARVIE	Future Ways of Working - Resourcing	94,000	0	94,000	0
10067	F4	JALLAN	Digital Transformation	0	0	-	0
10207		JALLAN	Digital Foundations : M365	0	-14,240	-	0
10225		JALLAN	Upgraded Telephony System	0	101,395	101,395	101,395
10231		AMORRISON2	Building Energy Management System	39,882	0	39,882	0
10065	F2	lbarker	Social services adaptations	68,000	0	68,000	0
10253		lbarker	Tech Analogue to Digital Trans	462,413	81,096	462,413	0
				<b>3,677,603</b>	<b>1,010,980</b>	<b>3,778,998</b>	<b>101,395</b>
<b>Land Asset Management Strategy</b>							
10245		PLEONARD	West End Park Improvements	18,004	37,937	37,937	19,933

Project ID	Mana	Project Manager	Project ID Description	Amended Budget	Expenditure As at 11th Sept 2023	Projected Out-turn	Projected (Under)/Overspend
				£	£	£	£
10284		IMCDONALD	National play park and open space improvements	93,000	0	93,000	0
10005		IMCDONALD	Park, Play Area & Open Space Improvements - Alloa	25,000	1,255	25,000	0
10061	D1	GSTUART	Wheeled Bins	30,000	25,857	30,000	0
10278		GSTUART	Wheeled Grey Bins (RIF80)	583,890	322,615	583,890	0
10289		GSTUART	Polmaise Waste Transfer Station	77,000	0	77,000	0
10258		PLEONARD	Kilncraigs - Stone Preservation	120,000	0	-	-120,000
10096		EFYVIE	Gartmorn Dam Country Park	35,000	0	35,000	0
10279		SGRAHAM	Clackmannan Tolbooth	280,000	0	280,000	0
10086		EFYVIE	Renewable Energy Projects	100,000	0	50,000	-50,000
				<b>1,361,894</b>	<b>387,664</b>	<b>1,211,827</b>	<b>-150,067</b>
<b>Place Based Investment Fund</b>							
10299		EFYVIE	Wimpy Park Play Facilities	0	0	-	0
10300		EFYVIE	Tullibody Civic Centre - Outdoor Playing Surface	54,250	53,646	54,250	0
10301		EFYVIE	Hawkhill Community Centre - Outdoor Playing Surface	47,250	0	47,250	0
10302		EFYVIE	New Cycle Facilities	79,900		79,900	0
NEW		EFYVIE	Place Based Investment Programme 2023/24	310,000		-	-310,000
				<b>491,400</b>	<b>53,646</b>	<b>181,400</b>	<b>-310,000</b>
<b>Property Asset Management Strategy</b>							
10226		AMORRISON2	Wellbeing Hub - Demolition of ALB	352,447	123,252	250,000	-102,447
10268		EFYVIE	Nature Restoration Fund	195,000	13,940	195,000	0
10303		LHUNTER	Vacant & Derelict Land IP	500,000		500,000	0
10176		SCULLEN	Electric Vehicle Charge Points	0	-7,906	-	0
10208		AMORRISON2	Bowmar Community Hub	9,000	0	-	-9,000
10214		GWRIGHT	Kilncraigs - Roof	900,000	11,341	900,000	0
10045	B1	AMORRISON2	Statutory Compliance DDA Schools	14,000	10,400	14,000	0
10046	B2	AMORRISON2	Compliance - Asbestos Removal (Schools)	8,000	6,315	8,000	0
10221		AMORRISON2	Cemetery Walls Upgrade	675,445	15,050	675,445	0
10224		AMORRISON2	Learning Estate Cleaning Equipment	10,000	0	10,000	0
10259		PLEONARD	Strategic Estates Enhancements	315,000	0	315,000	0
10286		IMCDONALD	Alva Primary School Bridge	35,000	0	35,000	0
10287		CHARGROVE	Land Welfare Facilities - Replacement	46,000	0	46,000	0
10288		LSANDA	Local Care Provision (Woodside)	16,000	0	16,000	0
10293		AMORRISON2	Property - Resourcing	37,000	0	9,353	-27,647
10297		EFYVIE	Climate Change - Resourcing	19,000	0	-	-19,000
10298		PLEONARD	Capital Programme Support - Resourcing	380,000	0	380,000	0

Project ID	Mana	Project Manager	Project ID Description	Amended Budget	Expenditure As at 11th Sept 2023	Projected Out-turn	Projected (Under)/Overspend
				£	£	£	£
10220		AMORRISON2	Clackmannan Town Hall Roof and Wall Upgrade	228,256	63,076	228,256	0
10260		AMORRISON2	Learning Estates - Option Appraisals	365,000	0	365,000	0
10261		AMORRISON2	Learning Estates - Contingencies	444,000	0	444,000	0
				<b>4,549,148</b>	<b>235,467</b>	<b>4,391,054</b>	<b>-158,094</b>
<b>Roads Asset Management Strategy</b>							
10051	C4	GMAACLACHLAN	Carriageways - Roads	1,800,000	945,504	1,800,000	0
10054	C7	SCULLEN	Bridge Improvements	75,000	0	75,000	0
10056	C9	GMAACLACHLAN	Lighting Replacement	160,000	17,262	160,000	0
10291		IMCDONALD	Roads & Fleet - Resourcing	56,000	0	14,029	-41,971
10055	C8	SCULLEN	Road Safety	0	729	729	729
10172		SCULLEN	Parking Management Scheme	0	0	-	0
10222		SCULLEN	Active Travel Route - Alloa-Alva-Menstrie	1,600,000	0	1,600,000	0
10280		SCULLEN	Carriageways-Transportation	0		-	0
NEW		SCULLEN	SG Road Safety Improvement Fund	75,978		75,978	0
10049	C2	SCULLEN	Flood Prevention	129,650	0	129,650	0
10050	C3	SCULLEN	Cycle Routes	100,000	89,682	100,000	0
				<b>3,996,628</b>	<b>1,053,177</b>	<b>3,955,386</b>	<b>-41,242</b>
<b>Total Capital Programme</b>				<b>25,762,205</b>	<b>3,385,718</b>	<b>24,663,830</b>	<b>-1,098,375</b>

			INCOME	Amended Budget
			General Capital Grant	-4,453,000
			National Playparks and open space improvements (indicative figures)	-93,000
			City Deal Grant (100% spend)	-61,000
			Free School Meals infrastructure	-754,000
			Developer contributions - Learning Estate Development Driven - route map v4	-295,000
			Clackmannan regeneration	-568,000
			Sustran grant - active travel route - Menstrie to Alva	-1,400,000

Project ID	Mana	Project Manager	Project ID Description	Amended Budget	Expenditure As at 11th Sept 2023	Projected Out-turn	Projected (Under)/Overspend
				£	£	£	£
10015			Cycle routes	-100,000			
10268			SG Nature Restoration Fund	-195,000			
			Cycling Scotland	-74,484			
10278			Zero Waste Scotland	-583,890			
new			SG EES ABS Grant 23/24	-793,243			
new			UK GOV Shared Prosperity Fund UKPF	-60,000			
10303			Vacant & Derelict Land IP	-500,000			
new			Place based Invest Prog 23/24	-310,000			
10300			PBIF Tullibody	-54,250			
10301			PBIF Hawkhill	-47,250			
10299			PBIF Wimpy park	0			
10302			PBIF New Cycle Facilities	-79,900			
10304			ISACS Sunnyside Primary	-40,000			
10305			ISACS Lochies School	-25,000			
new			SG Road Safety Improvement Fund	-75,978			
				0			
				0			
<b>Gross Total Income Anticipated</b>				<b>-10,562,995</b>			



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**Report to: Audit & Scrutiny Committee**

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**Date of Meeting: 26 October 2023**

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**Subject: Internal Audit Progress Report**

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**Report by: Internal Audit Manager**

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**1.0 Purpose**

1.1 This report provides an update on 2022/23 and 2023/24 Internal Audit work.

**2.0 Recommendations**

2.1 It is recommended that the Committee notes the outcome from the last finalised review from 2022/23 and progress being made with completion of the 2023/24 Internal Audit Plan.

**3.0 Progress with Completion of the 2022/23 Internal Audit Plan**

3.1 At the August 2023 Audit and Scrutiny Committee Internal Audit reported that one report relating to Refugee Schemes Governance had yet to be finalised and would be reported to the next meeting of this Committee.

3.2 This review has been completed. Details on the scope of the review, and findings arising, are at Appendix 1. The assurance is provided in line with the definitions at Appendix 2.

**Progress with Completion of the 2023/24 Internal Audit Plan**

3.3 The 2023/24 Internal Audit Plan was agreed by Audit Committee on 20 April 2023. It set out 16 assignment areas to be completed by the team during the year, this includes 11 audit reports to be issued to Clackmannanshire Council (neither of these figures include those assignments or reports issued to the Clackmannanshire and Stirling Integrated Joint Board or Central Scotland Joint Valuation Board). A summary of progress is set out at Appendix 3.

3.4 Over the remainder of 2023/24 Internal Audit will continue to progress the programme of work set out at Appendix 3. As previously advised, however, this is subject to change, and resource will be directed to where it adds most value.

