AGENDA

AGENDA for the MEETING of the STIRLING COUNCIL to be held in the COUNCIL CHAMBERS, OLD VIEWFORTH, STIRLING on THURSDAY 23 JUNE 2022 commencing at 10.00am

A recording of the meeting will be made publicly available on the Council’s YouTube page following the meeting.

JULIA MCAFEE
Chief Officer – Governance
Clerk to the Council
17 June 2022

BUSINESS

1. APOLOGIES

2. DECLARATIONS OF INTEREST

3. URGENT BUSINESS

4. MINUTES

   a. Special Meeting of Stirling Council – 17 February 2022 (Pages 1 – 4)

   b. Meeting of Stirling Council – 3 March 2022 (Pages 5 – 18)

   c. Special Meeting of Stirling Council – 3 March 2022 (Pages 19 – 46)

   d. Meeting of Stirling Council – 10 March 2022 (Pages 47 – 48)

   e. Special Meeting of Stirling Council – 28 April 2022 (Pages 49 – 52)

   f. Statutory Meeting of Stirling Council – 19 May 2022 (Pages 53 - 88)

   g. Adult Social Care Panel – 28 February 2022 (Pages 89 – 92)

   h. Appointments Panel – 28 March 2022 (Pages 93 – 94)

   i. Appointments Panel – 7 April 2022 (Pages 95 – 96)
j. Appointments Panel – 28 April 2022 (Pages 97 – 98)

k. Children & Young People Committee – 24 February 2022 (Pages 99 – 108)

l. Civic Panel – 17 February 2022 (Pages 109 – 112)

m. Environment & Housing Committee – 10 February 2022 (Pages 113 – 122)

n. Finance & Economy Committee – 17 February 2022 (Pages 123 – 130)

o. Health & Safety Panel – 21 February 2022 (Pages 131 – 134)

p. Licensing Board – 22 February 2022 (Pages 135 – 138)

q. Special Meeting of Licensing Board – 22 March 2022 (Pages 139 – 142)

r. Local Review Body – 29 March 2022 (Pages 143 – 148)

s. Planning & Regulation Panel – 1 February 2022 (Pages 149 – 154)

t. Planning & Regulation Panel – 1 March 2022 (Pages 155 – 160)

u. Special Meeting of Planning & Regulation Panel – 24 March 2022 (Pages 161 – 166)

v. Pre Determination Panel – 10 March 2022 (Pages 167 – 172)

5. QUESTIONS

6. QUESTION TIME

7. APPOINTMENTS
   Report by Chief Officer – Governance (Pages 173 – 178)

8. PROGRAMME OF MEETINGS AND UPDATES TO GOVERNANCE DOCUMENTS
   Report by Chief Officer – Governance (Pages 179 – 376)

9. REPORTING OF DECISIONS TAKEN IN ACCORDANCE WITH DELEGATION CE45 (URGENT BUSINESS) DURING THE PRE-ELECTION PERIOD
   Report by Chief Officer – Governance (Pages 377 – 386)

10. COMMON GOOD FUNDS & CHARITABLE TRUSTS DRAFT ACCOUNTS 2021/22
    Report by Interim Chief Officer - Finance (Pages 387 – 422)

11. STIRLING COUNCIL DRAFT ACCOUNTS 2021/22
    Report by Interim Chief Officer - Finance (Pages 423 – 526)
| 12. | TREASURY MANAGEMENT PERFORMANCE 2021/22  
Report by Interim Chief Officer – Finance (Pages 527 – 548) |
| 13. | GENERAL SERVICES CAPITAL PROGRAMME 2021/22 OUTTURN REPORT  
GENERAL SERVICES CAPITAL PROGRAMME 2022/23 AMENDMENTS  
Report by Interim Chief Officer – Finance (Pages 549 – 594) |
| 14. | RESETTLEMENT OF UKRAINIAN PEOPLE  
Report by Chief Operating Officer Communities and Performance (Pages 595 – 602) |
| 15. | ONE-OFF POLICY GROWTH FUNDING  
Report by Chief Operating Officer Communities and Performance (Pages 603 – 610) |
| 16. | DEVELOPMENT OF PRIMARY SCHOOL AT SOUTH STIRLING GATEWAY  
Report by Head of Infrastructure (Pages 611 – 626) |
| 17. | TRANSFORMATION UPDATE  
Report by Interim Chief Officer – Finance (Pages 627 – 654) |
| 18. | GAELIC LANGUAGE PLAN 2022-2027  
Report by Head of Education (CEdO) (Pages 655 – 694) |
| 19. | ANALOGUE TO DIGITAL MOBILE EMERGENCY CARE SERVICE (“MECs”) SWITCHOVER  
Report by Head of Strategic Planning and Health Improvement (Pages 695 – 730) |
| 20. | UK SHARED PROSPERITY FUND  
Report by Head of Economic Development and Culture (Pages 731 – 736) |
| 21. | LEVELLING UP FUND BID  
Report by Head of Economic Development and Culture (Pages 737 – 766)  
(Para 6) Appendix 2 - (N.B Please note that Appendix 2 is Exempt under Paragraph 6 of Schedule 7A of the Local Government (Scotland) Act 1973) |
| 22. | INVESTING IN NEW SOCIAL HOUSING – HOUSING DEVELOPMENT AT TOUCHILL FARM /MCAULAY BRAE, PLEAN  
Report by Head of Housing (Page 767 – 776)  
(Para 8) Appendix 2 - (N.B Please note that Appendix 2 is Exempt under Paragraph 8 of Schedule 7A of the Local Government (Scotland) Act 1973) |
24. **MOTIONS IN TERMS OF STANDING ORDER 39**

(a) **The Future of Stirling’s Waste Collection**

Council agrees to start a full review of the waste services and appoints a short life working group to oversee the review.

Council delegates to the working group to establish the full extent of the review but to include at least the following matters:

a) The frequency of each waste collection stream

b) The garden waste charge

c) The costs of the waste collection service

d) Ensuring the highest level of recycling

Council agrees that the review should include the views of the public on the service.

Council appoints one member from each political group and delegates to the Chief Executive, in consultation with the working group, to adequately support it by officers.

Proposed by Councillor Neil Benny and Seconded by Councillor Martin Earl

(b) **Rwanda - Deportation of Refugees**

Stirling Council condemns the UK Westminster Government decision to send asylum seekers to Rwanda.

Council calls upon the UK Government to think again and adopt a more compassionate and caring solution towards refugees who are fleeing desperate situations.

Council requests that the Council Leader write to the UK Government Home Secretary and seek a reversal of this heartless policy.

Proposed by Councillor Scott Farmer and Seconded by Councillor Gerry McLaughlan
(c) **School Meals**

Council recognises the extreme and increasing difficulties Stirling residents are experiencing as the decade long UK Government's austerity programme is exacerbated by rising food and energy prices, forcing many to go hungry, unable to afford to cook or heat their homes.

Council welcomes recent Scottish Government policy offering universal free school meals to children in primaries 1-5, with plans to expand this offer.

However, currently in Stirling Council area, families are increasingly struggling to feed their children with 1,681 pupils having an outstanding balance of £37,750.10 for school meals.

Council will assist these families and alleviate this situation by writing off this debt, using funds from reserves.

Proposed by Councillor Susan McGill and seconded by Councillor Brian Hambly

(d) **United Nations Treaty on the Prohibition of nuclear weapons**

Council notes that in May 2011, the Council signed up to the Mayors for Peace, the international organisation of cities dedicated to the promotion of peace.

Council further notes that the Treaty on the Prohibition of nuclear weapons came into force on January 22, 2021. (The International Campaign to Abolish Nuclear Weapons (ICAN)).

The first Meeting of the members to the Treaty will take place June 21-23, 2022.

Stirling Council therefore resolves to support the aims of the ICAN organisation alongside councils such as East Ayrshire, Edinburgh, Fife, Glasgow and Renfrewshire.

Council further instructs the Council Leader to write to the UK Government Secretary of State for Defence and Business, Energy & Industrial Strategy - to inform them that Stirling Council has endorsed the ICAN Cities Appeal and request that the Westminster Government sign the UN Treaty on the Prohibition of Nuclear Weapons.

Proposed by Councillor Jim Thomson and Seconded by Councillor Rosemary Fraser
(e) **Climate Change Group**

Council notes that a working group was established in June 2021 and met monthly up to 31 March 2022.

1. Council agrees to re-establish the cross-party member/officer working group, to meet two monthly for a period of 2 years and be reviewed thereafter, to take forward the work of the Climate and Nature Emergency Plan.

2. The members of the working group will be one individual from each political party and the independent member. Substitutions will be permitted.

3. As agreed at the Council meeting of 24 June 2021, regular updates will be brought to the Environment and Housing Committee on delivery of the Climate and Nature Emergency Plan.

Proposed by Councillor Rosemary Fraser and Seconded by Councillor Jim Thomson

(f) **Community Wealth Building**

Council notes that as we recover from the pandemic, we have an opportunity to approach economic development differently. Council notes that there is a cost of living crisis affecting everybody, which in turn compounds the persistent poverty which continues to affect too many of Stirling’s citizens.

Council notes that Community Wealth Building (CWB) is a people centred approach to local economic development which brings more local employment and ensures that wealth is locally owned and benefits local people. CWB aims to ensure that our economic system builds prosperity for everyone.

Council notes that Stirling Council is a key ‘anchor organisation’ in promoting CWB through the goods we buy, people we employ, assets we own and powers we have to bring about change within the local area. Council further notes the work already done within the organisation on CWB principles, but now resolves to do more.

Council resolves to create a short life working group to establish Stirling Council’s priorities around CWB, including:

- The creation of a community wealth building strategy that embeds community wealth building as a cornerstone of Stirling’s economic future and ensures a local focus on council spending, procurement and asset use.
• How to support and promote alternative models of ownership, including co-operatives, social enterprises and credit unions.

• How to strengthen our partnership working with NHS Forth Valley, the third sector and the wider community planning partnership on community wealth building.

• The creation of a CWB Commission for Stirling.

The short life working group will be chaired by the Leader of the Council, with membership to also include the Convenor of Finance and Economy and one member from the SNP Group and one member from the Conservative Group. A report will be prepared for consideration of council as soon as possible and no later than the end of 2022 to consider these matters.

Proposed by Councillor Chris Kane and Seconded by Councillor Margaret Brisley

(g) UNISON Recognise, Respect and Reward campaign

Council applauds UNISON for its ‘Recognise, Respect and Reward’ campaign and agrees with its aims and objectives.

Council recognises the crucial role local government workers play in our communities and economic recovery. Council reaffirms our commitment to no compulsory redundancies or privatisation of services.

Council is and will continue to be an employer that treats people with dignity and respect at all times. Council does and will continue to ensure fair work principles are applied and will continue to respect the professional judgement of local government workers.

Council is already a Living Wage employer and will continue to lead by our actions in tackling low pay in the public sector. We will ensure our workers are paid a fair wage.

Council will ensure our workers get choices in post-pandemic working arrangements and that associated costs will be met by the Council.

Proposed by Councillor Chris Kane and Seconded by Councillor Margaret Brisley
EXEMPT

It is anticipated (although this is not certain) that the meeting will resolve to exclude the press and public during consideration of the following items marked with the prefix E (not for publication in terms of Schedule 7A of the Local Government (Scotland) Act 1973).

<table>
<thead>
<tr>
<th>Item No</th>
<th>Report Title</th>
<th>Schedule 7A Para(s)</th>
<th>Reason for Report being Exempt</th>
</tr>
</thead>
<tbody>
<tr>
<td>E25</td>
<td>CATER BURN BRIDGE STRUCTURAL IMPROVEMENTS</td>
<td>8</td>
<td>This report is exempt under Paragraph 8 of Part 1 of schedule 7(a) of the Local Government (Scotland) Act 1973 as it contains information on the amount of expenditure proposed to be incurred by the Council under a contract for works. It was not possible to isolate the relevant sensitive information within an appendix. Disclosure of commercially sensitive information at this stage could jeopardize the successful conclusion of the procurement process and prejudice future exercises. If a request is made for information in terms of freedom of information legislation then its release will be considered in terms of that legislation at that time. The sensitivity of commercial information diminishes through the passage of time.</td>
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(For further information contact:
Louise McDonald, Committee Officer on mcdonaldlo@stirling.gov.uk, 01786 233746 or Julia McAfee, Chief Officer - Governance on mcafeej@stirling.gov.uk, 01786 233108)
STIRLING COUNCIL

MINUTES of SPECIAL BUDGET MEETING of STIRLING COUNCIL held as a VIRTUAL MEETING by MICROSOFT TEAMS on THURSDAY 17 FEBRUARY 2022 at 3.30 PM

Present:

Provost Christine SIMPSON

Councillor Maureen BENNISON
Councillor Alistair BERRILL
Councillor Margaret BRISLEY
Councillor Robert DAVIES
Councillor Martin EARL
Councillor Scott FARMER
Councillor Bryan FLANNAGAN
Councillor Danny GIBSON
Councillor Graham HOUSTON
Councillor Jane HUTCHISON
Councillor Alison LAURIE
Councillor Alasdair MacPHERSON
Councillor Alastair MAJURY
Councillor Jeremy McDONALD
Councillor Susan McGILL
Councillor Jim THOMSON
Councillor Alasdair TOLLEMACHE
Councillor Evenly TWEED

In Attendance

Lesleyann Burns, Support Officer – Governance
Stephen Clark, Chief Officer - Housing
Gillian Findlay, Team Leader, Housing Management and Homelessness
Graeme Forrester, Lead Solicitor – Governance
Graham Gibson, Senior Media Officer, External Communications
David McDougall, Governance Officer (Minutes)
Isabel McKnight, Chief Operating Officer – Communities & Performance
Sean Moffat, Analyst, Digital & Technology
George Murphy, Interim Chief Officer - Finance
Brian Roberts, Chief Operating Officer – Infrastructure & Environment
Stephen Swan, Service Manager, Housing Property & Asset Management
Marie Valente, Senior Manager (CSWO)
Gregor Wightman, Property/Private Sector Housing Manager
Julia McAfee, Chief Officer - Governance (Clerk)

Recording of Meeting started

Prior to the commencement of business, the Provost welcomed and thanked everyone for attending the meeting via MS Teams.

A statement was read to the meeting providing detail on the procedures related to MS Teams and the protocols that both Members and Officers should adhere to throughout the meeting.

The Provost asked the Clerk to carry out a roll call of all Members participating in the meeting.
SC483 APOLOGIES

Apologies for absence were submitted on behalf of Councillor Douglas Dodds and Councillor Chris Kane.

SC484 DECLARATIONS OF INTEREST

None.

SC485 HOUSING REVENUE ACCOUNT RENTAL STRATEGY 2022/23

This report sought approval for a rent increase for Council house rents, garages and pitch sites for 2022/23.

A full consultation process for rent setting for 2022/2023 was agreed in October 2021 in consultation with the Housing Advisory Group (HAG). This process involved providing tenants with a newsletter containing information about the rent consultation, response questionnaire, reply paid envelope and information on the option to complete online via the Engage Stirling platform on the Council’s website. The consultation began in late November and continued until 24 December 2021.

This year’s consultation with tenants was carried out on the basis of presenting three rent increase options: 1.1%, 1.5% or 1.7%.

A total of 371 responses were received, 35 of which were received via the Engage Stirling platform. This equated to a response rate of 6.9%. This compared with 501 responses (9.3% response rate) for the 2021/22 consultation. The results were as follows:

- 66.48% supported the proposed 1.1% rent increase, 23.01% supported a 1.5% increase and 10.51% were in favour of a 1.7% increase. 19 respondents failed to answer this question.
- 271 (74.66% of respondents) were of the view that the rent for their property represented ‘very good’ or ‘fairly good’ value for money.
- A 1.1% rent rise would mean that the ‘average’ rent would increase by £0.84 per week over the 48-week rental period, from £76.75 in 2021/22 to £77.59 in 2022/23.

The results showed support for a 1.1% rent rise to enable the Council to continue with the proposed investment programme for 2022/23. Council was asked to approve a rent increase of 1.1% for 2022/23, which represented an average rent of £77.59 (£0.84 increase) in 2022/23 over a 48-week rent period. The full rent structure was set out in Appendix 3 to the report.

The detailed budget for the Housing Revenue Account 2022/23 was shown in Appendix 2 to the report.

**Decision**

Council agreed to:-

1. approve an increase of 1.1% for house rents in 2022/23;
2. approve an increase of 1.1% for garages and pitch sites in 2022/23; and
3. approve the Housing Revenue Account budget for 2022/23, as detailed in Appendix 2 to the report.


SC486 HOUSING – CAPITAL INVESTMENT PROGRAMME 2022/23

The Housing Revenue Account Capital Investment Programme for 2022/23 was based on the Council’s agreed 30-year housing business plan. It ensured the Housing Service improved and developed its housing stock to meet and maintain compliance with the Scottish Housing Quality Standards, and to meet the new Energy Efficiency Standard for Social Housing (EESSH2) that social landlords must meet by 2032.

Total planned expenditure for the year was £18.326M. Funding from revenue was expected to be £6.856M with prudential borrowing for the year estimated at approximately £4.299M, a decrease of £6.405M from £10.703M. Income from the strategic housing account was projected to be £200,000.

Grant funding from the Scottish Government of up to £6.036M would be available to support the construction of approximately 70 units of new Council housing in 2022/23.

Additional funding of approximately £935,000 would also be available from Scottish Government to continue the delivery of the energy efficiency programme to the private housing sector.

Progress in delivering the investment programme would be reported to the Housing Advisory Group throughout the year. Regular outturn reports would also be submitted to the Environment & Housing Committee.

The main elements of the programme were set out within the report, with summary details provided within Appendix 1 to the report.

Decision

Council agreed to approve the 2022/23 Capital Investment Programme as detailed in the report.


The Provost declared the Meeting closed at 4.15 pm
STIRLING COUNCIL

MINUTES of MEETING of STIRLING COUNCIL held as a VIRTUAL MEETING by MICROSOFT TEAMS on THURSDAY 3 MARCH 2022 at 10.00 AM

Present:

Provost Christine SIMPSON (in the Chair)
Councillor Maureen BENNISON
Councillor Neil BENNY
Councillor Alistair BERRILL
Councillor Margaret BRISLEY
Councillor Robert DAVIES
Councillor Doug DODDS
Councillor Martin EARL
Councillor Scott FARMER
Councillor Bryan FLANNAGAN
Councillor Danny GIBSON
Councillor Graham HOUSTON
Councillor Jane HUTCHISON
Councillor Chris KANE
Councillor Alison LAURIE
Councillor Alastair MAJURY
Councillor Alasdair MACPHERSON
Councillor Jeremy MCDONALD
Councillor Susan MCGILL
Councillor Ross OXBURGH
Councillor Alasdair TOLLEMACHE
Councillor Evelyn TWEED

In Attendance

Carol Beattie, Chief Executive
Annemargaret Black, Chief Officer – Clackmannanshire & Stirling H&SCP & Integration Joint Board
Stephen Clark, Chief Officer – Housing
Martin Dalziel, Team Leader - Communications
Lisa Dunlop, Service Manager – OD & Change
Graeme Forrester, Lead Solicitor – Governance
Charlie Haggerty, Legal Manager
Nick Hyde, Head of Procurement
Drew Leslie, Senior Manager – Infrastructure
Graham Lyle, Service Manager - ICT & Digital
Steven McCabe, Allocations Team Leader
Isabel McKnight, Chief Operating Officer – Communities & Performance
Bryony Monaghan, Interim Head of Education (Chief Education Officer)
George Murphy, Interim Chief Officer – Finance
Stuart Oliver, Senior Manager – Economic Development & Communities
Bruce Reekie, Senior Manager - Environment & Place
Brian Roberts, Chief Operating Officer Infrastructure & Environment
Marie Valente, Senior Manager (Chief Social Work Officer)
Julia McAfee, Chief Officer - Governance (Clerk)
Louise McDonald, Committee Officer (Minute Taker)
Islay Moore, Support Officer – Governance

Recording of Meeting started

Prior to the commencement of business, the Provost welcomed and thanked everyone for attending the meeting via MS Teams. A statement was read to the meeting providing detail on the procedures related to MS Teams and the protocols that both Members and Officers
should adhere to throughout the meeting. Members were advised that they would be limited to two questions per item at this meeting.

The Provost asked the Clerk to carry out a roll call of all Members participating in the meeting. The Clerk confirmed all Members were in attendance.

SC487 APOLOGIES

There were no apologies.

SC488 DECLARATIONS OF INTEREST

Councillor Evelyn Tweed declared an interest as a Member of the Scottish Parliament.

SC489 URGENT BUSINESS

The Provost noted that the appalling and unprecedented situation in Ukraine should be treated as Urgent Business and would allow the Leader of the Council, the Leaders of Conservative and Labour Groups, the Members representing Alba and the Green Party and the independent Member to speak if they wished to do so.

Members gave their views on the situation and the Provost thanked them for this. The Provost stated that Stirling stands with the people of Ukraine.

SC490 MINUTES

The following minutes were submitted for approval:-

a. Stirling Council – Special – 16 September 2021

Decision

The Minutes of the Stirling Council Special Meeting held on 16 September 2021 were agreed as an accurate record of proceedings.

b. Stirling Council – 7 October 2021

Decision

The Minutes of the Stirling Council Meeting held on 7 October 2021 were agreed as an accurate record of proceedings.

c. Stirling Council – Special - 2 December 2021

Decision

The Minutes of the Stirling Council Special Meeting held on 2 December 2021 were agreed as an accurate record of proceedings.

d. Meeting of Stirling Council – 9 December 2021
Decision
The Minutes of the Stirling Council held on 9 December 2021 were agreed as an accurate record of proceedings.

e. Stirling Council – Special – 16 December 2021
Decision
The Minutes of the Stirling Council Special Meeting held on 16 December 2021 were agreed as an accurate record of proceedings.

f. Stirling Council – Special – 17 December 2021
Decision
The Minutes of the Stirling Council Special Meeting held on 17 December 2021 were agreed as an accurate record of proceedings.

g. Ad-hoc Scrutiny Panel – 2 February 2022
Decision
The Minutes of the Ad-hoc Scrutiny Panel held on 2 February 2022 were agreed as an accurate record of proceedings.

h. Appointments Panel – 31 January 2022
Decision
The Minutes of the Appointments Panel held on 31 January 2022 were agreed as an accurate record of proceedings.

i. Appointments Panel – 4 February 2022
Decision
The Minutes of the Appointments Panel held on 4 February 2022 were agreed as an accurate record of proceedings.

j. Appointments Panel – 10 February 2022
Decision
The Minutes of the Appointments Panel held on 10 February 2022 were agreed as an accurate record of proceedings.

k. Audit Committee – 27 January 2022
Decision
The Minutes of the Audit Committee held on 27 January 2022 were agreed as an accurate record of proceedings.

l. Community Planning & Regeneration – 3 February 2022
Decision
The Minutes of the Community Planning & Regeneration held on 3 February 2022 were agreed as an accurate record of proceedings.

m. Local Review Body – 10 December 2021
Decision
The Minutes of the Local Review Body held on 10 December 2021 were agreed as an accurate record of proceedings.

n. Public Safety – 20 January 2022
Decision
The Minutes of the Public Safety held on 20 January 2022 were agreed as an accurate record of proceedings.

SC491 WRITTEN QUESTIONS
One written question had been received in terms of Standing Order 30. The question and answer was attached at Appendix 1 to these Minutes.

The Member who had put the written question was allowed one supplementary question and the supplementary question and answer was also included in Appendix 1.

SC492 QUESTION TIME
Councillor Jeremy McDonald - Minutes of Stirling Council on Thursday 9 December 2021 (Appendix 1 Question 8 – Local Resilience Plans)

Councillor Scott Farmer advised that Viewforth Link Road was currently off the table but a decision would be taken by the new administration.

Councillor Robert Davies - Minutes of Special Meeting of Environment & Housing Committee on Wednesday 15 December 2021 (EH288 – Replacement of Refuse Collection Vehicles)

Councillor Jim Thomson advised that a request would be made to the Service to provide Councillor Davies with details on when new vehicles would arrive.

SC493 DISCHARGE OF COUNCIL FUNCTIONS DURING THE PRE-ELECTION PERIOD
The report set out the requirement for Stirling Council to avoid any politically partial publicity during the pre-election period in the run up to the Local Government Elections 2022. It proposed the dissolution of all Committees, Panels, Member/Officer Groups and Ad Hoc Scrutiny Panels with the exception of a number of bodies as listed within the report, and the adoption of CE45 of the Scheme of Delegation, which set out
arrangements for determining urgent matters during periods when the Council was in recess.

Council was unanimously in agreement with the recommendations within the report.

Decision

Council agreed to:-

1. the dissolution of all Standing Committees, Panels, Member/Officer Groups and Ad Hoc Scrutiny Panels with the exception of those groups as noted at paragraphs 2.2 and 2.3 below, with effect from 4 March 2022; and

2. the application of the delegation to the Chief Executive noted as CE45 – Additional Powers during Recess Periods, as set out in Appendix 7 to the Scheme of Delegation, during the period from the last scheduled Council meeting on 3 March 2022 and the local government elections on 5 May 2022.

(Reference: Report by Chief Officer – Governance, dated 18 February 2022, submitted).

SC494 CONTRACT STANDING ORDERS – IMPACT OF NEW £1M THRESHOLD

The revised Contract Standing Orders (CSOs) were approved by Council at its meeting on 2 December 2021. Council made a decision to lower the threshold over which Committee or Council approval must be sought by officers prior to commencing the procurement process. This threshold was lowered from £1.5M to £1M.

Council also requested that officers bring a report detailing the impact of the threshold change on Council business. The report sets out the impact, as far as it was known at the time.

Officers responded to a number of questions from Members and provided further detail on items within the report. It was highlighted that the change would allow for more transparency.

Councillor Margaret Brisley moved the recommendations, seconded by Councillor Alison Laurie.

Decision

Council agreed to:

1. note the number of contracts awarded between the value of £1M and £1.5M over the last four years;

2. note the number of additional contracts that may require Committee/Council approval as a consequence of the threshold change; and

3. note a further paper would be submitted in six months’ time when more accurate data from the finalised Capital Delivery Plan and Service Plans could be taken into consideration.

(Reference: Report by Chief Operating Officer – Communities & Performance, dated 8 February 2022, submitted).
SC495 STIRLING’S ECONOMIC STRATEGY

The report presented Stirling’s new Economic Strategy along with details of its rationale, methodology for its development and future monitoring and evaluation arrangements. It included a supporting Action Plan covering proposed activity for the upcoming financial year 2022/23.

Members welcomed the strategy and officers responded to a number of questions from Members and provided further detail on items within the report. Difficulties within some sectors were recognised and supporting businesses with growth and future sustainability would continue.

Councillor Margaret Brisley moved the recommendations, seconded by Councillor Alison Laurie.

Decision

Council agreed to:
1. note the new Economic Strategy; and
2. approve the adoption of the new Economic Strategy as Stirling Council’s guiding document for its economic growth activity.


SC496 ADHOC SCRUTINY PANEL ON ANTISOCIAL BEHAVIOUR

The report provided Stirling Council with the findings of the Ad-Hoc Scrutiny Panel (the “Panel”) on Antisocial Behaviour ("ASB"). The Panel was formed following agreement at the Council meeting of 7 October 2021.

It was noted that the service had identified that a review process was required in some cases to ensure case closures were clear.

Following a Members query it was agreed that service actions on how to promote reports of Anti-Social Behaviour was to be provided to Councillor Susan McGill.

Councillor Maureen Bennison moved the recommendations, seconded by Councillor Alasdair MacPherson.

Decision

Council agreed to:-
1. note the contents of the report detailing the work of the Panel;
2. note that the Antisocial Behaviour Policy would now be further developed by officers and would be brought to a meeting of Council for discussion in 2022;
3. note that the Council’s Housing Allocations Policy would be reviewed this year;
4. approve the inclusion of the following matters to form part of the consultation process for the Housing Allocations Policy review:-
   a. The introduction of a sensitive lettings process;
b. Increasing the length of suspension from the housing waiting list to more than 12 months for where an applicant or those who live with them are responsible for serious ASB or has been made subject to an Anti-Social Behaviour Order by the courts; and

c. The introduction of additional housing points for victims of ASB; and

5. request that officers develop a draft policy proposal for the use of the streamlined eviction process, to be brought to the Environment & Housing Committee or its appropriate successor Committee for discussion.


SC497 STIRLING COUNCIL SENIOR MANAGEMENT UPDATE

The purpose of the report was to update Council of the revised senior management structure.

Following a Member query it was agreed that amended documents would show tracked changes when circulated to Elected members

Councillor Graham Houston moved the recommendations, seconded by Councillor Scott Farmer.

Decision

Council agreed to:-

1. note the revised senior management responsibilities and line management changes at Appendix 1 of the report, and the implementation of same by the Chief Executive;

2. note that in terms of the Council’s Scheme of Delegation (SOD) that it was for Council to determine the process of selection and appointment of the Chief Executive, Chief Operating Officers, Senior Managers and Chief Officers. Council has delegated this power to an Appointments Panel, as set out in the SOD;

3. delegate authority to the Chief Officer – Governance to make any necessary consequential changes to the Scheme of Delegation and to the Contract Standing Orders and to circulate amended documents to Elected Members for information;

4. note that the changes would be reflected in the Financial Regulations, which would be revised by the Chief Officer – Finance, as was set out in the decision of Council on 9 December 2021 in relation to the Contract Standing Orders; and

5. note that the Chief Executive would ask the Chief Officer - Governance to make all consequential changes to the Scheme of Sub Delegation and to circulate the amended scheme to Elected Members for information.

(Reference: Report by Chief Executive, dated 7 February 2022, submitted).

SC498 MOTIONS IN TERMS OF STANDING ORDER 39
(a) **Waste Collection Service**

**Motion**

“Council records its apology to the residents and council tax payers of Stirling for imposing the new charges and cuts to the waste collection service without any prior consultation.”

Signed by Councillor Neil Benny and Councillor Martin Earl

**Direct Negative**

Proposed by Councillor Jim Thomson and seconded by Councillor Danny Gibson

**Amendment**

“Council notes that there was no prior public consultation on the waste service changes agreed at council in June 2020.”

Proposed by Councillor Alasdair Tollemache and seconded by Councillor Robert Davies

On the roll being called, the Members present voted as follows:-

**For the Amendment (3)**

- Councillor Robert Davies
- Councillor Alastair Majury
- Councillor Alasdair Tollemache

**Against the Amendment (20)**

- Councillor Maureen Bennison
- Councillor Neil Benny
- Councillor Alistair Berrill
- Councillor Margaret Brisley
- Councillor Douglas Dodds
- Councillor Martin Earl
- Councillor Scott Farmer
- Councillor Bryan Flannagan
- Councillor Danny Gibson
- Councillor Graham Houston
- Councillor Jane Hutchison
- Councillor Chris Kane
- Councillor Alison Laurie
- Councillor Alasdair MacPherson
- Councillor Jeremy McDonald
- Councillor Susan McGill
- Councillor Ross Oxburgh
- Councillor Christine Simpson
- Councillor Jim Thomson
- Councillor Evelyn Tweed
The Amendment fell by 20 votes to 3 votes.

For the Motion (10)

Councillor Neil Benny
Councillor Alistair Berrill
Councillor Robert Davies
Councillor Douglas Dodds
Councillor Martin Earl
Councillor Bryan Flannagan
Councillor Jane Hutchison
Councillor Alastair Majury
Councillor Jeremy McDonald
Councillor Ross Oxburgh

Against the Motion (13)

Councillor Maureen Bennison
Councillor Margaret Brisley
Councillor Scott Farmer
Councillor Danny Gibson
Councillor Graham Houston
Councillor Chris Kane
Councillor Alison Laurie
Councillor Alasdair MacPherson
Councillor Susan McGill
Councillor Christine Simpson
Councillor Jim Thomson
Councillor Alasdair Tollemache
Councillor Evelyn Tweed

The Motion fell by 13 votes to 10 votes

Decision

Council does not record its apology to the residents and council tax payers of Stirling for imposing the new charges and cuts to the waste collection service without any prior consultation.

The Provost declared the Meeting closed at 12.55pm
Questions on the following matters have been submitted in terms of Standing Order No 30. The written answers are attached.

1. Convener of Children & Young People Committee: Child Care Funding
<table>
<thead>
<tr>
<th>Question 1</th>
<th>From: Councillor Robert Davies</th>
<th>To: Convener of Children &amp; Young People Committee</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Question (include Subject)</strong></td>
<td><strong>Child Care Funding</strong>&lt;br&gt;Can the Convenor explain why Stirling Council only funds child care starting from the term after the child turns three? It seems most other local authorities commence this funding when the child actually turns three meaning that parents in this local authority are substantially worse off than those in neighbouring ones.</td>
<td></td>
</tr>
<tr>
<td><strong>Answer</strong></td>
<td>Stirling Council falls in line with the Scottish Government legislation and guidance which is as follows -&lt;br&gt;&lt;br&gt;<strong>If your child’s birthday is on or between 1 March – 31 August,</strong> they will be eligible from August (autumn term) that year.&lt;br&gt;&lt;br&gt;<strong>If your child’s birthday is on or between 1 September – 31 December,</strong> they will be eligible from January (spring term) following their birthday.&lt;br&gt;&lt;br&gt;<strong>If your child’s birthday is on 1 January – last day of February,</strong> they will be eligible from March/April (summer term) following their birthday.&lt;br&gt;&lt;br&gt;18 local authorities responded to a recent collation of information. Half of those have a model similar to Stirling’s and the others have a range of start dates; on, or a week or month after children become three.</td>
<td></td>
</tr>
<tr>
<td><strong>Supplementary Question</strong></td>
<td>Councillor Robert Davies thanked the Convener for her answer and asked if she felt it was disappointing that the SNP were taking such a mean attitude to this funding. It sent out a negative message on the importance of childcare.&lt;br&gt;&lt;br&gt;Councillor Susan McGill stated that she did not agree and that Stirling has a very good reputation for early years and childcare and are held up as exemplary. Stirling Council has very good relationships with providers and as with some other local authorities follow the Scottish Government Legislation.</td>
<td></td>
</tr>
</tbody>
</table>
Motion in Terms of Standing Order 39

Information/Advice from Officers

1. Waste Collection Service

Council records its apology to the residents and council tax payers of Stirling for imposing the new charges and cuts to the waste collection service without any prior consultation.

Signed by Councillor Neil Benny and Councillor Martin Earl

Answer

The Council agreed in June 2020 to implement a series of changes to the household waste collections as part of the Waste Transformation Programme. This included the introduction of a 4-weekly collection frequency for grey and blue bins and the introduction of a charge for the collection of garden waste.

This decision followed consideration of a number of delivery options by the service, and a member / officer group met as part of this.

Following the decision of Council in June 2020, officers undertook extensive public engagement during 2020 and 2021 on the changes to the collection arrangements including on-line engagement with communities, social media and direct mailing to every household in advance of each phase of the programme.

In support of the changes and Stirling’s commitment to tackling the climate emergency, a campaign ‘Recycle 4 Stirling’ was launched to support residents in making this necessary shift in habit to increase recycling and send less waste to landfill.