3.5 Our work to identify duplicate creditor payments is conducted on a six monthly basis. We have recently evaluated creditor payments from 1 April to 25 September 2023. Payment amounts, invoice reference numbers, and supplier details were matched to uncover potential duplicate payments.

These were reviewed to identify, for example: cancelled payments; credit notes; and refunds. 7 duplicates (with a gross value of £20,611) were found. This represents 0.035% of the £58,280,490 payments made in this period. Action is ongoing to recover these overpayments.

#### 4.0 Conclusions

4.1 The team have completed the 2022/23 work programme and are making reasonable progress with 2023/24 Internal Audit work. This will contribute to a balanced and evidenced based year end opinion on arrangements for risk management, governance, and control.

#### 5.0 Sustainability Implications

5.1 None Noted.

#### 6.0 Resource Implications

##### *Financial Details*

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

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

##### *Staffing*

6.3 No implications other than those set out in the report.

#### 7.0 Exempt Reports

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

#### 8.0 Declarations

8.1 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  N/A

## 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: Internal Audit Plan 2022/23 Assignment Outcomes Summary of Key Findings from Assignments Complete to Final Report 2022/23 Not Previously Reported to Committee
- Appendix 2: Definition of Internal Audit Assurance Categories
- Appendix 3: Internal Audit Plan 2023/24 Progress at 10 October 2023

## 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
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### Approved by

NAME	DESIGNATION	SIGNATURE
Stuart Crickmar	Strategic Director Partnership and Performance	



## INTERNAL AUDIT PLAN 2022/23 ASSIGNMENT OUTCOMES

Summary of Key Findings from Reviews Complete to Final Report  
Not Previously Reported to Committee

Review	Directorate	Assurance
Refugee Scheme Governance	People	Substantial
Scope	Final Report Executive Summary	
<p>The United Kingdom (UK) Government has made a commitment to support and safeguard vulnerable people who seek protection in the UK through Housing Support and asylum routes. The Scottish Government has committed to supporting 'New Scots'. The people participating in Housing Support schemes are reliant on the support of local authorities to support their needs. The Council is, therefore, an active participant in Refugee Housing Support schemes, and helps those who have arrived from, for example, Afghanistan, Syria, or Ukraine.</p> <p>The main focus of this review has been on the Ukrainian schemes. These schemes are the most recent and have the greater volume of refugees (since 2021 there have been zero new cases from the Syrian scheme, nine from the Afghan scheme, and seventy three individuals from Ukraine).</p> <p>In relation to displaced people from Ukraine, the UK Government (Department of Levelling Up, Housing, and Communities) has published data on the number of applications by Ukrainian residents to enter the UK; the number of visas that have been granted; and the number of arrivals in each nation of the United Kingdom. As of 18 July 2023, the arrivals in Scotland of 25,104 represented 19.65% of the total UK arrivals of 128,206.</p> <p>This high-level review has considered:</p> <ul style="list-style-type: none"> <li>roles and responsibilities;</li> <li>applicable policies and procedures; and</li> <li>available financial information.</li> </ul>	<p>The Housing Support Team has taken the lead on supporting refugees who have arrived, and continue to arrive, under the Homes for Ukraine schemes (with assistance being provided as necessary by other Council Services, for example the Landlord Registration Team and the Education Refugee Team). We were content that:</p> <ul style="list-style-type: none"> <li>the team maintain records detailing the arrival date of each displaced person into the United Kingdom, and into Clackmannanshire;</li> <li>From 2015 to 2022, Elected Members have received and agreed reports relating to refugee schemes;</li> <li>guidance on the different refugee schemes has been developed by the Scottish and UK Governments;</li> <li>information for host sponsors and displaced people is available on the Scottish Government's website;</li> <li>a checklist and workflow spreadsheet that outline the steps to follow by the team when assisting refugees or sponsors has been prepared and followed;</li> <li>monthly returns containing data on refugees from Ukraine are submitted to the Scottish Government;</li> <li>there are arrangements to distribute (using a dedicated Imprest Fund) initial 'welcome' payments to displaced people from Ukraine; and</li> <li>arrangements are in place to recover any identified overpayments of the monthly 'thank you' payments, from the sponsor, through Council recovery processes, and compliance with the Corporate Debt and Write Off Policy.</li> </ul> <p>We did identify areas, however, where there is scope for further improvement of the existing framework of control. We have, therefore, made the following recommendations:</p> <ul style="list-style-type: none"> <li>An additional 2023 update report should be presented to Elected Members detailing progress and any significant developments of the Ukraine Displaced Persons Resettlement Scheme implementation;</li> <li>Quarterly reconciliations should be conducted between any income received and expenditure incurred in relation to refugee schemes;</li> <li>Written Cash Handling Imprest Procedures are developed for the distribution of 'thank you' payments to guests under the Ukrainian Refugee Schemes; and</li> <li>The development and issue of financial reports to the Scottish Government in compliance with the grant offer conditions (including actual expenditure to date compared with profiled expenditure and any change to estimated expenditure for the 12 month period).</li> </ul>	

## DEFINITION OF INTERNAL AUDIT ASSURANCE CATEGORIES

Level of Assurance	Definition
<b>Substantial assurance</b>	Largely satisfactory risk, control, and governance systems are in place. There is, however, some scope for improvement as current arrangements could undermine the achievement of objectives or leave them vulnerable to error or abuse.
<b>Limited assurance</b>	Risk, control, and governance systems have some satisfactory aspects. There are, however, some significant weaknesses likely to undermine the achievement of objectives and leave them vulnerable to an unacceptable risk of error or abuse.
<b>No assurance</b>	The systems for risk, control, and governance are ineffectively designed and operated. Objectives are not being achieved and the risk of serious error or abuse is unacceptable. Significant improvements are required.

## INTERNAL AUDIT PLAN 2023/24

## Progress at 10 October 2023

	Client / Directorate	Assignment	Status
<b>Annually Recurring Assignments</b>			
1.	All Directorates	National Fraud Initiative	Ongoing
2.	All Directorates	Continuous Auditing	Ongoing
3.	Place	Climate Change Act Public Body Duties Audit	Not Started
4.	All Directorates	Consultancy Work	Ongoing
5.	All Directorates	Work on Recommendations Outstanding	Ongoing
6.	Internal Audit	Public Sector Internal Audit Standards: Self Assessment	In Progress
<b>Committed Assignments</b>			
7.	Partnership and Performance / All Directorates	IT and Information Security Governance	Not Started
8.	People / All Directorates	Purchase Order Arrangements at Clackmannanshire for Adult Social Care	In Progress
9.	Partnership and Performance / People	Leisure Income Follow Up Review	In Progress
10.	Partnership and Performance / All Directorates	Freedom of Information Requests	Not Started
11.	All Directorates	Care Home Residents Monies	In Progress
12.	Partnership and Performance / All Directorates	Overtime Arrangements	Not Started

	<b>Client / Directorate</b>	<b>Assignment</b>	<b>Status</b>
13.	Place / Partnership and Performance	Energy Bills Support Scheme (EBSS)	Not Started
14.	People	School Admissions Policy	Not Started
15.	Partnership and Performance / All Directorates	Use of Purchase Cards	<b>In Progress</b>
16.	Partnership and Performance / All Directorates	Community Benefits	Not Started
<b>Other Client Work</b>			
17.	Clackmannanshire and Stirling Integration Joint Board	The Internal Audit Plan for 2023/24 was presented to the IJB Audit and Risk Committee on 28 June 2023.	Not Started
18.	Central Scotland Valuation Joint Board	The Internal Audit Plan for 2023/24 was presented to the Central Scotland Valuation Joint Board on 30 June 2023.	Not Started



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**Report to**            **Audit & Scrutiny Committee**

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**Date of Meeting: 26<sup>th</sup> October 2023**

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**Subject:**            **Corporate Risk Register**

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**Report by:**        **Strategic Director – Partnership & Performance**

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**1.0 Purpose**

- 1.1. This report provides Committee with the 2023/24 half year update on Clackmannanshire Council's Corporate Risk Register (Appendix A).

**2.0 Recommendations**

- 2.1. That Committee notes the report, commenting and challenging as appropriate.

**3.0 Considerations****3.1. Purpose of Risk Management**

- 3.1.1. The Council has several key goals regarding how it will achieve the priorities set out in the Local Outcomes Improvement Plan (LOIP) and how it will transform services under the Be the Future programme. In order to effectively plan how we will achieve these goals, we must also consider the internal and external challenges with the potential to prevent or hinder their achievement. An effective risk management approach ensures that the Council is aware of such factors and, where appropriate, takes action to reduce or remove risks to ensure the success of its initiatives.
- 3.1.2. The purpose of risk management is not to prevent activities from taking place, but to ensure all relevant factors are taken into account in planning and implementation so that the best possible outcomes are realised. Council officers and services deal, on a daily basis, with a wide variety of operational risks to individuals, communities and internal management processes. However, the corporate risk management approach must take a wider, more strategic view and consider short-, medium- and long-term implications, as well as (often complex) inter-dependencies.
- 3.1.3. The impact of the pandemic and other recent global events on Council services and the local community has been significant, and this approach remains critical in light of the Council's ongoing response and recovery planning. The hierarchy of risk logs from teams, services, directorates and partnerships up to the corporate log should ensure that each level has holistic oversight of the most significant issues which must be managed. In addition, consideration of risk at a Civil Contingencies and Incident Management level has been critical, as has the risk assessment process which has formed a significant part of the Council's ability to respond and manage service provision safely.