The garden permit system was introduced in April 2021, with over 25,500 permits issued. The changes to the 4-weekly collections for grey and blue bins came into effect in September 2021.
STIRLING COUNCIL

MINUTES of SPECIAL BUDGET MEETING of STIRLING COUNCIL held as a VIRTUAL MEETING by MICROSOFT TEAMS on THURSDAY 3 MARCH 2022 at 2.00 PM

Present:
Provost Christine SIMPSON (in the Chair)
Councillor Maureen BENNISON Councillor Jane HUTCHISON
Councillor Neil BENNY Councillor Chris KANE
Councillor Alistair BERRILL Councillor Alison LAURIE
Councillor Margaret BRISLEY Councillor Alastair MAJURY
Councillor Robert DAVIES Councillor Alasdair MACPHERSON
Councillor Douglas DODDS Councillor Jeremy MCDONALD
Councillor Martin EARL Councillor Susan MCGILL
Councillor Scott FARMER Councillor Ross OXBURGH
Councillor Bryan FLANNAGAN Councillor Jim THOMSON
Councillor Danny GIBSON Councillor Alasdair TOLLEMACHE
Councillor Graham HOUSTON Councillor Evelyn TWEED

In Attendance
Carol Beattie, Chief Executive
Annemargaret Black, Chief Officer – Clackmannanshire & Stirling H&SCP & Integration Joint Board
Stephen Clark, Chief Officer – Housing
Linda Devine, Team Leader - Finance
Graeme Forrester, Lead Solicitor – Governance
Graham Gibson, Senior Media Officer
Drew Leslie, Senior Manager – Infrastructure
Graham Lyle, Service Manager - ICT & Digital
Isabel McKnight, Chief Operating Officer – Communities & Performance
Bryony Monaghan, Interim Head of Education (Chief Education Officer)
George Murphy, Interim Chief Officer – Finance
Ewan Murray, Chief Finance Officer - Clackmannanshire and Stirling Health and Social Care Partnership
Gordon O’Connor, Service Manager - Audit
Stuart Oliver, Senior Manager – Economic Development & Communities
Bruce Reekie, Senior Manager - Environment & Place
Brian Roberts, Chief Operating Officer Infrastructure & Environment
Keir Stevenson, Place Development Manager
Gillian Taylor, Service Manager – Revenues & Benefits
Marie Valente, Senior Manager (Chief Social Work Officer)
Julia McAfee, Chief Officer - Governance (Clerk)
Louise McDonald, Committee Officer (Minute Taker)
Islay Moore, Support Officer – Governance

Also In Attendance
Andrew Wallace, External Audit
Recording of Meeting started

Prior to the commencement of business, the Provost welcomed and thanked everyone for attending the meeting via MS Teams. A statement was read to the meeting providing detail on the procedures related to MS Teams and the protocols that both Members and Officers should adhere to throughout the meeting.

The Provost asked the Clerk to carry out a roll call of all Members participating in the meeting. The Clerk confirmed all Members were in attendance.

SC499 APOLOGIES

There were no apologies.

SC500 DECLARATIONS OF INTEREST

There were no declarations of interest.

SC501 GENERAL FUND REVENUE BUDGET & DETERMINATION OF COUNCIL TAX 2022/23

The purpose of the report was to provide Council with details of the 2022/23 General Fund Revenue Budget along with indicative financial plans for the following four financial years 2023/24 to 2026/27. Appended to the report was a full suite of documents that brought together the budget.

Budget Proposal

“That Council approves the Administration Revenue Budget Proposal published in accordance with Standing Orders 44 – 49.”

Moved by Councillor Margaret Brisley, seconded by Councillor Alison Laurie.

First Amendment

“That Council approves the Opposition Revenue Budget Proposal published in accordance with Standing Orders 44 - 49.”

Moved by Councillor Robert Davies, seconded by Councillor Alastair Majury

Second Amendment

“That Council approves the Opposition Revenue Budget Proposal published in accordance with Standing Orders 44 - 49.”

Moved by Councillor Neil Benny, seconded by Councillor Martin Earl

On the roll being called the Members present voted as follows:-

For the First Amendment (2)

Councillor Robert Davies
Councillor Alastair Majury

Against the First Amendment (21)

Councillor Maureen Bennison
Councillor Neil Benny
Councillor Alistair Berrill
Councillor Margaret Brisley
Councillor Douglas Dodds
Councillor Martin Earl
Councillor Scott Farmer
Councillor Bryan Flannagan
Councillor Danny Gibson
Councillor Graham Houston
Councillor Jane Hutchison
Councillor Chris Kane
Councillor Alison Laurie
Councillor Alasdair MacPherson
Councillor Jeremy McDonald
Councillor Susan McGill
Councillor Ross Oxburgh
Councillor Christine Simpson
Councillor Alasdair Tollemache
Councillor Jim Thomson
Councillor Evelyn Tweed

The Amendment fell by 21 votes to 2.

For the Second Amendment (10)

Councillor Neil Benny
Councillor Alistair Berrill
Councillor Robert Davies
Councillor Douglas Dodds
Councillor Martin Earl
Councillor Bryan Flannagan
Councillor Jane Hutchison
Councillor Alastair Majury
Councillor Jeremy McDonald
Councillor Ross Oxburgh

Against the Second Amendment (13)

Councillor Maureen Bennison
Councillor Margaret Brisley
Councillor Scott Farmer
Councillor Danny Gibson
Councillor Graham Houston
Councillor Chris Kane
Councillor Alison Laurie
Councillor Alasdair MacPherson
Councillor Susan McGill
Councillor Christine Simpson
Councillor Alasdair Tollemache
Councillor Jim Thomson
Councillor Evelyn Tweed

The Amendment fell by 13 votes to 10.

For the Budget Proposal (13)

Councillor Maureen Bennison
Councillor Margaret Brisley
Councillor Scott Farmer
Councillor Danny Gibson
Councillor Graham Houston
Councillor Chris Kane
Councillor Alison Laurie
Councillor Alasdair MacPherson
Councillor Susan McGill
Councillor Christine Simpson
Councillor Alasdair Tollemache
Councillor Jim Thomson
Councillor Evelyn Tweed

Against the Budget Proposal (10)

Councillor Neil Benny
Councillor Alistair Berrill
Councillor Robert Davies
Councillor Douglas Dodds
Councillor Martin Earl
Councillor Bryan Flannagan
Councillor Jane Hutchison
Councillor Alastair Majury
Councillor Jeremy McDonald
Councillor Ross Oxburgh

Decision

The Motion was carried by 13 votes to 10 and accordingly the Council agreed to approve the Administration Revenue Budget 2022/23 & Determination of Council Tax as set out in Appendix A to these minutes.


SC502 PROPOSED GENERAL SERVICES CAPITAL PROGRAMME 2022/23

The purpose of the report was to provide Council with details of the proposed 2022/23 General Services Capital Programme, setting out the proposed projects and assumed resource availability.

It also included provisional estimates for 2023/24 and some limited estimates for 2024/25.

Appendix 1 set out the proposed capital programme for 2022/23.
Appendix 1a set out the breakdown of the proposed programme, with details of the adjustment for advancement of expenditure to 2021/22 and anticipated slippage. Appendix 1b provided a detailed breakdown of the resource assumptions.

Appendix 2 provided additional narratives to support the proposals in Appendix 1.

Appendix 3 provided the proposed Roads Improvements Projects for 2022/23.

Appendix 4 provided the Capital Strategy Framework.

**Capital Proposal**

“That Council approves the Administration Capital Budget Proposal published in accordance with Standing Orders 44 – 49.”

Moved by Councillor Margaret Brisley, seconded by Councillor Alison Laurie.

**First Amendment**

“That Council approves Opposition’s Capital Budget Proposal published in accordance with Standing Orders 44 – 49.”

Moved by Councillor Robert Davies, seconded by Councillor Alastair Majury.

Councillor Robert Davies withdrew the first amendment following the decision of General Fund Revenue Budget.

**Second Amendment**

“That Council approves Opposition’s Capital Budget Proposal published in accordance with Standing Orders 44 – 49.”

Moved by Councillor Neil Benny, seconded by Councillor Martin Earl.

Councillor Neil Benny withdrew the second amendment following the decision of General Fund Revenue Budget.

**Decision**

Council agreed to approve the Administration Capital Programme 2022/23 Budget as set out in Appendix B to these minutes.

(Reference: Report by Interim Chief Finance Officer, dated 3 February 2022, submitted).

**SC503 TREASURY MANAGEMENT STRATEGY STATEMENT 2022/23**

The report outlined a Treasury Management Strategy for 2022/23, prepared in accordance with:

1. The revised Chartered Institute of Public Finance & Accountancy (CIPFA) Treasury Management in the Public Services Code (2017 edition);
2. The Chartered Institute of Public Finance & Accountancy (CIPFA) Prudential Code for Capital Finance in Local Authorities (2017 edition);

3. The Local Authority (Capital Financing and Accounting)(Scotland) Regulations 2016;

4. The Local Government Investment Regulations (Scotland) 2010, (and accompanying Finance Circular 5/2010); and


The Interim Chief Officer – Finance responded to Members questions and provided further detail on items within the report.

Members congratulated the Interim Chief Officer – Finance on the work undertaken by Finance and asked him to pass on their thanks and appreciation to the teams.

Councillor Margaret Brisley moved the recommendations in the report, seconded by Councillor Alison Laurie

Decision

Council agreed to:

1. approve the Treasury Management Strategy Statement for 2022/23 as detailed in the report; and

2. approve the Prudential Indicators for 2022/23 to 2024/25 prepared with regard to the Housing Capital Investment Programme presented to Stirling Council on 17 February 2022 and the General Services Capital Programme 2022/23 presented to Stirling Council on 3 March 2022.

3. approve the continued authority of the Interim Chief Officer - Finance to temporarily increase counterparty limits under exceptional circumstances as outlined in paragraphs 3.58-3.60, noting that only authorised counterparties would be used (namely, the Debt Management Office Account Deposit Facility (DMADF) and The Royal Bank of Scotland (as a part-nationalised bank) and that the Interim Chief Officer - Finance would update the Convenor and Vice-Convenor appropriately along with a subsequent report to the Finance & Economy Committee.


The Provost declared the Meeting closed at 3.30pm
Stirling Council

Meeting on 3 March 2022

General Fund Revenue Budget & Determination of Council Tax 2022/23

Motion

Moved by Councillor Margaret Brisley

Seconded by Councillor Alison Laurie

That the Council agrees:

(1) to note the budget surplus of £0.441M as set out in the officer budget report after taking account of government grant, unavoidable cost pressures, inflation provisions, previously agreed savings options, fees & charges income and the Valuation Joint Board requisition;

(2) to agree that a revised Living Wage rate of £10.00 per hour should be paid for 2022/23, and that this should be applied from 1 April 2022 and paid to employees as soon as practicable, and not wait until the conclusion of pay negotiations;

(3) to agree the allocation of the budget surplus of £0.441M as set out in Appendix 2 of this motion:
   • to provide additional spending commitments of £0.398M; and
   • to provide additional revenue funding of £0.043M to support increased capital investment of £0.670M through Prudential Borrowing;

(4) to agree the allocation of £1.958M from repurposed earmarked reserves as set out in Appendix 3 of this motion;

(5) to agree that the target level of reserves be maintained at between 2% and 2.5% of budget for 2022/23, while accepting that for a period of time they will be at a level higher than target in order to fund, for example, the costs of transformation in the coming financial years;

(6) to agree the transfer of resources to the Clackmannanshire and Stirling Health and Social Care Partnership (Integration Joint Board) as set out in the officer report, at a level of £48.934M for 2022/23, which includes the full pass through of funding allocated to the Council by the Scottish Government in the Local Government Finance Settlement in December 2021;

(7) to agree the fees and charges for Council Services for 2022/23 as set out in Appendix 3 of the officer report;

(8) to agree that the Total Budgeted Expenditure to be Funded in 2022/23 be set at £246.569M as detailed in Appendix 1 of this Motion;
to agree that a Band D Council Tax of £1,384.58 be set for 2022/23 as detailed in Appendix 1 of this Motion, which represents a 3% increase on 2021/22 levels;

(10) to agree that a Council Tax be paid in respect of chargeable dwellings in each of the other valuation bands in accordance with Section 74(1) of the Local Government Finance Act, 1992;

(11) to note that the 2022/23 Non-Domestic Rate Standard poundage rate has been set by the Scottish Government at 49.8p in the pound, with the Large Business Supplement poundage rates being set at 51.1p for properties with a rateable value of between £51,000 and £95,000, and 52.4p for properties with a rateable value over £95,000;

(12) to note the Prudential Indicators for 2022/23 as detailed in Appendix 5 of this Motion;

(13) to agree that the Chief Executive and the Chief Finance Officer will correspond with the Board of Active Stirling, to give assurances that the Council will continue to provide such financial support necessary to underpin the loss of income suffered by the organisation as a result of the pandemic. Such support will be met, where possible, from COVID income support funding provided to the Council by the Scottish Government; and

(14) to note that the Council will be facing a likely estimated cumulative revenue budget funding gap of c.£23.8M over the five years 2022/23 to 2026/27 based on current business plan assumptions, as set out in Appendix 4 to this motion. In line with the Ten Year Strategy (Thriving Stirling), work will continue on the long-term planning process in order to set balanced budgets for the following years.
<table>
<thead>
<tr>
<th>Description</th>
<th>£m</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service Budgets (including specific grants)</td>
<td>232.794</td>
</tr>
<tr>
<td>Inflation and Unavoidable Cost Pressures</td>
<td>4.123</td>
</tr>
<tr>
<td>Corporate Budgets</td>
<td>9.652</td>
</tr>
<tr>
<td><strong>Total Budgeted Expenditure To Be Funded</strong></td>
<td>246.569</td>
</tr>
<tr>
<td>Less: Grant Funding &amp; NDRI (excluding specific grants)</td>
<td>(192.070)</td>
</tr>
<tr>
<td>Add: New Recurring Policy Growth (Appendix 2)</td>
<td>0.441</td>
</tr>
<tr>
<td><strong>Net Expenditure To Be Met From Council Tax</strong></td>
<td>54.940</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>£m</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equivalent Band D Council Tax 2022/23</td>
<td>1,384.58</td>
</tr>
<tr>
<td>Existing Band D Council Tax 2021/22</td>
<td>1,344.28</td>
</tr>
<tr>
<td><strong>Change in Council Tax</strong></td>
<td>3.00%</td>
</tr>
</tbody>
</table>
Rural Communities Fibre Broadband

Full fibre network infrastructure was delivered to the following 18 education and library sites as part of the previous fibre deployment project:

**High Schools**
Balfron, Bannockburn, McLaren, St Modans, Stirling, Wallace

**Primary & Nursery Schools**
Allan's, Baker St, Bannockburn, Boresetone, Braehead, Cambusbarron, Raploch Campus, Riverside, St Mary's, St Ninians

**Libraries**
Bannockburn, Library HQ

The remaining 73% of school and library sites are more rural and are receiving significantly less bandwidth that is not guaranteed, and is insufficient for the ever growing digital requirements of modern day learning. The issue of network disparity between urban and rural schools and library sites will be eliminated with upgrading to full fibre infrastructure. All Stirling Council secondary schools will have a 1Gb full fibre connections and all primary schools, nurseries and libraries will have a 100Mb full fibre connection.

As part of the deployment of full fibre to these locations, British Telecom (BT) will digitally enable the local BT exchanges to provide full fibre connectivity to the surrounding areas via the BT exchange. In doing so, this will enable local businesses and residents to contract with BT for fibre delivered services increasing speed and resilience to all localities.

<table>
<thead>
<tr>
<th>New Recurring Policy Growth Items</th>
<th>£'000</th>
<th>Relevant Committee</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Continuing Spending Commitments Beyond 2022/23</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rural Communities Fibre Broadband</td>
<td></td>
<td>Finance and Economy</td>
</tr>
<tr>
<td>High Schools</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Balfron, Bannockburn, McLaren, St Modans, Stirling, Wallace</td>
<td>298</td>
<td></td>
</tr>
<tr>
<td>Primary &amp; Nursery Schools</td>
<td></td>
<td></td>
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<tr>
<td>Allan's, Baker St, Bannockburn, Boresetone, Braehead, Cambusbarron, Raploch Campus, Riverside, St Mary's, St Ninians</td>
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<tr>
<td>Libraries</td>
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<tr>
<td>Bannockburn, Library HQ</td>
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<td>The remaining 73% of school and</td>
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<tr>
<td>library sites are more rural and</td>
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<td>are receiving significantly less</td>
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<td>bandwidth that is not guaranteed</td>
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<td>and is insufficient for the ever</td>
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<td>growing digital requirements of</td>
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<td>modern day learning. The issue</td>
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<td>of network disparity between</td>
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<td>urban and rural schools and</td>
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<td>library sites will be eliminated</td>
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<tr>
<td>with upgrading to full fibre</td>
<td></td>
<td></td>
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<tr>
<td>infrastructure. All Stirling</td>
<td></td>
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<tr>
<td>Council secondary schools will</td>
<td></td>
<td></td>
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<tr>
<td>have a 1Gb full fibre connections</td>
<td></td>
<td></td>
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<tr>
<td>and all primary schools, nurseries</td>
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<td></td>
</tr>
<tr>
<td>and libraries will have a 100Mb</td>
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<td></td>
</tr>
<tr>
<td>full fibre connection.</td>
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<td></td>
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<tr>
<td>Additional support for</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Apprenticeships/Graduates</td>
<td>100</td>
<td>Finance and Economy</td>
</tr>
<tr>
<td>Revenue Impact of £0.670M of</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prudential Borrowing</td>
<td>43</td>
<td>Finance and Economy</td>
</tr>
<tr>
<td>Total Recurring Policy Growth</td>
<td>441</td>
<td></td>
</tr>
</tbody>
</table>
### New One-Off Policy Growth Items

<table>
<thead>
<tr>
<th>One-Off Initiatives Funded from Repurposed Earmarked Reserves</th>
<th>£'000</th>
<th>Relevant Committee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enhance the Scottish Child Bridging payments made during school holidays to eligible children and young people of school age P1-S6 in receipt of Free School Meals. Existing flat rate payments of £130 per week will increase by £20 per week in line with the length of each holiday, therefore payment cycle for 22/23 only will be Easter (2 weeks) £170, Summer (7 weeks) £270, October (2 weeks) £170, Christmas (2 weeks) £170.</td>
<td>378</td>
<td>Children and Young People</td>
</tr>
<tr>
<td>Increase the school clothing grant payment to primary pupils from £130 to £200, and to secondary pupils from £150 to £200. Administration Members have requested that Officers baseline the increased costs arising from this initiative into the 2023/24 recurring budget.</td>
<td>120</td>
<td>Children and Young People</td>
</tr>
<tr>
<td>Support for school leavers to gain work experience in the Care Sector. Administration Members have requested that Officers baseline the increased costs arising from this initiative into the 2023/24 recurring budget.</td>
<td>60</td>
<td>Children and Young People</td>
</tr>
<tr>
<td>Enhance Out of School care projects - the Scottish Government plans to provide wraparound care and after school clubs, with further clarity expected at the end of summer 2022. This funding will sustain existing providers until the Government expansion comes into place, as they are likely to be required to implement this development.</td>
<td>60</td>
<td>Children and Young People</td>
</tr>
<tr>
<td>Fuel Support - funding which will offer a one-off payment of £100 to those households meeting the required eligibility criteria, being households in receipt of Income Support; Income based Jobseeker’s Allowance; Income Related Employment and Support Allowance; Universal Credit (Including Housing Costs); Housing Benefit; Tax Credits; Council Tax Reduction.</td>
<td>450</td>
<td>Community Planning and Regeneration</td>
</tr>
<tr>
<td>Cost of Living Support Fund - funding to focus on projects and services to assist individuals who find themselves already in crisis or vulnerable to the rising cost of living. The fund will consider both internal service provision and external organisations who can either support or signpost to other organisations and provide funding, budgeting or financial advice as well as supports for families and individuals on managing household bills.</td>
<td>150</td>
<td>Community Planning and Regeneration</td>
</tr>
<tr>
<td>Scottish Welfare Fund Top Up - funding that will bridge the shortfall between monies received from the Scottish Government and actual costs currently being incurred, in providing a safety net to people on low income through the provision of Crisis Grants and Community Care Grants.</td>
<td>150</td>
<td>Community Planning and Regeneration</td>
</tr>
<tr>
<td>Food Fund - funding to focus on projects and services which support food security in our communities. The fund will consider both internal provision and external organisations best placed to support food security pressures across our communities.</td>
<td>150</td>
<td>Community Planning and Regeneration</td>
</tr>
<tr>
<td>Food Bank - funding to support the projected increase in demand for food as the cost of living crisis impacts on households over the next few months.</td>
<td>50</td>
<td>Community Planning and Regeneration</td>
</tr>
<tr>
<td>Undertake a feasibility study on the creation of a Fallin Community Hub.</td>
<td>20</td>
<td>Community Planning and Regeneration</td>
</tr>
<tr>
<td>Provision of new toilet facilities at Plean Country Park.</td>
<td>100</td>
<td>Environment and Housing</td>
</tr>
<tr>
<td>Carry out upgrade works to the core path network and walking routes around the Hillpark and Broomridge areas.</td>
<td>90</td>
<td>Environment and Housing</td>
</tr>
<tr>
<td>Carry out Public Realm improvements within Stirling City Centre.</td>
<td>45</td>
<td>Environment and Housing</td>
</tr>
<tr>
<td>Create an adult outdoor gym at either King George V Park, Cambusbarron or Mill Park, Cambusbarron.</td>
<td>35</td>
<td>Environment and Housing</td>
</tr>
<tr>
<td>Create an adult outdoor gym at Moray Park, Doune.</td>
<td>35</td>
<td>Environment and Housing</td>
</tr>
<tr>
<td>Carry out upgrade works to Newton Park, Dunblane.</td>
<td>35</td>
<td>Environment and Housing</td>
</tr>
<tr>
<td>Invest in new technology to support enforcement activities.</td>
<td>30</td>
<td>Environment and Housing</td>
</tr>
<tr>
<td><strong>Total One-Off Policy Growth Items</strong></td>
<td><strong>1,958</strong></td>
<td></td>
</tr>
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</table>
### Draft Five Year Budget Position (after savings and policy growth)

<table>
<thead>
<tr>
<th>Year</th>
<th>2022/23 £000s</th>
<th>2023/24 £000s</th>
<th>2024/25 £000s</th>
<th>2025/26 £000s</th>
<th>2026/27 £000s</th>
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</thead>
<tbody>
<tr>
<td>Projected Spending</td>
<td>259,234</td>
<td>266,675</td>
<td>266,775</td>
<td>266,875</td>
<td>268,875</td>
</tr>
<tr>
<td>Less Funding Available</td>
<td>(259,675)</td>
<td>(259,775)</td>
<td>(259,875)</td>
<td>(261,875)</td>
<td>(263,875)</td>
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<tr>
<td>Indicative (Surplus) / Shortfall Before Policy Growth</td>
<td>(441)</td>
<td>6,900</td>
<td>6,900</td>
<td>5,000</td>
<td>5,000</td>
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</table>

**Cumulative Position**

Add: Continuing Policy Growth Items

- 441

**Draft Budget (Surplus) / Shortfall**

<table>
<thead>
<tr>
<th>Year</th>
<th>2022/23 £000s</th>
<th>2023/24 £000s</th>
<th>2024/25 £000s</th>
<th>2025/26 £000s</th>
<th>2026/27 £000s</th>
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<tr>
<td>0</td>
<td>6,900</td>
<td>6,900</td>
<td>5,000</td>
<td>5,000</td>
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**Cumulative Position**

- 23,800
### Prudential Indicators

#### Estimate of Capital Expenditure

<table>
<thead>
<tr>
<th>Year</th>
<th>General Services</th>
<th>HRA Programme</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>22/23</td>
<td>£37,190</td>
<td>£18,326</td>
<td>£55,516</td>
</tr>
<tr>
<td>23/24</td>
<td>£42,740</td>
<td>TBC</td>
<td>£42,740</td>
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<tr>
<td>24/25</td>
<td></td>
<td>TBC</td>
<td>£30,925</td>
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</table>

#### Estimate of Capital Expenditure PER MOTION

<table>
<thead>
<tr>
<th>Year</th>
<th>General Services</th>
<th>HRA Programme</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>22/23</td>
<td>£37,890</td>
<td>£18,326</td>
<td>£56,216</td>
</tr>
<tr>
<td>23/24</td>
<td>£42,990</td>
<td>TBC</td>
<td>£42,990</td>
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<tr>
<td>24/25</td>
<td></td>
<td>TBC</td>
<td>£30,925</td>
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</table>

#### Estimate of Capital Financing Requirement

<table>
<thead>
<tr>
<th>Year</th>
<th>General Services</th>
<th>Housing Revenue Account</th>
<th>Capital Financing Requirement</th>
<th>PFI Liability</th>
<th>Underlying Borrowing Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>22/23</td>
<td>£201,405</td>
<td>£74,533</td>
<td>£275,938</td>
<td>(47,172)</td>
<td>£228,766</td>
</tr>
<tr>
<td>23/24</td>
<td>£219,494</td>
<td>£78,673</td>
<td>£298,167</td>
<td>(44,439)</td>
<td>£253,728</td>
</tr>
<tr>
<td>24/25</td>
<td>£237,301</td>
<td>£82,715</td>
<td>£320,016</td>
<td>(41,603)</td>
<td>£278,413</td>
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</table>

#### Gross Debt and the Capital Financing Requirement

<table>
<thead>
<tr>
<th>Year</th>
<th>CFR Comparator</th>
<th>Gross Debt</th>
<th>Does Gross Debt exceed the Capital Financing Requirement for the current year and following 2 years?</th>
</tr>
</thead>
<tbody>
<tr>
<td>22/23</td>
<td>£320,016</td>
<td>£270,462</td>
<td>No</td>
</tr>
<tr>
<td>23/24</td>
<td>£341,493</td>
<td>£289,527</td>
<td>No</td>
</tr>
<tr>
<td>24/25</td>
<td>£362,557</td>
<td>£282,489</td>
<td>No</td>
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</tbody>
</table>

#### Ratio of Financing Costs to Net Revenue Stream

<table>
<thead>
<tr>
<th>Service</th>
<th>22/23</th>
<th>23/24</th>
<th>24/25</th>
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</thead>
<tbody>
<tr>
<td>General Services</td>
<td>6%</td>
<td>6%</td>
<td>6%</td>
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<tr>
<td>Housing Revenue Account</td>
<td>20%</td>
<td>20%</td>
<td>20%</td>
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</table>

#### Authorised Limit and Operational Boundary for External Debt

<table>
<thead>
<tr>
<th>Year</th>
<th>External Borrowing (current levels)</th>
<th>PFI / PPP Liability</th>
<th>Est. Temporary / New Borrowing</th>
<th>Actual External Debt</th>
<th>Authorised Limit for External Debt</th>
<th>Operational Boundary for External Debt</th>
</tr>
</thead>
<tbody>
<tr>
<td>22/23</td>
<td>£132,714</td>
<td>£47,172</td>
<td>£90,576</td>
<td>£270,462</td>
<td>£311,973</td>
<td>£284,874</td>
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<tr>
<td>23/24</td>
<td>£129,549</td>
<td>£44,439</td>
<td>£115,538</td>
<td>£289,526</td>
<td>£327,204</td>
<td>£304,298</td>
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<tr>
<td>24/25</td>
<td>£125,348</td>
<td>£41,603</td>
<td>£115,538</td>
<td>£282,489</td>
<td>£349,053</td>
<td>£326,147</td>
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</table>
### Maturity Structure of Borrowings

<table>
<thead>
<tr>
<th>Category</th>
<th>Fixed &amp; Variable Lower Limit</th>
<th>Fixed Upper Limit</th>
<th>Variable Upper Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Under 12 months</td>
<td>0%</td>
<td>30%</td>
<td>100%</td>
</tr>
<tr>
<td>12 months and within 24 months</td>
<td>0%</td>
<td>30%</td>
<td>50%</td>
</tr>
<tr>
<td>24 months and within 5 years</td>
<td>0%</td>
<td>30%</td>
<td>40%</td>
</tr>
<tr>
<td>5 years and within 10 years</td>
<td>0%</td>
<td>40%</td>
<td>30%</td>
</tr>
<tr>
<td>10 years and within 20 years</td>
<td>0%</td>
<td>45%</td>
<td>20%</td>
</tr>
<tr>
<td>20 years and within 30 years</td>
<td>0%</td>
<td>45%</td>
<td>20%</td>
</tr>
<tr>
<td>30 years and within 40 years</td>
<td>0%</td>
<td>50%</td>
<td>20%</td>
</tr>
<tr>
<td>40 years and over</td>
<td>0%</td>
<td>100%</td>
<td>20%</td>
</tr>
</tbody>
</table>
Stirling Council
Meeting on 3 March 2022
General Services Capital Programme 2022/23

Motion

Proposed by Councillor Margaret Brisley
Seconded by Councillor Alison Laurie

That Council agrees:

1) to note the draft General Services Capital Programme for 22/23 as set out in Appendix 1 and 2 of the officer report on this agenda including a surplus of resources of 0.030M

2) to agree the following amendments to the draft capital programme in the officer report:

Additional Resource Approvals within 22/23:
Additional prudential borrowing in 22/23 to fund capital programme priorities:

- Rural Community Fibre Network £0.200M
- Road Infrastructure Improvement Fund (road surfacing & footway works) £0.400M
- Bannockburn to Cowie Cycle Route £0.100M

Total £0.700M

Surplus of resources noted in officer report (£0.030M)

Additional Prudential Borrowing £0.670M

3) to note that the above programme amendments will allow a General Services Capital Programme to be set for 22/23 within the resources available.

4) to agree a revised capital spending programme for 22/23 totalling £37.890M, as set out in Appendix 1 to this motion.

5) to agree that officers will carry out a comprehensive review, and bring back to a future meeting of the Council the draft 10-year capital programme which will set a longer term outlook on the council funding requirements taking account of the needs for capital investment to support the Council’s strategic priorities.
### PROPOSED GENERAL SERVICES CAPITAL PROGRAMME 2022/23

#### APPENDIX 1

**MOTION**

<table>
<thead>
<tr>
<th>Note</th>
<th>Investment Theme</th>
<th>Proposed Programme 2022/23</th>
<th>Provisional Programme 2023/24</th>
<th>Provisional Programme 2024/25</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Communities</td>
<td>100,711</td>
<td>200,000</td>
<td>0</td>
</tr>
<tr>
<td>2</td>
<td>Communities</td>
<td>100,000</td>
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<td>0</td>
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<tr>
<td>3</td>
<td>Communities</td>
<td>254,065</td>
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<tr>
<td>4</td>
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<tr>
<td>5</td>
<td>Communities</td>
<td>700,982</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>6</td>
<td>Communities</td>
<td>50,000</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>7</td>
<td>Education</td>
<td>500,000</td>
<td>750,000</td>
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<tr>
<td>8</td>
<td>Education</td>
<td>480,000</td>
<td>5,748,000</td>
<td>10,080,000</td>
</tr>
<tr>
<td>9</td>
<td>Education</td>
<td>50,000</td>
<td>50,000</td>
<td>0</td>
</tr>
<tr>
<td>10</td>
<td>Education</td>
<td>1,000,000</td>
<td>5,000,000</td>
<td>4,000,000</td>
</tr>
<tr>
<td>11</td>
<td>Education</td>
<td>300,000</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>12</td>
<td>Education</td>
<td>200,000</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>13</td>
<td>Education</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>14</td>
<td>Education (LDP)</td>
<td>913,521</td>
<td>1,220,000</td>
<td>0</td>
</tr>
<tr>
<td>15</td>
<td>Education (LDP)</td>
<td>50,000</td>
<td>500,000</td>
<td>0</td>
</tr>
<tr>
<td>16</td>
<td>Education (LDP)</td>
<td>500,000</td>
<td>500,000</td>
<td>0</td>
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<tr>
<td>17</td>
<td>Education (LDP)</td>
<td>200,000</td>
<td>3,000,000</td>
<td>3,300,000</td>
</tr>
<tr>
<td>18</td>
<td>Education (LDP)</td>
<td>150,000</td>
<td>1,000,000</td>
<td>800,000</td>
</tr>
<tr>
<td>19</td>
<td>IT &amp; Digital Transformation</td>
<td>200,000</td>
<td>200,000</td>
<td>0</td>
</tr>
<tr>
<td>20</td>
<td>IT &amp; Digital Transformation</td>
<td>300,000</td>
<td>300,000</td>
<td>0</td>
</tr>
<tr>
<td>21</td>
<td>IT &amp; Digital Transformation</td>
<td>130,000</td>
<td>65,000</td>
<td>0</td>
</tr>
<tr>
<td>22</td>
<td>IT &amp; Digital Transformation</td>
<td>325,000</td>
<td>325,000</td>
<td>0</td>
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<tr>
<td>23</td>
<td>IT &amp; Digital Transformation</td>
<td>50,000</td>
<td>50,000</td>
<td>0</td>
</tr>
<tr>
<td>24</td>
<td>IT &amp; Digital Transformation</td>
<td>650,000</td>
<td>TBC</td>
<td>0</td>
</tr>
</tbody>
</table>
## PROPOSED GENERAL SERVICES CAPITAL PROGRAMME 2022/23