## **3.2. Corporate Risk Management Process**

- 3.2.1. The corporate risk register is owned by the Strategic Leadership Group, and the Strategic Director – Partnership & Performance is responsible for the corporate Risk Management approach. The Council follows a systematic process, reporting corporate and service risks to Committee on a regular basis. The process is assessed via internal and external governance and audit mechanisms, and peer-reviewed by other authorities and partners.
- 3.2.2. Each corporate risk review involves gathering information from internal and external sources (environmental scanning) and review of the register by a range of individuals and groups. Discussions are held at the Corporate Risk & Integrity Forum (including risk owners and/or delegated officers) to:
- Review changes and developments in existing corporate and service risks;
  - Investigate emerging externally-identified risks for local relevance;
  - Evaluate emerging internally-identified risks (Internal Audit/self-assessment); and
  - Consider significant risks, or those with implications across multiple services, for escalation to the corporate log, where they are managed until their severity reduces.
- 3.2.3. It would be impossible to remove all risk from our operations as most functions have inherent risks, as do most changes. Moreover, we cannot choose not to make changes, as this would involve exposure to other risks, such as failing to fulfil statutory duties, comply with legislative developments or take advantage of new opportunities/technologies. The aim, therefore, is not to be ‘risk averse’ but ‘risk aware’.
- 3.2.4. We identify our approach to managing each risk as:
- Treat: we will take action to reduce the risk;
- Tolerate: actions within our control have been completed and plans are in place;
- Transfer: the risk will be passed to another party, such as insurers; or
- Terminate: the activity that is causing the risk will be ceased.

## **3.3. Current Risk Profile & Development Activity**

- 3.3.1. Corporate risks are reviewed during the first fortnight of Jun, Sep, Dec & Mar, therefore this half year review was completed in advance of the revised Risk Management Strategy being presented to Council for approval (05-Oct). Much of the strategy consolidates and documents existing priorities and activities, however, it also includes changes to the risk scoring guidance. Thus, while timing dictates that these changes could not be implemented in this report, the quarter 3 review (to be presented in Feb-24) will be more in-depth and may involve more scoring changes than is usually the case.
- 3.3.2. In this review, the score for IT System Failure has increased due to worsening external cyber threats, as has Industrial Unrest regarding pay negotiations (at the time of writing). Major Governance Failure was demoted from the corporate log in Nov-2021 following a substantial review of the Annual Governance Statement process. Concerns regarding compliance have, however, been raised at the Corporate Risk & Integrity Forum, reflected in this risk being re-escalated, with additional training as a key mitigation.
- 3.3.3. As shown in Appendix A, the current context is extremely challenging, involving several complex factors, some of which compound existing concerns, or are intrinsically linked to our ability to manage them. In some areas, positive mitigations are outweighed by worsening external factors, resulting in little direct change. Interdependencies are also evident, with the legacy of recent economic, environmental, technological, societal and geopolitical impacts expected to continue for quite some time. We are, however, not alone in responding to these challenges and one factor within our control is how we ensure that high standards of diligence are applied in all areas of our work.

#### 4.0 Sustainability Implications

4.1. There are no direct sustainability implications arising from this report.

#### 5.0 Resource Implications

5.1. *Financial Details – There are no direct financial implications arising from this report.*

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 financial implications as set out. Yes ✓

5.4. *Staffing – There are no direct staffing implications arising from this report.*

#### 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. If there are no appendices, please state "none".

##### Appendix A – Corporate Risk Log

#### 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)

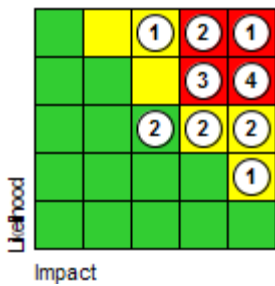
NAME	DESIGNATION	TEL NO / EXTENSION
Judi Richardson	Performance & Information Adviser	2105

#### Approved by

NAME	DESIGNATION	SIGNATURE
Stuart Crickmar	Strategic Director – Partnership & Performance	







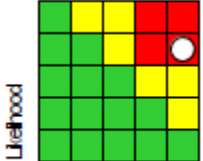






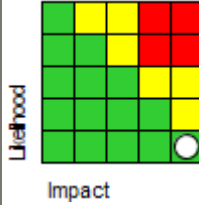
# Appendix A - Corporate Risk Log



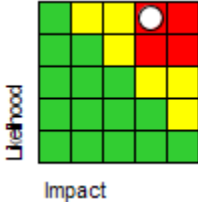
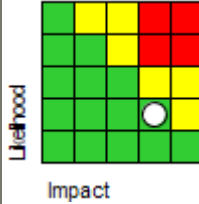
Summary of Changes	Distribution of Scores
<p>At the 2023/24 half year stage (out of a total of 18 risks):</p> <p><b>Status</b></p> <p>10 risks are red (8 in previous report - quarter 1, 2023/24)            6 risks are amber (same as previous)            2 risks are green (previously 3 - normally fewer green as often demoted to lower-level registers unless particular scrutiny needed)</p> <p><b>Approach</b></p> <p>13 risks are being <b>Treated</b> (previously 12)            5 risks must be <b>Tolerated</b> (same as previous)</p> <p><b>Change in Scores Since Last Review</b></p> <p>2 risks have increased            15 risks remain the same            1 risk has been newly added to the register (re-escalation of Governance Failure)            No risks have reduced or been removed from the register</p>	




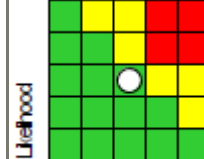


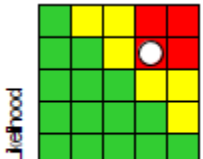
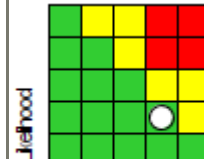
Code	Title	Score	Status	Approach	Change
COU CRR 008	Insufficient Financial Resilience	25		Treat	
COU CRR 005	Impact of Poverty, Inequality & Changing Demographics	20		Treat	
COU CRR 034	Insufficient Pace & Scale of Organisational Transformation	20		Treat	
COU CRR 050	Supply Chain & Labour Market Disruption	20		Tolerate	
COU CRR 012	Health & Safety Breach	20		Treat	
COU CRR 046	IT System Failure	20		Treat	
COU CRR 022	Public Health Emergency	20		Tolerate	
COU CRR 033	Major Governance Failure	16		Treat	
COU CRR 009	Information Not Managed Effectively	16		Treat	
COU CRR 048	Increasing Attainment Gap	16		Treat	
COU CRR 023	Industrial Unrest	15		Tolerate	
COU CRR 040	Failure of Public Utility Supply	15		Tolerate	
COU CRR 038	Failure to Prevent Extremism and/or Radicalisation	15		Treat	
COU CRR 031	Failure to Prepare for Severe Weather Events	12		Tolerate	
COU CRR 037	Failure to Address Serious Organised Crime	12		Treat	
COU CRR 049	Continued Contribution to Climate Change	10		Treat	
COU CRR 047	Inadequate Workforce Planning	9		Treat	
COU CRR 011	Harm to Child(ren)	9		Treat	

## Approach Treat



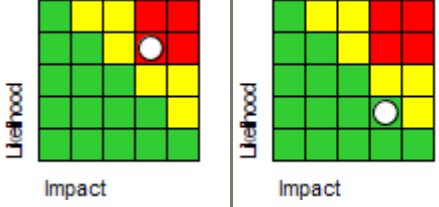
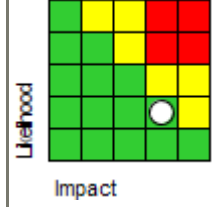