### APPENDIX 1

#### PROPOSED GENERAL SERVICES CAPITAL PROGRAMME 2022/23

<table>
<thead>
<tr>
<th>Note</th>
<th>Investment Theme</th>
<th>Proposed Programme 2022/23</th>
<th>Provisional Programme 2023/24</th>
<th>Provisional Programme 2024/25</th>
</tr>
</thead>
<tbody>
<tr>
<td>25</td>
<td>IT &amp; Digital Transformation</td>
<td>Digital Investment in Education - Interactive Whiteboards</td>
<td>50,000</td>
<td>0</td>
</tr>
<tr>
<td>26</td>
<td>IT &amp; Digital Transformation</td>
<td>Digital Investment in Intranet &amp; Council Website</td>
<td>66,000</td>
<td>0</td>
</tr>
<tr>
<td>27</td>
<td>IT &amp; Digital Transformation</td>
<td>Municipal &amp; Teith House Data Centres</td>
<td>29,464</td>
<td>0</td>
</tr>
<tr>
<td>M</td>
<td>IT &amp; Digital Transformation</td>
<td>Rural Community Fibre Network</td>
<td>200,000</td>
<td>0</td>
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<tr>
<td>28</td>
<td>Roads &amp; Infrastructure</td>
<td>Road Infrastructure Improvement Fund (road surfacing &amp; footway works)</td>
<td>4,246,000</td>
<td>4,646,000</td>
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<tr>
<td>M</td>
<td>Roads &amp; Infrastructure</td>
<td>Road Infrastructure Improvement Fund (road surfacing &amp; footway works)</td>
<td>400,000</td>
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<tr>
<td>29</td>
<td>Roads &amp; Infrastructure</td>
<td>Major Flood Alleviation Schemes (Bridge of Allan, Callander &amp; Stirling)</td>
<td>0</td>
<td>500,000</td>
</tr>
<tr>
<td>30</td>
<td>Roads &amp; Infrastructure</td>
<td>Community Flood Management Projects</td>
<td>105,742</td>
<td>200,000</td>
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<td>31</td>
<td>Roads &amp; Infrastructure</td>
<td>Street Lighting Investment Programme</td>
<td>100,000</td>
<td>0</td>
</tr>
<tr>
<td>32</td>
<td>Roads &amp; Infrastructure</td>
<td>Road Safety Plan - Implementation of Accident Sites Remedial Programme</td>
<td>189,189</td>
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<td>33</td>
<td>Roads &amp; Infrastructure</td>
<td>Play Areas, Parks &amp; Open Spaces</td>
<td>200,000</td>
<td>200,000</td>
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<tr>
<td>34</td>
<td>Roads &amp; Infrastructure</td>
<td>Bridges Capital - Major Projects</td>
<td>326,376</td>
<td>350,000</td>
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<td>35</td>
<td>Roads &amp; Infrastructure</td>
<td>Bridges Capital - Major Projects - Catterburn</td>
<td>773,000</td>
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<td>36</td>
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<td>Bridges Capital - Major Projects - Branshogle</td>
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<td>Bridges Capital - Cardross</td>
<td>247,000</td>
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<td>Roads &amp; Infrastructure</td>
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<td>40</td>
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<td>Railway Station Bridge Underpass</td>
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<td>Roads &amp; Infrastructure</td>
<td>Bus Shelter Improvement Programme</td>
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<td>50,000</td>
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<td>M</td>
<td>Roads &amp; Infrastructure</td>
<td>Bannockburn to Cowie Cycle Route</td>
<td>100,000</td>
<td>250,000</td>
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<td>42</td>
<td>Social Care</td>
<td>Private Sector Housing Grant - Major Disabled Adaption Grants</td>
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<td>450,000</td>
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<td>Social Care</td>
<td>Private Sector Housing Grant - Care &amp; Repair Scheme</td>
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<td>75,000</td>
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<td>Social Care</td>
<td>Private Sector Housing Grant - Lead Pipe Replacement Grants</td>
<td>18,000</td>
<td>15,000</td>
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<td>45</td>
<td>Social Care</td>
<td>Telecare (equipment)</td>
<td>150,000</td>
<td>150,000</td>
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<td>Social Care</td>
<td>Telecare (equipment) analogue to digital switch</td>
<td>0</td>
<td>460,000</td>
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<td>Note</td>
<td>Investment Theme</td>
<td>Proposed Programme 2022/23</td>
<td>Provisional Programme 2023/24</td>
<td>Provisional Programme 2024/25</td>
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<td>------</td>
<td>----------------------------------------------------------------------------------</td>
<td>-----------------------------</td>
<td>-------------------------------</td>
<td>-------------------------------</td>
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<td>47</td>
<td>Stirling Economy Rural Broadband</td>
<td>50,000</td>
<td>0</td>
<td>0</td>
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<td>48</td>
<td>Stirling Economy City Centre Investments - Street Lighting</td>
<td>156,000</td>
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<td>Stirling Economy City Centre Investments - Public Realm</td>
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<tr>
<td>50</td>
<td>Stirling Economy Albert Halls</td>
<td>50,000</td>
<td>0</td>
<td>0</td>
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<tr>
<td>51</td>
<td>Stirling Economy Digital District - Municipal Buildings</td>
<td>1,500</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>52</td>
<td>Council Estate Digitisation of alarm systems across estate - (all Council assets)</td>
<td>60,000</td>
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<td>0</td>
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<tr>
<td>53</td>
<td>Council Estate Sustainability in Council estate</td>
<td>100,000</td>
<td>200,000</td>
<td>0</td>
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<tr>
<td>54</td>
<td>Communities &amp; Education Investment in Community Facilities / Education Estate - Advanced Projects to 21/22</td>
<td>545,000</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>55</td>
<td>Communities &amp; Education Aberfoyle Bike Shelter</td>
<td>(15,000)</td>
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<tr>
<td>56</td>
<td>Communities &amp; Education Cowie Local Office Minor Refurbishment and Upgrades</td>
<td>(130,000)</td>
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<td>0</td>
</tr>
<tr>
<td>57</td>
<td>Communities &amp; Education Community and Education Estate - Electrical Upgrades</td>
<td>(100,000)</td>
<td>0</td>
<td>0</td>
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<tr>
<td>58</td>
<td>Communities &amp; Education Community and Education Estate - Upgrade Fire and Intruder Alarm systems</td>
<td>(80,000)</td>
<td>0</td>
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<tr>
<td>59</td>
<td>Communities &amp; Education Community and Education Estate - CCTV Upgrades</td>
<td>(50,000)</td>
<td>0</td>
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<tr>
<td>60</td>
<td>Communities &amp; Education Public Space CCTV Network Upgrade</td>
<td>(150,000)</td>
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<tr>
<td>61</td>
<td>Communities &amp; Education Doune Accessible Toilets Phase 2</td>
<td>(20,000)</td>
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Total Core Programme: 15,920,550 26,954,000 18,410,000
### MOTION

<table>
<thead>
<tr>
<th>Note</th>
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<th>Proposed Programme 2022/23</th>
<th>Provisional Programme 2023/24</th>
<th>Provisional Programme 2024/25</th>
</tr>
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</table>

#### PARTICIPATORY BUDGETING - CAPITAL ALLOCATION

<table>
<thead>
<tr>
<th>Project Code</th>
<th>Description</th>
<th>2022/23</th>
<th>2023/24</th>
<th>2024/25</th>
</tr>
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<tbody>
<tr>
<td>62</td>
<td>Participatory Budgets DBA1 Dunblane Accessible Toilets</td>
<td>976</td>
<td>0</td>
<td>0</td>
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<tr>
<td>63</td>
<td>Participatory Budgets FE1 Playpark Pavilion Arnprior</td>
<td>40,652</td>
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<td>64</td>
<td>Participatory Budgets SW16 Kings Park Toilets Upgrade</td>
<td>8,347</td>
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<td>65</td>
<td>Participatory Budgets TT2 Cycle Network Stirling To Aberfoyle</td>
<td>29,896</td>
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<td>66</td>
<td>Participatory Budgets TT17 Accessible Public Toilets Aberfoyle</td>
<td>2,896</td>
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**Total Participatory Budgeting - Capital Allocation**: 82,767

#### PRUDENTIAL BORROWING SPECIFIC PROJECTS

<table>
<thead>
<tr>
<th>Project Code</th>
<th>Description</th>
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<th>2024/25</th>
</tr>
</thead>
<tbody>
<tr>
<td>67</td>
<td>Existing PBB Options The Peak, Integrated Energy System (includes Grant Funding also)</td>
<td>1,921,184</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>68</td>
<td>Education Early Learning &amp; Childcare 1140 Expansion</td>
<td>1,300,000</td>
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**Total Projects to be funded by specific Prudential Borrowing**: 3,221,184
# Proposed General Services Capital Programme 2022/23

## Motion

<table>
<thead>
<tr>
<th>Note</th>
<th>Investment Theme</th>
<th>Proposed Programme 2022/23</th>
<th>Provisional Programme 2023/24</th>
<th>Provisional Programme 2024/25</th>
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</thead>
<tbody>
<tr>
<td></td>
<td><strong>PROJECTS SUPPORTED BY EXTERNAL GRANTS &amp; CONTRIBUTIONS</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Stirling Council &amp; External Funding</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>69</td>
<td>Education Early Learning and Childcare 1140 Expansion</td>
<td>2,947,100</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>70</td>
<td>Roads &amp; Infrastructure Electric Vehicles &amp; Charging Infrastructure (Switched on Towns &amp; Cities)</td>
<td>413,595</td>
<td>0</td>
<td>0</td>
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<tr>
<td>71</td>
<td>Roads &amp; Infrastructure LTS - Towns, Villages, Rural Area Transport Plan (Balfron)</td>
<td>348,000</td>
<td>0</td>
<td>0</td>
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<tr>
<td>72</td>
<td>Stirling Economy Conservation Area Regeneration Scheme</td>
<td>11,000</td>
<td>0</td>
<td>0</td>
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<tr>
<td>73</td>
<td>Stirling Economy Conservation Area Regeneration Scheme - Alhambra Theatre &amp; Stirling Arcade</td>
<td>833,040</td>
<td>0</td>
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</tr>
<tr>
<td>74</td>
<td>Stirling Economy Conservation Area Regeneration Scheme - John Cowane's House</td>
<td>100,000</td>
<td>210,000</td>
<td>105,000</td>
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<tr>
<td>75</td>
<td>Stirling Economy Conservation Area Regeneration Scheme - Public Realm Works</td>
<td>132,895</td>
<td>101,000</td>
<td>61,000</td>
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<tr>
<td></td>
<td><strong>Full External Funding</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>76</td>
<td>Education CO2 Monitors</td>
<td>119,000</td>
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<tr>
<td>77</td>
<td>Education CO2 Monitors (Private &amp; Third Sector)</td>
<td>6,000</td>
<td>0</td>
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<tr>
<td>78</td>
<td>Roads &amp; Infrastructure Nature Restoration Fund</td>
<td>57,000</td>
<td>0</td>
<td>0</td>
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<tr>
<td>79</td>
<td>Roads &amp; Infrastructure Renewal of Play Parks in Scotland</td>
<td>231,000</td>
<td>231,000</td>
<td>231,000</td>
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<tr>
<td>80</td>
<td>Roads &amp; Infrastructure Electric Vehicles &amp; Charging Infrastructure (Switched on Fleet)</td>
<td>80,323</td>
<td>0</td>
<td>0</td>
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<tr>
<td>81</td>
<td>Roads &amp; Infrastructure Electric Vehicles &amp; Charging Infrastructure (Local Authority Installation Programme)</td>
<td>60,838</td>
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<td>0</td>
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<tr>
<td>82</td>
<td>Roads &amp; Infrastructure Traffic Management &amp; Community Road Safety (CWSS)</td>
<td>412,000</td>
<td>412,000</td>
<td>412,000</td>
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<tr>
<td>83</td>
<td>Roads &amp; Infrastructure LTS - Active Travel &amp; Placemaking - Manor Powis</td>
<td>TBC</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>84</td>
<td>Roads &amp; Infrastructure LTS - Active Travel &amp; Placemaking - City Centre South</td>
<td>69,141</td>
<td>0</td>
<td>0</td>
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<td>85</td>
<td>Stirling Economy South Callander Infrastructure &amp; Development</td>
<td>330,000</td>
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<td>0</td>
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<tr>
<td>86</td>
<td>Stirling Economy Place Based Investment Programme City Commissions</td>
<td>80,000</td>
<td>0</td>
<td>0</td>
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<tr>
<td>87</td>
<td>Stirling Economy Place Based Investment Programme Building Improvement Grants</td>
<td>50,000</td>
<td>0</td>
<td>0</td>
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<tr>
<td>88</td>
<td>Stirling Economy Place Based Investment Programme - 3rd Party Grant Scheme</td>
<td>24,202</td>
<td>0</td>
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### Proposed General Services Capital Programme 2022/23

#### Appendix 1

**MOTION**

<table>
<thead>
<tr>
<th>Note</th>
<th>Investment Theme</th>
<th>Proposed Programme 2022/23</th>
<th>Provisional Programme 2023/24</th>
<th>Provisional Programme 2024/25</th>
</tr>
</thead>
<tbody>
<tr>
<td>89</td>
<td>Stirling Economy Place Based Investment Programme - Albert Hall Development</td>
<td>(50,000)</td>
<td>0</td>
<td>0</td>
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<tr>
<td>90</td>
<td>Stirling Economy Place Based Investment Programme - Visitor Management Wayfinder &amp; Interpretation Trail</td>
<td>50,000</td>
<td>0</td>
<td>0</td>
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<tr>
<td>91</td>
<td>Stirling Economy Rural Tourism Infrastructure Fund - Green Shed Travel Hubs</td>
<td>286,821</td>
<td>0</td>
<td>0</td>
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<tr>
<td>92</td>
<td>Stirling Economy Rural Tourism Infrastructure Fund - Todholes Car Park</td>
<td>188,300</td>
<td>0</td>
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<tr>
<td>93</td>
<td>Insurance Funded St Kessogs</td>
<td></td>
<td>95,741</td>
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**Total Projects Supported by External Grants & Contributions**

<table>
<thead>
<tr>
<th>Note</th>
<th>Investment Theme</th>
<th>Proposed Programme 2022/23</th>
<th>Provisional Programme 2023/24</th>
<th>Provisional Programme 2024/25</th>
</tr>
</thead>
<tbody>
<tr>
<td>94</td>
<td>City Region Deal Regional Digital Hubs (Cowie Regeneration)</td>
<td>526,097</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>95</td>
<td>City Region Deal Regional Hubs Cowie &amp; Callander</td>
<td>1,400,000</td>
<td>2,200,000</td>
<td>0</td>
</tr>
<tr>
<td>96</td>
<td>City Region Deal Development of Culture, Heritage &amp; Tourism Assets</td>
<td>0</td>
<td>3,000,000</td>
<td>3,500,000</td>
</tr>
<tr>
<td>97</td>
<td>City Region Deal Active Travel Routes (including Walk Cycle Live Stirling)</td>
<td>4,263,208</td>
<td>3,829,130</td>
<td>0</td>
</tr>
<tr>
<td>98</td>
<td>City Region Deal Active Travel (This is total project, SC element TBC)</td>
<td>0</td>
<td>622,622</td>
<td>2,236,059</td>
</tr>
<tr>
<td>99</td>
<td>City Region Deal Digital District phase 2 - Stirling Digital Hub</td>
<td>100,000</td>
<td>500,000</td>
<td>1,400,000</td>
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<tr>
<td>100</td>
<td>City Region Deal National Tartan Centre</td>
<td>500,000</td>
<td>4,930,000</td>
<td>4,570,000</td>
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<tr>
<td>101</td>
<td>City Region Deal MOD Land</td>
<td>5,000,000</td>
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**Total City Region Deal**

<table>
<thead>
<tr>
<th>Note</th>
<th>Investment Theme</th>
<th>Proposed Programme 2022/23</th>
<th>Provisional Programme 2023/24</th>
<th>Provisional Programme 2024/25</th>
</tr>
</thead>
<tbody>
<tr>
<td>11</td>
<td>City Region Deal Regional Digital Hubs (Cowie Regeneration)</td>
<td>526,097</td>
<td>0</td>
<td>0</td>
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<tr>
<td>12</td>
<td>City Region Deal Regional Hubs Cowie &amp; Callander</td>
<td>1,400,000</td>
<td>2,200,000</td>
<td>0</td>
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<tr>
<td>13</td>
<td>City Region Deal Development of Culture, Heritage &amp; Tourism Assets</td>
<td>0</td>
<td>3,000,000</td>
<td>3,500,000</td>
</tr>
<tr>
<td>14</td>
<td>City Region Deal Active Travel Routes (including Walk Cycle Live Stirling)</td>
<td>4,263,208</td>
<td>3,829,130</td>
<td>0</td>
</tr>
<tr>
<td>15</td>
<td>City Region Deal Active Travel (This is total project, SC element TBC)</td>
<td>0</td>
<td>622,622</td>
<td>2,236,059</td>
</tr>
<tr>
<td>101</td>
<td>City Region Deal MOD Land</td>
<td>5,000,000</td>
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</table>

**Total General Services Capital Programme Expenditure**

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<tr>
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<th>Proposed Programme 2022/23</th>
<th>Provisional Programme 2023/24</th>
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<tbody>
<tr>
<td></td>
<td>37,889,802</td>
<td>42,989,752</td>
<td>30,925,059</td>
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### PROPOSED GENERAL SERVICES CAPITAL PROGRAMME 2022/23

**APPENDIX 1**

**MOTION**

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<tbody>
<tr>
<td></td>
<td></td>
<td>£</td>
<td>£</td>
<td>£</td>
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<tr>
<td><strong>CAPITAL RESOURCES</strong></td>
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<tr>
<td>General Capital Grant</td>
<td>(10,801,000)</td>
<td>(7,757,000)</td>
<td>(7,757,000)</td>
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<tr>
<td>Capital Grants &amp; Contributions (new)</td>
<td>(13,552,828)</td>
<td>(15,934,747)</td>
<td>(12,424,084)</td>
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<td>Capital Grants &amp; Contributions (prior year)</td>
<td>(1,589,360)</td>
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<tr>
<td>Capital Grants &amp; Contributions (c/fwd)</td>
<td>(2,850,155)</td>
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<td>CFCR</td>
<td>(2,498,179)</td>
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<tr>
<td>Prudential Borrowing - General</td>
<td>(1,320,320)</td>
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<tr>
<td>Prudential Borrowing - Specific</td>
<td>(2,277,960)</td>
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<tr>
<td>Capital Receipts</td>
<td>(3,000,000)</td>
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<td><strong>TOTAL CAPITAL PROGRAMME RESOURCES</strong></td>
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<tr>
<td></td>
<td>(37,889,802)</td>
<td>(23,691,747)</td>
<td>(20,181,084)</td>
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<tr>
<td><strong>SHORTFALL / (SURPLUS) OF RESOURCES</strong></td>
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<td></td>
<td>(0)</td>
<td>19,298,005</td>
<td>10,743,975</td>
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</table>
STIRLING COUNCIL

MINUTES of SPECIAL MEETING of STIRLING COUNCIL held by VIRTUAL MEETING ON MICROSOFT TEAMS on THURSDAY 10 MARCH 2022 at 12.35 pm

Present:

Provost Christine SIMPSON (in the Chair)
Councillor Maureen BENNISON
Councillor Margaret BRISLEY
Councillor Robert DAVIES
Councillor Scott FARMER
Councillor Graham HOUSTON
Councillor Chris KANE
Councillor Alison LAURIE
Councillor Alasdair MacPherson
Councillor Alastair MAJURY
Councillor Jeremy MCDONALD
Councillor Susan MCGILL
Councillor Jim THOMSON
Councillor Alasdair TOLLEMACHE
Councillor Evelyn TWEED

In Attendance

Carol Beattie, Chief Executive
Lesleyann Burns, Support Officer (Governance)
Christina Cox, Planning & Buildings Standards Service Manager (Infrastructure)
Mark Easton, Lead Solicitor – Commercial & Property Team (Governance)
Mark Henderson, Senior Media Officer (Communities & Performance)
Drew Leslie, Senior Manager – Infrastructure
Julia McAfee, Chief Officer - Governance
Peter McKechnie, Senior Planning Officer (Infrastructure)
Neil Pirie, Senior Development Control Officer (Environment & Place)
Brian Roberts, Chief Operating Officer – Infrastructure & Environment
Carla Roth, Solicitor – Litigation (Governance)
Stephen Spiers, Development Control Officer (Environment & Place)
Karen Swan, Committee Officer (Governance)
David McDougall, Governance Officer (Clerk)

Prior to the start of the meeting, the Provost welcomed and thanked everyone for attending the meeting via MS Teams. She updated the meeting on the procedures related to MS Teams and the protocols that both Members and Officers should adhere to throughout the meeting.

She also noted that this Special Meeting of Stirling Council had been called to determine the decision on Lochay Power Station, Killin - 21/00570/FUL application following the Meeting of the Pre Determination Hearing Committee today. Members were instructed that no further clarification on the Lochay Power Station, Killin application could be asked or answered.

The Provost asked the Clerk to carry out a roll call of all Members and Officers participating in the meeting.
SC504 APOLOGIES

Apologies were received on behalf of Councillor Neil Benny, Councillor Alastair Berrill, Councillor Douglas Dodds, Councillor Martin Earl, Councillor Bryan Flannagan, Councillor Danny Gibson, Councillor Jane Hutchison and Councillor Ross Oxburgh.

SC505 DECLARATIONS OF INTEREST

Councillor Evelyn Tweed declared an interest as the local Member of the Scottish Parliament.

SC506 ERECTION OF NEW SUBSTATION COMPOUND, WITH ASSOCIATED WORKS INCLUDING EQUIPMENT BASES, ASSOCIATED STRUCTURES AND HV EQUIPMENT, THE INSTALLATION OF TWO GRID TRANSFORMERS, A CONTROL ROOM BUILDING, WATER SUPPLY BOREHOLE AND UPGRADE OF EXISTING ACCESS TRACKS. AT LOCHAY POWER STATION, KILLIN, FK21 8UA - SCOTTISH HYDRO ELECTRIC TRANSMISSION PLC - 21/00570/FUL

A report was submitted by the Senior Manager – Infrastructure that highlighted proposals and the issues raised by the proposal, which were discussed at a Pre-Determination Hearing Committee that took place earlier on the same day as the Special Meeting of Stirling Council. The purpose of the meeting was to take the decision on this Planning Application.

The application was brought to Full Council due to the proposals which fell under the National Planning Framework 3 Annex 3 description of High Voltage Electricity Transmission Network, and was therefore categorised as 'National Development' under the Town and Country Planning (Hierarchy of Development) (Scotland) Regulations 2009 (The Hierarchy Regulations).

National developments required determination by Full Council in accordance with the Councils Scheme of Delegation for determining planning applications.

The Elected Members unanimously agreed the Officers Recommendation to approve the application, subject to conditions.

Decision

Council agreed to approve the application, subject to the conditions set out at Appendix 1 to the Pre Determination Hearing Committee Report.

(Reference: Report by Senior Manager - Infrastructure, dated 1 March 2022, submitted).

The Provost declared the Meeting closed at 12.45pm.
STIRLING COUNCIL

MINUTES of SPECIAL MEETING of STIRLING COUNCIL held by VIRTUAL MEETING ON MICROSOFT TEAMS on THURSDAY 28 APRIL 2022 at 4.30 pm

Present:

Provost Christine SIMPSON (in the Chair)
Councillor Maureen BENNISON
Councillor Neil BENNY
Councillor Alistair BERRILL
Councillor Margaret BRISLEY
Councillor Robert DAVIES
Councillor Martin EARL
Councillor Scott FARMER
Councillor Bryan FLANNAGAN
Councillor Danny GIBSON
Councillor Graham HOUSTON
Councillor Jane HUTCHISON
Councillor Chris KANE
Councillor Alison LAURIE
Councillor Alastair MAJURY
Councillor Jeremy MCDONALD
Councillor Susan MCGILL
Councillor Ross OXBURGH
Councillor Jim THOMSON

In Attendance

Carol Beattie, Chief Executive
Annemargaret Black, Chief Officer – Clackmannanshire & Stirling H&SCP & Integration Joint Board
Stephen Clark, Head of Housing
Martin Dalziel, Team Leader for External Communications
Graeme Forrester, Lead Solicitor – Governance
Mark Henderson, Senior Media Officer
Kate Hudson, Head of People & Community Wellbeing
Isabel McKnight, Chief Operating Officer – Communities & Performance
Bryony Monaghan, Head of Education (Chief Education Officer)
George Murphy, Interim Chief Officer – Finance
Stuart Oliver, Head of Economic Development & Culture
Brian Roberts, Chief Operating Officer Infrastructure & Environment
Marie Valente, Head of Children & Families (Chief Social Work Officer)
Julia McAfee, Chief Officer - Governance (Clerk)
Louise McDonald, Committee Officer (Minute Taker)
Islay Moore, Support Officer – Governance

Recording of Meeting started

Prior to the commencement of business, the Provost welcomed and thanked everyone for attending the meeting via MS Teams. A statement was read to the meeting providing detail on the procedures related to MS Teams and the protocols that both Members and Officers should adhere to throughout the meeting.
The Provost asked the Clerk to carry out a roll call of all Members participating in the meeting. The Clerk confirmed all Members were in attendance except for Councillor Dodds, Councillor McPherson, Councillor Tollemache and Councillor Tweed.

**SC507 APOLOGIES**

Apologies were submitted on behalf of Councillor Douglas Dodds, Councillor Alasdair MacPherson, Councillor Alasdair Tollemache and Councillor Evelyn Tweed.

**SC508 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**SC509 RESETTLEMENT OF UKRAINIAN PEOPLE**

The paper outlined the UK and Scottish Governments’ responses to the humanitarian crisis and the new resettlement schemes which had been introduced in response to the number of refugees who had been forced to flee Ukraine, following Russia’s invasion. The report set out the likely and possible impact of the situation on Stirling Council. The purpose of the report was to ensure that Members were made aware of the strategic impact and implications of the resettlement of Ukrainian refugees and to seek Member authority, as set out in the recommendations.

Council had the reserved power to authorise participation in any proposed refugee resettlement programme. The reserved power was added to the Scheme of Delegation on 16 September 2021, as part of the Council's response to the Afghan resettlement scheme. The reserved power was developed to meet the requirements of that scheme and the Syrian resettlement scheme which preceded it.

The fast paced and very reactive nature of the response required in relation to Ukrainian refugees by both UK and Scottish Governments differed markedly from the previous schemes. There was no local authority control or clear oversight of the numbers or profiles of refugees coming to their area. This had meant that local authorities, including Stirling, had to respond and react to those refugees as they arrived, on the basis of their statutory duties and the expectations of the UK and Scottish Governments. There would likely be a resettlement scheme in the traditional sense anticipated by the reserved power, set out in the Scheme of Delegation, but there was no detail at the time.

Council had the reserved power to approve expenditure which was not contained within overall budgetary provision. The report sought authority for officers to incur expenditure, as per the requirements of the resettlement schemes, in advance of receipt of government grant funding.

Officers responded to a number of questions from Members and provided further detail on items within the report.

The Clerk highlighted that recommendation 4 should have stated that a further report would be provided to Council at the first appropriate meeting after the local government elections.
Councillor Scott Farmer moved the recommendations, seconded by Councillor Chris Kane.

Decision

Council agreed to:

1. note the introduction of new Ukrainian resettlement schemes and the consequent statutory obligations and statutory responsibilities to Ukrainian refugees;
2. grant authority to the Chief Officer – Finance to incur expenditure as per the terms of the resettlement schemes and in advance of receipt of government grant funding;
3. note the resource implications for the Council; and
4. note that a further report providing an update on the implications for the Council would be provided to Council at the first appropriate meeting after the local government elections.

(Reference: Report by Chief Operating Officer – Communities & Performance, dated 21 April 2022, submitted).

The Provost declared the Meeting closed at 5pm
STIRLING COUNCIL

AGENDA for the STATUTORY MEETING of the STIRLING COUNCIL to be held in the COUNCIL CHAMBERS, OLD VIEWFORTH, STIRLING on THURSDAY 19 MAY 2022 commencing at 10.00am

Present:

Councillor Neil BENNY
Councillor Margaret BRISLEY
Councillor Ewan DILLON
Councillor Douglas DODDS
Councillor Martin EARL
Councillor Scott FARMER
Councillor Bryan FLANNAGAN
Councillor Rosemary FRASER
Councillor Danny GIBSON
Councillor Brian HAMBLY
Councillor Paul HENKE
Councillor Graham HOUSTON
Councillor Chris KANE
Councillor Alasdair MACPHERSON
Councillor Gene MAXWELL
Councillor Gerry MCGARVEY
Councillor Susan MCGILL
Councillor Gerry MCLAUGHLAN
Councillor Rachel NUNN
Councillor Jen PRESTON
Councillor Jim THOMSON
Councillor Alasdair TOLLEMACHE
Councillor Elaine WATTERSON

In Attendance

Carol Beattie, Chief Executive
Annemargaret Black, Chief Officer – Clackmannanshire & Stirling H&SCP & Integration Joint Board
Adam Boey, Business Planning & Performance Manager
Stephen Clark, Head of Housing
Martin Dalziel, Team Leader for External Communications
Graeme Forrester, Lead Solicitor – Governance
Charlie Haggerty, Legal Manager
Kate Hudson, Head of People & Community Wellbeing
Bryony Monaghan, Head of Education (Chief Education Officer)
George Murphy, Interim Chief Officer – Finance
Owen O’Donnell, Communications Officer
Stuart Oliver, Head of Economic Development & Culture
Brian Roberts, Chief Operating Officer Infrastructure & Environment
Marie Valente, Head of Children & Families (Chief Social Work Officer)
Julia McAfee, Chief Officer - Governance (Clerk)
Louise McDonald, Committee Officer (Minute Taker)
Islay Moore, Support Officer – Governance

Recording of meeting started
In accordance with the Local Government etc (Scotland) Act 1994 the Returning Officer chaired the meeting until the completion of the first item of business. The Returning Officer was not entitled to vote.

The Returning Officer asked the Clerk to carry out a roll call of all Members and Officers participating in the meeting. The Clerk confirmed all Members were in attendance.

**Motion**

“To agree to suspend this council meeting to allow further meetings to take place involving all 23 councillors.

The purpose of the meetings is to ascertain whether a way forward can be agreed on the membership of the various committees and appointments in a consensual manner, which reflects and respects the outcome of the election result.

The council to be reconvened on Thursday 26th May.”

Proposed by Councillor Alasdair Tollemache and seconded by Councillor Alasdair MacPherson

**Direct Negative**

Proposed by Councillor Neil Benny and seconded by Councillor Chris Kane

**For the Motion (10)**

Councillor Scott Farmer  
Councillor Rosemary Fraser  
Councillor Brian Hambly  
Councillor Graham Houston  
Councillor Alasdair MacPherson  
Councillor Gene Maxwell  
Councillor Susan McGill  
Councillor Gerry McLaughlan  
Councillor Jim Thomson  
Councillor Alasdair Tollemache

**Against the Motion (13)**

Councillor Neil Benny  
Councillor Margaret Brisley  
Councillor Ewan Dillon  
Councillor Douglas Dodds  
Councillor Martin Earl  
Councillor Bryan Flannagan  
Councillor Danny Gibson  
Councillor Paul Henke  
Councillor Chris Kane  
Councillor Gerry McGarvey  
Councillor Rachel Nunn  
Councillor Jen Preston  
Councillor Elaine Watterson

The Motion fell by 13 votes to 10 votes.
SC001 ELECTION OF CONVENER, DEPUTE CONVENER AND BAILIES

In terms of the Local Government etc. (Scotland) Act 1994, all councils must elect a Convener at the first meeting of a new Council.

The Council could decide the title by which the Convener would be known and the term of office to be served.

The Council also had the option to appoint a Depute Convener to preside at Council when the Convener was unable to do so. The role of the Depute Convener could also be extended to include deputising for the Convener in a civic capacity.

The Council could appoint Bailies to deputise for the Convener in relation to civic matters.

Councillor Neil Benny, seconded by Councillor Martin Earl nominated Councillor Douglas Dodds for the position of Provost.

Councillor Scott Farmer, seconded by Councillor Gerry McLaughlan nominated Councillor Graham Houston for the position of Provost.

Voting was carried out in alphabetical order:

The appointment of Councillor Douglas Dodds as Provost was carried by 13 votes to 9 votes with 1 Member not voting.

Council agreed to a short adjournment at this point in the proceedings to allow Councillor Dodds to accept the chain of office of Provost of Stirling Council. The other Members and officers remained seated in the Chambers.

Recording of meeting was stopped.

On his return to the Chambers, the Returning Officer invited Provost Dodds to take the Chair.

Recording of meeting started.

Upon taking the Chair, Provost Dodds thanked Members for the honour of being appointed to the office of Provost.

Council moved to appoint the Depute Convener.

Councillor Chris Kane nominated Councillor Alasdair Tollemache for the position of Depute Convener. Councillor Alasdair Tollemache thanked Councillor Kane but stated that he would only proceed with the nomination if it were agreed it was a non-political role and received support from the other parties and independent Member. The Scottish National Party and Independent Member advised that they could not support. Councillor Alasdair Tollemache asked for the nomination not to be considered.

Councillor Neil Benny, seconded by Councillor Paul Henke nominated Councillor Rachel Nunn for the position of Depute Convener. There were no further nominations and upon a vote the appointment of Councillor Rachel Nunn as Depute Convener was carried by 13 votes to 10 votes.
Council moved to appoint Baillie’s.

Following a discussion it was agreed that the appointment of Baillie’s would be deferred to the 23 June 2022 Council Meeting.

**Decision**

Council agreed:

1. that the Convener of the Council would continue to be known as Provost;
2. that the term of office of the Provost would be the term of the Council;
3. to appoint Councillor Douglas Dodds as Provost of Stirling Council;
4. to elect a Depute Convener to preside at Council in the absence of the Provost;
5. that the term of office of the Depute Convener would be the term of the Council;
6. to appoint Councillor Rachel Nunn as Depute Convener of Stirling Council to preside at Council when the Convener is unable to do so;
7. to continue the practice of appointing Bailies to deputise for the Provost as civic head; and
8. the appointment of the Bailies would be deferred to the 23 June 2022 Council meeting.

(Reference: Report by Chief Officer - Governance, dated 12 May 2022, submitted).

**SC002 APOLOGIES**

There were no apologies.

**SC003 DECLARATIONS OF INTEREST**

There were no declarations of interest.

The Provost intimated his intention to alter the order of the Agenda. The items were taken in the order minuted below.

**SC004 APPOINTMENT OF LEADER AND DEPUTE LEADER**

The purpose of the report was to facilitate the appointment of a Leader and Depute Leader of the Council.

Councillors were invited to make nominations for the appointments of the Leader and Depute Leader of Stirling Council.
Councillor Graham Houston, seconded by Councillor Jim Thomson nominated Councillor Scott Farmer for the position of Leader of the Council.

Councillor Margaret Brisley, seconded by Councillor Danny Gibson nominated Councillor Chris Kane for the position of Leader of the Council.

Voting was carried out in alphabetical order:

The appointment of Councillor Scott Farmer as Leader of the Council fell by 13 votes to 8 votes with 2 Members not voting.

The appointment of Councillor Chris Kane as Leader of the Council was carried by 13 votes to 10 votes. Councillor Kane was therefore appointed as Leader of Stirling Council.

Council moved to appoint the Depute Leader of Council.

Councillor Chris Kane, seconded by Councillor Danny Gibson nominated Councillor Margaret Brisley for the position of Depute Leader of Council. There were no further nominations made.

Councillor Alasdair MacPherson moved the direct negative but was unable to obtain a seconder.

The consensus in the Chambers was therefore to appoint Councillor Margaret Brisley as the Depute Leader of Council.

Decision

Council agreed to:

1. elect Councillor Chris Kane as Leader of the Council; and
2. elect Councillor Margaret Brisley as the Depute Leader of the Council.

(Reference: Report by Chief Officer - Governance, dated 12 May 2022, submitted).

**SC005 DEMOCRATIC STRUCTURE AND DECISION MAKING**

The report explained why the Council required governance documents, explained their purpose and functions and asked Council to adopt those governance documents contained within the appendices in order to ensure the good and efficient conduct of Council business.

The report also provided detail on the meeting cycle and the timetable of meetings, and the statutory requirement to appoint religious representatives to the Children & Young People Committee.

The Chief Officer – Governance advised that the representative nominated for the Roman Catholic Church was Patricia Nicol. It was highlighted that the changes to be noted to the Standing Orders were subject to the exception of those noted at paragraph 2.3.1 of the report and the retention of existing Standing Orders 10 and 11.
Motion

“That Council approves the Resolution submitted to all Members in the Chambers”. Attached as appendix 1 to the minute.

Proposed by Councillor Chris Kane and seconded by Councillor Neil Benny

Direct Negative

Proposed by Councillor Scott Farmer and seconded by Councillor Jim Thomson

At 11.00am the Council agreed to adjourn

Recording of meeting was stopped

The Meeting reconvened at 11.35am with all Elected Members (previously noted) present.

Recording of meeting started

Following a vote the motion was carried by 13 votes to 10 votes.

It was agreed that nominations for appointments from the Scottish National Party would be submitted to the Chief Officer – Governance within 5 working days.