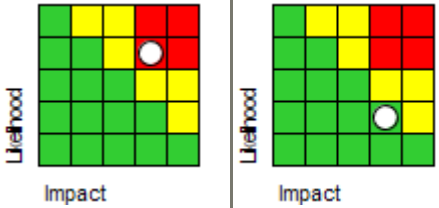
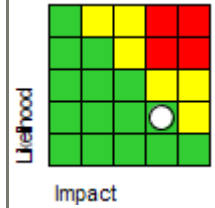
		<b>Insufficient Financial Resilience</b>	Senior Manager Finance & Revenues	Current Score	25	Target Score	5
Risk	The Council does not have a balanced budget to meet essential service demands, customer needs, or external agendas.			 Likelihood vs Impact		 Likelihood vs Impact	
Potential Impact	Reputational and legal implications and severe, extended loss of service provision. Possibility of Alliance, Health & Social Care and other partners also experiencing budget pressures contributes to potential impact, given the interdependencies.						
Note	The budget for 2023/24 was approved in March reflecting a balanced position. Within this budget there is £3.8m of savings to be achieved during 2023/24. Due to the use of reserves and cash savings to balance the 2023/24 budget, the budget gap for 2024/25 has been estimated at £11.6m. The budget process for 2024/25 is already progressing to take forward savings through transformation and other areas previously identified. The budget gap is also subject to the settlement funding from Scottish Government which will be known towards the end of the year.						
Related Actions	Audit of 2021/22 Accounts by Audit Scotland		COU EXA 212	Existing Controls	Budget Strategy & Monitoring		
	Use the agreed strategic change framework and organisational design principles to implement a whole organisation redesign		EXA BVA 1A0		Contract Standing Orders		
	Balance the drive for savings with the need for sufficient officer time and skills to support change and consider how to make more use of external assistance to support improvement		EXA BVA 4F0		Financial Regulations		
		<b>Impact of Poverty, Inequality &amp; Changing Demographics</b>	Chief Executive	Current Score	20	Target Score	5
Risk	Services are not appropriately redesigned based on changing needs in relation to the ageing population, health, complexity of care or socio-economic factors, specifically poor outcomes associated with welfare reform, poverty and/or inequality and wider impacts associated with the cost of living crisis.			 Likelihood vs Impact		 Likelihood vs Impact	
Potential Impact	Inappropriate allocation of resources & assets, misalignment of corporate objectives to need, inability to demonstrate Best Value, and possible financial and reputational consequences of responding to unplanned situations.						
Note	The LOIP and Health & Care Strategic Plan set out partnership outcomes to strengthen community & place-based services. Key priorities are to reduce children living in poverty, develop inclusive growth and empower families & communities. Relevant actions include City Region Deal, Community Wellbeing & Community Wealth Building, as well as data analysis to inform decision-making and Poverty Impact Assessments. The risk score takes into account EU withdrawal, pandemic impacts, recent Child Poverty statistics and the cost of living crisis.						
Related Actions	Clackmannanshire Alliance Local Outcomes Improvement Plan 2017-27		CPP LOI	Existing Controls	Customer Consultation & Engagement		
	Implement Health & Care Partnership Strategic Delivery Plan		CRR HSC SDP		Budget Strategy & Monitoring		



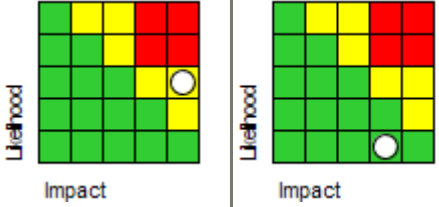
		<b>Insufficient Pace &amp; Scale of Organisational Transformation</b>	Chief Executive	Current Score	20	Target Score	5
Risk	The Council fails to proactively drive the fundamental redesign of services and organisational planning/development with the speed required to address the funding gap due to ineffective change management.						
Potential Impact	Failure to maintain the required level of provision for statutory services. The corporate business improvement programme does not establish sustainable service delivery and a sustainable cost base for the future.						
Note	Special Council meeting of 9th March approved a General Services Budget for 23/24 that highlights the continued focus on our transformation ambitions. Our capital programme will see £236 million invested in the area over the next 20 years. It is an ambitious plan which will deliver a new Wellbeing Hub, improvements to our schools, significant economic regeneration and will play a key role in our journey towards net zero. One of the financial flexibilities awarded by the Scottish Government to use capital receipts for transformation is due to end at 31st March 2023, meaning the Transformation Team fixed-term model will cease by the end of May 2023. A paper is to come to a future Council meeting informing the next steps of the Be the Future Transformation Programme. The Capital Plan, however, includes new and alternative provision for resources to prioritise delivery of key Capital Plan projects in support of the Council's transformation ambitions and strategy of investment-led recovery. An Investment Strategy for Clackmannanshire is to be developed that will attract potential investors to work with the Council and its partners to develop Clackmannanshire as an investable proposition.						
Related Actions	Be the Future Transformation Programme		COU TRN	Existing Controls	Be the Future Board		



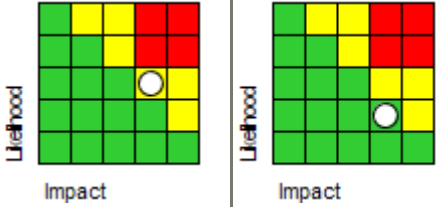
		<b>Health &amp; Safety Breach</b>	Chief Executive	Current Score	20	Target Score	8
Risk	Incident or statutory breach results in injury or death of staff member or customer due to lack of awareness or non-compliance with policies and procedures. Incidents may also arise from third parties actions, outwith Council control.						
Potential Impact	The effects on individuals and their families, financial penalties (including Health & Safety Executive intervention fees), criminal proceedings, adverse publicity, increased insurance or damage to Council assets.						
Note	There are still significant gaps in our legal compliance and discussions with managers still show significant gaps in their understanding of their responsibilities. IOSH Managing Safely programme being rolled out to help plug this gap as part of work on the Health & Safety Strategy.						
Related Actions	Revised Health & Safety Strategy & Actions Plan		CRR P&P HR1	Existing Controls	Health & Safety Management System		
	Governance improvement actions across all services		CRR P&P LG1		Health & Safety Corporate Training Programme		



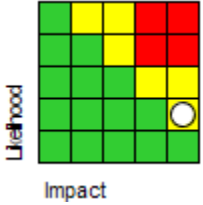
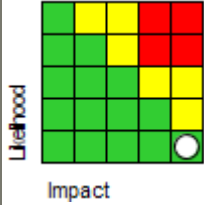
		<b>IT System Failure</b>	Senior Manager Partnership & Transformation	Current Score	20	Target Score	9
Risk	Full or partial loss of network/hardware/software/telecoms technologies (temporary or prolonged) due to cyber attack/other emergency, failure to manage maintenance/backups/suppliers/contracts, or lack of investment in systems/staff/training (i.e. failure of IT services to uphold priorities of Confidentiality, Integrity and Availability).			 Likelihood Impact		 Likelihood Impact	
Potential Impact	Financial impact from loss of productivity, service disruption (inc. statutory/vulnerable groups), inability to communicate, harm to staff/customers (access to records/Potentially Violent Persons register) & legal/regulatory/reputational implications.						
Note	A number of recent global issues on cyber risks has led to an increase in the risk impact. Work is ongoing to raise awareness across the workforce of cyber risks and mitigations. The Council is also investing in ICT infrastructure and security as part of its Digital Transformation Strategy & roadmap. This will introduce security policies and tools, cloud hosted services, retire/replace legacy systems, implement m365 & invest in modern technology to support delivery, future ways of working & Digital Transformation ambitions.						
Related Actions	Develop & deliver the Council's Digital Transformation Strategy		CRR P&P IT1	Existing Controls	Business Continuity Plans		
	Complete actions from IT Asset Management Plan		CRR P&P IT2		Service Level Agreements & Contracts		
		<b>Major Governance Failure</b>	Strategic Director - Partnership & Performance	Current Score	16	Target Score	8
Risk	A significant failure of compliance with statutory duties through non-adherence to and/or lack of awareness or understanding of law, contract standing orders, scheme of delegation or financial regulations.			 Likelihood Impact		 Likelihood Impact	
Potential Impact	Significant reputational damage, injury or loss of life, legal action, financial loss or disruption to service delivery and challenge by third parties. Staffing changes and re-design reaffirm need to closely monitor & manage compliance with statutory requirements & good practice.						
Note	The Corporate Risk & Integrity Forum discuss governance & compliance on a quarterly basis. Mandatory training to officers to be carried out over the next few months. Scrutiny training was provided to Audit & Scrutiny Committee in June and will be rolled out to all other Elected Members in the coming months. This risk has been reinstated on the corporate log following concerns regarding breach of governance and the law. Additional Governance training is currently in development and will shortly be added to the mandatory training suite for completion by all staff on an annual basis.						
Related Actions	Annual Internal Audit & Fraud Programme		COU IAF	Existing Controls	Scheme of Delegation		
	Governance improvement actions across all services		CRR P&P LG1		Governance & Audit Processes		
	Addition of Governance to annual mandatory training suite		CRR P&P LG3		Committee Structures & Remits		



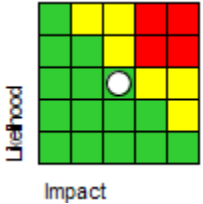
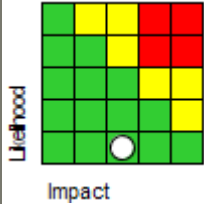