Decision

Council agreed:

1. to note the changes to the Standing Orders, subject to the exception of those noted at paragraph 2.3.1 of the report and the retention of existing SOs 10 and 11;

2. to adopt the Scheme of Delegation set out at Appendix 3, subject to amendment of committee and panel memberships on an interim basis to the effect that:-

   a. the membership of the Children & Young People Committee be 3 Labour, 3 Conservative, 3 Scottish National Party members, and the religious, teaching and pupil members as recommended by officers;

   b. the membership of the Community Planning and Regeneration Committee be 6 members, comprising 2 Labour, 2 Conservative and 2 Scottish National Party members;

   c. the membership of the Environment & Housing Committee be 6 members, comprising 2 Labour, 2 Conservative and 2 Scottish National Party members;

   d. the membership of the Finance & Economy Committee be 6 members, comprising 2 Labour, 2 Conservative and 2 Scottish National Party members;

   e. the membership of the Audit Committee be 7 members, comprising 3 Scottish National Party, 2 Conservative, 1 Labour, and 1 other member from another party or unaligned;
f. the membership of the Planning and Regulation Panel be 9 members, comprising 3 Labour, 3 Conservative and 3 Scottish National Party members;

and subject to deletion of reference to the Adult Social Care Panel recognising the proposed cross-party representation on the Clackmannanshire and Stirling Integration Joint Board, and noting that an amended scheme of delegation would be presented to Council in October for approval;

3. to note the programme of meetings cycle and note that the Chief Officer – Governance would prepare a programme of meetings for the period up to the next scheduled local government elections;

4. that the Chief Officer – Governance makes any further amendments to the Scheme of Delegation and Standing Orders consequential on the above amendments to Committee and panel memberships for presentation to a special meeting of Council to be convened in advance of the cycle of meetings which would start after the Council’s recess;

5. that the Chief Officer – Governance, in conjunction with the Chief Operating Officer – Communities and Performance and the Chief Officer – Finance, carry out a review of the Council’s Scheme of Delegation, Standing Orders, Financial Regulations and Contract Standing Orders in consultation with Group leaders for presentation to Council in October 2022;

6. that an ordinary meeting of Council be held on Thursday 23 June 2022;

7. that a meeting of the Planning & Regulatory Panel be held on Tuesday 28 June 2022; and

8. to appoint the Councillors to the positions and Committees as recorded in Appendix 2 to the minute.

(Reference: Report by Chief Officer - Governance, dated 12 May 2022, submitted).

SC006 CONVENTION OF SCOTTISH LOCAL AUTHORITIES (CoSLA)

The purpose of the report was to provide Council with the opportunity to consider its membership of the Convention of Scottish Local Authorities (CoSLA) and to nominate relevant members.

Three Convention Members

Unanimously the Council agreed that Councillors Kane, Benny and Farmer be appointed as the three Members to represent the Council on the Convention
Children and Young People Board

Councillor Ewan Dillon and Councillor Susan McGill were both nominated. Following a vote, which was carried out in alphabetical order, Councillor Ewan Dillon was appointed by 13 votes to 9 votes with 1 member not voting.

Health and Social Care Board

Councillor Danny Gibson and Councillor Brian Hambly were both nominated. Following a vote, which was carried out in alphabetical order, Councillor Danny Gibson was appointed by 13 votes to 9 votes with 1 Member not voting.

Environment and Economy Board

Councillor Jen Preston and Councillor Rosemary Fraser were both nominated. Following a vote, which was carried out in alphabetical order, Councillor Jen Preston was appointed by 13 votes to 9 votes with 1 Member not voting.

Community Wellbeing Board

Councillor Gerry Mcgarvey and Councillor Scott Farmer were both nominated. Following a vote, which was carried out in alphabetical order, Councillor Gerry Mcgarvey was appointed by 13 votes to 9 votes with 1 Member not voting.

Decision

Council agreed:

1. to continue membership with the Convention of Scottish Local Authorities (CoSLA);

2. to appoint Councillors Chris Kane, Neil Benny and Scott Farmer as the three members to represent the Council on the Convention;

3. to appoint the following Members to each of the CoSLA Boards; for the term of this Council or such earlier date, if the Council so determines:

   3.1. Councillor Ewan Dillon to Children and Young People;
   3.2. Councillor Danny Gibson to Health and Social Care;
   3.3. Councillor Jen Preston to Environment and Economy; and
   3.4. Councillor Gerry Mcgarvey to Community Wellbeing.

(Reference: Report by Chief Officer - Governance, dated 12 May 2022, submitted).

SC007 COUNCILLORS’ REMUNERATION, ALLOWANCES AND EXPENSES

The purpose of the report was to advise Council of the remuneration payable to Councillors, Civic Head and Council Leader. The report further advised Council of the number of positions which could be designated as Senior Councillors and the maximum remuneration which could be paid to Senior Councillors. The report also advised of arrangements for the payment of allowances and expenses for Councillors.
Motion

“Council agrees to:

1. Confirm that the remuneration payable to the Leader of the Council in terms of regulations (£32,622 per annum) will be paid to the Councillor who is appointed by the Council as Leader of the Council;

2. Confirm that the remuneration payable to the Civic Head of the Council in terms of the regulations (up to a maximum of £24,467 per annum), and that the same will be paid to the Councillor who is appointed Provost/Convener of the Council;

3. To designate the following roles as Senior Councillor positions;
   a. Convener of Audit Committee
   b. Vice Convener of Audit Committee
   c. Convener of Children & Young People Committee
   d. Vice Convener of Children & Young People Committee
   e. Convener of Environment & Housing Committee
   f. Convener of Finance & Economy Committee
   g. Chair of Planning & Regulation Panel
   h. Vice Chair of Planning & Regulation Panel
   i. Convener of Public Safety Committee;

4. To remunerate the Senior Councillors (with the exception of Convenor of Children & Young People Committee) at the level of £24,467 per annum;

5. Approve the arrangements for payment of allowances and expenses as detailed in Appendix 1 to the report; and

6. Agree the definition of “approved duties” as set out in Appendix 2 to the report.”

Proposed by Councillor Chris Kane and seconded by Councillor Neil Benny.

Council was in agreement with the proposal and no requirement for a vote.

It was agreed that nominations for appointments from the Scottish National Party would be submitted to the Chief Officer – Governance within 5 working days.

Decision

Council agreed to:

1. confirm that the remuneration payable to the Leader of the Council in terms of regulations (£32,622 per annum) would be paid to the Councillor who was appointed by the Council as Leader of the Council;

2. confirm that the remuneration payable to the Civic Head of the Council in terms of the regulations (up to a maximum of £24,467 per annum), and that the same would be paid to the Councillor who was appointed Provost/Convener of the Council;

3. designate the following roles as Senior Councillor positions;
   a. Convener of Audit Committee
b. Vice Convener of Audit Committee

c. Convener of Children & Young People Committee

d. Vice Convener of Children & Young People Committee

e. Convener of Environment & Housing Committee

f. Convener of Finance & Economy Committee

g. Chair of Planning & Regulation Panel

h. Vice Chair of Planning & Regulation Panel

i. Convener of Public Safety Committee;

4. remunerate the Senior Councillors (with the exception of Convenor of Children & Young People Committee) at the level of £24,467 per annum;

5. approve the arrangements for payment of allowances and expenses as detailed in Appendix 1 to the report; and

6. the definition of “approved duties” as set out in Appendix 2 to the report.

(Reference: Report by Chief Officer - Governance, dated 12 May 2022, submitted).

At 12.15pm the Council agreed to adjourn

in terms of Standing Order 74

Recording of meeting was stopped

The Meeting reconvened at 1.15pm

with all Elected Members (previously noted) present

Recording of meeting started

SC008 APPOINTMENT OF ELECTED MEMBERS TO JOINT BOARDS, PUBLIC BODIES AND ALEOS ETC

The purpose of this report was to ask Council to appoint Members to serve on a range of joint boards, public bodies, arm’s length external organisations (“ALEOs”) and other bodies in which the Council had an interest.

Councillor Chris Kane submitted a Resolution to all Members in the Chambers. Attached as appendix 3 to the minute.

It was agreed that nominations for appointments from the Scottish National Party would be submitted to the Chief Officer – Governance within 5 working days.

Loch Lomond and Trossachs National Park Authority

Councillor Scott Farmer, seconded by Councillor Jim Thomson nominated Councillor Gene Maxwell

Councillor Alasdair MacPherson proposed the Direct Negative but having failed to find a seconder, requested that his dissent be recorded.

Councillor Neil Benny, seconded by Councillor Bryan Flannagan nominated Councillor Martin Earl

Councillor Chris Kane, seconded by Councillor Margaret Brisley nominated Councillor Gerry McGarvey.
Following a vote, which was carried out in alphabetical order, Councillors Martin Earl and Gerry McGarvey were appointed by 13 votes to 9 votes with 1 Member not voting.

District of Stirling Licensing Board

Councillor Alasdair Tollemache nominated himself, seconded by Councillor Scott Farmer. Council were in agreement and Councillor Alasdair Tollemache was appointed.

Stirling and Clackmannanshire City Region Deal Joint Committee

It was agreed that the decision on appointments to the Stirling and Clackmannanshire City Region Deal Joint Committee would be deferred to the 23 June 2022 Council Meeting.

Forth Valley NHS Board

Councillor Scott Farmer, seconded by Councillor Rosemary Fraser nominated Councillor Susan McGill.
Councillor Chris Kane, seconded by Councillor Margaret Brisley nominated Councillor Danny Gibson.
Following a vote, which was carried out in alphabetical order, Councillor Danny Gibson was appointed by 13 votes to 9 votes with 1 Member not voting.

Decision

Council agreed to:

1. nominate the required number of Members to all bodies/organisations as set out at Appendix 4 to the minute; and

2. the term of each of these appointments would be the term of the Council or until otherwise determined by a subsequent decision of Council.

(Reference: Report by Chief Officer - Governance, dated 12 May 2022, submitted).

SC009 APPOINTMENT OF ELECTED MEMBERS TO EXTERNAL ORGANISATIONS

The purpose of the report was to ask Council to appoint Members to serve on a range of external organisations. These were organisations who had invited Council to nominate representatives to sit on their management boards or committees.

Councillor Chris Kane submitted a Resolution to all Members in the Chambers. Attached as appendix 5 to the minute

It was agreed that nominations for appointments from the Scottish National Party would be submitted to the Chief Officer – Governance within 5 working days, excepting those dealt with below.

Scottish Parliament Armed Forces Cross Party Group on Supporting Veterans

Councillor Scott Farmer, seconded by Councillor Susan McGill nominated Councillor Gene Maxwell
Councillor Neil Benny, seconded by Councillor Martin Earl nominated Councillor Paul Henke.

The Highland Reserve Forces and Cadets’ Association

Councillor Scott Farmer, seconded by Councillor Susan McGill nominated Councillor Gene Maxwell.
Councillor Neil Benny, seconded by Councillor Martin Earl nominated Councillor Paul Henke.

Council took a 5 minute adjournment to allow Councillors Maxwell and Henke an opportunity to discuss the nominations. Recording of meeting was stopped.

Recording of meeting started

Following the adjournment it was agreed that Gene Maxwell would be appointed the Member to both available positions.

Decision

Council agreed to nominate the requisite number of Members to all organisations as set out in Appendix 6 to the minute.

(Reference: Report by Chief Officer - Governance, dated 12 May 2022, submitted).

The Provost declared the Meeting closed at 1.50pm
Motion in terms of Item 4 (item 5 in the minute due to order change)
Proposed by Councillor Chris Kane
Seconded by Councillor Neil Benny

1. Note the changes to the Standing Orders;

2. To adopt the Scheme of Delegation set out at Appendix 3, subject to amendment of committee and panel memberships on an interim basis to the effect that:-
   a. the membership of the Children and Young People Committee be 3 Labour, 3 Conservative, 3 Scottish National Party members, and the religious, teaching and pupil members as recommended by officers;
   b. the membership of the Community Planning and Regeneration Committee be 6 members, comprising 2 Labour, 2 Conservative and 2 Scottish National Party members;
   c. the membership of the Environment and Housing Committee be 6 members, comprising 2 Labour, 2 Conservative and 2 Scottish National Party members;
   d. the membership of the Finance and Economy Committee be 6 members, comprising 2 Labour, 2 Conservative and 2 Scottish National Party members;
   e. the membership of the Audit Committee be 7 members, comprising 3 Scottish National Party, 2 Conservative, 1 Labour, and 1 other member from another party or unaligned;
   f. the membership of the Planning and Regulation Panel be 9 members, comprising 3 Labour, 3 Conservative and 3 Scottish National Party members;

and subject to deletion of reference to the Adult Social Care Panel recognising the proposed cross-party representation on the Clackmannanshire and Stirling Integration Joint Board, and noting that an amended scheme of delegation will be presented to Council in October for approval;

3. Note the programme of meetings cycle and note that the Chief Officer – Governance will prepare a programme of meetings for the period up to the next scheduled local government elections;

4. To agree that the Chief Officer – Governance makes any further amendments to the Scheme of Delegation and Standing Orders consequential on the above amendments to committee and panel memberships for presentation to a special meeting of Council to be convened in advance of the cycle of meetings which will start after the Council’s recess;

5. To agree that the Chief Officer – Governance, in conjunction with the Chief Operating Officer – Communities and Performance and the Chief Officer – Finance, carry out a review of the Council’s Scheme of Delegation, Standing Orders, Financial Regulations and Contract Standing Orders in consultation with Group leaders for presentation to Council in October 2022;

6. Agree that an ordinary meeting of Council be held on Thursday 23rd June 2022;

7. Agree that a meeting of the Planning and Regulatory Panel be held on Tuesday 28th June 2022;
8. To appoint the following Councillors to the following positions:-

   a. Convener of Finance & Economy Committee: Cllr Margaret Brisley;
   b. Vice Convener of Finance & Economy Committee: Cllr Chris Kane;
   c. Convener of Community Planning & Regeneration Committee: Cllr Gerry McGarvey;
   d. Vice Convener of Community Planning & Regeneration Committee: Cllr Ewan Dillon;
   e. Convener of Children & Young people Committee: Cllr Danny Gibson;
   f. Vice Convener of Children & Young People Committee: Cllr Ewan Dillon;
   g. Convener of Environment & Housing Committee: Cllr Jen Preston; and
   h. Vice Convener of Environment & Housing Committee: Cllr Danny Gibson;

9. To appoint the following members of the following committees:-

   a. Members of Finance & Economy Committee: Cllr Neil Benny and Cllr Bryan Flannagan;
   b. Members of Community Planning & Regeneration Committee: Cllr Rachel Nunn and Cllr Elaine Watterson;
   c. Members of Children and Young People Committee: Cllr Elaine Watterson, Cllr Paul Henke, Cllr Gerry McGarvey and Cllr Martin Earl;
   d. Members of Environment & Housing Committee: Cllr Martin Earl and Cllr Rachel Nunn; and
   e. To invite three nominations from the SNP Group for Children and Young People Committee posts; and
   f. To invite nominations from the SNP Group for all other committee posts;

10. To agree the following membership of the Public Safety Committee:-

    a. Convener: Cllr Bryan Flannagan (Stirling East);
    b. Vice Convener: Martin Earl (Trossachs & Teith);
    c. Cllr Rachel Nunn (Stirling North);
    d. Cllr Gerry McGarvey (Forth & Endrick);
    e. Cllr Ewan Dillon (Dunblane & Bridge of Allan); and
    f. To invite nominations from the SNP for the other 2 wards (Stirling West and Bannockburn);

11. To agree the following membership of the Planning & Regulation Panel:-

    a. Convener: Cllr Neil Benny;
    b. Vice Convener: Cllr Rachel Nunn;
    c. Cllr Douglas Dodds;
    d. Cllr Danny Gibson;
    e. Cllr Jen Preston;
    f. Cllr Ewan Dillon; and
    g. To invite nominations from the SNP group for the other 3 positions;

12. To Appoint an Audit Committee and to invite nominations for Convener and Vice Convener from the SNP along with an additional ordinary member of the committee;
13. To invite the Green and Independent Councillor to make a nomination to the Audit Committee;

14. To appoint the following members to the audit committee:
   a. Cllr Neil Benny;
   b. Cllr Paul Henke; and
   c. Cllr Chris Kane;

15. To make the following appointments to panels:
   a. Appeals panel
      i. Cllr Margaret Brisley;
      ii. Cllr Jen Preston;
      iii. Cllr Gerry McGarvey;
      iv. Cllr Neil Benny;
      v. Cllr Elaine Watterson;
      vi. Cllr Martin Earl; and
      vii. To invite three further nominations from the SNP group;
   b. Health & Safety panel
      i. Cllr Gerry McGarvey;
      ii. Cllr Danny Gibson;
      iii. Cllr Douglas Dodds; and
      iv. To invite a further nomination from the SNP group;
   c. Local Review Board
      i. Cllr Danny Gibson;
      ii. Cllr Jen Preston;
      iii. Cllr Ewan Dillon;
      iv. Cllr Paul Henke;
      v. Cllr Douglas Dodds;
      vi. Cllr Bryan Flannagan; and
      vii. To invite further nominations from the SNP group and
   d. Parental Appeals Panel
      i. Cllr Martin Earl;
      ii. Cllr Elaine Watterson; and
      iii. Cllr Chris Kane.
APPENDIX 2

Item 5 Decision Point 8

8. to appoint the following Councillors to the following positions:-

   a. Convener of Finance & Economy Committee: Cllr Margaret Brisley;
   b. Vice Convener of Finance & Economy Committee: Cllr Chris Kane;
   c. Convener of Community Planning & Regeneration Committee: Cllr Gerry McGarvey;
   d. Vice Convener of Community Planning & Regeneration Committee: Cllr Ewan Dillon;
   e. Convener of Children & Young people Committee: Cllr Danny Gibson;
   f. Vice Convener of Children & Young People Committee: Cllr Ewan Dillon;
   g. Convener of Environment & Housing Committee: Cllr Jen Preston; and
   h. Vice Convener of Environment & Housing Committee: Cllr Danny Gibson;

9. to appoint the following members of the following committees:-

   a. Members of Finance & Economy Committee: Cllr Neil Benny and Cllr Bryan Flannagan;
   b. Members of Community Planning & Regeneration Committee: Cllr Rachel Nunn and Cllr Elaine Watterson;
   c. Members of Children and Young People Committee: Cllr Elaine Watterson, Cllr Paul Henke, Cllr Gerry McGarvey and Cllr Martin Earl;
   d. Members of Environment & Housing Committee: Cllr Martin Earl and Cllr Rachel Nunn; and
   e. To invite three nominations from the SNP Group for Children and Young People Committee posts; and
   f. To invite nominations from the SNP Group for all other committee posts;

10. to agree the following membership of the Public Safety Committee:-

    a. Convener: Cllr Bryan Flannagan (Stirling East);
    b. Vice Convener: Martin Earl (Trossachs & Teith);
    c. Cllr Rachel Nunn (Stirling North);
    d. Cllr Gerry McGarvey (Forth & Endrick);
    e. Cllr Ewan Dillon (Dunblane & Bridge of Allan); and
    f. To invite nominations from the SNP for the other 2 wards (Stirling West and Bannockburn);

11. to agree the following membership of the Planning & Regulation Panel:-

    a. Convener: Cllr Neil Benny;
    b. Vice Convener: Cllr Rachel Nunn;
    c. Cllr Douglas Dodds;
    d. Cllr Danny Gibson;
    e. Cllr Jen Preston;
    f. Cllr Ewan Dillon; and
    g. To invite nominations from the SNP group for the other 3 positions;
12. to Appoint an Audit Committee and to invite nominations for Convener and Vice Convener from the SNP along with an additional ordinary member of the committee;

13. to invite the Green and Independent Councillor to make a nomination to the Audit Committee;

14. to appoint the following members to the audit committee:
   a. Cllr Neil Benny;
   b. Cllr Paul Henke; and
   c. Cllr Chris Kane;

15. to make the following appointments to panels:
   a. Appeals panel
      i. Cllr Margaret Brisley;
      ii. Cllr Jen Preston;
      iii. Cllr Gerry McGarvey;
      iv. Cllr Neil Benny;
      v. Cllr Elaine Watterson;
      vi. Cllr Martin Earl; and
      vii. To invite three further nominations from the SNP group;

   b. Health & Safety panel
      i. Cllr Gerry McGarvey;
      ii. Cllr Danny Gibson;
      iii. Cllr Douglas Dodds; and
      iv. To invite a further nomination from the SNP group;

   c. Local Review Board
      i. Cllr Danny Gibson;
      ii. Cllr Jen Preston;
      iii. Cllr Ewan Dillon;
      iv. Cllr Paul Henke;
      v. Cllr Douglas Dodds;
      vi. Cllr Bryan Flannagan; and
      vii. To invite further nominations from the SNP group and

   d. Parental Appeals Panel
      i. Cllr Martin Earl;
      ii. Cllr Elaine Watterson; and
      iii. Cllr Chris Kane.
Resolution in relation to Item 8

1. To appoint and nominate councillors as determined in the table below;
2. To request appointments from the SNP group as laid out in the table below; and
3. To agree that the term of each of these appointments will be the term of the Council or until otherwise determined by a subsequent decision of Council.

TABLE 1: JOINT BOARDS AND PUBLIC BODIES

<table>
<thead>
<tr>
<th>ORGANISATION</th>
<th>NO. OF VACANCIES/ REPS APPOINTED</th>
<th>CAPACITY</th>
<th>NOMINATIONS</th>
</tr>
</thead>
</table>
| Loch Lomond and Trossachs National Park Authority | 2 Councillors (one of whom must be a local member, either living in or representing a ward within the National Park.) | Board Members | Cllr Martin Earl  
Cllr Gerry McGarvey |
| District of Stirling Licensing Board              | Not fewer than 5 and not more than 10 Members of the Council. | Licensing Board Members | Cllr Elaine Watterson  
Cllr Douglas Dodds  
Cllr Danny Gibson  
Cllr Ewan Dillon  
Invite 2 other nominations |
| Clackmannanshire & Stirling Integration Joint Board | 3 Councillors                      | IJB Members   | Cllr Danny Gibson  
Cllr Martin Earl  
To invite 1 other nomination from the SNP group |
<table>
<thead>
<tr>
<th>ORGANISATION</th>
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</table>
| Stirling and Clackmannanshire City Region Deal Joint Committee | 3 Councillors comprising: Leader and Depute Leader of Council and Leader of the Opposition, as per CRD Standing Orders. And 3 Named Substitutes | Joint Committee Members                       | Cllr Chris Kane (substitute Cllr Margaret Brisley)  
Cllr Neil Benny (substitute Cllr Martin Earl)  
To invite 1 other nomination and one substitute from the SNP group |
| Stirling and Clackmannanshire Regional Economic Advisory Board (SCREAB) | 1 Councillor                                                               | Member                                        | Cllr Margaret Brisley                                                                           |
| Central Scotland Valuation Joint Board           | 4 Councillors And 4 named substitute Councillors                              | VJB Members                                   | Cllr Gerry McGarvey (Cllr Chris Kane substitute)  
Cllr Elaine Watterson (Cllr Bryan Flannagan substitute)  
Cllr Paul Henke (Cllr Martin Earl substitute)  
To invite 1 other nomination and 1 substitute from the SNP group |
<p>| Forth Valley NHS Board                           | 1 Councillor                                                               | Non-Executive Local Authority Representative  | Cllr Danny Gibson                                                                              |</p>
<table>
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<tr>
<td>Tayside &amp; Central Scotland Transport Partnership</td>
<td>2 Councillors</td>
<td>Members</td>
<td>Cllr Danny Gibson</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Cllr Rachel Nunn</td>
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</tr>
<tr>
<td>Stirling Enterprise Park Ltd</td>
<td>2 Councillors</td>
<td>Directors</td>
<td>Cllr Margaret Brisley&lt;br&gt;Cllr Elaine Watterson</td>
</tr>
<tr>
<td>Stirling Business Centre Ltd</td>
<td>1 Councillor</td>
<td>Director</td>
<td>Cllr Elaine Watterson</td>
</tr>
<tr>
<td>Stirling University Innovation Park Limited Board</td>
<td>2 Councillors (minimum of 1 Elected Member can be appointed)</td>
<td>Directors</td>
<td>Cllr Rachel Nunn&lt;br&gt;Cllr Margaret Brisley</td>
</tr>
<tr>
<td>Active Stirling Limited</td>
<td>3 Councillors</td>
<td>Directors</td>
<td>Cllr Danny Gibson&lt;br&gt;Cllr Martin Earl&lt;br&gt;To invite 1 other nomination from the SNP group</td>
</tr>
<tr>
<td>Raploch URC Landholdings Ltd (Stirling Community Enterprise)</td>
<td>3 Councillors</td>
<td>Directors</td>
<td>Cllr Danny Gibson&lt;br&gt;Cllr Rachel Nunn&lt;br&gt;To invite 1 other nomination from the SNP group</td>
</tr>
<tr>
<td>Raploch Urban Regeneration Co Ltd</td>
<td>3 Councillors</td>
<td>Trustees/Directors</td>
<td>Cllr Danny Gibson&lt;br&gt;Cllr Rachel Nunn&lt;br&gt;To invite 1 other nomination from the SNP group</td>
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</tbody>
</table>
| Stirling Technology Projects Limited            | 2 Councillors                   | Directors| Cllr Chris Kane  
|                                                 |                                 |          | Cllr Neil Benny                                                           |
| Stirling Development Agency Ltd                 | 3 Councillors                   | Directors| Cllr Margaret Brisley  
|                                                 |                                 |          | Cllr Elaine Watterson  
|                                                 |                                 |          | To invite 1 other nomination from the SNP group                           |
| Smith Art Gallery and Museum Board of Trustees   | 4 Councillors                   | Trustees | Cllr Douglas Dodds  
|                                                 |                                 |          | Cllr Neil Benny  
|                                                 |                                 |          | Cllr Jen Preston  
|                                                 |                                 |          | To invite 1 other nomination from the SNP group                           |
## JOINT BOARDS AND PUBLIC BODIES

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| Loch Lomond and Trossachs National Park Authority| 2 Councillors                    | Board Members  | Cllr Martin Earl  
Cllr Gerry McGarvey                                                         |
|                                                  | (one of whom must be a local member, either living in or representing a ward within the National Park.) |                |                                                                             |
| District of Stirling Licensing Board             | Not fewer than 5 and not more than 10 Members of the Council. | Licensing Board Members | Cllr Elaine Watterson  
Cllr Douglas Dodds  
Cllr Danny Gibson  
Cllr Ewan Dillon  
Cllr Alasdair Tollemache  
Invite 1 other nomination |
|                                                  |                                  |                | Nomination to be provided to the Chief Officer – Governance within 5 working days |
| Clackmannanshire & Stirling Integration Joint Board | 3 Councillors                    | IJB Members    | Cllr Danny Gibson  
Cllr Martin Earl  
To invite 1 other nomination from the SNP group |
<p>|                                                  |                                  |                | Nomination to be provided to the Chief Officer – Governance within 5 working days |</p>
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<td>3 Councillors comprising: Leader and Depute Leader of Council and Leader of the Opposition, as per CRD Standing Orders. And 3 Named Substitutes</td>
<td>Joint Committee Members</td>
<td>Deferred to 23 June 2022 Council meeting.</td>
</tr>
<tr>
<td>Stirling and Clackmannanshire Regional Economic Advisory Board (SCREAB)</td>
<td>1 Councillor</td>
<td>Member</td>
<td>Cllr Margaret Brisley</td>
</tr>
<tr>
<td>Central Scotland Valuation Joint Board</td>
<td>4 Councillors And 4 named substitute Councillors</td>
<td>VJB Members VJB Named Substitutes</td>
<td>Cllr Gerry McGarvey (Cllr Chris Kane substitute) Cllr Elaine Watterson (Cllr Bryan Flannagan substitute) Cllr Paul Henke (Cllr Martin Earl substitute) To invite 1 other nomination and 1 substitute from the SNP group Nomination to be provided to the Chief Officer – Governance within 5 working days</td>
</tr>
<tr>
<td>Forth Valley NHS Board</td>
<td>1 Councillor</td>
<td>Non-Executive Local Authority Representative</td>
<td>Cllr Danny Gibson</td>
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</table>
### ARMS LENGTH EXTERNAL ORGANISATIONS (ALEOs), STRATEGICALLY FUNDED BODIES AND OTHER BODIES IN WHICH THE COUNCIL HAS AN INTEREST

<table>
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</table>
| Tayside & Central Scotland Transport Partnership | 2 Councillors                    | Members    | Cllr Danny Gibson  
Cllr Rachel Nunn |
| Stirling Enterprise Park Ltd                | 2 Councillors                    | Directors  | Cllr Margaret Brisley  
Cllr Elaine Watterson |
| Stirling Business Centre Ltd                | 1 Councillor                     | Director   | Cllr Elaine Watterson |
| Stirling University Innovation Park Limited Board | 2 Councillors (minimum of 1 Elected Member can be appointed) | Directors  | Cllr Rachel Nunn  
Cllr Margaret Brisley |
| Active Stirling Limited                     | 3 Councillors                    | Directors  | Cllr Danny Gibson  
Cllr Martin Earl  
To invite 1 other nomination from the SNP group  
Nomination to be provided to the Chief Officer – Governance within 5 working days |
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| Raploch URC Landholdings Ltd (Stirling Community Enterprise) | 3 Councillors                   | Directors         | Cllr Danny Gibson  
Cllr Rachel Nunn  
To invite 1 other nomination from the SNP group  
**Nomination to be provided to the Chief Officer – Governance within 5 working days** |
| Raploch Urban Regeneration Co Ltd                 | 3 Councillors                   | Trustees/Directors | Cllr Danny Gibson  
Cllr Rachel Nunn  
To invite 1 other nomination from the SNP group |
| Stirling Technology Projects Limited              | 2 Councillors                   | Directors         | Cllr Chris Kane  
Cllr Neil Benny |
| Stirling Development Agency Ltd                   | 3 Councillors                   | Directors         | Cllr Margaret Brisley  
Cllr Elaine Watterson  
To invite 1 other nomination from the SNP group  
**Nomination to be provided to the Chief Officer – Governance within 5 working days** |
| Smith Art Gallery and Museum Board of Trustees    | 4 Councillors/4 Trustees        |                   | Cllr Douglas Dodds  
Cllr Neil Benny  
Cllr Jen Preston  
To invite 1 other nomination from the SNP group  
**Nomination to be provided to the Chief Officer – Governance within 5 working days** |
Resolution in terms of Item 9

1. To appoint and nominate councillors as laid out in the table below.
2. To request appointments from the SNP group as laid out in the table below

<table>
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<tr>
<th>ORGANISATION</th>
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<tbody>
<tr>
<td>The Association for Public Service Excellence (APSE)</td>
<td>1 Councillor</td>
<td>Representative</td>
<td>Cllr Rachel Nunn (Cllr Jen Preston Substitute)</td>
</tr>
<tr>
<td></td>
<td>And 1 Substitute</td>
<td>Substitute</td>
<td></td>
</tr>
<tr>
<td>Central Scotland Racial Equality Council</td>
<td>1 Councillor</td>
<td>Representative</td>
<td>Cllr Gerry McGarvey</td>
</tr>
<tr>
<td>Central &amp; West Lothian Area Support Team (Children’s Hearing System)</td>
<td>1 Councillor</td>
<td>Member</td>
<td>Cllr Danny Gibson</td>
</tr>
<tr>
<td>Clackmannanshire &amp; Stirling Environment Trust</td>
<td>2 Councillors</td>
<td>Trustees</td>
<td>Cllr Rachel Nunn Cllr Ewan Dillon</td>
</tr>
<tr>
<td>Dunblane Garden Maintenance Trust</td>
<td>4 Councillors comprising: all Ward 3 representatives</td>
<td>Trustees</td>
<td>All Ward 3 representatives</td>
</tr>
<tr>
<td>Forth Housing Association Management Committee</td>
<td>1 Councillor</td>
<td>Observer</td>
<td>Cllr Jen Preston</td>
</tr>
<tr>
<td>ORGANISATION</td>
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</tr>
<tr>
<td>Guardians of Scotland Charitable Trust</td>
<td>2 Councillors comprising:-</td>
<td>Trustees</td>
<td>Cllr Douglas Dodds</td>
</tr>
<tr>
<td></td>
<td>- The Provost - Ex-officio, and</td>
<td></td>
<td>To invite 1 other nomination from the SNP group</td>
</tr>
<tr>
<td></td>
<td>- 1 other Councillor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mugdock Country Park Management Committee</td>
<td>2 Councillors – one of whom must</td>
<td>Members</td>
<td>Cllr Gerry McGarvey</td>
</tr>
<tr>
<td></td>
<td>be a Member from Ward 2 (Forth &amp;</td>
<td></td>
<td>Cllr Paul Henke</td>
</tr>
<tr>
<td></td>
<td>Endrick).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Odenwald Trust</td>
<td>1: The Provost - Ex-officio</td>
<td>Trustee</td>
<td></td>
</tr>
<tr>
<td>Order of Malta – Dial a Journey Ltd and Central</td>
<td>1 Councillor</td>
<td>Director</td>
<td>Cllr Jen Preston</td>
</tr>
<tr>
<td>Shop Mobility</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scotland Excel Joint Committee</td>
<td>1 Councillor</td>
<td>Member</td>
<td>Cllr Rachel Nunn</td>
</tr>
<tr>
<td></td>
<td>And</td>
<td>Substitute</td>
<td>(Cllr Chris Kane Substitute)</td>
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<tr>
<td></td>
<td>1 Substitute Councillor</td>
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<td>Scottish Councils Committee on Radioactive Substances</td>
<td>1 Councillor</td>
<td>Representative</td>
<td>Cllr Bryan Flannagan</td>
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</tr>
<tr>
<td>1 Substitute Councillor</td>
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<td></td>
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</tr>
<tr>
<td>Scottish Joint Council for Local Government Employees</td>
<td>1 Councillor</td>
<td>Representative</td>
<td>Cllr Gerry McGarvey</td>
</tr>
<tr>
<td>Scottish National War Memorial</td>
<td>1 Councillor</td>
<td>Member</td>
<td>Cllr Paul Henke</td>
</tr>
<tr>
<td>Scottish Parliament Armed Forces Cross Party Group on Supporting Veterans</td>
<td>1 Councillor</td>
<td>Member</td>
<td>Cllr Paul Henke</td>
</tr>
<tr>
<td>Scottish Schools Education Research Centre</td>
<td>1 Councillor</td>
<td>Member</td>
<td>To invite 1 nomination and 1 substitute from the SNP group</td>
</tr>
<tr>
<td>And</td>
<td></td>
<td>Substitute</td>
<td></td>
</tr>
<tr>
<td>1 Substitute Councillor</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stirling Area Local Access Forum</td>
<td>2 Councillors</td>
<td>Members</td>
<td>To invite 1 nomination from the SNP group</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Cllr Paul Henke</td>
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</tr>
<tr>
<td>Fair Trade Stirling (Stirling Fair Trade Group)</td>
<td>1 Councillor</td>
<td>Representative</td>
<td>Cllr Rachel Nunn</td>
</tr>
</tbody>
</table>
| Stirlingshire Educational Trust                                  | 5 individuals: comprising either Councillors or non-Elected Members of the Education Committee (or equivalent). | Governors | Cllr Danny Gibson  
Cllr Ewan Dillon  
Cllr Paul Henke |
<p>| University of Stirling Conference Council                       | 2 Councillors comprising:-        | Representatives| NONE                           |
| - The Provost (Ex-officio); and                                 |                                   |              |                                 |
| - 1 other Councillor                                             |                                   |              |                                 |
| University of Stirling Court                                    | 1: The Provost - Ex-officio       | Representative| Provost                        |
| The Highland Reserve Forces and Cadets’ Association             | 1 Councillor                      | Representative| Cllr Paul Henke                |
| White Ribbon Campaign                                            | 1 Councillor                      | Representative| Cllr Martin Earl               |</p>
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<td>To invite 1 other nomination from the SNP group</td>
</tr>
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<td></td>
<td>Nomination to be provided to the Chief Officer – Governance within 5 working days</td>
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<td>Mugdock Country Park Management</td>
<td>2 Councillors – one of whom must be a Member from Ward 2 (Forth &amp; Endrick).</td>
<td>Members</td>
<td>Cllr Gerry McGarvey</td>
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<td>Committee</td>
<td></td>
<td></td>
<td>Cllr Paul Henke</td>
</tr>
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<td>Trustee</td>
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<td></td>
<td>And</td>
<td></td>
<td>(Cllr Chris Kane Substitute)</td>
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<tr>
<td></td>
<td>1 Substitute Councillor</td>
<td>Substitute</td>
<td></td>
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<td>Cllr Paul Henke</td>
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<td>Scottish Parliament Armed Forces Cross Party Group on Supporting Veterans</td>
<td>1 Councillor</td>
<td>Member</td>
<td>Cllr Gene Maxwell</td>
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<td>Scottish Schools Education Research Centre</td>
<td>1 Councillor And 1 Substitute Councillor</td>
<td>Member Substitute</td>
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<tr>
<td>Stirling Area Local Access Forum</td>
<td>2 Councillors</td>
<td>Members</td>
<td>Cllr Paul Henke To invite 1 nomination from the SNP group Nomination to be provided to the Chief Officer – Governance within 5 working days</td>
</tr>
<tr>
<td>ORGANISATION</td>
<td>NO. OF VACANCIES/ REPS APPOINTED</td>
<td>CAPACITY</td>
<td>NOMINATIONS</td>
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<tr>
<td>Fair Trade Stirling (Stirling Fair Trade Group)</td>
<td>1 Councillor</td>
<td>Representative</td>
<td>Cllr Rachel Nunn</td>
</tr>
</tbody>
</table>
| Stirlingshire Educational Trust                | 5 individuals: comprising either Councillors or non-Elected Members of the Education Committee (or equivalent). | Governors    | Cllr Danny Gibson
|                                                 |                                 |              | Cllr Ewan Dillon
|                                                 |                                 |              | Cllr Paul Henke                  |
| University of Stirling Court                   | 1: The Provost - Ex-officio     | Representative| Cllr Douglas Dodds               |
| The Highland Reserve Forces and Cadets’ Association | 1 Councillor                  | Representative| Cllr Gene Maxwell               |
| White Ribbon Campaign                          | 1 Councillor                    | Representative| Cllr Martin Earl                |
STIRLING COUNCIL

MINUTES of the MEETING of the ADULT SOCIAL CARE PANEL held as a Virtual Meeting via MICROSOFT TEAMS on MONDAY 28 FEBRUARY 2022 at 1.00 pm

Present:

Councillor Susan MCGILL (Chair)
Councillor Bryan FLANNAGAN
Councillor Graham HOUSTON
Councillor Christine SIMPSON

In Attendance:

Sean Moffat, ICT Analyst (Communities & Performance)
Ewan Murray, Chief Finance Officer (Clackmannanshire and Stirling Health & Social Care Partnership)
David Niven, Adult Social Care Portfolio Lead (Children and Families)
Lesley Shaw, Service Improvement Manager (Health & Social Care Partnership)
Marie Valente, Senior Manager - Children and Families (CSWO)
Carolyn Wyllie, Head of Community Health and Care (Health & Social Care Partnership)
Karen Swan, Committee Officer (Governance) (Clerk)

Prior to the start of the meeting, Councillor McGill as Chair of the Adult Social Care Panel welcomed and thanked everyone for attending the meeting via MS Teams. She updated the meeting on the procedures related to MS Teams and the protocols that both Members and Officers should adhere to throughout the meeting.