		<b>Information Not Managed Effectively</b>	Senior Manager - Legal & Governance	Current Score	16	Target Score	8
Risk	Information is not protected, managed or used effectively due to lack of compliance with information sharing, data protection, records management or IT principles/protocols, potentially leading to data breaches, inefficiency/duplication and strategic/performance management decisions based on poor quality/inaccurate business intelligence.						
Potential Impact	Legal/reputational/financial implications from breaches (regulators being the ICO and SIC can impose monetary penalties and enforcement notices), inefficiencies costing time/money, non-completion of (possibly statutory) duties. Loss of productivity, impacting morale, or misinformed decision-making if information not available/used.						
Note	There is currently no Records Management Officer in post and a full review of the current records management / retention plans is required. The Data Protection Officer is now an internal officer. The likelihood of this risk occurring increased at a previous review in relation to external cyber security threats, with cyber essentials accreditation remaining outstanding. Work continues around opportunities from MS365, review of Data Protection policies and partnership sharing agreements. Planned actions around reviewing the training approach and manager support to ensure the completion of mandatory training by all staff.						
Related Actions	Develop & deliver the Council's Digital Transformation Strategy		CRR P&P IT1	Existing Controls	Data Sharing Agreements GDPR Guidance & Training		
		<b>Increasing Attainment Gap</b>	Chief Education Officer	Current Score	16	Target Score	8
Risk	The Council fails to reduce the educational attainment gap between pupils from more and less deprived areas due to financial pressures, workforce issues, or wider economic, demographic and poverty-related issues.						
Potential Impact	Poor school leaver destinations/participation, young people failing to reach potential, longer-term impacts on social mobility, poverty, life chances & economic growth, plus reputational damage and implications for inspections & funding.						
Note	Recovery Plans now form part of School Improvement Plans and support continues from Centre Teams & government funding. Health & wellbeing impacts and emerging challenges being addressed by Educational Psychology & partners. Redesigned approach to Scottish Attainment Challenge has seen funding to 9 Challenge Authorities (£43m) distributed equitably between all 32 local authorities - now named Strategic Equity Funding. This significantly reduces finance available for local Programme Plans, tapering down over next 4 years (2022-25). We continue to monitor attainment closely, with targeted support to close any identified gaps, and funding will be carefully allocated to mitigate risks.						
Related Actions	Increased attainment in Literacy and Numeracy		NIF 21 10	Existing Controls	Education Senior Management Team		
	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		NIF 21 16		Strategic Equity Funding		
	Covid-19 Education Recovery Plan		PPL EDU CRP		National Improvement Framework		

		<b>Failure to Prevent Extremism and/or Radicalisation</b>	Senior Manager Partnership & Transformation	Current Score	15	Target Score	4
Risk	Radicalisation of someone from the area results in terrorist incident (or other malicious attack), causing physical or financial harm to individuals or groups (here or elsewhere), or fear of such an incident affects quality of life.						
Potential Impact	Casualties/fatalities, property/infrastructure damage, need for evacuation/temporary housing or wider economic damage. Financial harm to individuals, businesses or the Council. Disruption to services or reputational/legal implications.						
Note	Continue to implement CONTEST delivery plan through work with our partners and through the Forth Valley CONTEST Board. Prevent is the strand within CONTEST focussed on preventing radicalisation and extremism in communities. Training for staff is provided as part of mandatory training programmes and on specific aspects of the national Prevent strategy. The national Prevent referral pathway has also been reviewed in 2021.						
Related Actions	Actions from Internal Audit of CONTEST, Prevent & Serious Organised Crime Readiness		CRR P&P SP2	Existing Controls	Forth Valley Local Resilience Partnership CONTEST Delivery Plan & Working Groups WRAP Training (High Priority Staff)		



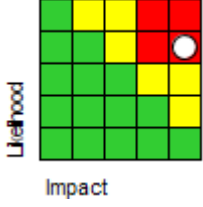


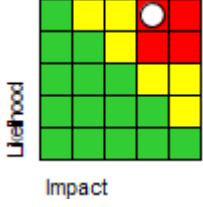


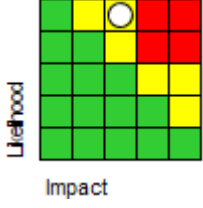
		<b>Failure to Address Serious Organised Crime</b>	Senior Manager Partnership & Transformation	Current Score	12	Target Score	8
Risk	Public bodies fail to address organised crime involving drugs, violence, fraud, corruption, money laundering and/or human trafficking (with women and girls particularly vulnerable), due to a lack of preventative processes or information sharing.						
Potential Impact	Physical or financial harm to individuals, businesses, communities or the Council. Direct or indirect disruption to Council services and associated reputational and/or legal implications.						
Note	Situational awareness and monitoring of significant developments or intelligence is ongoing. Web pages for staff have been updated with the latest advice on cyber crimes and keeping safe and briefings are shared with staff from Scottish Business Resilience Centre and the National Crime Agency.						
Related Actions	Serious Organised Crime action plan, based on Police Scotland self-assessment		COU SOC	Existing Controls	Serious Organised Crime Delivery Plan		
	Implement Council CONTEST Delivery Plan, based on the Government's CONTEST Strategy		CRR P&P SP1		Let Scotland Flourish Strategy		
	Actions from Internal Audit of CONTEST, Prevent & Serious Organised Crime Readiness		CRR P&P SP2		National Fraud Initiative		



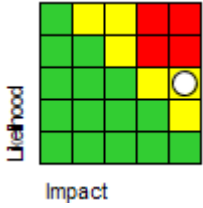
		<b>Continued Contribution to Climate Change</b>	Strategic Director - Place	Current Score	10	Target Score	5
Risk	The Council fails to play its part in addressing the climate emergency, such as by not adapting to climate change, by not reducing waste and the need to travel, making available adequate resources, developing/using/promoting sustainable practices, materials & technologies (including energy efficiency & emissions) or failing to act as an ambassador for national & international good practice as it emerges.						
Potential Impact	Worsening environmental impacts including flooding (see related Severe Weather risk), increased fuel poverty (with knock-on health/social impacts), missed efficiency savings, economic opportunities and poorer air quality. Political/reputational impacts of not supporting national/international policy, and potential legal implications of not meeting targets or demonstrating progress.						
Note	We submit Climate Change Duties reports annually, and are developing/implementing several related strategies & projects around our own practice and dissemination to local residents & businesses. These relate to assets, housing stock, energy & fuel poverty advice, community food growing, waste reduction, low-carbon technology and sustainable transport. A comprehensive Net Zero/Climate Change Strategy and Climate Emergency Action Plan is also being prepared and a Council Climate Emergency Group and community Climate Change Forums have been established to support this process. Scotland's International Environment Centre proposal, as part of the City Region Deal, will place Clackmannanshire at the forefront of Scotland's Climate Change mitigation efforts.						
Related Actions	Develop Net Zero strategy and action plan		PLC 213 101	Existing Controls	Local Biodiversity Action Plan		
	Develop routemap to compliance with ESSH2 for all Council Housing stock.		PLC 213 104		Regional Energy Masterplan		
	Deliver CRD programme in line with delivery plan/financial profile		PLC 213 111		Sustainable Food Growing Strategy		



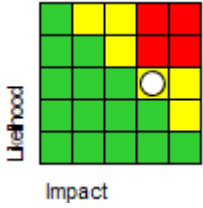
		<b>Inadequate Workforce Planning</b>	Senior Manager HR & Workforce Development	Current Score	9	Target Score	3
Risk	Due to lack of workforce planning the Council fails to ensure sufficient capacity/resource to deliver key Council service or fails to adequately develop its workforce to ensure that skills, knowledge and structures are appropriate, sustainable financially viable and compatible with our corporate vision.						
Potential Impact	Loss of key staff from posts identified as single points of failure, including statutory officers, leading to inability to delivery key functions and lack of adequate professional advice to Council Officers/Elected Members.						
Note	The Interim Workforce Strategy 2023-25 is designed to ensure we have the right people, with the right skills, at the right time and in the right place. The Strategy outlines how the Council will set a foundation for workforce development and learning which will support development of the Be the Future Targeting Operating Model. Of particular focus will be continuation of the Council's workforce planning efforts at both strategic and directorate levels, ensuring that as the target operating model is developed, and the need for new roles and skills evolves, we can support and engage our workforce in this journey. A fuller Strategic Workforce plan 25-28 is also being developed. Ongoing issues remain as capacity issues, a stretched and fatigued workforce balancing "business as usual" and a need to progress key transformation activities. Beyond this an aging workforce, with a number of key staff approaching potential retirement, turnover in key posts or single points of failure, impacted by turnover or absence overlays presents significant future challenges.						
Related Actions	Develop & implement the strategic workforce plan 2022-25		CRR P&P HR4	Existing Controls	Strategic Workforce Plan		

		<b>Harm to Child(ren)</b>	Strategic Director - People		Current Score	9	Target Score	3
Risk	A lack of capacity or stability in key roles reduces the Council's ability to fulfil statutory requirements and intervene to prevent the serious harm of a child/children.							
Potential Impact	Effects of injury or death on individual, family, friends & staff members, reputational & legal implications, with associated costs, as well as impact of reputational damage & negative publicity on morale, workforce development and sustainability.							
Note	Robust internal control measures in place to ensure appropriate staffing, leadership, assurance and risk management planning, including quarterly reports to the Chief Officer Group and Child Protection Committee (CPC), regular review of the CPC Risk Register and prioritisation of child protection work. We have successfully recruited all team leaders into posts and new senior practitioners (as part of the Children's Services re-design) to build resilience and skill within the workforce. All vacant posts within the children's social work service are recruited to in a timely manner. Rolling programme of council specific and multi-agency child protection training in place, including Joint Investigative Interviewing training. The e-IRD system allows for agencies to respond in real time to children/young people at risk of harm for timely assessments and interventions. There has been a sustained decrease in the number of child protection registrations.							
Related Actions	People Directorate Business Plan 2023-24		PPL BP 23-24	Existing Controls	Child Protection Procedures			
	Children's Services Plan 2021-24		PPL CHC CSP		Public Protection Chief Officers Group			
	Covid-19 Education Recovery Plan		PPL EDU CRP		Child Protection Committee			