The Chair asked the Clerk to carry out a roll call of all Members participating in the meeting.

ASP95 APOLOGIES AND SUBSTITUTIONS

Apologies were submitted on behalf of Councillor Martin Earl and Councillor Alasdair Tollemache.

It was also noted that Annemargaret Black, Chief Officer Clackmannanshire and Stirling Health & Social Care Partnership had submitted her apologies.

ASP96 DECLARATIONS OF INTEREST

The Chair, Councillor Susan McGill, declared an interest as Member of Clackmannanshire & Stirling Integration Joint Board. She noted that a general dispensation had been granted by the Standards Commission for Scotland and she therefore felt able to remain and participate.
Councillor McGill also declared an interest as a Member of the Forth Valley Health Board. She noted that a specific exclusion applied under the Councillors Code of Conduct and she therefore felt able to remain and participate.

Councillor Graham Houston declared an interest as Member of Clackmannan & Stirling Integrated Joint Bard. He noted that a general dispensation had been granted by the Standards Commission for Scotland and he therefore felt able to remain and participate.

**ASP97 URGENT BUSINESS BROUGHT FORWARD BY THE CHAIR**

There were no items of urgent business.

**ASP98 MINUTES – ADULT SOCIAL CARE PANEL – 8 DECEMBER 2021**

The Minutes of the Adult Social Care Panel that was held on 8 December 2021 were submitted for approval.

**Decision**

The Adult Social Care Panel agreed to approve the Minutes of the Meeting held on 8 December 2021 as an accurate record of proceedings.

**ASP99 ROLLING ACTION LOG**

The Adult Social Care Panel Rolling Action Log was submitted for review and approval.

**Decision**

The Adult Social Care Panel agreed to note the Rolling Action Log.

**ASP100 UPDATE ON CONSULTATION ON THE SOUTHWEST RURAL MODEL OF CARE VISUAL PRESENTATION**

The Chief Officer – Clackmannanshire & Stirling Health & Social Care Partnership (HSCP) submitted a report that provided Stirling Council’s Adult Social Care Panel with an update on the progress of engagement with rural south west Stirling communities in relation to developing a new rural model of care.

In response to Members questions, the Head of Community Health and Care confirmed that at the inception of the Bellfield Centre it would have been for re-enablement but it had developed and also included respite care. The respite care given was a mixed model, which could either be stepped up or stepped down depending on the care required. It was also noted the respite care would be located close to home in either private or Council run residential care homes, depending on location.

The Service Improvement Manager also confirmed that a copy of the presentation would be circulated to the Members of the Adult Social Care Panel.

The Panel thanked the Service Improvement Manager for the very useful and informative presentation.
Decision

The Adult Social Care Panel agreed to:

1. note the outcome of the previous consultation work undertaken across communities in Southwest Rural Stirling (papers presented by D. Niven, June 2021); and

2. note the proposed next steps of the engagement due to recommence in March 2022.

(Reference: Report by Chief Officer – Clackmannanshire & Stirling HSCP dated 17 February 2022, submitted)

ASP101 HSCP ANALOGUE TO DIGITAL SWITCHOVER - UPDATE

A report by the Chief Officer – Clackmannanshire & Stirling Health & Social Care Partnership (HSCP) provided the Adult Social Care Panel with an update on progress of the HSCP Analogue to Digital Switchover Project.

The Clackmannanshire & Stirling HSCP had approximately 4000 Mobile Emergency Care Service (MECS) service users across the Clackmannanshire & Stirling area. The MECS system provided a landline telephone based emergency callout service where service users could call for help by pressing a single button on a pendant worn on their body, or by pressing a single button on a device within their home. The MECS service, a 24 hour, 365 days per year service.

As part of a UK wide planned infrastructure development, all existing analogue telephone lines would be phased out and replaced with digital lines between now and December 2025.

There would be no new analogue lines available after September 2023 and in many cases, lines would be switched over to digital at a date before this.

In response to Members questions, the Adult Social Care Portfolio Lead confirmed that connectivity would continue over the digital mobile roaming network and that each system installed within homes, would be tested to ensure working mobile signal was available.

Decision

The Adult Social Care Panel agreed to note the progress of the HSCP Analogue to Digital Switchover Project to date.

(Reference: Report by Chief Officer – Clackmannanshire & Stirling HSCP dated 16 February 2022, submitted)

ASP102 TRANSFORMATION PLAN – UPDATE

The Chief Officer – Clackmannanshire & Stirling Health & Social Care Partnership (HSCP) submitted a report that sought to share the Clackmannanshire & Stirling HSCP (Health & Social Care Partnership) Transformation Plan with the Stirling Council Adult Social Care Panel. The HSCP Transformation Plan documented all of the transformation projects and programmes currently underway throughout the Clackmannanshire & Stirling HSCP. Governance of the HSCP Transformation Plan was provided by the HSCP Transforming Care Board.
Project and Programme teams operate throughout the HSCP to deliver transformational change. Each project or programme had identified Sponsor and a Senior Responsible Owner (SRO) who were respectively accountable and responsible for the delivery of each transformation.

In response to Members questions, the Head of Community Health and Care confirmed that Hospital at Home was a model of care that works. Although recruitment had challenges, it was going well with referrals through GP’s for more flexibility to get people back home in the community.

The Adult Social Care Panel agreed that clarification of patient numbers in Hospital at Home would be sought and circulated to Members of the Adult Social Care Panel.

**Decision**

The Adult Social Care Panel agreed to note the progress of the HSCP Transformation Plan to date.

*(Reference: Report by Chief Officer – Clackmannanshire & Stirling HSCP dated 16 February 2022, submitted)*

**ASP103WORKPLAN**

The Adult Social Care Panel discussed the potential updates that would be informative and presented to future meetings of the Adult Social Care Panel.

**Decision**

The Adult Social Care Panel agreed that along with the items detailed in the workplan, the following would be added for review at a future panel: - Hospital at Home.

**Notice**

With the upcoming Local Government Elections, the Chair expressed her thanks to Members and Officers involved within the Adult Social Care Panel over the last 5 years.

The Chair declared the meeting closed at 1.55pm.
MINUTES of MEETING of the APPOINTMENTS PANEL held as a VIRTUAL MEETING via MICROSOFT TEAMS on MONDAY 28 MARCH 2022 at 1.00 pm

Present

Councillor Susan McGILL (in the Chair)
Councillor Neil BENNY
Councillor Scott FARMER
Councillor Chris KANE

In Attendance

Carol Beattie, Chief Executive
Pamela Forsyth, HR Business Partnering Manager
Graham Gibson, Senior Media Officer (to Item AT95)
Sheila McLean, Governance Officer (Clerk) (to Item AT95)

Also Present

Nikki Cinderley, Lead Facilitator and Coach, Robertson Training (part of Item AT96 only).

The recording started.

AT94 APOLOGIES AND SUBSTITUTIONS

There were no apologies or substitutions.

AT95 DECLARATIONS OF INTEREST

There were no declarations of interest.

The Chair asked the Clerk to carry out a roll call of Elected Members present.

The Panel resolved that under Section 50(A) of the Local Government (Scotland) Act 1973, the public be excluded from the Meeting for the following item of business on the grounds that it involved the likely disclosure of exempt information as defined in Paragraph 1 of Part 1 of Schedule 7A of the Local Government (Scotland) Act 1973.

The recording stopped.

AT96 APPOINTMENT OF HEAD EDUCATION/CHIEF EDUCATION OFFICER

The Panel welcomed Nikki Cinderley, Lead Facilitator and Coach, Robertson Training to provide feedback on the candidates. Ms Cinderley then left the meeting.

The Panel interviewed two short leeted candidates.
The interview process consisted of a pre-interview set question, on which candidates were asked to prepare a 10 minute presentation, followed by a series of set questions.

**Decision**

The Panel unanimously agreed to offer the post of Head of Education/Chief Education Officer to the first candidate interviewed.
MINUTES of MEETING of the APPOINTMENTS PANEL held as a VIRTUAL MEETING via MICROSOFT TEAMS on THURSDAY 7 APRIL 2022 at 3.30 pm

Present

Councillor Neil BENNY
Councillor Scott FARMER
Councillor Chris KANE
Councillor Jim THOMSON (in the Chair from Item AT98)

In Attendance

Carol Beattie, Chief Executive
Pamela Forsyth, HR Business Partnering Manager
Kate Hudson, Head of People & Community Wellbeing (Observer)
Owen O'Donnell, Media Officer (to Item AT98)
Sheila McLean, Governance Officer (to Item AT98)

The recording started.

AT97 APPOINTMENT OF CHAIR

The Panel unanimously agreed to appoint Councillor Jim Thomson as Chair.

AT98 DECLARATIONS OF INTEREST

There were no declarations of interest.

The Panel resolved that under Section 50(A) of the Local Government (Scotland) Act 1973, the public be excluded from the Meeting for the following item of business on the grounds that it involved the likely disclosure of exempt information as defined in Paragraph 1 of Part 1 of Schedule 7A of the Local Government (Scotland) Act 1973.

The recording stopped.

AT99 APPOINTMENT OF HEAD OF ENVIRONMENT & PLACE - SHORTLISTING

The vacancy had been advertised on www.myjobscotland.gov.uk with a closing date of 3 April 2022. A total of 13 applications had been received and the Appointments Panel received comprehensive shortlisting packs in advance of the meeting. The Panel considered the applications received against the criteria for the post.

Decision

The Panel agreed:

1. to invite candidates 1, 7 and 12 to interview on a date to be advised.

2. the opening question and set questions to be asked of all the candidates will be provided by the HR Business Partnering Manager on the day of the interviews.
MINUTES of MEETING of the APPOINTMENTS PANEL held as a VIRTUAL MEETING via MICROSOFT TEAMS on THURSDAY 28 APRIL 2022 at 9.30 am

Present

Councillor Jim THOMSON (in the Chair)
Councillor Neil BENNY
Councillor Scott FARMER
Councillor Chris KANE

In Attendance

Carol Beattie, Chief Executive
Pamela Forsyth, HR Business Partnering Manager
Mark Henderson, Senior Media Officer (to Item AT100)
Kate Hudson, Head of People & Community Wellbeing (Observer)
Sheila McLean, Governance Officer (to Item AT100)

Also Present

Nikki Cinderley, Lead Facilitator and Coach, Robertson Training (part of Item AT101 only).

The recording started.

AT100 DECLARATIONS OF INTEREST

There were no declarations of interest.

The Chair asked the Clerk to carry out a roll call of Elected Members present.

The Panel resolved that under Section 50(A) of the Local Government (Scotland) Act 1973, the public be excluded from the Meeting for the following item of business on the grounds that it involved the likely disclosure of exempt information as defined in Paragraph 1 of Part 1 of Schedule 7A of the Local Government (Scotland) Act 1973.

The recording stopped.

AT101 APPOINTMENT OF HEAD OF ENVIRONMENT & PLACE – INTERVIEWS

The Panel interviewed three short leeted candidates.

The interview process consisted of a pre-interview set question, on which candidates were asked to prepare a 10 minute presentation, followed by a series of set questions.

Decision

The Panel unanimously agreed to offer the post of Head of Environment & Place to the third interviewed.
STIRLING COUNCIL

MINUTES of MEETING of the CHILDREN & YOUNG PEOPLE COMMITTEE held as a VIRTUAL MEETING via MICROSOFT TEAMS on THURSDAY 24 FEBRUARY 2022 at 10 am

Present

Councillor Susan MCGILL (in the Chair)
Councillor Alistair BERRILL
Gavin BLACK (teacher representative)
Councillor Margaret BRISLEY
Councillor Douglas DODDS (Substitute)
Councillor Martin EARL
Councillor Scott FARMER
Nick MORRIS, Religious Representative
Mary RENNIE, Religious Representative
Councillor Christine SIMPSON
Ann SKILLEN, teacher representative
Councillor Alasdair TOLLEMACHE

In Attendance

Joanna Bassett, Lead Officer Children Services and Partnership
Morven Beattie, Programme Manager, The Promise
Alexandra Bergin, Service Manager – Children & Families, Resources
Judy Edwards, Service Manager – Early Years and Early Intervention
Leeann Finch, Early Years Principal Teacher, Raploch Nursery
Morven Graham, Interim Service Manager & Principal Educational Psychologist
Michael Grassom, Service Manager – Justice Social Work
Mark Howie, Service Manager – Fieldwork South and Children with Disability
Sally Kennedy, Team Leader, Children’s Services
Carolyn Love, Early Years and Early Intervention Team Leader
Carolyne McDaid, Service Manager - Broad General Education
Prue McKay, Senior Admin Support Officer - Education
Alasdair MacLeod, Service Manager - Senior Phase and Youth Participation
Tracey Mills, Corporate Property Assets Manager - Assets & Support
Bryony Monaghan, Interim Head of Education Schools, Learning and Education
Aileen More, Team Leader, Schools, Learning and Education
John Muir, Lead Officer - Children & Families, Planning & Performance
Owen O’Donnell, Communications Officer
Isabelle Smit, Forward Planning Officer - Schools, Learning & Education
Marie Valente, Senior Manager, (CSWO) – Children & Families and Justice Social Work
Mary Love, Committee Officer (Minute)
David McDougall, Governance Officer (Clerk)

Also In Attendance

Kieran Gilmore, Equality & Engagement Manager, Central Scotland Regional Equality Council (CSREC)
Eman Hani, General Manager, GSREC

Recording of Meeting started

THIS ITEM RELATES TO ITEM 4k ON THE AGENDA
Prior to the commencement of business, Councillor McGill, as Convener of the Children & Young People Committee, welcomed and thanked everyone for attending the meeting via MS Teams. A statement was read to the meeting, providing detail on the procedures related to MS Teams and the protocols that both Members and Officers should adhere to throughout the meeting.

The Convener asked the Clerk to carry out a roll call of all Members participating in the meeting.

**CY224 APOLOGIES AND SUBSTITUTIONS**

Apologies were received on behalf of Councillor Bryan Flannagan and Councillor Graham Houston.

Councillor Douglas Dodds attended as substitute for Councillor Flannagan.

**CY225 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**CY226 URGENT BUSINESS BROUGHT FORWARD BY THE CHAIR**

There were no items of urgent business brought forward.

**CY227 MINUTES – CHILDREN & YOUNG PEOPLE COMMITTEE**

The Minutes of the Children and Young People Committee held on 2 December 2021 and 25 January 2022 were submitted for approval.

**Decision**

The Minutes of the Children & Young People Committee Meetings held on 2 December 2021 and 25 January 2022 were approved as a correct record of proceedings.

**CY228 ROLLING ACTION LOG**

The Rolling Action Log was submitted for review.

**Decision**

Committee agreed to note the Rolling Action Log and to remove those items presented for removal as compete.

In response to a request, it was agreed that the Clerk would forward on the information regarding the costs included in the figures listed at “cost per pre-school education place” (CY216 – item 2) to Colin O’Brien, Religious Representative.
CY229 PROMOTING RACE EQUALITY AND ANTI-RACISM IN EDUCATION

The purpose of a report by the Interim Head of Education (CEdO), was to inform the Children & Young People Committee of the work currently being undertaken to promote race equality and anti-racism in education. It outlined the work of the Central Scotland Regional Equality Council (CSREC) and the proposed work with Stirling’s Schools, Learning and Education team.

The Equality & Engagement Manager and General Manager Central Scotland Regional Equality Council (CSREC) introduced a presentation to Members regarding the service provided by the CSREC and its engagement with teachers and pupils in schools, which was aimed at celebrating diversity, promoting anti-racism and trying to stop discrimination and hate crime. The organisation worked closely in partnership with teachers to improve anti-racism in schools and educate young people as much as possible. It was hoped that the organisation would develop long term partnerships to involve continued working with teachers and creating e-learning packages, as well as working with pupils and involving them in the design and delivery of the programme.

A toolkit for teachers to use was in the early stages of development and would form a key part in discussions going forward. It was also noted that in schools, there was still work to be done around building people’s confidence in order to report prejudiced based incidents.

It was agreed that a Members briefing, detailing full Council contacts for CSREC, would be considered following Local Government elections in May 2022, in order to raise awareness of Equalities and Anti-Racism.

Decision

Committee agreed to note the progress and impact of the current work being undertaken.


CY230 PERFORMANCE AND STRATEGIC PRIORITIES UPDATE

The purpose of a report by the Interim Head of Education (CEdO) was to present to the Children and Young People Committee with the latest information on the performance indicators, and on progress in implementing objectives overseen by Schools, Learning and Education and Children and Families Social Work.

The report also provided an update on the following: Early Learning and Childcare; a Care Inspectorate report for Arnhall Nursery; Achievement of Curriculum for Excellence (CfE) Levels 2020/21; and Learning for Sustainability (LfS).

The Service Manager, Broad General Education introduced the report and responded to a number of questions from Members.

Discussion took place around emails received by Members following concerns by partner nursery providers, based on a recent parental survey taken and the Service Manager, Early Years and Early Intervention provided information on the survey results. It was noted that approximately 64% of families preferred the option of being able to access funded early learning and childcare across longer weeks of the year,
with approximately 26% in preference to funding in line with the school term time and the remaining 9% having no preference. It was also noted that approximately 74% of responses received from parents stated that the opening hours of 8am to 6pm was their preferred option, with around 22% preferring 9am to 3pm and the remainder did not express a preference.

In response to a question regarding the option of online tutoring, it was noted that 1:1 tutoring last year was virtual, however the expectation now would be that it was in person. The Virtual Head Team was working closely to ensure the service continued to be offered to young people.

Committee agreed to:
1. note the performance of reported indicators; and
2. note the wider updates provided in the report.

(Reference: Report by Interim Head of Education (CEdO), dated 26 January 2022, submitted).

**CY231 IMPROVING CHILDREN AND YOUNG PEOPLE’S MENTAL HEALTH AND EMOTIONAL WELLBEING**

The purpose of a report by the Interim Head of Education (CEdO) was to inform the Children & Young People Committee of the work currently being undertaken to improve children and young people’s mental health and wellbeing.

The Interim Service Manager & Principal Educational Psychologist introduced the report and responded to a number of questions from Members.

In response to a Member question on young people being able to access local community wellbeing services or support to improve their mental health and emotional wellbeing, it was noted that this was an aspirational target in the national framework published last year. The Lead Officer Children Services and Partnership noted that discussions had taken place with children and young people, parents and carers and a wide range of professionals to identify gaps in services which were needing to be filled and a plan had been developed to try and fill those gaps.

It was also noted that more young males were accessing services, with an increase from 27% to 33%. Due to the pandemic, there were significant waiting lists for CAHMS and it was noted that it was too early to say whether work with other services was having an impact on referrals to CAMHS in relation to significant mental health needs.

**Decision**

Committee agreed to note the progress and impact of the current work being undertaken.

CY232 REVIEW OF EDUCATION PROVISION AT BUCHANAN PRIMARY SCHOOL: CONSULTATION OF PROPOSAL TO CONSIDER PERMANENT CLOSURE OF BUCHANAN PRIMARY SCHOOL

At Children & Young People Committee on 8 June 2021, it was agreed that a formal consultation would be undertaken on the proposal to close permanently Buchanan Primary School.

A report by the Interim Head of Education (CEdO) provided Committee with information on the formal consultation, which was undertaken within the Schools (Consultation) (Scotland) Act 2010 (the ‘2010 Act’).

A decision to proceed with the closure of Buchanan Primary School could be subject to a call-in notice from Scottish Ministers.

The Service Manager - Broad General Education introduced the report and responded to various questions from Members.

Decision

Committee agreed to:-

1. note the contents of the published Consultation Report on the proposal to consider the permanent closure of Buchanan Primary School; and
2. approve the permanent closure of Buchanan Primary School with effect from 24 June 2022, or as soon as possible thereafter.

(Reference: Report by Interim Head of Education (CEdO), dated 26 January 2022, submitted).

CY233 CARE INSPECTORATE REPORT

The purpose of a report by the Interim Head of Education (CEdO) was to inform the Children and Young People Committee of the outcome of the published report by the Care Inspectorate following their inspection of Raploch Nursery.

The Early Years and Early Intervention Team Leader introduced the report and was accompanied by the Early Years Principal Teacher, Raploch Nursery. Over the past six month period, considerable staff changes had taken place and decisions were made in terms of individual supports for training, which had led to staff movement between establishments.

Decision

Committee agreed to note the outcome of the inspection and the key findings identified in the published inspection report.

(Reference: Report by Interim Head of Education (CEdO), dated 26 January 2022, submitted).
RESERVED PLACES

A report by the Interim Head of Education (CEdO) identified the number of reserved places calculated as required in Stirling’s schools during academic session 2022/2023 to ensure there was sufficient provision for children at their local catchment schools. Reserving places allowed the Education Authority to manage the admission to schools within the local area, ensuring that children arriving late in the catchment could still be accommodated, and that there was no detriment to provision of their education.

The Team Leader, Schools, Learning and Education introduced the report and was accompanied by the Forward Planning Officer, Schools, Learning & Education.

In response to a Member’s question regarding the recommendations in the report, the Interim Head of Education (CEdO) confirmed that advice had been sought from Legal Services and it was noted that the Chief Education Officer already had delegated authority to set the number of reserved places. Therefore this report was presented to Committee for noting purposes only.

Decision

Committee agreed to:

1. note the number of places to be reserved for catchment area children for session 2022/23 in the schools listed in Appendix 1 to the report; and
2. note that the Chief Education Officer will determine allocation of reserved places at specific year stages in each school (following consultation with the relevant Head Teacher and other officers). (Reference: Report by Interim Head of Education (CEdO), dated 26 January 2022, submitted).

SECONDARY SCHOOL CAPPING

The purpose of a report by the Interim Head of Education (CEdO) was to outline to Committee the requirement for introducing a cap on S1 numbers at Stirling secondary schools, and to seek approval for that approach. The report also explained the methodology of calculating capacities for S1 intake across the secondary school estate. The proposal was brought forward as a pragmatic approach in light of the significant housing development planned in the Stirling city area over the next ten years and beyond, and was required to ensure the efficient management of school rolls across the whole secondary school estate.

The Team Leader, Schools, Learning and Education introduced the report and was accompanied by the Forward Planning Officer, Schools, Learning & Education. The service had worked closely with Legal Services regarding the capping process and development work was planned and ongoing and the service would look closely over the next few years to plan a best value approach for schools.

Concerns were noted from Members regarding lack of detail and rationale contained within the submitted report and the potential impact the capping process could have on schools. The Forward Planning Officer, Schools, Learning & Education outlined the research that had been undertaken in preparation and noted that work with planning officers had been undertaken regarding plans for new housing developments and subsequent increased numbers of young people in the Bannockburn area. It was
evident a new school would need to be built around 2030/31 if the current information provided by developers was correct.

Decision

Committee agreed to defer this item to allow a more detailed report, setting out full rationale and impact of the proposed capping, to be brought to a future meeting following the Local Government Elections in May 2022.

(Reference: Report by Interim Head of Education (CEdO), dated 26 January 2022, submitted).

CY236 SCHOOL TRANSPORT POLICY REVIEW

A report by the Interim Head of Education (CEdO) identified two changes made to the School Transport Policy as part of its biennial review.

The aim of the first proposed change was to clarify that transport could only be provided to one address, even if a pupil lived at two or more different properties. The aim of the second change was to reflect that Additional Support Needs (ASN) transport could be provided either by Council transport or by a contract with an external operator.

The proposed changes would offer more transparency to parents/carers and ensure that the wording of the policy reflected usual practice when processing requests for home to school transport.

The Team Leader, Schools, Learning and Education introduced the report and was accompanied by the Forward Planning Officer, Schools, Learning & Education. It was noted that although by policy rules, 2 passes could not be provided to young people when living at more than one address, a privileged pass could be used to travel on another vehicle, subject to availability.

Decision

Committee agreed to approve the changes to the School Transport Policy.

(Reference: Report by Interim Head of Education (CEdO), dated 26 January 2022, submitted).

CY237 DEVELOPED CURRICULUM PATHWAYS

The purpose of a report by Interim Head of Education (CEdO) was to present to the Children and Young People Committee information on the breadth of qualification currently being delivered in Stirling secondary schools. The report provided information on National Qualifications, National Progression Awards (NPAs) and Skills for Work qualifications, qualifications being delivered through wider partnerships and examples of innovative approaches to curriculum delivery.

The Service Manager, Senior Phase and Youth Participation introduced the report and responded to various questions from Members. It was noted that there was currently piloting for 5 advanced higher courses on offer remotely to enable pupils to access those courses, with some offering a cohort to come together with teachers. If successful, it was hoped to continue to build on this model in future.
Discussion took place around the vocation training centre at St Modan’s High School, which was purpose built and delivered bespoke courses. These courses were being offered in some other schools such as an in-house apprenticeship scheme and it was noted that some schools were working closely with Forth Valley College in the delivery of courses.

**Decision**

Committee agreed to note the curriculum updates provided in the report.


*The Convener adjourned the meeting at 12.30pm for a comfort break in terms of Standing Order 74.*

*The Meeting reconvened at 12.50pm, with all Elected Members, previously noted, present, with the exception of Councillor Douglas Dodds and Councillor Scott Farmer.*

**CY238 REPORT ON THE INSPECTION OF BRUCEFIELD CARE HOME SERVICE**

The purpose of a report by the Senior Manager, (CSWO), Children & Families and Justice Social Work Services was to make the Committee aware of the recently published report on Brucefield Care Home Service by the Care Inspectorate.

The Inspection itself was unannounced and was completed on 29 October 2021.

In evaluating quality, the Care Inspectorate used a six point scale where 1 was satisfactory and 6 was excellent.

The grades on the key questions were awarded as follows:

‘How well do we support children and young people’s wellbeing?’ - 4 Good

‘How well is our care planned?’ - 4 Good.

The Service Manager, Children & Families, Resources introduced the report and responded to questions from Members. It was noted that Brucefield staff had gone above and beyond to provide a safe environment for the young people during the pandemic and were very committed to the care and support service they provided. Members also requested that their thanks were conveyed to Brucefield staff for their dedication, which was noted to be quite exceptional.

Discussion took place around the grading used by the Care Inspectorate and it was noted that at a recent CSWO meeting, reference was made to a meeting where inspectors had been in attendance and points of reference were put back to them regarding the gradings in reports. Some national discussion had taken place about a changed approach to grading with regard to the percentage that the Care Inspectorate had previously graded nursery schools, which was noted to be too high and the Care Inspectorate now wished to be more stringent with their grading.
Members highlighted their concerns around the grading and it was agreed that the Senior Manager, (CSWO), Children & Families and Justice Social Work present the views of the Members of the C&YP Committee to the Care Inspectorate via the link inspector, with regard to their concerns around the Care Inspectorate’s approach to evaluations, and feed back their response to the Committee Members.

**Decision**

Committee agreed to note the content of the report.


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**CY239 STIRLING CORPORATE PARENTING & THE PROMISE PLAN 2021-24**

A report and plan by the Senior Manager, (CSWO), Children & Families and Justice Social Work reviewed Corporate Parenting achievements over the last 3 years and set out how the service would achieve the expectations of The Promise during the first tranche of the Promise Plan 2021 – 24.

The Programme Manager for The Promise outlined the Promise Plan to Members by visual presentation and responded to various questions along with the Senior Manager, (CSWO), Children & Families and Justice Social Work.

Following a Member request, it was agreed that the link to the e-learning module on MyLO would be sent to Members of the Children & Young People Committee.

**Decision**

Committee agreed to note the contents of the Stirling Corporate Parenting & The Promise Plan as set out in Appendix 1 to the report.


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**CY240 CHIEF SOCIAL WORK OFFICER ANNUAL REPORT 2020/2021**

The Chief Social Work Officer Annual Report provided an overview of the key priorities, challenges, improvements and achievements in the delivery of all social work services across Stirling Council in 2020/21.

The Senior Manager, (CSWO), Children & Families and Justice Social Work presented the report and responded to questions from Members. It was noted that current key challenges were staff recruitment and retention. The involvement of trauma champions was discussed and it was noted that there currently was a number of trauma champions in the workforce. Monies were received to actively recruit for the post of programme manager, which would also enable all services within the Council to become involved. It was noted that the Council were very fortunate to continue to recruit foster carers and were continuing with recruitment of enhanced foster carers.
Decision

Committee agreed to note the contents of the report that pertain to Children & Families and Justice Social Work as set out in Appendix 1 to the report.


CY241 INTERIM JUSTICE SOCIAL WORK ANNUAL REPORT 2021/2022

The purpose of an interim report by the Senior Manager, (CSWO), Children & Families and Justice Social Work was to provide an update on the activity of Justice Social Work Services from 1 April 2021 to 31 December 2021, during which time, the service had continued to deliver services within the restrictions imposed by COVID-19.

The report provided an indication of progress to date, and future actions being taken forward regarding a number of national drivers.

The Service Manager, Justice Social Work introduced the report and responded to questions from Members. It was noted that a proposal was submitted to the Scottish Prison Service and Scottish Government on how the service thought it could develop its prison based social work services.

Decision

Committee agreed to note the contents of the Stirling Council Justice Social Work Interim Report as set out in Appendix 1 to the report.


The Convener of the Children & Young People Committee conveyed her thanks to all parties for their participation at the meetings over the past five years and for the delivery of reports and varied presentations at these meetings.

The Convener declared the Meeting closed at 1.45pm.
MINUTES of MEETING of the CIVIC PANEL held as a Virtual Meeting via MICROSOFT TEAMS on THURSDAY 17 FEBRUARY 2022 at 10.00a.m.

Present

Provost Christine SIMPSON (in the Chair)
Bailie Danny GIBSON
Councillor Graham HOUSTON
Bailie Alasdair TOLLEMACHE

In Attendance

Graeme Forrester, Lead Solicitor - Governance
Owen O'Donnell, Media Officer, Communications
Michelle MacDonald, Governance Officer, Governance (Clerk)
Fraser Sinclair, Support Officer, Governance (Minutes)
Crawford Bell, Community Development Manager, Communities
Gordon Lawrie, Team Leader – Estates and Commercial Property, Infrastructure
Brian Dickson, Accountant, Finance

Also In Attendance

Laura Fyfe, Stirling Makar

CP033 APOLOGIES AND SUBSTITUTIONS

Apologies were submitted on behalf of Bailie Dodds.

CP034 DECLARATIONS OF INTEREST

Provost Simpson, Councillor Houston and Bailie McGill wished to express that they are all Trustees on the Board of the Stirling Smith Art Gallery and Museum.

CP035 URGENT BUSINESS BROUGHT FORWARD BY THE CHAIR

There were no items of urgent business.
CP036 Minutes of Meeting – 23 February 2021 and 14 December 2021

The minutes of the Civic Panel held on 23 September 2021 and 14 December 2021 were submitted for approval.

Decision

The Civic Panel approved the minutes of the Civic Panels held on 23 September 2021 and 14 December 2021 as accurate records of proceedings.

CP037 Makar Progress Report

The Community Development Manager introduced a progress report for the Stirling Makar. The report contained activities and collaboration work that the Makar had undertaken since commencing her role.

It was acknowledged that it had been a challenging time given the pandemic but the report provides a comprehensive overview of work to date. The Stirling Makar was introduced to the Panel to provide further narrative regarding the literary work that has been developed within the Stirling community.

In response to a question from Bailie Tollemache regarding poetry on social media, the Makar advised that she shared poetry on Twitter and Facebook.