## Approach Tolerate

		<b>Supply Chain &amp; Labour Market Disruption</b>	Chief Executive	Current Score	20	Existing Controls	
Risk	Disruption to UK supply chains & labour markets as a result of EU withdrawal, increasing costs & delays in sourcing goods (particularly in construction), already materialising and could continue for an extended period or escalate						Service Level Agreements & Contracts
Potential Effect	The Council could fail to recruit or retain staff with the required knowledge & experience, and/or be subject to direct or third-party impacts if suppliers are unable to source goods/materials or staff to fulfil contractual obligations						Recruitment & Retention Policy
Note	Impact and Likelihood remain unchanged. Ongoing pressures on supply chain impacted by inflation, brexit etc plus recruitment difficulties particularly for key roles do have an impact.						Procurement Processes & Procedures
		<b>Public Health Emergency</b>	Chief Executive	Current Score	20	Existing Controls	
Risk	Significant numbers of Council staff and customers become ill due to the occurrence of a public health emergency, such as a flu pandemic, with spread potentially exacerbated through failure to vaccinate or follow hygiene protocols.						Business Continuity Plans
Potential Effect	Short- & long-term health implications for public & staff (inc. absence if ill or caring for others). Disruption to support & front-line services, inc. to already vulnerable groups. Consideration required of minimal service provision requirements.						Pandemic Flu Plan
Note	Continue to work at local, regional and national level and plans updated as appropriate. Continue to promote national messaging and provide opportunities for for preventative measures e.g vaccination hubs						Major Incident Procedures
		<b>Industrial Unrest</b>	Chief Executive	Current Score	15	Existing Controls	
Risk	Industrial action by Council staff, partners or suppliers arises, normally in relation to local or national budget-related changes to terms and conditions, or restructuring.						Business Continuity Plans
Potential Effect	Immediate effects on service delivery & those dependent on services, with financial and reputational damage, and residual impact on staff morale & productivity. In case of partners/suppliers may have to support or reduce activity/service delivery.						Trade Union Communications Protocol
Note	SJC unions have balloted members who support Schools/ELC. GMB, Unite and Unison have reached relevant thresholds at Clackmannanshire. Notifications of industrial action have been received. This will impact on Schools and delivery of service. SNCT Teaching side settled on the 22/23 pay award during March 2023.						Forth Valley Local Resilience Partnership

		<b>Failure of Public Utility Supply</b>	Strategic Director - Partnership & Performance	Current Score	15	Existing Controls
Risk	Sustained loss of gas, electricity, water and communications over a significant area due to failure of a provider's infrastructure as a result of a local or national event.					
Potential Effect	Fatality, injury or health risk, requirement to evacuate & find alternative accommodation, including for vulnerable people. Disruption to businesses, with potentially large costs, and impact on contact with health, care and emergency services.					
Note	Continuing to work with utility partners to mitigate risks. Participation in relevant exercises including Mighty Oak and plans updated with lessons learned					
						Business Continuity Plans
						Major Incident Procedures
						Emergency Response Plan

		<b>Failure to Prepare for Severe Weather Events</b>	Strategic Director - Place	Current Score	12	Existing Controls
Risk	Inability to respond to severe weather events due to lack of appropriate planning & equipment (e.g. 4x4 vehicles). Most likely flooding from rain/coastal surge, winter weather or heatwave (increasing frequency & severity due to climate change).					
Potential Effect	Widespread community dislocation, damage to property, businesses, roads & utility infrastructure (inc. telecoms & power), or inability of staff to get to workplace. Impact on delivery, reputation & finances, and increased workload in numerous services to support communities, including clearing roads and core paths (e.g. from fallen trees & other debris).					
Note	Severe weather plans at local, regional and national level updated, tested and exercised. Local community resilience groups plans updated, tested and exercised and appropriate communications channels in place					
						Business Continuity Plans
						Forth Valley Local Resilience Partnership
						Winter & Flood Management Plan

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**Report to: Audit and Scrutiny Committee**

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**Date of Meeting: 26<sup>th</sup> October 2023**

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**Subject: Exceptions from the Application of Contract Standing Orders**

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**Report by Strategic Director Partnership & Performance**

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## **1.0 Purpose**

- 1.1 It is a requirement of Contract Standing Orders that exceptions should be reported to the next available Audit & Scrutiny Committee. The purpose of this paper therefore is to provide detail on any Exceptions to Contract Standing Orders submitted in the previous quarter.

## **2.0 Recommendations**

- 2.1 The Committee is asked to note the report, commenting and challenging as appropriate

## **3.0 Considerations**

- 3.1 Contract Standing Orders (CSO's) apply to all contracts entered into by Council officers. In some circumstances however, exceptions may be granted.
- 3.2 The appropriate senior manager must record their reasons in writing in the form of an exception report for a decision, which must be submitted to the Strategic Director, Partnership and Performance, for consideration.

The Strategic Director is required to consult with the Chief Finance Officer (S95) and Procurement Manager before taking any action that binds the Council. It is a requirement that any such exception shall be reported retrospectively in full to the next Audit & Scrutiny Committee, including the reasons that fully justify the exception. A summary of CSO exemptions will also be provided as part of the Annual Procurement report to the Audit & Scrutiny Committee.

- 3.3 Three exceptions were considered since the last report in August 2023
- 3.3.1 To permit the continued appointment of Matrix Telematics to Supply vehicle telematics systems over a 3 year period, August 2023 – July 2026 to the value of £60,000.00

The basis of the exception request is that, in terms of Contract Standing Orders section 6 (7) There is a genuinely justifiable case to use an existing contractor/supplier to maintain continuity of supply or site experience

Reference 2/6/2085

### **Granted**

Based on the information provided the exception was granted after careful consideration was given to changing the current supplier; however after testing the market, it became clear that this course of action would be operationally disruptive and was not financially viable. The costs to switch supplier would also be in excess of the current revenue budget allocated to this requirement.

### **Conditions**

Procurement Form 2 should be completed and authorised for this requirement  
A purchase order should be raised to cover the period requested  
The award should be published in Public Contracts Scotland

- 3.3.2 To permit the appointment of Ceteris (Scotland) Ltd. to deliver a Business Growth Programme as set out within our investment plan for UK Shared Prosperity Fund (Business Support). Funding has been allocated for this programme over a 2 year period (1 April 2023 to 31 March 2025) to the value of £80,000

The basis of the exception request is that, in terms of Contract Standing Orders section 6 (8) The purchase of goods or materials, the execution of works or supply of services for which the procurement officer considers that no genuine competition can be obtained.

Reference 2/6/2086

### **Granted**

Based on the information provided the recommendation was to approve the request for an exception to Council to allow the Council to award the contract directly to Ceteris (Scotland) Ltd. who are working in partnership with other Clackmannanshire Business Support organisations to design and deliver the programme.

The group which has been set up to design this programme comprises of Ceteris, University of Stirling, Forth Valley College, Forth Valley Chamber of Commerce, CTSI and Clackmannanshire Council.

The programme is being designed to ensure it does not duplicate anything already offered within the Forth Valley area (including no duplication with existing Business Gateway services), and that it aligns and provides a referral route into the University of Stirling Help to Grow programme.

Working with CTSI will also ensure that good representations of Third Sector organisations are included in the programme.

A previous tender for the pilot programme received only one bid and was subsequently designed, delivered and project managed by Ceteris from January to March 2023, with 11 businesses / third sector organisations taking part. The programme included strategy, finance, innovation and



implementation support and was very well received. Feedback was excellent and is being used to inform the new programme design.

### **Conditions**

Procurement Form 2 should be completed and authorised for this requirement  
A purchase order should be raised to cover the period requested  
The award should be published in Public Contracts Scotland

- 3.3.3 To permit the appointment of the appointment of Avondale to supply the Scottish brokerage service with a 3 month extension period to dispose of residual waste to landfill with the potential of a further 3 month period.

The basis of the exception request is that, in terms of Contract Standing Orders section 6 (7) There is a genuinely justifiable case to use an existing contractor/supplier to maintain continuity of supply or site experience.

Reference 2/6/1723

### **Granted**

Based on the information provided the recommendation was to approve the request for an exception to Council to allow it to extend the residual waste landfill disposal contract with Avondale for a further 3 months to enable Waste services to continue to fulfil its statutory functions. The Council meantime is working on a joint procurement with Stirling Council for a waste disposal solution that ensures compliance with the Scottish Government's ban on the disposal of biodegradable municipal waste to landfill from 2026. The expectation is that such a contract will be awarded by Stirling Council in the third quarter of this financial year however they may be a requirement to extend this further into the fourth quarter

### **Conditions**

Procurement Form 2 should be completed and authorised  
A Purchase order should be raised to cover the period requested  
The award notice published in Public Contracts Scotland should be amended and published  
A further three month extension will be permissible on evidence of satisfactory budget and the Scottish Government have confirmed that their arrangement has been extended to cover this requirement both of these have been confirmed for the initial period

## **4.0 Sustainability Implications**

- 4.1 There are no direct sustainability implications arising from the recommendations in this report.