Bailie McGill raised the question of how to gain insight to those who would be willing to learn more about poetry and what direction would be best for them to learn and be educated on poetry. The Stirling Makar advised about engaging with emotions and advised that music, poetry and the spoken word come from the same theme of poetry. Reading various poetry is a great way to be introduced and build up an interest in poetry.

The Stirling Makar wrote a poem for the Civic Panel called “Alive” and shared the poem with the Panel.

The Provost and Civic Panel members commended the Stirling Makar for all the work she has done in her time as Stirling Makar.

Decision

The Civic Panel agreed to note the report.


CP038 Common Good Fund Consultation

The Team Leader – Estates and Commercial Property presented a report to the Civic Panel, explaining the need, process and assessment criteria for the up-and-coming public consultation on Common Good Assets, managed by Stirling Council.

The paper provided an update on the recently concluded public consultation, providing a high-level overview of public submissions and explained the next steps to concluding the final Common Good Asset List.
In response to Members’ questions the Team Leader – Estates and Commercial Property advised that at the conclusion of the consultation, research will be undertaken by checking the legal title and Burgh minutes to determine if the suggested assets were Common Good assets. Only once a decision has been made will the assets be put on the Common Good Register.

The Team Leader – Estates and Commercial Property advised the Panel that there are criteria set out on what would be included in the register and that supplementary notes had been included online for members of the public to follow.

The Provost thanked Asset Management for the work to date on this project and wished them well on the completion on this piece of work.

**Decision**

The Civic Panel agreed to note the content of the report.


**CP039 Smith Art Gallery & Museum Funding Report**

This report invites the Civic Panel to consider the continuation of the annual financial contribution to the Smith Art Gallery & Museum following on from the report, from the Director of the Museum, on how the contribution was utilised in 2021/22.

The proposal is to continue the annual contribution of £7,000 for 2021/22 and for each of the next three financial years 2022/23 to 2024/25, and for a review of this arrangement to take place at the end of this period.

Stirling Common Good Fund currently has a cash balance of £689k, which earns interest annually based on current interest rates, and receives property investment income of £16k annually. The only annual expenditure on the Fund in recent years has been maintenance to the investment property and the grant to The Smith Art Gallery & Museum meaning forecast income would exceed the proposed expenditure over the next three years.

An annual report providing details of acquisitions purchased in-year from the funding contribution will continue to be requested from the Smith Art Gallery & Museum.

Following advice from Officers on whether Trustees of the Smith Art Gallery & Museum required to declare an interest on this item, those Members who were Trustees advised that they would take part in the discussion on this item.

**Decision**

The Civic Panel agreed to approve the continuation of an annual financial contribution being made to the Smith Art Gallery & Museum in the sum of £7,000 from the Stirling Common Good Fund.

(Reference - Report by Interim Chief Officer - Finance dated 3 February 2022, submitted).
The report presented invites the Civic Panel to consider the activity linked to the Queen's Platinum Jubilee celebrations, and in particular the invitation received to take part in planned lighting of beacons.

Lighting of Beacons will take place on Thursday 2 June 2022, across the United Kingdom and Commonwealth. Stirling has been invited to take part in the event. It is proposed that funds from the Civic Budget of £5,000 towards this celebration should be allocated. The intention would be that a beacon be lit at Stirling Castle and work will be progressed to take this forward.

In response to a Members’ question, the Lead Solicitor – Governance advised that a letter had been received by the Provost from the Pageant Master who is co-ordinating this jubilee event throughout the United Kingdom.

Bailie McGill wished to record her dissatisfaction in allocating money to this event rather than other priorities.

Bailie Tollemache stated that he had reservations regarding the amount being spent, but felt that Council should acknowledge this event.

Decision

The Civic Panel agreed to:

1. note the Queen’s Platinum Jubilee on 6 February 2022;

2. note that celebratory events for the Queen’s Jubilee are scheduled to take place throughout the year but are focused around a 4-day period from Thursday 2 June – Sunday 5 June;

3. note the invitation to take part in the Queen’s Platinum Jubilee Beacons programme;

4. agree that a beacon be lit in Stirling;

5. agree that the sum of £5,000 be allocated from the Civic Budget to enable this event to take place; and

6. delegate authority to the Chief Officer- Governance in consultation with the Provost to authorise spend from within the allocated sum to be used to facilitate the event.

(Reference - Report by Chief Officer - Governance dated 9 February 2022, submitted).

The Chair declared the Meeting closed at 10.25am.
STIRLING COUNCIL

MINUTES of MEETING of the ENVIRONMENT & HOUSING COMMITTEE held as a VIRTUAL MEETING via MICROSOFT TEAMS on THURSDAY 10 FEBRUARY 2022 at 10.00 am

Present
Councillor Jim THOMSON (Convener)
Councillor Martin EARL
Councillor Danny GIBSON
Councillor Jane HUTCHISON
Councillor Alasdair MACPHERSON
Councillor Alastair MAJURY
Councillor Susan MCGILL
Councillor Alasdair TOLLEMACHE

In Attendance
Scott Anderson, Service Manager – Waste
Stephen Clark, Chief Officer – Housing
Christina Cox, Service Manager Planning & Building Standards
Gillian Findlay, Service Manager - Housing Management and Homelessness (Interim)
Linda Hill, Regulatory Service Manager (Environment & Place)
Charlie Haggerty, Legal Manger (Governance)
Fiona Hainey, Design & Projects Team Leader (Housing)
Daniel Hartles, Safer Communities Team Leader
Mark Henderson, Senior Media Officer
Gillian Hessett, Senior Development Officer (Housing)
David Hopper, Public Transport & Sustainable Development Manager (Infrastructure)
Nick Hyde, Head of Procurement
Mark Laird, Development Planning Team Leader (Infrastructure)
Jaqueline Leishman, Procurement Specialist
Drew Leslie, Senior Manager – Infrastructure
Gillian McKenzie, Accountant
Simon Payne, Category Manager
Robert Plewes, Public Transport Team Leader (Environment & Place)
Bruce Reekie, Senior Manager - Environment & Place
Brian Roberts, Chief Operating Officer - Infrastructure & Environment
Isabelle Smit, Forward Planning Officer
Stephen Swan, Housing Property and Asset Management Service Manager (Housing)
Gregor Wightman, Private Sector Housing Manager (Housing)
Andrew Young, Team Leader – Environment Health (Acting)
Michelle MacDonald, Governance Officer (Governance) (Clerk)
Louise McDonald, Committee Officer (Governance)

Recording of Meeting started

THIS ITEM RELATES TO ITEM 4m ON THE AGENDA
Prior to the start of the meeting, Councillor Thomson as Convener of the Environment & Housing Committee welcomed and thanked everyone for attending the meeting via MS Teams. He updated the meeting on the procedures related to MS Teams and the protocols that both Members and Officers should adhere to throughout the meeting.

The Convener asked the Clerk to carry out a roll call of all Members participating in the meeting.

**EH289 APOLOGIES AND SUBSTITUTIONS**

Apologies were submitted on behalf of Councillor Graham Houston.

**EH290 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**EH291 URGENT BUSINESS BROUGHT FORWARD BY THE CONVENER**

There was no urgent business.

**EH292 MINUTES OF MEETING – 18 NOVEMBER 2021 & 15 DECEMBER 2021**

The Minutes of the Environment & Housing Committee Meetings held on 18 November 2021 and 15 December 2021 were submitted for approval.

**Decision**

The Minutes of the Meetings of Environment & Housing Committee held on 18 November 2021 and 15 December 2021 were approved as a correct record of proceedings.

**EH293 ROLLING ACTION LOG**

The Rolling Action Log was submitted for review.

**Decision**

The Environment & Housing Committee agreed to note, and remove any actions marked for removal on the Rolling Action Log.

*Councillor Jane Hutchison joined the meeting*

**EH294 PERFORMANCE & STRATEGIC PRIORITIES PROGRESS REPORT**

The report presented the recommended performance indicators to be used to measure and report on progress on Council priorities reported to the Environment & Housing Committee.
Following a Member query regarding page 43 relating to additional officer time supporting the rollout of universal credit, it was agreed that the service would provide Councillor McGill detail of the impact the significant level of rent arrears has had on the staffing level within the Income Maximisation Team.

Following a Member query it was agreed that the service would provide the Household Waste Recycling Centre figures to Committee Members.

**Decision**

The Environment & Housing Committee agreed to note performance of reported indicators within the Committee Scorecard.

(Reference: Report by Chief Operating Officer, Communities & Performance, dated 27 January 2022, submitted).

**EH295 COMMUNITY SAFETY TEAM UPDATE**

The report provided an update to the Committee on enforcement action undertaken by the Community Safety Team between 1 October and 30 November 2021.

Officers advised that there had been an increase in the use of ringo and it was hoped that this would assist in decreasing fixed penalty notices.

It was noted that recruitment was a challenge but support was being received from Human Resources and that work had already begun with partners for the start of the visitor season in rural zones.

**Decision**

The Environment & Housing Committee agreed to note the content of the report.

(Reference: Report by Senior Manager, Infrastructure, dated 27 January 2022, submitted)

**EH296 HOUSING REVENUE ACCOUNT – PROJECTED OUTTURN 2021/22**

The Chief Officer – Housing presented the report and provided the following detail:

**Housing Revenue Account**

The projected outturn for 2021/22 showed expenditure of £22.937M against a budget of £22.701M. The level of balances retained by the Housing Revenue account were projected to remain at £986,000.

**Housing Investment Programme**

The 2021/22 Housing Investment Programme showed expenditure of £25.910M against a budget of £23.237M. The level of new borrowing required for the current year was projected to be £3.691M over budget at £14.394M.
Following a query regarding page 63 relating to loan debt and there being no recent insight in the overall business plan. The service confirmed that a future report would be presented to Committee on the overall business plan.

Decision
The Environment & Housing Committee agreed to note that:

1. expenditure on the Housing Revenue Account for 2021/22 was projected to increase to £22.937M;
2. the year-end retained balances were projected to remain at £986,000;
3. expenditure on the Housing Investment Programme was projected to be £25.910M; and
4. the borrowing requirement for 2021/22 was projected to be £14.394M.

(Reference: Report by Chief Officer, Housing, dated 10 January 2022, submitted).

EH297SUPPLEMENTARY GUIDANCE ON DEVELOPER CONTRIBUTIONS: COMMUNITY INFRASTRUCTURE AND AFFORDABLE HOUSING

The Development Planning Team Leader presented the report and advised that approval was sought on revised Draft Supplementary Guidance: Developer Contributions for further public consultation, based on the comments received and taken into account from the previous consultation on the current Supplementary Guidance on developer contributions.

The following minor amendments were noted:

1. Removal of reference to Milne Park Road SC229 within table 2a on page 19 of the Supplementary Guidance; and
2. Inclusion of methodology for calculating transport trips within background report.

Following a Member query it was agreed that Christina Cox would seek clarity on whether the quarterly briefing note currently issued to Finance & Economy Members could be shared with all Elected Members.

Decision
The Environment & Housing Committee agreed to:

1. approve revised Draft Supplementary Guidance: Developer Contributions, February 2022 (Appendix 1), for consultation;
2. approve the Developer Contributions Background Report, February 2022, to be published alongside the Draft Supplementary Guidance on developer contributions (Appendix 2), and
3. approve Council responses to comments received on draft Supplementary Guidance on developer contributions, as set out in (Appendix 3).
The report provided information regarding the recent Food Standards Scotland Capacity and Capability Audit of Local Authority Official Controls. This audit assessed Stirling Council’s food law enforcement service in terms of the capability and capacity to deliver official food controls.

Following a query regarding training, it was advised that there was a graduate programme in place, other Local Authority support and internal service support.

Decision

The Environment & Housing Committee agreed to:

1. note the audit report findings and associated action plans; and
2. take assurance from the progress that had been made with regard to the activities specified in the action plan.

The purpose of the report was to seek approval for the Food Safety Service Plan, attached as Appendix 1 to the report. Food Standards Scotland (FSS) required Local Authorities to produce a Service Plan and review it on a regular basis.

The revised Service Plan recognised the changes required by the Food Law Code of Practice (Scotland) 2019 and the recommendations of the Food Standards Scotland Capacity and Capability Audit.

The plan was drafted in accordance with the Local Authority Recovery Project Guide.

The Convener noted that through an issue raised by governance it had been requested that recommendation 1 be changed to state ‘notes’ rather than ‘approve’. The Committee was in agreement with this change.

Decision

The Environment & Housing Committee agreed to:

1. note the Food Safety Service Plan; and
2. request that officers provide an annual update to Environment & Housing Committee on progress against the Service Plan.
**EH300 ALIVE WITH NATURE PLAN 2021 – 2045**

The purpose of the report was to seek approval of the draft Alive with Nature Plan 2021-2045 [https://stirling.gov.uk/media/24597/awn-final-consultation-draft-v2.pdf](https://stirling.gov.uk/media/24597/awn-final-consultation-draft-v2.pdf)

The draft Plan had been developed by officers from Stirling Council, NatureScot, SEPA and Green Action Trust with input from other key partners (including representatives from public and third sector organisations).

Officers responded to a number of questions from Members and provided further detail on items within the report.

**Decision**

The Environment & Housing Committee agreed to:

1. approve the draft Alive with Nature Plan, and;
2. request that an annual update was brought back to Environment & Housing Committee to report progress on the delivery of the Alive with Nature Plan.

(Reference: Report by Senior Manager, Infrastructure, dated 27 January 2022, submitted)

**EH301 REDEVELOPMENT OF VACANT SITE AT 24 GLASGOW ROAD, STIRLING FOR NEW BUILD SOCIAL HOUSING**

The Chief Officer – Housing presented the report and advised that the report sought approval to commence the procurement process for the design and build of 8 units of social housing at 24 Glasgow Rd, Stirling. The contract would be procured through Scotland Excel’s Framework Agreement for New Build Residential Construction.

**Decision**

The Environment & Housing Committee agreed to the commencement of the procurement process for the development of the design and build contract for 24 Glasgow Road, Stirling.

(Reference: Report by Chief Officer, Housing, dated 6 January 2022, submitted)

**EH302 RAPLOCH REGENERATION UPDATE AND SITE 6 DEVELOPMENT**

The Chief Officer – Housing presented the report and advised that Site 6 (formerly Gowanhill Gardens) was the concluding site in the Raploch Regeneration Initiative programme procured through SCAPE in partnership with contractor Robertson Partnership Homes (RPH).

Stirling Council would enter into a construction contract with Robertson Partnership Homes to deliver 32 homes at Site 6 (east) and for the transfer of land from the Housing Revenue Account to Forth Housing Association for the development of a further 36 homes at Site 6 (west).
Officers responded to a number of questions from Members and provided further detail on items within the report.

**Decision**

The Environment & Housing Committee agreed to:

1. note the land transfer at nil value to Forth Housing Association for the development of 36 homes at Site 6 (west) in terms of the powers delegated to them by Committee at its meeting of 12 April 2018, and following consultation with the Convener and Vice Convener of Committee;

2. note that Officers would conclude a construction contract up to a value of £7M on behalf of Stirling Council with Robertson Partnership Homes for the development of 32 homes at Site 6 (east) in terms of the powers delegated to them by Committee at its meeting of 12 April 2018, and following consultation with the Convener and Vice Convener of Committee;

3. note the final mix and split of housing between Forth Housing Association and Stirling Council; and

4. note progress towards the delivery of the wider project.

(Reference: Report by Chief Officer, Housing, dated 6 January 2022, submitted)

**EH303 PARK AND RIDE BUS SERVICE CONTRACT AWARD (SC2122-0181)**

The purpose of the report was to seek Environment & Housing Committee approval to award the Park and Ride contract from 14/02/2022 to 16/02/2025 (18 month contract with 3 optional 6 month extensions at the sole discretion of the Council).

It was noted that the incorrect exempt appendix had been included in the agenda pack but a correct version had been issued to Members in advance of the meeting.

**Committee resolved that under Section 50A (4) of the Local Government (Scotland) Act 1973, the public be excluded from the Meeting for the following item of business on the grounds that it involved the disclosure of exempt information as defined in Paragraphs 8 and 9 of Part 1 of Schedule 7A of the Local Government (Scotland) Act 1973.**

At 12.15pm the Committee agreed to adjourn in terms of Standing Order 74

Recording of meeting was stopped

The Meeting reconvened at 12.30pm with all Elected Members (previously noted) present, with the exception of Councillor Danny Gibson.
Officers responded to a number of questions from Members and provided further detail on items within the report.

**Decision**

The Environment & Housing Committee agreed to approve the award of the contract as set out in the Award Recommendation Report (ARR) contained within the exempt Appendix.

(Reference: Report by Senior Manager, Infrastructure, dated 27 January 2022, submitted)

*Recording of meeting started*

**EH304 ROOFING, WALL FINISHES AND EXTERNAL WORKS CONTRACT AWARD**

The purpose of the report was to seek approval to award the proposed contract for the new £1M Measured Term Contract (the “Contract”) for the renewal of roofing, wall finishes and other external works from 1 March 2022 to 31 March 2023. The Contract would ensure that existing external fabric of buildings across the Council social housing portfolio could continue to be maintained for optimum performance and to deliver replacement installations over the term of the Contract.

Committee had no questions for the officer and unanimously agreed with the recommendation.

**Decision**

The Environment & Housing Committee agreed to approve the contract award for the renewal of roofing, wall finishes and other external works contract.

(Reference: Report by Chief Officer, Housing, dated 11 January 2022, submitted)

Committee resolved that under Section 50A (4) of the Local Government (Scotland) Act 1973, the public be excluded from the Meeting for the following item of business on the grounds that it involved the disclosure of exempt information as defined in Paragraph 8 of Part 1 of Schedule 7A of the Local Government (Scotland) Act 1973.

*Recording of meeting stopped*

**EH305 INVESTING IN NEW SOCIAL HOUSING – NEWPARK FARM, ST NINIANS (PHASE 3)**

Ogilvie homes were building 185 homes at Newpark Farm, St Ninians of which 46 homes were to be affordable. Stirling Council had already purchased 34 homes for council housing at the site and approval was now sought for the purchase of the final phase of twelve units.

**Decision**
The Environment & Housing Committee agreed to:

1. approve the acquisition by Stirling Council of 12 properties from the developer at Newpark Farm, St Ninians, for the total purchase price noted in the report; and

2. approve the funding of the net cost noted in the report from the New Build budget within the Housing Revenue Account Capital Investment Programme for 2021/22 and 2022/23 with the remainder being funded from Scottish Government subsidy.

(Reference: Report by Chief Officer, Housing, dated 5 January 2022, submitted)

The Convener declared the Meeting closed at 1.25pm
STIRLING COUNCIL

MINUTES of MEETING of the FINANCE & ECONOMY COMMITTEE held as a Virtual Meeting by MICROSOFT TEAMS on THURSDAY 17 FEBRUARY 2022 at 10.00 a.m.

Present

Councillor Margaret BRISLEY (in the Chair)
Councillor Alistair BERRILL
Councillor Scott FARMER
Councillor Alison LAURIE
Councillor Jeremy MCDONALD
Councillor Jim THOMSON

In Attendance

Lisa Dunlop, Service Manager, Organisational Change & Development
Gillian Findlay, Team Leader, Housing Management and Development
Pamela Forsyth, HR Advice & Policy Manager, Corporate Operations
Graham Gibson, Senior Media Officer (Communities & Performance)
Richard Hayes, Service Manager (Temporary) - Operations, Environment and Place
David Hopper, Public Transport & Sustainable Development Manager (Infrastructure)
Nick Hyde, Head of Procurement (Communities & Performance)
Drew Leslie, Senior Manager – Infrastructure
Steven MacDonald, Economic Growth, Culture Tourism & Events Service Manager (Economic Development & Communities)
Isabel McKnight, Chief Operating Officer – Communities & Performance
Tracy Mills, Corporate Property Assets Manager, Assets & Support
Caroline Morrow, Team Leader BGE, Schools and Learning
George Murphy, Interim Chief Officer – Finance
Stuart Oliver, Senior Manager – Economic Development & Communities
Bruce Reekie, Senior Manager – Environment & Place
Brian Roberts, Chief Operating Officer – Infrastructure & Environment
Keir Stevenson, Place Development Manager (Economic Development & Communities)
Marie Valente, Senior Manager – Children & Families (CSWO)
Mary Love, Committee Officer (Governance)
David McDougall, Governance Officer (Governance) (Clerk)

Also in Attendance

David Lawrence, Director, Stirling Development Agency
Prior to the start of the meeting, Councillor Brisley, as Convener of the Finance & Economy Committee, welcomed and thanked everyone for attending the meeting via MS Teams. She updated the meeting on the procedures related to MS Teams and the protocols that both Members and Officers should adhere to throughout the meeting.

The Convener asked the Clerk to carry out a roll call of all Members participating in the meeting.

**FE276 APOLOGIES AND SUBSTITUTIONS**

Apologies were received on behalf of Councillor Neil Benny.

Councillor Alistair Berrill attended as substitute for Councillor Benny.

**FE277 DECLARATIONS OF INTEREST**

Councillor Margaret Brisley and Councillor Alison Laurie both declared an interest in agenda item 12, (FE287) Stirling Development – Annual Report, as they were both directors of the Stirling Development Agency. However, as the report was for noting only, they both would participate in its discussion.

**FE278 URGENT BUSINESS BROUGHT FORWARD BY THE CONVENER**

There were no items of urgent business brought forward.

**FE279 MINUTES**

The Minutes of the Meeting of the Finance & Economy Committee held on 25 November 2021 were submitted for approval.

**Decision**

The Minutes of the Meeting of Finance & Economy Committee held on 25 November 2021 were approved as an accurate record of proceedings.

**FE280 ROLLING ACTION LOG**

The Finance & Economy Committee Rolling Action Log was submitted for review and approval.

It was noted that following the Local Government elections in May 2022, the current Rolling Action Log would not be carried forward to the next meeting of the Finance & Economy Committee meeting and it would be the responsibility of each service to continue to complete any actions on the current action log, with CMT continuing to monitor the action logs.
Decision

The Finance & Economy Committee agreed to note the Rolling Action Log and agree the removal of all actions presented as complete, including the three updated actions presented at the meeting in relation to items FE253, FE266 and FE267.

FE281 GENERAL FUND REVENUE BUDGET PROJECTED OUTTURN 2021/22

A report by the Interim Chief Officer, Finance provided the projected outturn position on the overall General Fund Revenue Budget position for the current year.

Discussion took place regarding recommendation 4 to the report, which was to approve the transfer of £2m of uncommitted reserves to the Transformation Fund and it was noted that Members proposed to amend recommendation 4 of the report, following discussion with the Chief Officer, Finance to defer the transfer of £2m of uncommitted reserves to the Transformation Fund until a more detailed report was presented to either a future meeting of the Finance & Economy Committee or Council, as this would provide the opportunity for Members to have a more accurate update, as delays were encountered with some schemes.

Discussion took place regarding over/underspends within services and it was noted that within Children & Families, demand was changing regarding provision of supported accommodation and the service would use underspent monies for this. Kinship Care monies had placed more young people with their families, as the area of Children with Disabilities was not able to deliver from third party providers the previous year due to the pandemic.

Waste services reported that the number of frontline services had been adversely impacted and the service took a risk based approach to ensure the safety and wellbeing of staff. An overspend of £878k was reported, of which £717k was Covid related.

Within Schools and Learning there was a recruitment drive in terms of vacancy management in schools, as supply teachers were difficult to source.

Discussion took place regarding overspends of the HSCP (Heath & Social Care Partnership) and it was agreed that the Chief Operating Officer, Communities & Performance would liaise with colleagues at the HSCP and circulate information to Members of the Finance & Economy Committee on overspends of the HSCP relating both to Covid and to general structure of the HSCP.

Decision

The Finance & Economy Committee agreed to:

1. note the projected outturn positions for Service and Corporate areas of the budget;
2. note the outturn position for Stirling Council’s element of the Health & Social Care Partnership budget;
3. note the overall projected uncommitted General Fund reserves of £10.071m at 31 March 2022 (4.4% of General Fund budget); and
4. defer the transfer of £2m of uncommitted reserves to the Transformation Fund until a more detailed report is presented to either a future meeting of the Finance & Economy Committee or Council.

(Reference: Report by Interim Chief Officer - Finance, dated 5 February 2022, submitted)

**FE282 GENERAL SERVICES CAPITAL PROGRAMME 2021/22 PROGRESS REPORT**

The purpose of a report by the Interim Chief Officer, Finance and Chief Operating Officer, Infrastructure was to provide Committee with an update on the delivery of the General Services capital programme for 2021/22. The report also aimed to increase the governance, scrutiny and visibility of the programme to Elected Members and to improve the implementation of the programme.

Discussion took place regarding developer contributions and it was noted that a report was presented to the Finance & Economy Committee in November 2021 which provided details of developer contributions over the last three years, with significant work carried out by the service to ensure that these contributions were allocated accordingly.

**Decision**

The Finance & Economy Committee agreed to:

1. note the progress being made on the delivery of the 2021/22 programme;
2. note the core funded programme is currently projected to be £5.534M underspent;
3. note the overall capital programme is currently projected to be £12.318M underspent;
4. note the supply chain issues set out in paragraphs 1.6 to 1.13; and
5. delegate authority for the award of the contract for Drymen Nursery, which exceeded £1M, to the Chief Operating Officer – Infrastructure and Environment and the Chief Officer- Finance, in consultation with the Convener and Vice-Convener of Finance & Economy Committee and the Opposition Spokesperson as referenced in paragraph 2.51-2 to the report.

(Reference: Report by Interim Chief Officer – Finance and Chief Operating Officer, Infrastructure dated 24 January 2022, submitted)

**FE283 PERFORMANCE & STRATEGIC PRIORITIES PROGRESS REPORT**

A report by the Chief Operating Officer, Communities & Performance presented progress of the delivery of the Council’s strategic priorities to the Finance & Economy Committee.

Discussion took place regarding new events for the year and it was noted that a plan was in place for a programme of council run events, with Council engaging with promoters and national events.
Staff absence was noted to be the highest yet in January and February of this year since the pandemic began, although absence levels had started to reduce.

In response to a question on the particular service areas complaints were being received, it was noted that a number of complaints were coming through Environment & Place due to the frontline nature of the service. The service was currently looking at the process sitting behind this in terms of streamlining complaints.

**Decision**

The Finance and Economy Committee agreed to note the performance results for indicators of the Committee’s Scorecard at Appendix 1 and the Exception Report at Appendix 2 to the report.

(Reference: Report by Chief Operating Officer – Communities & Performance, dated 7 February 2022, submitted)

**FE284 CONTRACT AND SUPPLIER MANAGEMENT (CSM) FRAMEWORK ANNUAL REPORT**

A report by the Chief Operating Officer, Communities & Performance noted that the Stirling Council Contract and Supplier Management (CSM) Framework set out a range of processes and guidelines to ensure that all of the Council’s contracts were managed and monitored effectively, that sustainable outcomes were achieved and that best value was delivered.

The purpose of the report was to provide an annual update on the progress that had been achieved in relation to the Council’s contract and supplier management since the Framework was introduced.

In the last 12 months all new contracts over £50k were now risk assessed, based on the risk and complexity to the Council and were therefore assessed as strategic, depending on how the contract was managed. All new contracts at a procurement strategy stage would be allocated a contract manager within the service and a contract manager within the Procurement team, in order to set out roles and responsibilities between the services.

Discussion took place regarding how the Council was applying fair work practice requirements to procurements and the adoption of the Living Wage and it was agreed that a briefing note regarding the Council’s approach to Living Wage requirements, as part of the procurement process, would be circulated to Members of the Finance & Economy Committee.

**Decision**

The Finance & Economy Committee agreed to:

1. note that the continued annual reporting on the Council’s Contract and Supplier Management (CSM) Framework would be brought back to the Finance and Economy Committee in February 2023; and
2. note progress made in embedding the CSM framework throughout the Council’s contracts.
FE285 HYBRID WORKING PRINCIPLES - PHASE 1

The purpose of a report by the Chief Operating Officer, Communities & Performance was to set out the proposed principles which would enable the implementation of a framework to support the consideration and progression of Hybrid and agile working practices within Services.

The HR Business Partner Manager introduced the report and responded to a number of questions from Members. Discussion took place around the advantages and disadvantages of hybrid working regarding service delivery and it was noted that the framework was developed in consultation with the trade unions. It was also noted that the wellbeing of Council employees was under close scrutiny with regard to working from home. The hybrid method would evolve slowly, in order to mitigate any disadvantages. The document was very clear around emphasis of service delivery and may be subject to change as the Council moved through the process.

Decision

The Finance & Economy Committee agreed to note the Hybrid Working Principles at Appendix 1.

(Reference: Report by Chief Operating Officer – Communities & Performance, dated 7 February 2022, submitted)

FE286 STIRLING CITY CENTRE STRATEGY

The purpose of a report by the Senior Manager, Economic Development, Culture & Tourism was to present Finance and Economy Committee with the new Stirling City Centre Strategy for consideration and approval, along with the supporting Action Plan for 2022/23.

The Senior Manager, Economic Development introduced the report and responded to a number of questions from Members. In response to a particular question on charging for business parking spaces in Stirling, it was noted that this had not been considered for Stirling.

Decision

The Finance & Economy Committee agreed to:

1. approve the Stirling City Centre Strategy included as Appendix 1 to the report; and
2. approve the supporting Action Plan for 2022/23 included as appendix 2 to the report.

(Reference: Report by Senior Manager, Economic Development, Culture & Tourism, dated 7 February 2022, submitted)
A report by the Chief Operating Officer, Infrastructure provided an annual update on the activity of the Stirling Development Agency Limited (“SDA”) during the financial year 2021/22.

The Convener noted that Appendix 4 to the report was exempt, therefore any discussion regarding this paper would be conducted in private session, with recording of the meeting being brought to a close.

The Chief Operating Officer, Infrastructure introduced the report, with David Lawrence, Director, Stirling Development Agency also in attendance to answer any pertinent questions.

Discussion took place around areas of land previously held by the SDA and it was agreed that Asset Management would circulate a briefing note to Members of the Finance & Economy Committee, regarding agricultural estate owned and operated by Stirling Council.

Recording of the meeting stopped at 11.30am, as Committee resolved under Paragraph 6 of Part 1 of the Local Government (Scotland) Act 1973 to consider Appendix 4 to the report in private session, as it contained information relating to the business plans of the SDA and its prospective commercial partners in ongoing and future developments.

**Decision**

The Finance & Economy Committee agreed to note the contents of the report and appendices.

(Reference: Report by Chief Operating Officer – Infrastructure, dated 5 February 2022, submitted)

The Convener conveyed her thanks to Members and officers for all their help and support over the past five years.

The Convener closed the Meeting at 11.40am
STIRLING COUNCIL

MINUTES of MEETING of the HEALTH AND SAFETY PANEL held by Virtual Meeting on MICROSOFT TEAMS on MONDAY 21 FEBRUARY 2022 at 1.00pm

Present
Councillor Danny GIBSON (in the Chair)
Councillor Douglas DODDS
Councillor Alasdair TOLLEMACHE

Trade Union Representatives
Daniel Auldjo, EIS
Gavin Black, SSTA (joined at 13:40)
Vicki Leonard, GMB
Stephen Ross, UNISON
Lorraine Thomson, UNISON Branch Secretary (joined at 13:44)
Brian Wilson, GMB Branch Secretary

Officers
Christina Cox, Planning & Building Standards Manager
Pamela Forsyth, HR Business Partnering Manager
Michael Grassom, Service Manager, Justice Social Work
Kirsty Leishman, HR Business Partner (HR & OD)
Kirsty MacLeod, Fleet Manager
Norman McLeod, Health & Safety Team Leader (HR & OD)
Tracey Mills, Asset Compliance & Strategy Team Leader (Infrastructure)
Sean Moffatt, ICT Analyst (Communities & Performance)
Bryony Monaghan, Interim Head of Education
Aileen More, Education Team Leader (Schools & Learning)
Bruce Reekie, Senior Manager Environment & Place
Rikki Sneddon, Fieldwork North & Youth Justice & Business Support
Judy Stein, Hospital Locality Manager
Stephen Swan, Service Manager – Housing Property & Asset Management
Marie Valente, Senior Manager (CSWO)
Lesleyann Burns, Support Officer (Governance) (Minute)
Sheila McLean, Governance Officer (Governance) (Clerk)

Prior to the start of the meeting, Councillor Gibson as Chair of the Health & Safety Panel welcomed and thanked everyone for attending the meeting via MS Teams. He updated the meeting on the procedures related to MS Teams and the protocols that both Members and Officers should adhere to throughout the meeting.

The Chair asked the Clerk to carry out a roll call of all Members participating in the meeting.
HS100 APOLOGIES & SUBSTITUTIONS

There were no apologies or substitutions.

HS101 DECLARATIONS OF INTEREST

Councillor Danny Gibson declared a non-financial interest as a member of GMB and confirmed he was content to remain and participate in the meeting.

HS102 URGENT BUSINESS BROUGHT FORWARD BY THE CHAIR

There were no items of urgent business.

HS103 MINUTES – 6 DECEMBER 2021

The Minutes of the Meeting of the Health and Safety Panel held on 6 December 2021 were submitted for approval.

Decision

The Minutes of the Meeting of the Health and Safety Panel held on 6 December 2021 were approved as an accurate record of proceedings.

HS104 HEALTH & SAFETY UPDATE

The report provided the Health & Safety Panel with an update of the Corporate and Services’ progress since the last H&S Panel.

1. Update on latest position and requirements of task based H&S Risk Assessments and other associated assessments.
2. Update on latest Health & Safety Executive (HSE) and H&S Team COVID Secure Spot Checks and Inspection Visits to Council premises.
3. Update on Service H&S Improvement Plans in Services’ Online MS Team Power App.
5. Update on Lone Working System Usage & Training status.
7. Update on roll out of additional safety signage across the workplace to maintain and reinforce COVID and general good practice controls.

The Health & Safety Team Leader updated on the Corporate and Service progress stating that Risk Assessments were being reviewed and developing well with upload on to service SharePoint Tiles and on to Glow Tiles for SL&E and that work was continuous with regards further review and development.
He advised that no more spot checks had taken place by HSE across Council premises since the last meeting and confirmed that HSE were continuing these nationally. An internal COVID Spot Check programme was continuing across Council by the H&S Team with some support from Trade Union colleagues.

An Elected Member asked about Long Covid and whether Council had knowledge of this and what it meant for staff. It confirmed that HR helped with this and that it was a standing agenda point in Health & Safety meetings. Health & Safety were aware and were working closely with HR colleagues and monitoring information as it emerges around long COVID so the best possible support can be provided to employees now and in the future.

It was reported that Health & Safety were working closely with services for staff’s return to work and that the service management teams were expected to take staff/teams through what to expect if they were returning to the workplace if they had been home working. Guidance was available for teams and services revise and deliver risk assessment information around the hazards, controls and risks to support employees on return.

It was stressed that the Health & Safety Panel did not accept any sort of abuse of staff whether this was verbal or physical.

An Elected Member raised the question about canteens being available again for staff returning to buildings. The Senior Manager, Environment & Place confirmed that it was being reviewed.

**Decision**

The Health and Safety Panel agreed to:

1. note that current Service Level H&S Risk Assessments uploaded on to SharePoint were being prioritised for continual review, development and improvement. With regular status reports discussed at service H&S meetings. (Paragraphs 2.1-2.8);

2. note the latest HSE and H&S Team Internal COVID Secure Spot Checks. (Paragraphs 2.9-2.17);

3. note that H&S Improvement Plans formed part of Service Improvement Plans and that Red, Amber and Green (RAG) reports were being presented to the Operational Governance Board monthly. (Paragraphs 2.18-2.20);

4. note the ongoing implementation of the revised H&S Policy and supporting guidance documents. (Paragraphs 2.21-2.22);

5. note the Lone Working System training status and usage by end users in services. (Paragraphs 2.23-2.28);

6. note the Health & Safety Incident report summary for the period 01 Jan 2021 to 31 Dec 2021 and 2020 Year Equivalent. (Paragraphs 2.29-2.36); and

7. note that new bespoke Stirling Council safety signage aligned to Scottish Government Guidance around COVID was being ordered and erected across all workplace buildings over the coming weeks. (Paragraph 2.37)
HS105 OCCUPATIONAL HEALTH ACTIVITY REPORT

This report provided information relating to Stirling Council’s Occupational Health (OH) provision.

The HR Business Partner advised that face to face appointments commenced in January 2022. It was emphasised again that employees must be made available by managers to take calls from OH. Officers confirmed that they were liaising with supervising staff so that workloads could be managed and they were also working with services so that the appointments were arranged at convenient times. Both the managers and employees were made aware of the appointments.

An Elected Member raised the question of whether there was a correlation between who could work and who couldn’t when a positive test was confirmed. It was confirmed that there had been no in-depth analysis of this. With regards to people working from home it was made clear that those employees should still be notifying when testing positive even when fit to work remotely.

Decision

The Health & Safety Panel agreed to note the Occupational Health provision from April 2021 to January 2022 in comparison with the proceeding 2 financial years.

HS106 TRADE UNION/WORKFORCE UPDATE – JTUC

Unions expressed the view that they welcomed the opportunity to take part in the Covid spot checks and that services had been responsive to these.

It was recognised that excellent partnership working had been taking place.

Members re-emphasised the need for a zero tolerance on violence towards employees.

The Chair declared the meeting closed at 13:50.
STIRLING COUNCIL

MINUTES of MEETING of the DISTRICT OF STIRLING LICENSING BOARD held virtually by MICROSOFT TEAMS on TUESDAY 22 FEBRUARY 2022 at 10.30 am

Present

Councillor Danny Gibson (Chair)
Councillor Douglas DODDS
Councillor Graham HOUSTON
Councillor Martin EARL
Councillor Jim THOMSON

In Attendance

Stephanie Cameron - Licensing Standards Officer (LSO)
Shona Campbell, Licencing Paralegal
Paul McCandlish, Solicitor
Islay Moore, Support Officer (Minutes)
Owen O'Donnell, Analyst – Digital and Technology
Carla Roth, Solicitor and Depute Clerk to the Licensing Board
Caroline Sherry, Licencing Paralegal

Also Present

Alice Silverwood (Item LB316)
Gordon Emslie (Item LB318)

Recording of meeting started.

LB312 APOLOGIES

Apologies were received from Councillor Maureen Bennison and Councillor Alasdair Tollemache.

LB313 DECLARATION OF INTEREST

There were no declarations of interest.

LB314 URGENT BUSINESS

There was no urgent business.

LB315 MINUTES - DISTRICT OF STIRLING LICENSING BOARD – 16 DECEMBER 2021

The District of Stirling Licensing Board (the “Board”) agreed to approve the minutes of the meeting of 16 December 2021 as an accurate record of proceedings.
LB316 APPLICATION FOR MAJOR VARIATION OF PREMISES LICENCE AT THE OLD MILL, 6 BALFRON ROAD, KILLEARN, G63 9NJ

The report was in relation to an application for a major variation of the premises licence for The Old Mill, 6 Balfron Road, Killearn, G63 8NJ to increase on-sales capacity to include the outdoor drinking area. The outdoor area was already included in the operating plan, however the capacity had never been calculated separately. The application also requested a change to the core opening hours on a Sunday, to begin at 11 am rather than 12.30 pm, and to amend children’s access to allow young persons in the premises after 8 pm provided they are dining with an adult. No objections had been received.

The applicant, Alice Silverwood, addressed the Board and advised that there had been a positive response to the outdoor drinking area during the Covid-19 pandemic. Therefore the premises wanted to allow for the continued use of the area. The applicant clarified that there would not be 200 people in the premises at one time, however the change in capacity would allow for functions and flexibility.

In response to Members questions, the applicant advised that there was a stretch tent in the garden to provide cover in poor weather and large umbrellas at the dining tables. The outdoor area would be managed as a restaurant, with a table being allocated for dining, to avoid the need to move indoors if the weather was to change.

The Board proceeded to determine the application.

Decision

The Board agreed to grant the application for a major variation of the existing premises licence.

(Reference: Report by Depute Clerk to Licensing Board – dated 12 January 2022, submitted)

The Chair agreed to take the items in the order indicated below to allow time for the agent to join the meeting for Item LB318.

LB317 LIST OF DECISIONS TAKEN UNDER DELEGATED AUTHORITY

The Board has given the Clerk to the Board delegated authority to determine certain applications. This report relates to all the applications which have been determined within the relevant period under delegated authority.

Decision

The Board agreed to note the applications that have been determined under delegated authority as detailed in Appendix 1.

(Reference: Report by Depute Clerk to Licensing Board – dated 8 February 2022, submitted)
The report was in relation to an application for a major variation of the premises licence for Premier Sunny Express, 29 Friars Street, Stirling, FK8 1HA to increase off-sales capacity, amend the layout plan and allow for home deliveries. The layout plan had been omitted from the agenda pack, but an updated plan was shared on screen.

The agent, Mr Emslie, addressed the Board and advised that the applicant took the premises on 3 years ago and following the pandemic was looking to redevelop and upgrade the store. The refurbishment would allow for a wider range of products to be sold. The layout plan showed the corrected display space which was 18.2m². The application proposed to increase the display space to 25.1m² to allow for space for a wider range of alcohol and taking into account space required for large beer kegs.

The Board proceeded to determine the application.

Decision

The Board agreed to grant the application for a major variation of the existing premises licence.

(Reference: Report by Depute Clerk to Licensing Board – dated 12 January 2022, submitted)

The Chair declared the meeting closed at 10.48 a.m.
STIRLING COUNCIL

MINUTES of SPECIAL MEETING of the DISTRICT OF STIRLING LICENSING BOARD held virtually by MICROSOFT TEAMS on TUESDAY 22 MARCH 2022 at 10.30 am

Present

Councillor Danny Gibson (Chair)

Councillor Maureen BENNISON    Councillor Jim THOMSON
Councillor Graham HOUSTON        Councillor Alasdair TOLLEMACHE

In Attendance

Stephanie Cameron - Licensing Team Leader
Shona Campbell, Licencing Paralegal
Gordon Dewar, Licensing Standards Officer (LSO)
Paul McCandlish, Solicitor
Islay Moore, Support Officer (Minutes)
Ewan McTaggart, Analyst – Digital and Technology
Carla Roth, Solicitor and Depute Clerk to the Licensing Board
Caroline Sherry, Licencing Paralegal
Derek Simpson, Police Scotland

Also Present

Robbie McElroy (Item LB322)

Recording of meeting started.

LB319 APOLOGIES

Apologies were received from Councillor Douglas Dodds and Councillor Martin Earl.

LB320 DECLARATION OF INTEREST

Councillor Tollemache declared an interest in Item LB321 as knowing the applicant.

Councillor Tollemache left the meeting at 10.37am.

LB321 CALLANDER MEADOWS, 24 MAIN STREET, CALLANDER, FK17 8BB

The report was in relation to an application for a major variation of the premises licence for Callander Meadows, 24 Main Street, Callander, FK17 8BB. The application sought to amend the layout plan and add an outdoor dining area to the operating plan. No objections had been received for the application.
The District of Stirling Licensing Board (the “Board”) proceeded to determine the application.

Decision

The Board agreed to grant the application for a major variation of the existing premises licence.

(Reference: Report by Depute Clerk to Licensing Board – dated 8 March 2022, submitted)

Councillor Tollemache re-joined the meeting at 10.39 am.

LB322 NICK NAIRN COOK SCHOOL, PORT OF MENTEITH, FK8 3JZ

The report was in relation to an application for a major variation of the premises licence for Nick Nairn Cook School, Port of Menteith, FK8 3JZ. The application sought to update the description to reflect that the premises now included a restaurant open to members of the public, and to amend the layout plan to include an outdoor drinking area. Permission was also sought to increase the on-sales capacity from 50 to 120 persons and extend the terminal hour for off-sales to 10 pm. No objections had been received.

The applicant’s agent, Robbie McElroy, addressed the Board and advised that following a fire at another premises the applicant needed to change the focus of the Port of Menteith premises, bringing the restaurant to the forefront and introducing a retail shop for off-sales. The current cookery school consisted of a kitchen with dining room, and the new proposal would convert the dining room into a restaurant. Permission was also sought for children and young people to have access to all areas in the company of an adult.

The agent referred to a requested on-sales capacity of 150 persons; however, the Licensing Team Leader clarified that the current application only sought an increase to 120. Any further increase above that would require another application for major variation. In response, the agent confirmed that an on-sales capacity of 120 persons was sufficient for now.

The Depute Clerk to the Licensing Board advised that a new layout plan showing the interior of the cooking school and designated kitchen/dining area would require to be submitted. If there were no changes to capacity or to children’s access, the updated layout could potentially be approved under delegated authority rather than needing to come back to the Board.

The Board proceeded to determine the application.

Decision

The Board agreed to grant the application for a major variation of the existing premises licence, noting that the applicant will now need to submit an amended layout plan for the interior of the premises, which it is anticipated will be a minor variation that can be determined under delegated authority in the usual way.
LB323 ROMAN CAMP HOTEL, OFF MAIN STREET, CALLANDER, FK17 8BG

The report was in relation to an application for a major variation of the premises licence for Roman Camp Hotel, Off Main Street, Callander, FK17 8BG. The application sought to amend the layout plan to include the Potting Shed café and include all outdoor space within the hotel site as an outdoor drinking area. Permission was also sought to amend the operating plan, increasing the on-sales capacity from 200 to 250 persons. No objections had been received. Written submissions from the applicant had been distributed to Board Members.

The Board proceeded to determine the application.

Decision

The Board agreed to grant the application for a major variation of the existing premises licence.

LB324 STEVEN PETER FELLOWS

The report was in relation to a notification of conviction from Police Scotland in respect of a personal licence holder, Steven Peter Fellows (the “licence holder”).

The Police Scotland representative addressed the Board and advised that on 23 May 2020, Mr Fellows had been convicted of a relevant offence under Section 83(4)(b) of the Licensing (Scotland) Act 2005 (the “Act”) and that he had not notified the Board of the conviction.

In response to Members questions about the delay by Police Scotland in notifying the licensing authority of the conviction, the representative advised that when further paperwork was received it was noted that Mr Fellows was a licence holder and the Board was notified of the offence at that time. Not reporting the offence was a breach of Section 82 of the Act; however, Police Scotland considered this was better dealt with as a disciplinary matter for the Licensing Board rather than as a court matter, and there would not report the potential offence to the Procurator Fiscal. It was confirmed that Mr Fellows had no other convictions in Scotland.

The Board proceeded to determine the application.

Councillor Graham Houston seconded by Councillor Alasdair Tollemache moved that the Board agree to endorse the personal licence. Following the advice of the Depute Clerk to the Licensing Board it was agreed that the matter would be put to the vote as it had previously been indicated that the decision was not unanimous.
On the roll being called, the Members present voted on the proposal to endorse the personal licence as follows:

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<td>Councillor Bennison</td>
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<td>Councillor Gibson</td>
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<td>Councillor Thomson</td>
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<td>Councillor Tollemache</td>
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Accordingly, the Licensing Board agreed by 4 votes to 0 to endorse the personal licence, with the exception of Councillor Bennison who abstained from voting and proposed the licence be revoked and asked that her dissent be recorded.

**Decision**

The Board agreed to endorse the personal licence.

(Reference: Report by Depute Clerk to Licensing Board – dated 8 March 2022, submitted)

The Chair declared the meeting closed at 11.29 am.
STIRLING COUNCIL

MINUTES of MEETING of the LOCAL REVIEW BODY held as a VIRTUAL MEETING by MICROSOFT TEAMS on TUESDAY 29 MARCH 2022 at 9.30 am.

Present

Councillor Maureen BENNISON (In the Chair from Item LR194)
Councillor Graham HOUSTON
Councillor Alastair MAJURY

In Attendance

Richard Callender, Planning Adviser
Ewan Grant, Legal Adviser
Owen O'Donnell, Communications Officer
Sheila McLean, Governance Officer (Clerk)

Recording of meeting started

LR192 APOLOGIES

There were no apologies or substitutions.

LR193 APPOINTMENT OF CHAIR

It was unanimously agreed to appoint Councillor Maureen Bennison as Chair for this meeting.

Prior to commencement of business, the Chair welcomed and thanked everyone for attending the meeting via MS Teams. She updated the meeting on the procedures related to MS Teams and the protocols that both Members and Officers should adhere to throughout the meeting.

It was advised that the meeting was being broadcast live via the Stirling Council YouTube page and that a recording of the meeting would also be made publicly available on the Council's YouTube page following the meeting.

The Chair asked the Clerk to carry out a roll call of all Members participating in the meeting.
Members considered a Notice of Review submitted by the Applicant's Agent, seeking a review of the decision by the Appointed Officer of the Council to refuse planning permission for the erection two dwellinghouses at 2 Sauchenford Holdings, Snabhead Road East Plean.

The Planning Adviser described the proposal, the reasons for the Appointed Officer’s decision and the grounds for the Notice of Review, and answered a number of questions from Members. He provided a visual presentation which included location details and photographs of the site.

Decision

The Local Review Body agreed:-

1. that there was sufficient information before it to decide the matter without further procedure;

2. that, having considered the Notice of Review and other supporting documents submitted by the Applicant and the other papers submitted by the Planning Authority and having regard to the whole circumstances, to refuse the Review, for the following reasons:-

   1. In the opinion of the Planning Authority, the proposal fails to comply with Policy 1.1 and Policy 2.10 of the Local Development Plan, as it fails to respect the predominant development pattern and will result in the first circumstance of back-land development in the area;

   2. In the opinion of the Planning Authority, the proposal fails to comply with Policy 2.10 of the Local Development Plan, and Supplementary Guidance Housing in the Countryside, as the proposed development is not of a design and finish that would be expected in the countryside, due to inappropriate boundary treatment and finishing materials;

   3. In the opinion of the Planning Authority, the proposal fails to comply with Primary Policy 5 of the Local Development Plan, as no flood risk assessment has been submitted, and the flood risk impact is therefore unknown;

   4. In the opinion of the Planning Authority, the proposal fails to comply with Policy 1.1 of the Local Development Plan, specifically criteria (e), since the proposal cannot be accessed safely and would result in an unacceptable impact on road safety;

3. to remit to Officers to prepare and issue the Decision Notice.
LR195 APPLICATION FOR REVIEW
TWO STOREY EXTENSION TO REAR AND SIDE OF DWELLINGHOUSE AND
ERECTION OF DECKING – 12 SOUTHBURN ROAD, BLANEFIELD – SCOT
MACLEOD & FAYE WYLIE - 21/00674/FUL

Members considered a Notice of Review submitted by the Applicant's Agent, seeking a review of the decision by the Appointed Officer of the Council to refuse planning permission for a two storey extension at 12 Southburn Road, Blanefield.

The Planning Adviser described the proposal, the reasons for the Appointed Officer’s decision and the grounds for the Notice of Review, and answered a number of questions from Members. He provided a visual presentation which included location details and photographs of the site.

Decision

The Local Review Body agreed:-

1. that there was sufficient information before it to decide the matter without further procedure;

2. that, having considered the Notice of Review and other supporting documents submitted by the Applicant and the other papers submitted by the Planning Authority and having regard to the whole circumstances, to allow the Review, subject to standard external materials condition for the following reasons:-

   • The height, scale, mass, materials and overall design would not result in a detrimental impact on the character of the dwellinghouse and would not result in an adverse impact on the amenity provided for neighbouring properties. Consequently, in the opinion of the Planning Authority, the proposal complies with relevant provisions Policy 1.1, Policy 2.12 of the Local Development Plan 2018 and Supplementary Guidance 12.

3. to remit to Officers to prepare and issue the Decision Notice.

LR196 APPLICATION FOR REVIEW

Members considered a Notice of Review submitted by the Applicant's Agent, seeking a review of the decision by the Appointed Officer of the Council to refuse planning permission for the erection of a dwelling house and garage building at The Garden House, Blanefield.

The Planning Adviser described the proposal, the reasons for the Appointed Officer’s decision and the grounds for the Notice of Review, and answered a number of questions from Members. He provided a visual presentation which included location details and photographs of the site.

Having indicated they were minded to allow the Review, Members agreed to take a short adjournment in order to seek officer advice.
The meeting adjourned at 11.10 am and resumed at 11.25 am with the same Members and officers present.

**Decision**

The Local Review Body agreed:-

1. that there was sufficient information before it to decide the matter without further procedure;

2. that, having considered the Notice of Review and other supporting documents submitted by the Applicant and the other papers submitted by the Planning Authority and having regard to the whole circumstances, to allow the Review, subject to conditions set out on pages 325-326 of the Agenda, for the following reasons:-

   - In the opinion of the Planning Authority, the proposals accord with Policy 2.10, Policy 1.5 and associated adopted Supplementary Guidance on Housing in the Countryside, as the proposed dwellinghouse, though on land that does not fall within the definition of a brownfield site, is an alternative proposal to the extant planning permission in principle (ref. no. 20/00013/PPP) for a new detached house on the site of an immediately adjacent redundant building, which will now be partly occupied by a detached garage serving the proposed dwellinghouse. Consequently there will be no net increase in the number of dwellings to be constructed on the site, thereby preserving the integrity of adopted Housing in the Countryside Policy and Guidance;

   - Further, the position, scale, design and external materials of the dwellinghouse and garage is considered appropriate and in keeping with site characteristics and wider countryside setting. It is also considered the development can be safely accessed from the adjoining public road;

3. to remit to Officers to prepare and issue the Decision Notice.

**LR197 APPLICATION FOR REVIEW**

**CHANGE OF USE OF AGRICULTURAL LAND TO BUILD A DWELLINGHOUSE AND DETACHED GARAGE IN THE SOUTH EAST CORNER WHILE RETAINING THE REST OF THE LAND AS AGRICULTURAL – LAND BETWEEN CRAIGIEBARNS AND LARNE COTTAGE, FORE ROAD, KIPPEN – PAUL GOODWIN - 21/00852/FUL**

Members considered a Notice of Review submitted by the Applicant's Agent, seeking a review of the decision by the Appointed Officer of the Council to refuse planning permission the change of use of agricultural land to build a dwellinghouse and detached garage at land between Craigiebarns and Larne Cottage, Fore Road, Kippen.

The Planning Adviser described the proposal, the reasons for the Appointed Officer's decision and the grounds for the Notice of Review, and answered a number of questions from Members. He provided a visual presentation which included location details and photographs of the site.
In terms of Standing Order 63, Councillor Majury, having moved to allow the Review but having no seconder, requested that his dissent be recorded.

**Decision**

The Local Review Body agreed:-

1. that there was sufficient information before it to decide the matter without further procedure;

2. that, having considered the Notice of Review and other supporting documents submitted by the Applicant and the other papers submitted by the Planning Authority and having regard to the whole circumstances, to refuse the Review, for the following reasons:-
   
   - In the opinion of the Planning Authority, this proposal fails to comply with Policy 2.10 of the Local Development Plan, Supplementary Guidance 10 - Housing in the Countryside or Supplementary Guidance: Housing in the Countryside, since the proposal does not constitute a site located within a Building Cluster or form an infill circumstance, and would lead to coalescence. Further, there has been no justification provided indicating a specific locational need for a dwellinghouse at this location. The site is not considered to be 'Brownfield Land' as there are no former buildings on the site and it is not significantly degraded;
   
   - In the opinion of the Planning Authority, this proposal fails to comply with Policy 7.2 of the Local Development Plan, since the rural fields are key to framing an important part of the Conservation Area setting. The development of a dwellinghouse at this location would remove the rural sense of place at this location;
   
   - The building form, proportion and relative heights of the parts of the dwelling in relation to each other and the positioning, proportions of the openings and their ratio to wall are not characteristic of the local vernacular. The proposal in terms of its design, appearance, position, height, scale and massing is not appropriate to its countryside setting and is therefore contrary to Policy 1.1 of the Stirling LDP;

3. to remit to Officers to prepare and issue the Decision Notice.

In terms of Standing Order 74, the meeting adjourned at 11.50am for a comfort break. The Meeting resumed at 12.07 pm with the same Members and officers present.

**LR198 APPLICATION FOR REVIEW**

**ERECTION OF SINGLE DWELLINGHOUSE AND GARAGE – LAND ADJACENT AND SOUTH OF 5 MANOR STEPS, MANOR POWIS ROAD, STIRLING – J LOGAN - 21/00809/PPP**

Members considered a Notice of Review submitted by the Applicant's Agent, seeking a review of the decision by the Appointed Officer of the Council to refuse planning permission for the erection of a single dwellinghouse and garage at 5 Manor Steps, Manor Powis Road, Stirling.
The Planning Adviser described the proposal, the reasons for the Appointed Officer’s decision and the grounds for the Notice of Review, and answered a number of questions from Members. He provided a visual presentation which included location details and photographs of the site.

**Decision**

The Local Review Body agreed:-

1. that there was sufficient information before it to decide the matter without further procedure;

2. that, having considered the Notice of Review and other supporting documents submitted by the Applicant and the other papers submitted by the Planning Authority and having regard to the whole circumstances, to allow the Review, for the following reasons:-
   - In the opinion of the Planning Authority, the proposal is considered to comply with Policy 2.10 of the Stirling Local Development Plan 2018 and Housing in the Countryside Supplementary Guidance, in that taking account of:-
     - the configuration and alignment of application site boundaries relative to the western northern and eastern field boundaries of the established building group, and
     - utilisation of the shared access serving other properties within the established building group,

     the proposed dwellinghouse and associated curtilage would result in the rounding off of the established building grouping, thereby respecting the established development pattern and appearing as an integral addition to the grouping;

3. to remit to Officers to prepare and issue the Decision Notice.

The Chair declared the Meeting closed at 12.35 pm
STIRLING COUNCIL

MINUTES of MEETING of the PLANNING & REGULATION PANEL held by Virtual Meeting on MICROSOFT TEAMS, ON TUESDAY 1 FEBRUARY 2022 at 10.00 am

Present

Councillor Alasdair MACPHERSON (in the Chair)
Councillor Robert DAVIES
Councillor Scott FARMER
Councillor Graham HOUSTON
Councillor Susan MCGILL
Councillor Jim THOMSON

In Attendance

Stephanie Cameron, Licensing Team Leader (Governance)
Christina Cox, Planning & Buildings Standards Service Manager (Infrastructure)
Graham Gibson, Senior Media Officer (Communities & Performance)
Drew Leslie, Senior Manager – Infrastructure
Kieran McFarlane, Graduate Planning Officer (Infrastructure)
Michael Mulgrew, Planning Development Management Team Leader (Infrastructure)
Neil Pirie, Senior Development Control Officer (Environment & Place)
Carla Roth, Solicitor – Litigation (Governance)
Karen Swan, Committee Officer (Governance)
Jane Weir, Senior Planning Officer (Infrastructure)
David McDougall, Governance Officer (Governance) (Clerk)

Also in attendance

Sgt Liam Livingston, Police Scotland

Prior to the start of the meeting, Councillor MacPherson as Chair of this Planning & Regulation Panel welcomed and thanked everyone for attending the meeting via MS Teams. He updated the meeting on the procedures related to MS Teams and the protocols that both Members and Officers should adhere to throughout the meeting.

The Chair asked the Clerk to carry out a roll call of all Members participating in the meeting.

PL426 APOLOGIES AND SUBSTITUTIONS

There was no apologies or substitutions.

PL427 DECLARATIONS OF INTEREST

There were no declarations of interest.
PL428 URGENT BUSINESS BROUGHT FORWARD BY THE CHAIR

There were no items of urgent business brought forward.

PL429 MINUTES

The Minutes of the Planning & Regulation Panel held on 9 November & 7 December 2021 were submitted for approval.

Decision

The Planning & Regulation Panel approved the Minutes of the Meeting on 9 November & 7 December 2021 as an accurate record of proceedings.

PL430 FULL PLANNING PERMISSION FOR THE ERECTION OF 4NO. FLATTED DWELLINGS AND A TWO STOREY DWELLINGHOUSE WITH ASSOCIATED LANDSCAPING AT LAND TO THE REAR OF BRAEHEAD HOUSE, 14 CALTON CRESCENT, SHIRRA’S BRAE ROAD, STIRLING – 21/00595/FUL

The Senior Manager – Infrastructure submitted a report that detailed that a proposal was being considered by Planning & Regulation Panel as the development had received more than five objections and required determination by Planning & Regulation Panel in accordance with the Council’s Scheme of Delegation for determining planning applications.


The Senior Planning Officer introduced the report and updated Members with the presentation of maps on the proposed site.

In response to Members questions, the Senior Planning Officer confirmed that there would be minimum overshadowing of neighbours gardens on the east side, drainage would be in accordance to the Surface Water Management Strategy and that the removed trees that were low ecological value would be replaced.

Decision

The Planning & Regulation Panel agreed to approve the application subject to the conditions set out within Appendix 1 to the submitted report.

(Reference: Report by Senior Manager - Infrastructure, dated 19 January 2022, submitted)

PL431 ADDITION OF 2NO. WINDOWS ON NORTH ELEVATION OF ESTATE OFFICE AT ROOT ONE WEST - EDENMILL FARM, BLANEFIELD, G63 9AX - EDENMILL FARM & NURSERY - 21/00910/FUL
The report submitted by the Senior Manager – Infrastructure formed the Report of Handling for the planning application in compliance with the Town and Country Planning (Development Management Procedure) (Scotland) Regulations 2013. The planning application was before Panel due to the number of objections received being more than 5 as per the Council’s Scheme of Delegation.

The Planning Development Management Team Leader introduced the report and updated Members with the presentation of maps on the proposed site.

Following questions raised by members, the Graduate Planning Officer confirmed the dimensions of the windows and purpose of the room change.

Decision

The Planning & Regulation Panel agreed to approve the application.

(Reference: Report by Senior Manager - Infrastructure, dated 19 January 2022, submitted)

The Chair adjourned the meeting at 10.25pm to allow for the Licensing Team Leader and applicant to access the meeting.

The Meeting reconvened at 10.30pm, noting All Elected Members previously noted were present.

PL432 DETERMINATION OF A CIVIC LICENCE APPLICATION: TAXI VEHICLE

A report submitted by the Chief Officer – Governance provided detail in relation to an application for a taxi vehicle licence to be determined by the Planning & Regulation Panel as the civic licensing authority.

Mr Craig Haine, the applicant was in attendance should clarity be sought in connection to the application.

In response to Members questions, the Licensing Team Leader updated members on the status of the Unmet Demand survey. The last formal unmet demand survey was completed in April 2016 but due to the pandemic, the new survey had been delayed.

The Unmet Demand survey would take account a number of aspects e.g. change in population, bus services, public input etc.

The Panel noted that historically there had been peak times (after 10pm) that taxi vehicles were in high demand and with the recent increase in custom, it was recognised that the trend had returned.

Following request for clarity on the Unmet Demand Survey and operating demand after 10pm, the Solicitor – Litigation suggested should further information be sought, that the Panel adjourn for private session.
The Chair and Panel agreed to adjourn the meeting at 10:50am for private session.

The Meeting reconvened at 11:20am, noting All Elected Members previously noted were present.

Amendment

The Planning & Regulation Panel agrees to continue the application to a future meeting of the Planning & Regulation Panel to allow for an Unmet Demand Survey to be completed.

Moved by Councillor Jim Thomson, seconded by Councillor Susan McGill

Councillor Robert Davies moved to grant the license. With no seconder, Councillor Davies requested that his dissent be recorded.

Decision

The Planning & Regulation Panel agreed to continue the application to a future meeting of the Planning & Regulation Panel to allow for an Unmet Demand Survey to be completed.

(Reference: Report by Chief Officer - Governance, dated 18 January 2022, submitted)

PL433 DETERMINATION OF A CIVIC LICENCE APPLICATION: TAXI VEHICLE

A report submitted by the Chief Officer – Governance provided detail in relation to an application for a taxi vehicle licence to be determined by the Planning & Regulation Panel as the civic licensing authority.

Mr Craig Haine, the applicant was in attendance should clarity be sought in connection to the application.

Following request for clarity from the Solicitor – Litigation, the Panel agreed to adjourn for private session.

The Chair and Panel agreed to adjourn the meeting at 11:35pm for private session.

The Meeting reconvened at 11:50pm, noting All Elected Members previously noted were present.

Amendment

The Planning & Regulation Panel agrees to continue the application to a future meeting of the Planning & Regulation Panel to allow for an Unmet Demand Survey to be completed.
Moved by Councillor Graham Houston, seconded by Councillor Scott Farmer.

The Amendment was agreed unanimously.

**Decision**

The Planning & Regulation Panel agreed to continue the application to a future meeting of the Planning & Regulation Panel to allow for an Unmet Demand Survey to be completed.

(Reference: Report by Chief Officer - Governance, dated 18 January 2022, submitted)

**PL434 DETERMINATION OF A CIVIC LICENCE APPLICATION: TAXI VEHICLE**

A report submitted by the Chief Officer – Governance provided detail in relation to an application for a taxi vehicle licence to be determined by the Planning & Regulation Panel as the civic licensing authority.

Mr Craig Haine, the applicant was in attendance should clarity be sought in connection to the application.

**Amendment**

The Planning & Regulation Panel agrees to continue the application to a future meeting of the Planning & Regulation Panel to allow for an Unmet Demand Survey to be completed.

Moved by Councillor Scott Farmer, seconded by Councillor Graham Houston.

The Amendment was agreed unanimously.

**Decision**

The Planning & Regulation Panel agreed to continue the application to a future meeting of the Planning & Regulation Panel to allow for an Unmet Demand Survey to be completed.

(Reference: Report by Chief Officer - Governance, dated 18 January 2022, submitted)

Council resolved that under Section 50A (4) of the Local Government (Scotland) Act 1973, the public be excluded from the Meeting for the following item of business on the grounds that it involved the disclosure of exempt information as defined in Paragraphs 14 of Part 1 of Schedule 7A of the Local Government (Scotland) Act 1973.

The Clerk updated the meeting on the procedures related to MS Teams Civic Hearing process and the protocols that all should adhere to throughout the next item.

**PL435 DETERMINATION OF A CIVIC LICENCE APPLICATION: TAXI DRIVER’S LICENCE**

A report by the Chief Officer – Governance was submitted that provided detail in relation to an application for a taxi driver’s licence, to be determined by the Planning & Regulation Panel as the civic licensing authority.
The Licensing Team Leader advised the Panel that the applicant had been given the opportunity to attend and provide clarity on their application. The applicant accepted the opportunity to attend.

In line with the Civic Licensing Hearing Procedures, the Chair invited Police Scotland the opportunity to provide clarity on the application.

In response to a number of Members questions, Police Scotland responded with clarification and detail.

In line with the Civic Licensing Hearing procedures, the Chair invited the applicant the opportunity to provide clarity on their application.

In response to a number of Members questions, the applicant responded with clarification and detail.

**Decision**

The Planning & Regulation Panel agreed to continue the application to a future meeting of the Planning & Regulation Panel.

(Reference: Report by Chief Officer - Governance, dated 16 December 2021, submitted)

The Chair declared the Meeting closed at 12.25pm.
STIRLING COUNCIL

MINUTES of MEETING of the PLANNING & REGULATION PANEL held by Virtual Meeting on MICROSOFT TEAMS, ON TUESDAY 1 MARCH 2022 at 10.00 am

Present

Councillor Alasdair MACPHERSON (in the Chair)
Councillor Robert DAVIES
Councillor Scott FARMER
Councillor Graham HOUSTON
Councillor Susan MCGILL
Councillor Jim THOMSON

In Attendance

Stephanie Cameron, Licensing Team Leader (Governance)
Christina Cox, Planning & Buildings Standards Service Manager (Infrastructure)
Mark Henderson, Senior Media Officer (Communities & Performance)
Iain Jeffrey, Senior Planning Officer (Infrastructure)
Paul McCandlish, Solicitor – Litigation & Licensing (Governance)
Michael Mulgrew, Planning Development Management Team Leader (Infrastructure)
Neil Pirie, Senior Development Control Officer (Environment & Place)
Carla Roth, Solicitor – Litigation (Governance)
Stephen Spiers, Development Control Officer (Environment & Place)
Karen Swan, Committee Officer (Governance)
David McDougall, Governance Officer (Governance) (Clerk)

Also in attendance
Sgt Liam Livingston, Police Scotland

Prior to the start of the meeting, Councillor MacPherson as Chair of this Planning & Regulation Panel welcomed and thanked everyone for attending the meeting via MS Teams. He updated the meeting on the procedures related to MS Teams and the protocols that both Members and Officers should adhere to throughout the meeting.

The Chair asked the Clerk to carry out a roll call of all Members participating in the meeting.

PL436 APOLOGIES AND SUBSTITUTIONS

There was no apologies or substitutions.

PL437 DECLARATIONS OF INTEREST

There were no declarations of interest.
PL438 URGENT BUSINESS BROUGHT FORWARD BY THE CHAIR

There were no items of urgent business brought forward.

PL439 MINUTES

The Minutes of the Special Meeting of Planning & Regulation Panel held on 19 January 2022 were submitted for approval.

Decision

The Planning & Regulation Panel approved the Minutes of the Special Meeting of Planning & Regulation Panel on 19 January 2022 as an accurate record of proceedings.

Council resolved that under Section 50A (4) of the Local Government (Scotland) Act 1973, the public be excluded from the Meeting for the following items of business on the grounds that it involved the disclosure of exempt information as defined in Paragraphs 14 of Part 1 of Schedule 7A of the Local Government (Scotland) Act 1973.

The Clerk updated the meeting on the procedures related to MS Teams Civic Hearing process and the protocols that all should adhere to throughout the next item.

PL440 DETERMINATION OF A CIVIC LICENCE APPLICATION: TAXI DRIVER’S LICENCE

A report by the Chief Officer – Governance was submitted that provided detail in relation to an application for a taxi driver’s licence, to be determined by the Planning & Regulation Panel as the civic licensing authority.

The Solicitor – Litigation updated the Panel on the status of the Taxi Driver’s application and requested that the Panel continue consideration of the application to a future meeting.

Decision

The Planning & Regulation Panel agreed to continue consideration of the application to a future Meeting of the Planning & Regulation Panel.

(Reference: Report by Chief Officer - Governance, dated 16 February 2022, submitted)

PL441 DETERMINATION OF A CIVIC LICENCE APPLICATION: TAXI DRIVER’S LICENCE

A report by the Chief Officer – Governance was submitted that provided detail in relation to an application for a taxi driver’s licence, to be determined by the Planning & Regulation Panel as the civic licensing authority.

The Licensing Team Leader advised the Panel that the applicant had been given the opportunity to attend and provide clarity on their application. The applicant accepted the opportunity to attend.

In line with the Civic Licensing Hearing Procedures, the Chair invited Police Scotland the opportunity to provide clarity on the application.
In response to a number of Members questions, Police Scotland responded with clarification and detail.