## **5.0 Resource Implications**

- 5.1 Financial Details - there are no direct implications for the Council's budget arising from this report

8.2 Staffing - there are no direct implications for the Council's establishment arising from this report

## 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 & flourish

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

Contract Standing Orders

Financial Regulations

## 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?

N/A

## 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)

No  (please list the documents below)

**Author(s)**

<b>NAME</b>	<b>DESIGNATION</b>	<b>TEL NO / EXTENSION</b>
Derek Barr	Procurement Manager	2017

**Approved by**

<b>NAME</b>	<b>DESIGNATION</b>	<b>SIGNATURE</b>
Stuart Crickmar	Strategic Director Partnership & Performance	



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**Report to Audit & Scrutiny Committee**

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**Date of Meeting: 26 October 2023**

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**Subject: Regulation of Investigatory Powers (Scotland) Act 2000**

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**Report by: Strategic Director, Partnership & Performance**

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**1.0 Purpose**

- 1.1. This report updates the Committee on the Council's use of The Regulation of Investigatory Powers (Scotland) Act 2000 (RIPSA) since the previous report of 25 August 2023.

**2.0 Recommendations**

- 2.1. Committee is asked to note, comment on and challenge the report.

**3.0 Considerations**

- 3.1. In limited circumstances, it may be necessary for Clackmannanshire Council employees, in the course of their duties, to make observations of a person in a covert manner (ie without that person's knowledge). Actions of this sort are potentially intrusive and may give rise to legal challenge. RIPSA was introduced to make sure that such surveillance was properly regulated and to ensure compliance with Human Rights legislation. There are statutory codes of practice which sit alongside the Act.
- 3.2. The Council has a RIPSA Policy in place, along with staff guidance and standard forms which require completion and authorisation by the Chief Executive or a Strategic Director who are the Council's Authorising Officers.
- 3.3. There were no authorisations granted for the use of RIPSA within Clackmannanshire during 2022/23.
- 3.4. The Council is subject to an inspection on its use of RIPSA powers by an inspector from the Investigatory Powers Commissioner's Office (IPCO) every three years. A remote inspection took place on 4<sup>th</sup> June 2022 with the ensuing report received on 13<sup>th</sup> June 2022 as such the next inspection is expected in June 2025.

**4.0 Sustainability Implications**

4.1. There are no direct sustainability implications arising from this report.

## 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 – there are no direct implications arising from this report.

## 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
Lee Robertson	Senior Manager, Legal & Governance	2112

### Approved by

NAME	DESIGNATION	SIGNATURE
Lee Robertson	Senior Manager, Legal & Governance	
Stuart Crickmar	Strategic Director, Partnership & Performance	





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**Report to Audit & Scrutiny Committee**

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**Date of Meeting: 26 October 2023**

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**Subject: Audit & Scrutiny Committee Annual Report & Forward Planning  
2023/24**

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**Report by: Strategic Director, Partnership & Performance**

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**1.0 Purpose**

- 1.1. The purpose of this report is to finalise a forward plan for Audit & Scrutiny Committee for the coming year, and to agree Committee development priorities as part of an Annual Report to ensure continuous improvement in discharging its remit effectively.

**2.0 Recommendations**

- 2.1. It is recommended that Committee:
- 2.2. Note the work undertaken by an informal session of the Committee that took place on 4 October 2023, outlined in the agenda as set out at Appendix 1;
- 2.3. Agrees its forward plan for 2023/24 as set out at Appendix 2 subject to Council approval;
- 2.4. Agrees to submit its Annual Report 2023 (as set out at Appendix 3) to the next available Council meeting for comment, challenge and approval.

**3.0 Considerations**

- 3.1. On 24 August 2023, Committee agreed to meet informally to finalise its forward plan for the year, and to undertake a process of reflection and self evaluation after its first year of operation in order to prepare an Annual Report.
- 3.2. The Committee met on MS Teams in informal session on 4 October 2023 to consider the agenda attached at Appendix 1. This included:
- 3.2.1. A review of the draft forward plan considered by Committee on 24 August 2023;
- 3.2.2. A Committee skills and development audit, following an online questionnaire completed by Members in advance of the meeting;

- 3.2.3. A self evaluation based on the based on the Chartered Institute of Professional Finance and Accountancy Audit Committee Position Statement.
- 3.3. Having considered the draft forward plan considered by Committee on 24 August, the meeting determined points of clarification to be added but no substantive amendments to its forward plan for 2023/24. This is set out at Appendix 2 for the Committee to agree subject to approval by Council.
- 3.4. Having considered the CIPFA Audit Committee Position Statement, the meeting determined its responses and improvement action plan. This is set out at Appendix 3 for the Committee to consider and agree, with a view to this being submitted to Council as an Annual Report 2023 for approval.
- 3.5. Key improvement action points arising from the Annual Report 2023 include:
- 3.5.1. Development a Committee learning and development plan based on a skills audit;
- 3.5.2. Exploration of bringing in co-opted members of the Committee to assist with specific skills and knowledge such as cyber Security or risk management
- 3.5.3. The Committee reporting annually to the Council on its suitability and capacity to discharge its remit.
- 3.6. It is likely that the improvement plan will have financial implications. If any cannot be met within the current approved resource base, appropriate governance will be sought.

#### **4.0 Sustainability Implications**

- 4.1. There are no sustainability implications arising from this report.

#### **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 – there are no staff implications arising from this report.*

#### **6.0 Exempt Reports**

- 6.1. Is this report exempt? 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? An EQIA is not applicable in this context.

**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".

Appendix 1 – Audit & Scrutiny Committee Development Meeting 4 October 2023

Appendix 2 – Draft Forward Plan

Appendix 3 – Audit & Scrutiny Committee – Annual Report 2023

**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)

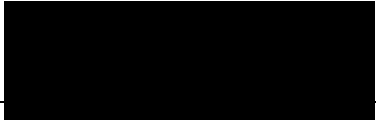
Yes  (please list the documents below)

- The Council's Decision-Making Framework and Special Responsibility Allowances, Report to Council 25 May 2022.

**Author(s)**

<b>NAME</b>	<b>DESIGNATION</b>	<b>TEL NO / EXTENSION</b>
Stuart Crickmar	Strategic Director	2127

**Approved by**

<b>NAME</b>	<b>DESIGNATION</b>	<b>SIGNATURE</b>
Stuart Crickmar	Strategic Director	



## **Audit and Scrutiny Committee**

### Self Assessment and Forward Plan Overview

1. Introduction
2. Consideration of Draft Forward Plan (copy attached)
3. Committee Skills Audit
4. Draft Self Evaluation against CIPFA Code (copy attached)
5. Next Steps and Action Planning

Draft Audit and Scrutiny Committee Forward Plan August 2023 (as amended October 2023)

Date of Meeting	Title of Report	Lead Officer/Service
Cycle One 24 August 2023	Scrutiny - People	
	People Year End Business Plan Report 2022/23	L Sanda (People)
	National Improvement Framework Annual Report	C Scott (People)
	Annual Complaints Report	L Robertson (P&P)
	Audit	
	Internal Audit Assurance Report 2022/23	I Wright (Internal Audit)
	Corporate Risk Register Update	L Robertson (P&P)
	Council Financial Performance 2022/23	L Sim
	Internal Audit Actions - Progress Update	S Crickmar
	Exceptions to Contract Standing Orders	L Sim (P&P)
	Local Government in Scotland Overview	S Crickmar
	Draft Audit and Scrutiny Forward Plan	S Crickmar (P&P)
Cycle Two 26 October 2023	Scrutiny - Partnership	
	Police Year End Report 2022/23	Local Police Commander (Police)
	Fire Year End Report 2022/23	Local Fire Commander (Fire)
	Partnership and Performance Year End Business Plan Report 2022/23	S Crickmar (P&P)
	Community Justice Local Outcomes Annual Report	S McDonald (People)
	RIPSA – Annual Report	L Robertson (P&P)
	LOIP Annual Report	C Jarvie (P&P)
	Local Child Poverty Action Report	L Sanda/C Jarvie (People and P&P)
	Procurement Annual Report and Procurement Strategy Corporate	L Sim (P&P)
	Health and Safety Annual Report	C Alliston (P&P)
	Audit	
	Council Financial Performance – June 2023	L Sim (P&P)
	Annual Report – CIPFA position statement	Cllr Rennie (Chair)
	Final Audit and Scrutiny Forward Plan	S Crickmar (P&P)
	Corporate Risk Register Update	L Robertson (P&P)
	Exceptions to Contract Standing Orders (as needed)	L Sim (P&P)
	Internal Audit Updates (as needed)	I Wright (Internal Audit)
Cycle Three 14 December 2023	Scrutiny - Place	
	Place 2022/23 Year End Business Plan Progress Report	P Leonard (Place)
	Community Empowerment Act Annual Report (Participation Requests and Asset Transfer)	P Leonard (Place)
	Food Control Annual Assurance Information	E Fyvie (Place)
	Homelessness Performance Update	M Sharp (Place)
	Local Employability Performance Report	E Fyvie (Place)
	HSCP – Clackmannanshire Locality Performance Report 2022-2023	W Forrest (HSCP)
	Audit	
	Council Financial Performance - September	L Sim (P&P)
	Exceptions to Contract Standing Orders (as needed)	L Sim (P&P)
	Internal Audit Updates (as needed)	I Wright (Internal Audit)
Annual Governance Statement (including External Audit Actions) – ½ Year Progress Report	L Robertson (P&P)	
Cycle Four 8 February 2024	Scrutiny – People	
	People Business Plan 2023/24 - Half Year Report	L Sanda (People)

	HSCP - Clackmannanshire Annual Performance Report 2022-2023	A Black (HSCP)
	Community Learning & Development Annual Report	L Sanda (People)
	Audit	
	Annual Fraud Update	L Robertson (P&P)
	Maximising Attendance and Employee Wellbeing Annual Report	C Alliston (P&P)
	Internal Audit Updates (as needed)	I Wright (Internal Audit)
Cycle Five 18 April 2024	Scrutiny – Partnership	
	Police Half Year Report 2023/24	Local Police Commander (Police)
	Fire Half Year Report 2023/24	Local Fire Commander (Fire)
	Staff Engagement Results	C Alliston (P&P)
	Interim Workforce Plan Progress Report	C Alliston (P&P)
	Partnership and Performance 2023/24 Half Year Business Plan Report	S Crickmar (P&P)
	Annual Corporate Performance (LGBF)	C Jarvie (P&P)
	Cyber Security Assurance Report	C Jarvie (P&P)
	Audit	
	2024/25 – External Audit Plan Report	External Auditor
	2024/25 – Internal Audit Plan Report	Internal Auditor
	Annual Fraud Risk Assessment & Assurance Report	L Robertson (P&P)
	Internal Audit Updates (as needed)	I Wright (Internal Audit)
	Council Financial Performance - December	L Sim (P&P)
	Annual Governance Statement (including External Audit actions)Progress Report	L Robertson (P&P)
	Internal Audit Actions - Progress Report	S Crickmar
Cycle Six 13 June 2024	Scrutiny – Place	
	Place Half Year Business Plan Report	P Leonard (Place)
	Corporate Priorities Annual Report	S Crickmar (P&P)
	Housing Charter Report	M Sharp (Place)
	Net Zero/Sustainability Performance Update	E Fyvie (Place)
	HSCP – Clackmannanshire Locality Performance Report Half Year 2023-2024	W Forrest (HSCP)
	Audit	
	Internal Audit Updates (as needed)	I Wright (Internal Audit)
	Corporate Risk Register - Update	L Robertson (P&P)
	Council Financial Performance - Year End	L Sim (P&P)
	Internal Audit Annual Assurance Report 2023/24	Internal Audit

Question 1
<p>Is the Committee:</p> <ul style="list-style-type: none"> <li>• directly accountable to the authority's governing body</li> <li>• independent of both the executive and the scrutiny functions</li> <li>• empowered to have rights of access to and constructive engagement with other committees/functions/strategic groups</li> <li>• empowered to have rights to request reports and seek assurances from relevant officers</li> <li>• of an appropriate size to operate as a cadre of experienced, trained committee members (large committees should be avoided)</li> </ul>
<p>Yes  <b>Qualified Yes</b>                      No                      Qualified No</p>
Areas for Improvement
<p>Yes to most elements – however the Strategic Director Partnership &amp; Performance is remitted to undertake enquiries on suitable independence of current arrangements related to the scrutiny function and report back to the Committee by December 2023 on any areas for improvement.</p>

Question 2
<p>Does the committee include co-opted independent members in accordance with the appropriate legislation? (Where there is no legislative direction to include co-opted independent members, CIPFA recommends that each authority audit committee should include at least two co-opted independent members to provide appropriate technical expertise.</p>
<p>Yes                      Qualified Yes  <b>No</b>                      Qualified No</p>
Areas for Improvement
<p>No inspect of the Audit function. The Strategic Director Partnership &amp; Performance is remitted to undertake enquiries on suitable arrangements and report back to the Committee by December 2023 with recommendations.</p>

### Core Functions

The core functions of an audit committee is to provide oversight of a range of core governance and accountability arrangements, responses to the recommendations of assurance providers and helping to ensure robust arrangements are maintained.

The specific responsibilities include:

Maintenance of governance, risk and control arrangements



### Question 3

Does the Committee:

- Support a comprehensive understanding of governance across the organisation and among all those charged with governance, fulfilling the principles of good governance.
- Consider the effectiveness of the authority's risk management arrangements. It should understand the risk profile of the organisation and seek assurances that active arrangements are in place on risk-related issues, for both the body and its collaborative arrangements.
- Monitor the effectiveness of the system of internal control, including arrangements for financial management, ensuring value for money, supporting standards and ethics and managing the authority's exposure to the risks of fraud and corruption.

Yes

**Qualified Yes**

No

Qualified No

### Areas for Improvement

Yes to most elements – however the Committee require further information and reassurance on the following when the Annual Fraud and Risk Report is considered in April 2024. *“Monitor the effectiveness of the system of internal control ..... supporting standards and ethics and managing the authority's exposure to the risks of fraud and corruption.”*

## Financial and Governance Reporting

### Question 4

Is/does the Committee:

- Satisfied that the authority's accountability statements, including the annual governance statement, properly reflect the risk environment, and any actions required to improve it, and demonstrate how governance supports the achievement of the authority's objectives.
- Support the maintenance of effective arrangements for financial reporting and review the statutory statements of account and any reports that accompany them.

**Yes**

Qualified Yes

No

Qualified No

### Areas for Improvement

## Establishing appropriate and effective arrangements for audit and assurance

### Question 5

Does the Committee:

Consider the arrangements in place to secure adequate assurance across the body's full range of operations and collaborations with other entities.

Consider in relation to the authority's internal audit functions:

- oversee its independence, objectivity, performance and conformance to
- professional standards
- support effective arrangements for internal audit
- promote the effective use of internal audit within the assurance framework.

Consider the opinion, reports and recommendations of external audit and inspection agencies and their implications for governance, risk management or control, and monitor management action in response to the issues raised by external audit.

Contribute to the operation of efficient and effective external audit arrangements, supporting the independence of auditors and promoting audit quality.

Support effective relationships between all providers of assurance, audits and inspections, and the organisation, encouraging openness to challenge, review and accountability.

**Yes**

Qualified Yes

No

Qualified No

**Areas for Improvement**

## Audit Committee Membership

To provide the level of expertise and understanding required of the committee, and to have an appropriate level of influence within the authority, the members of the committee will need to be of high calibre. When selecting elected representatives to be on the committee or when co-opting independent members, aptitude should be considered alongside relevant knowledge, skills and experience.

### Question 6

Are the following characteristics of audit committee membership evident:

- A membership that is trained to fulfil their role so that members are objective, have an inquiring and independent approach, and are knowledgeable.
- A membership that promotes good governance principles, identifying ways that better governance arrangement can help achieve the organisation's objectives.
- A strong, independently minded chair, displaying a depth of knowledge, skills, and interest.

Yes

**Qualified Yes**

No

Qualified No

### Areas for Improvement

The Committee has undertaken a skills audit and identified a number of training needs, the output of which is set out at the end of this report. The Strategic Director Partnership & Performance is remitted to developing a training programme based on that audit.

### Question 7

Does the Committee Chair:

- promote apolitical open discussion
- manage meetings to cover all business and encouraging a candid approach from all participants
- maintain the focus of the committee on matters of greatest priority.
- show willingness to operate in an apolitical manner.
- exhibit unbiased attitudes – treating auditors, the executive and management fairly.
- exhibit ability to challenge the executive and senior managers when required.
- exhibit knowledge, expertise and interest in the work of the committee.

**Yes**

Qualified Yes

No

Qualified No

### Areas for Improvement

## Engagement and Outputs

The audit committee should be established and supported to enable it to address the full range of responsibilities within its terms of reference and to generate planned outputs.

Question 8
<p>To discharge its responsibilities effectively, does the Committee:</p> <ul style="list-style-type: none"><li>• meet regularly, at least four times a year, and have a clear policy on those items to be considered in private and those to be considered in public</li><li>• have the ability to meet privately and separately with the external auditor and internal audit manager</li><li>• include, as regular attendees, the chief finance officer(s), the chief executive, the head of internal audit and the appointed external auditor; other attendees may include the monitoring officer and the Strategic Director of Partnership &amp; Performance</li><li>• have the right to call on any other officers or agencies of the authority as required; recognise the independence of the chief constable in relation to operational policing matters</li><li>• support transparency, reporting regularly on its work to those charged with governance</li><li>• report annually on how the committee has complied with the position statement, discharged its responsibilities, and include an assessment of its performance. The report should be available to the public.</li></ul>
Yes <b>Qualified Yes</b> No Qualified No
Areas for Improvement
The Committee cannot describe this question as an unqualified yes until such times as this Annual Report is considered by Council. The Strategic Director Partnership & Performance is tasked with enabling this.

### Audit & Scrutiny Committee Skills Audit Priorities agreed on 4 October

**Highest Priority** – Annual Governance Statement & the Control Environment; Information Security & Governance

**Mid-order Priority** – Procurement; Performance & Risk Management; Principles of Best Value and Value for Money; Fraud & Corruption

**Lower Priority** – Financial Monitoring