In line with the Civic Licensing Hearing procedures, the Chair invited the applicant the opportunity to provide clarity on their application.

In response to a number of Members questions, the applicant responded with clarification and detail.

**Decision**

The Planning & Regulation Panel agreed to grant the licence.

(Reference: Report by Chief Officer - Governance, dated 2 February 2022, submitted)

The Chair of the Planning & Regulation Panel reconvened the public meeting at 12:30pm, noting
All Elected Members, previously noted, present.

Councillor MacPherson as Chair of the Planning & Regulation Panel updated the meeting on the procedures related to MS Teams Hearing process and the protocols that all should adhere to throughout the next item.

**PL442 ALTERATION AND EXTENSION OF EXISTING DWELLINGHOUSE AND ERECTION OF 9NO. DWELLINGHOUSES AND GARAGES TOGETHER WITH ASSOCIATED ROADS, FOOTPATHS AND LANDSCAPING AT LAND AND BUILDING AT GLEN VIEW EAST PLEAN ROAD PLEAN – 21/00517/FUL – HEARING**

The Senior Manager – Infrastructure submitted a report that detailed an application had been referred to Panel at the request of Councillor MacPherson on the basis of assessment against countryside policies.

A competent request for a Hearing had been received.


The Senior Planning Officer introduced the report and updated Members with the presentation of maps of the proposed site.

**Applicant/Agent**

Mr Gavin Hepburn (Applicant) and Mr Neil MacFarlane (Agent) of Machin Dunn & MacFarlane Architects would present their case in support of the application.

Mr MacFarlane explained that there was no technical constraints preventing the development, which had been accepted by the case officer through the application process and was also confirmed within their report of handling.
It also had to be noted that there was no public or statutory consultee objections to the proposals.

Therefore the sole reasons for the refusal was that the site was not allocated for development within the current LDP and that it was deemed contrary to LDP Policy 2.10 Housing in the Countryside.

In response to the above, the site was located between the existing industrial premises and housing within the Plean Settlement boundary. The site was identified within the current LDP as an ‘Employment Safeguarding Area’. It was therefore the Applicant and Agents view that the site could not be classed as countryside given its contrary definition within the LDP, which alluded to the site already being allocated for employment.

The site should be viewed as being within the village, which suggested an anomaly in the local development plan where the site, and the adjoining industrial estate lay immediately out-with the existing settlement boundary.

With regard to housing in the countryside the existing development within the village and industrial estate created a cluster that had more than 3 dwellings, and with buildings all visually relating to each other. The proposed development sat within the wider group on an easily definable site, and with defensible boundaries to all sides.

Alternatively, the site could be looked at as a form of infill development between the village and the industrial estate. It was appreciated that the guidance sought to avoid such situations where the housing in the countryside led to an extension of a settlement boundary, other than in exceptional circumstances. However, there were exceptional circumstances in this application, relating to the economic benefits that would accrue from the development taking place by a local company.

The site was a brownfield site and previously developed land and there were certain criteria within Policy 2.10 which permitted housing in the countryside, one of which being development of brownfield sites.

The site therefore could not be assessed as anything other than brownfield, and as such did in fact fully accord with the requirements of policy 2.10 – Housing in the Countryside.

Given all of the stated reasons, together with the lack of technical constraints or third-party objections, the applicant and agent hoped the Panel would agree that planning approval should be granted for the modest, high quality, bespoke residential development.

Mr MacFarlane thanked the Panel for their time and introduced Mr Gavin Hepburn of Hescott Engineering (Applicant).

Mr Hescott explained that Hescott Engineering began 34 years ago in Carbook Industrial Estate next to Glenview, the company outgrew the workshop and moved to Larbert but advised that all 4 directors lived within the local area to the Carbook Industrial Estate.

Hescott Engineering employed up to 60 staff, of which 80% from the Stirling Falkirk area. The local ethos would be brought to the development at Glenview with local suppliers and tradespeople which would create local jobs between 2022/23, with an investment circa 2.3million.
Mr Hescott thanked the Panel for their time and advised that both Mr MacFarlane and he would be happy to answer any questions.

The Chair thanked Mr Hescott and Mr MacFarlane for their presentation.

In response to Members questions, the Senior Planning Officer confirmed that if a business had applied to build on the land proposed, it would have received consent to build due to the Policies adhered to; that conditions, should the application be approved, would re-establish trees that had been removed due to construction and that any contamination of the brownfield site would have to be corrected prior to construction.

With the Officers Recommendation not moved, Councillor MacPherson proposed the following motion.

**Motion**

The Planning & Regulation Panel agree to approve the application due to the following reasons:-

1. the proposed development is located on a long standing brownfield site that was used as a coal yard, the site has been environmentally degraded by its previous usages and the environment would benefit from the remedial work found in the ground investigation report;

2. the development of a local brownfield site accords with the local and national planning policy. The proposed site boarders the town’s residential settlement and boundary of the village and would be a logical extension to it based on its current use. It will provide a natural rounding order to the settlement to Plean, industrial estate and countryside beyond;

3. the existence of the industrial estate and its existing landscape features provide a defensible boundaries and a natural stop for further development; and

4. the site is allocated for employment in LDP and its use for housing makes it acceptable for reasons previously advised, albeit it does not accord to the Planning Policy of LDP.

Proposed by Councillor Alasdair MacPherson, seconded by Councillor Robert Davies.

The Motion was unanimously agreed.

**Decision**

The Planning & Regulation Panel agreed to approve the planning application, subject to planning conditions and S75 agreement.

(Reference: Report by Senior Manager – Infrastructure, dated 16 February 2022.)

The Chair adjourned the meeting at 1.00pm

to allow the Applicant and Agent

to leave the meeting.
The Meeting reconvened at 11:10am, noting All Elected Members, previously noted, present.

Council resolved that under Section 50A (4) of the Local Government (Scotland) Act 1973, the public be excluded from the Meeting for the following item of business on the grounds that it involved the disclosure of exempt information as defined in Paragraphs 14 of Part 1 of Schedule 7A of the Local Government (Scotland) Act 1973.

The Clerk updated the meeting on the procedures related to MS Teams Civic Hearing process and the protocols that all should adhere to throughout the next item.

**PL443 DETERMINATION OF A CIVIC LICENCE APPLICATION: TAXI DRIVER’S LICENCE**

A report by the Chief Officer – Governance was submitted that provided detail in relation to an application for a taxi driver’s licence, to be determined by the Planning & Regulation Panel as the civic licensing authority.

The Licensing Team Leader advised the Panel that the applicant had been given the opportunity to attend and provide clarity on their application. The applicant accepted the opportunity to attend.

In line with the Civic Licensing Hearing Procedures, the Chair invited Police Scotland the opportunity to provide clarity on the application.

In response to a number of Members questions, Police Scotland responded with clarification and detail.

In line with the Civic Licensing Hearing procedures, the Chair invited the applicant the opportunity to provide clarity on their application.

In response to a number of Members questions, the applicant responded with clarification and detail.

**Decision**

The Planning & Regulation Panel agreed to grant the licence.

(Reference: Report by Chief Officer - Governance, dated 16 February 2022, submitted)

The Chair declared the Meeting closed at 11.20am
STIRLING COUNCIL

MINUTES of SPECIAL MEETING of the PLANNING & REGULATION PANEL held by Virtual Meeting on MICROSOFT TEAMS, ON THURSDAY 24 MARCH 2022 at 10.00 am

Present

Councillor Alasdair MACPHerson (in the Chair)
Councillor Robert DAVIES
Councillor Scott FARMER
Councillor Graham HOUSTON
Councillor Susan MCGILL
Councillor Jim THOMSON

In Attendance

Stephanie Cameron, Licensing Team Leader (Governance)
Sarah Maguire, Planning Officer (Infrastructure)
Paul McCandlish, Solicitor – Litigation & Licensing (Governance)
Owen McConnell, Media Officer (Communities & Performance)
Michael Mulgrew, Planning Development Management Team Leader (Infrastructure)
Neil Pirie, Senior Development Control Officer (Environment & Place)
Carla Roth, Solicitor – Litigation (Governance)
Karen Swan, Committee Officer (Governance)
David McDougall, Governance Officer (Governance) (Clerk)

Also in attendance

Sgt Derek Simpson, Police Scotland

Prior to the start of the meeting, Councillor MacPherson as Chair of this Planning & Regulation Panel welcomed and thanked everyone for attending the meeting via MS Teams. He updated the meeting on the procedures related to MS Teams and the protocols that both Members and Officers should adhere to throughout the meeting.

The Chair asked the Clerk to carry out a roll call of all Members participating in the meeting.

PL444 APOLOGIES AND SUBSTITUTIONS

There were no apologies or substitutions.

PL445 DECLARATIONS OF INTEREST

There were no declarations of interest.
Council resolved that under Section 50A (4) of the Local Government (Scotland) Act 1973, the public be excluded from the Meeting for the following item of business on the grounds that it involved the disclosure of exempt information as defined in Paragraphs 14 of Part 1 of Schedule 7A of the Local Government (Scotland) Act 1973.

The Clerk updated the meeting on the procedures related to MS Teams Civic Hearing process and the protocols that all should adhere to throughout the next item.

The Solicitor – Litigation also confirmed that prior to the Civic Hearing, the Panel was required to hear from both the Applicant/Agent and Police Scotland to determine whether to accept Police Scotland’s late information.

**PL446 DETERMINATION OF A CIVIC LICENCE APPLICATION: TAXI DRIVER’S LICENCE**

A report by the Chief Officer – Governance was submitted that provided detail in relation to an application for a taxi driver’s licence, to be determined by the Planning & Regulation Panel as the civic licensing authority.

_The Planning & Regulation Panel agreed to adjourn the private session at 10.35am to allow for applicant and agent to review report for the above item and would reconvene at 11.15am._

_The Chair of the Planning & Regulation Panel reconvened the public meeting at 10.40am, noting All Elected Members, previously noted, present._

**PL447 ERECTION OF ONE AND A HALF STOREY DWELLINGHOUSE AT LAND TO EAST OF 85 BALFOUR STREET, MILTON, WHINS OF MILTON - MR & MRS A HARRIS - 22/00028/FUL**

A report was submitted by the Senior Manager – Infrastructure that detailed a proposal was considered by Planning and Regulation Panel as Councillor MacPherson had referred the application to Panel to discuss the proposals relative to the Local Development Plan.


The Planning Officer introduced the report and updated Members with the presentation of maps of the proposed site.

In response to Members questions, the Planning Officer confirmed that the garage, which was previously included in an older planning application had been removed. It was also noted, in the opinion of Planning, the building would be seen from the road and due to size would be seen as intrusive.

**Motion**

The Planning & Regulation Panel is asked to refuse the application for the following reasons:
1. in the opinion of the Planning Authority, this proposal fails to comply with Policy 1.5 of the Stirling Local Development Plan 2018, since the proposal does not constitute an acceptable circumstance of housing in the Green Belt. The proposal would therefore undermine the core role and function of the Green Belt;

2. in the opinion of the Planning Authority, this proposal fails to comply with Policy 2.10 of the Stirling Local Development Plan 2018 or Supplementary Guidance: Housing in the Countryside and its Design Guide since the proposal does not meet any of the criteria of Policy 2.10 housing in the countryside; and

3. in the opinion of the Planning Authority, this proposal fails to comply with Policy 1.1 of the Stirling Local Development Plan 2018 as the proposed dwellinghouse is large and intrusive in relation to the sites context.

Moved by Councillor Graham Houston, seconded by Councillor Scott Farmer.

Amendment

The Planning & Regulation Panel agrees to approve the application for the following reasons:-

1. to acknowledge the abnormal site sits within the green belt and its location in relation to the existing homes in Balfour Street;

2. a single house in this location would not have a harmful impact on the greenbelt; and

3. that the site is bounded by a road, a well-established defensible boundary, with less impact of uncontrolled developments on the greenbelt.

Moved by Councillor Alasdair MacPherson, seconded by Councillor Robert Davies.

On the roll being called, the Members present voted as follow:-

**For the Amendment (2)**
- Councillor Robert Davies
- Councillor Alasdair MacPherson

**Against the Amendment (4)**
- Councillor Scott Farmer
- Councillor Graham Houston
- Councillor Susan McGill
- Councillor Jim Thomson

The Amendment falls by 2 votes to 4 votes.

On the roll being called for the Motion, the Members present voted as follows:-

**For the Motion (4)**
- Councillor Scott Farmer
- Councillor Graham Houston
- Councillor Susan McGill
- Councillor Jim Thomson

**Against the Motion (2)**
- Councillor Robert Davies
- Councillor Alasdair MacPherson

The Motion was carried by 4 votes to 2 votes.
Decision
The Planning & Regulation Panel agreed to refuse the application for the following reasons:

1. in the opinion of the Planning Authority, the proposal failed to comply with Policy 1.5 of the Stirling Local Development Plan 2018, since the proposal had not constituted an acceptable circumstance of housing in the Green Belt. The proposal would therefore undermine the core role and function of the Green Belt;

2. in the opinion of the Planning Authority, the proposal failed to comply with Policy 2.10 of the Stirling Local Development Plan 2018 or Supplementary Guidance: Housing in the Countryside and its Design Guide since the proposal had not meet any of the criteria of Policy 2.10 housing in the countryside; and

3. in the opinion of the Planning Authority, the proposal failed to comply with Policy 1.1 of the Stirling Local Development Plan 2018 as the proposed dwellinghouse was large and intrusive in relation to the sites context.

(Reference: Report by Senior Manager - Infrastructure, dated 14 March 2022, submitted)

Council resolved that under Section 50A (4) of the Local Government (Scotland) Act 1973, the public be excluded from the Meeting for the following item of business on the grounds that it involved the disclosure of exempt information as defined in Paragraphs 14 of Part 1 of Schedule 7A of the Local Government (Scotland) Act 1973.

PL448 DETERMINATION OF A CIVIC LICENCE APPLICATION: TAXI DRIVER’S LICENCE
(continuation of PL446)

The Solicitor – Litigation clarified that that prior to the Civic Hearing, the Panel was required to hear from both the Applicant/Agent and Police Scotland to determine whether to accept Police Scotland’s late information.

In line with the process the Solicitor – Litigation advised, the Chair invited Police Scotland the opportunity to provide clarity on the late information.

In line with the process the Solicitor – Litigation advised, the Chair invited the Applicant/Agent the opportunity to provide clarity on the late information provided by Police Scotland.

The Planning & Regulation Panel deliberated and unanimously agreed to accept the late information from Police Scotland. Information was circulated to Panel Members.

The Chair of the Planning & Regulation Panel adjourned the private meeting at 12.15pm to allow Members time to read over the circulated information.

The Chair of the Planning & Regulation Panel reconvened the private meeting at 12.20pmam, noting All Elected Members, previously noted, present.
The Clerk updated the meeting on the procedures related to MS Teams Civic Hearing process and the protocols that all should adhere to throughout the item.

In line with the Civic Licensing Hearing Procedures, the Chair invited Police Scotland the opportunity to provide clarity on the application.

In response to a number of Members questions, Police Scotland responded with clarification and detail.

In line with the Civic Licensing Hearing procedures, the Chair invited the applicant the opportunity to provide clarity on their application.

In response to a number of Members questions, the applicant responded with clarification and detail.

**Decision**

The Planning & Regulation Panel agreed to grant the license.

(Reference: Report by Chief Officer - Governance, dated 14 March 2022, submitted)

The Chair declared the Meeting closed at 1.00pm
STIRLING COUNCIL

MINUTES of MEETING of the PRE-DETERMINATION HEARING COMMITTEE held by VIRTUAL MEETING ON MICROSOFT TEAMS on THURSDAY 10 MARCH 2022 at 11.00 am

Present

Councillor Alasdair MACPHERSON (in the Chair)
Councillor Maureen BENNISON
Councillor Margaret BRISLEY
Councillor Robert DAVIES
Councillor Scott FARMER
Councillor Graham HOUSTON
Councillor Chris KANE
Councillor Alison LAURIE
Councillor Alastair MAJURY
Councillor Jeremy MCDONALD
Councillor Susan MCGILL
Councillor Christine SIMPSON
Councillor Jim THOMSON
Councillor Alasdair TOLLEMACHE
Councillor Evelyn TWEED

In Attendance

Lesleyann Burns, Support Officer (Governance)
Christina Cox, Planning & Buildings Standards Service Manager (Infrastructure)
Mark Easton, Lead Solicitor – Commercial & Property Team (Governance)
Mark Henderson, Senior Media Officer (Communities & Performance)
Drew Leslie, Senior Manager - Infrastructure
Peter McKechnie, Senior Planning Officer (Infrastructure)
Neil Pirie, Senior Development Control Officer (Environment & Place)
Brian Roberts, Chief Operating Officer – Infrastructure & Environment
Carla Roth, Solicitor – Litigation (Governance)
Stephen Spiers, Development Control Officer (Environment & Place)
Karen Swan, Committee Officer (Governance)
David McDougall, Governance Officer (Clerk)

Also in attendance

Applicant(s) : Stuart Gray (Scottish Hydro Electric Transmission)
Keith Smith (Scottish Hydro Electric Transmission)

Supporter: Louise Thom (on behalf of Lochay Glen Users)

Prior to the start of the meeting, Councillor MacPherson as Convener of the Pre Determination Hearing Committee welcomed and thanked everyone for attending the meeting via MS Teams. He updated the meeting on the procedures related to MS Teams and the protocols that both Members and Officers should adhere to throughout the meeting.
The Convener asked the Clerk to carry out a roll call of all Members participating in the meeting.

**PDH8 APOLOGIES**

Apologies were received on behalf of Councillor Danny Gibson.

**PDH9 DECLARATIONS OF INTEREST**

Councillor Evelyn Tweed declared an interest as the local Member of the Scottish Parliament.

**PDH10 ERECTION OF NEW SUBSTATION COMPOUND, WITH ASSOCIATED WORKS INCLUDING EQUIPMENT BASES, ASSOCIATED STRUCTURES AND HV EQUIPMENT, THE INSTALLATION OF TWO GRID TRANSFORMERS, A CONTROL ROOM BUILDING, WATER SUPPLY BOREHOLE AND UPGRADE OF EXISTING ACCESS TRACKS. AT LOCHAY POWER STATION, KILLIN, FK21 8UA - SCOTTISH HYDRO ELECTRIC TRANSMISSION PLC - 21/00570/FUL**

A report by the Senior Manager – Infrastructure was submitted that detailed that full planning permission was sought for a new electricity substation compound, with associated works including: equipment bases, associated structures, equipment, the installation of two grid transformers, a control room building, water supply borehole and the upgrade of existing access tracks on land adjacent to the existing Lochay Power Station, Killin. The site was owned and managed by Scottish Hydro Electric Transmission PLC. The application also sought (under Section 58 of the Town and Country Planning (Scotland) Act 1997 (as amended)) to extend the period of consent to five years. It was to allow sufficient time to proceed with the detailed design and to allow for any alterations or changes in the programme for delivery of the proposed Development.

The size of the replacement and relocation of the grid transformers fell under the National Planning Framework 3 Annex 3 description of High Voltage Electricity Transmission Network, and was therefore categorised as 'National Development' under the Town and Country Planning (Hierarchy of Development) (Scotland) Regulations 2009 (The Hierarchy Regulations). National developments required determination by Full Council in accordance with the Council’s Scheme of Delegation for determining planning applications. Furthermore, applications going to Full Council were required to be considered by a Pre-Determination Hearing Committee.


Councillor MacPherson, as the Convener of the Pre Determination Hearing Committee, updated the meeting on the order of proceedings.

**Introduction by Planning & Building Standards Manager**

The Planning & Building Standards Manager introduced the report and explained the purpose of the Pre Determination Hearing Committee. Elected Members would have the ability to ask questions and gain relevant information in respect to the application
but not to indicate or imply a decision. The Special Meeting of Stirling Council, which would follow at the close of the Pre Determination Hearing Committee, would be the meeting at which Elected Members would make a decision on the application.

**Presentation of Proposals by Senior Planning Officer**

The Senior Planning Officer updated Members with the presentation of maps and pictures of the proposed site.

**Introduction by Applicant**

Mr Keith Smith and Mr Stuart Gray from Scottish Hydro Electric Transmission (SSE) presented their case in support of the application.

Scottish Hydro Electric Transmission (SSE), the transmission licence holder in the north of Scotland, had a duty under the Electricity Act to "develop and maintain an efficient, co-ordinated and economical system of electricity transmission". To meet the obligation, SSE must offer maintained and efficient connection to the transmission system, for both new and existing generation of electricity demand.

The existing transformers formed an important part of the National Grid and were now over 60 years old. Recent condition assessments indicated that there was a need to replace both transformer units. A new substation was required as there was insufficient space within the existing substation to facilitate replacement on the same site.

The replacement substation was proposed on land to the north of the existing Lochay Hydro-Electric Power Station and included a new substation platform, two new transformers, upgraded access track, a control building and gantry, along with associated infrastructure. There would be landscaping works including woodland planting.

The existing overhead line connecting to the nearest tower adjacent to the Power station would be connected to the new gantry in the new substation, and the existing tower removed.

The Proposed Development would bring the substation up to modern day standards, provide reinforcement to the existing national grid network and allow the continued generation of renewable electricity from Lochay hydro-electric power station.

The location of the Proposed Development was based on a requirement to position the replacement transformers near the existing Power Station generators. The selection of the preferred substation site was undertaken through an appraisal of operational, technical, health and safety, economic and environmental factors. The selection process used SSE internal guidance that had been developed in line with the obligations set out in Schedule 9 of the Electricity Act 1989.

The Development allowed adequate space to house the substation, reduce outage periods of the Power Station and would achieve full business separation from the Power Station owner as per the industry regulator, Ofgem’s, requirements. The site located the greatest distance from the River Lochay Special Area of Conservation of all the options considered, thus reduced potential pollution risk and the risk of flooding.
The Design of the substation had been refined after public consultation and had resulted in a lower substation platform elevation, a reduced platform footprint and a reduced height by inclusion of a gantry rather than a tower.

Prior to submission of the planning application three public consultation events took place between May 2019 and September 2020, along with an online webinar in September 2020 with local stakeholders and interested parties. SSE had met with the nearest property owners twice, both at the property and on site. Also meeting with a representative of Killin Community Council on site in 2020 and attended and presented the project to the Killin Community Council in 2019. No objection to the planning application had been received from the community council.

A Community Liaison Group would be set up for the construction phase of the project that would ensure that there were clear lines of communication between relevant parties, our contractors and the local community so that any issues arising could be addressed in a timely manner.

A landscape and visual appraisal had been undertaken by a chartered landscape architect. The appraisal concluded the proposed development would have a negligible landscape and visual effect on receptors out with 1km of the site.

The site, enclosed by extensive woodland with visibility of the development out with the immediate power station area, being screened. It would sit adjacent and alongside the existing power station complex and within a new platform cut into the slope. SSE had committed to a woodland management plan for which there would be a net gain of woodland with proposed tree planting surrounding the development.

The façade of two of the proposed control building’s external walls would be of natural stone, similar to the stone used in the existing Power Station and situated to the front with the public road on the east.

The design incorporated a free-standing natural stone wall on the east side of the substation in front of the proposed security fence. They would closely match the existing Power Station by using similar materials and finish. Cladding on the control building would be a shade of green to match existing similar buildings in the glen.

A cultural heritage assessment had been completed by a member of the Chartered Institute for Archaeologists. The assessment had not identified any potentially significant effects on the setting of assets, with the potential for buried archaeological remains considered low. Nonetheless, SSE committed to a programme of field evaluation to evaluate the archaeological potential in the Development area and an archaeological watching brief which would be maintained on all ground-breaking works during construction.

Mr Smith and Mr Gray thanked the Panel for their time and advised they were happy to take any questions.

The Convener thanked Mr Smith and Mr Gray for their presentation.

Introduction by Objector

Ms Louise Thom presented her case on behalf of the Lochay Glen Users in objection to application.
Lochay Glen Users position had always been to ensure that SSE were held to account to ensure the development was in keeping with the adjacent power station and respectful of the scenic value of the glen.

It was good to note that SSE would be required to ensure the elevations of the long building were finished in random rubble whinstone to tie in with the current power station and that significant planting around the site was required. Lochay Glen Users requested that the planting schedules require SSE to plant trees, shrubs and bushes that include species that would provide all year round visual protection.

In respect to the stone wall to be built in front of the gantry, Lochay Glen Users requested that the conditions for the height of the wall include an increased height that would mitigate the view of the equipment. Also mitigation for the loss of screening during the winter months, with the stone wall surrounding the whole site, noting a suitable distance from the security fences.

Another area for consideration would be the removal of overhead lines. Like the work further down the glen and in Killin, the installation of the lines, in particular lines coming from the gantry, could be underground due to visual impact.

Alternative technology and the lack of information presented within the application showed that public opinion and their viewpoints were not considered. SSE had made clear in a number of visualisations available during consultation, two options for the use of Gas Insulated Transformers that would significantly reduce the scale of the development required.

It was also noted that within SSE submitted documentation there was no evidence that Gas Insulated Transformer Technology had been explored. Lochay Glen Users urged Stirling Council to reject the planning application at this stage to ensure that all available technology options had been explored.

Lochay Glen Users were in no way opposed to the substation going ahead but to ensure that the glen was protected for all users for the next 50 years and beyond, as the previous generations had fought for when hydro first came to Glen Lochay.

Lochay Glen Users asked Stirling Council to reject the application as it stands until further technology options were presented.

The Convener thanked Ms Thom for her presentation.

Questions

In response to Members question, the Senior Planning Officer confirmed that a condition had been set out for inclusion of various species of trees that should be planted for screening and biodiversity.

Following queries in respect to the road network to the site, the Senior Development Control Officer confirmed that should the application be approved, that a dedicated Officer would review any proposals and any mitigation that would be needed. It was also noted that any Traffic Management Plan that would be included would have to be reviewed and approved by Stirling Council.

In connection to the gantry wall, Members raised queries on whether it could be painted to camouflage in with the local environment. The Senior Planning Officer confirmed that Planning would include a condition, although noting it would have to be investigated with SSE as power lines were to be attached to the gantry wall. In response SSE advised that they would investigate and confirm to Planning.
Member's questions were raised to both applicant and objector on new alternative technology and the undergrounding of cables.

Ms Thom advised that there was alternative technology available, in particular gas installation with the newer blue gas that could be used. She also noted she was aware of undergrounding of cables that was happening further down the glen.

Mr Smith confirmed the undergrounding of cables was in the process of being completed, although noted that it was very costly and the maintenance of it was harder to achieve.

In response to the point regarding alternative technology, Mr Smith noted that it was a relatively new technology with a number of risks and constraints that would have to be investigated.

The Convener thanked everyone for attending the Pre Determination Hearing Committee.

Decision

The Pre Determination Hearing Committee agreed that having heard the submissions from the applicant and objector in relation to the application, that the application would be reported to full Council for determination.

(Reference: Report by Senior Manager – Infrastructure, dated 1 March 2022, submitted)

The Convener declared the Meeting closed at 12.20pm.
Stirling Council

Agenda Item No. 7

Stirling Council

Date of Meeting: 23 June 2022

Not Exempt

Appointments

Purpose & Summary
This report asks Council to appoint to positions as detailed in the recommendations. The report further provides information on SNP Group appointments which have been notified to the Chief Officer – Governance.

Recommendations
Council is asked to:-
1. appoint one further Member to the Audit Committee;
2. appoint Bailies;
3. appoint a Vice Chair for the Clackmannanshire and Stirling Integration Joint Board;
4. appoint 3 Members to the Stirling and Clackmannanshire City Region Deal Joint Committee;
5. appoint 3 substitute Members to the Stirling and Clackmannanshire City Region Deal Joint Committee; and
6. note the SNP Group appointments at appendix 1 to this report;

Resource Implications
There are no direct resource implications to the Council arising from this report.

Legal & Risk Implications
The Scheme of Delegation reserves to Council the power to appoint and remove Members of committees (SoD, p8, para 11.2), to select and deselect Members to serve on and/or to represent the Council on other bodies where such power is not expressly delegated to a Committee (SoD, p8, para 11.3), and to appoint Members to serve on Joint Committees, Joint Boards and external organisations (SoD, p8, para 11.5).

Positions on the Clackmannanshire and Stirling Integration Joint Board (IJB) are made in accordance with the Clackmannanshire and Stirling Health and Social Care Integration Scheme (Section 2), and IJB Standing Orders (SO22). The Council is entitled to appoint a Vice Chair by virtue of article 6 of the Public Bodies (Joint Working) (Integration Joint Boards) (Scotland) Order 2014.
1. Background

1.1. At the Statutory meeting of Stirling Council on 19 May 2022, Council was asked to agree appointments to committees and panels, to joint boards, public bodies and arms-length external organisations, and to external organisations. It was decided at that meeting that appointments by the SNP Group would be notified to the Chief Officer – Governance. This paper provides an update on those appointments. Council further decided to invite the Green and Independent Councillor to make a nomination to the Audit Committee, and also that the appointment of Bailies would be considered at the meeting of Council on 23 June 2022.

1.2. Council is also asked to appoint to the Vice Chair position on the Clackmannanshire and Stirling Integration Joint Board.

1.3. Council is further asked to appoint three Members and three substitute Members to the Stirling and Clackmannanshire City Region Deal Joint Committee.

2. Considerations

2.1. At its meeting on 19 May 2022, Council determined the number of Members to be appointed to committees and panels. Council was also asked to agree appointments to committees and panels, to joint boards, public bodies and arms-length external organisations, and to external organisations.

2.2. Council determined to invite the Green and Independent Councillors to make a nomination to the Audit Committee. Council is now asked to appoint to that position.

2.3. It was decided that the SNP Group appointments would be submitted to the Chief Officer – Governance. Notice of the appointments made by the SNP Group is given in appendix 1.

2.4. Council determined to continue the practice of appointing Bailies to deputise for the Provost as civic head, and to defer the appointment of Bailies to the 23 June 2022 meeting of Council. Council is now asked to appoint Bailies.

2.5. Council is asked to nominate one of the Members appointed to the Clackmannanshire and Stirling Integration Joint Board (Councillors Gibson, Earl and Fraser) to be the Vice Chair of the Board. Chair and Vice Chair positions on the Board rotate between Local Authority and Health Board Members on a two-yearly cycle.
2.6 Council is asked to appoint three Members to the Stirling and Clackmannanshire City Region Deal Joint Committee. Joint Committee Standing Orders currently describe the Council’s Membership as being Leader, Depute Leader and Leader of the Opposition. The Joint Committee will be asked to amend the Standing Orders to specify the Council’s Membership as three Members. Council is also asked to appoint three substitute Members to the Joint Committee. It would be open to the Council to review appointments to the Joint Committee subsequent to amendment of Joint Committee Standing Orders.

3. Implications

Equalities Impact
3.1 The contents of this report were assessed under the Council's Equality Impact Assessment process. It was determined that an Equality Impact Assessment was not required as this is a procedural report seeking appointments, with no direct impact on Council policy or strategy.

Fairer Scotland Duty
3.2 The contents of this report were considered in terms of the Fairer Scotland Duty and were determined not to be of strategic importance.

Climate Change, Sustainability and Environmental Impact
3.3 There are no direct climate change or sustainability implications arising from this report.

Other Policy Implications
3.4 None.

Consultations
3.5 None.

4. Background Papers
4.1 EqIA Relevance Check.

5. Appendices
5.1 Appendix 1 – SNP Group appointments.
### Author(s)

<table>
<thead>
<tr>
<th>Name</th>
<th>Designation</th>
<th>Telephone Number/E-mail</th>
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<tbody>
<tr>
<td>Graeme B Forrester</td>
<td>Lead Solicitor – Governance</td>
<td><a href="mailto:forresterg@stirling.gov.uk">forresterg@stirling.gov.uk</a></td>
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### Approved by

<table>
<thead>
<tr>
<th>Name</th>
<th>Designation</th>
<th>Date</th>
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<tbody>
<tr>
<td>Julia McAfee</td>
<td>Chief Officer - Governance</td>
<td>10 June 2022</td>
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</tbody>
</table>

### Details of Convener(s), Vice Convener(s), Portfolio Holders and Depute Portfolio Holders (as appropriate) consulted on this report:

- Councillor Chris Kane
- Councillor Margaret Brisley

### Wards affected:

- All

### Key Priorities:

- All

### Key Priority Considerations:

- All

### Stirling Plan Priority Outcomes:

- (Local Outcomes Improvement Plan)
- All
## Appointments by SNP Group

### Appointments to Committees

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<tr>
<th>Committee</th>
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<tbody>
<tr>
<td>Children and Young People Committee</td>
<td>Cllr Susan McGill</td>
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<td></td>
<td>Cllr Brian Hambly</td>
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<td>Cllr Graham Houston</td>
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<tr>
<td>Community Planning and Regeneration Committee</td>
<td>Cllr Scott Farmer</td>
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<td>Cllr Brian Hambly</td>
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<td>Environment and Housing Committee</td>
<td>Cllr Jim Thomson</td>
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<td></td>
<td>Cllr Rosemary Fraser</td>
</tr>
<tr>
<td>Finance and Economy Committee</td>
<td>Cllr Gerry McLaughlan</td>
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<tr>
<td></td>
<td>Cllr Gene Maxwell</td>
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<td>Audit Committee</td>
<td>Convener – Cllr Scott Farmer</td>
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<td></td>
<td>Vice Convener – Cllr Rosemary Fraser</td>
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<td></td>
<td>Member – Cllr Graham Houston</td>
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<td>Healthy and Safety Panel</td>
<td>Cllr Jim Thomson</td>
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### Appointments to Joint Boards, Public Bodies and ALEOs, etc.

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<tr>
<th>Board</th>
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<tbody>
<tr>
<td>Clackmannanshire &amp; Stirling Integration Joint Board</td>
<td>Cllr Rosemary Fraser</td>
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<tr>
<td>Active Stirling</td>
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<tr>
<td>Raploch URC Landholdings</td>
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<td>Raploch Urban Regeneration</td>
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### Appointments to External Bodies

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<td>Guardians of Scotland Trust</td>
<td>Cllr Gene Maxwell</td>
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<td>Substitute - Cllr Rosemary Fraser</td>
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<tr>
<td>Stirling Area Local Access Forum</td>
<td>Cllr Gene Maxwell</td>
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</table>
Programme of Meetings and Updates to Governance Documents

Purpose & Summary
This report seeks approval of a programme of Council, Committee and Panel meetings for the full Council term up to 2027. Standing Orders require that a schedule of meetings be agreed by Council. The report also sets out for information a number of consequential amendments to the Standing Orders and Scheme of Delegation following the Statutory Council meeting on Thursday 19 May 2022.

Recommendations
Council is asked to:-
1. agree the programme of meetings attached as appendix 1 to this report;
2. note the Standing Orders at appendix 2 to this report; and
3. note the Scheme of Delegation at appendix 3 to this report.

Resource Implications
There are no direct resource implications to the Council arising from this report.

Legal & Risk Implications
Standing Order 6 requires that Council agree a schedule of meetings. Council determined on 19 May 2022 that the Chief Officer – Governance would make amendments to Standing Orders and the Scheme of Delegation consequential to decisions made by Council at that meeting. The Scheme of Delegation (page 5, para 9.1) provides for amendment to the Scheme arising from decisions by Council, and the Chief Officer – Governance has standing authority to amend and update the content of the Scheme of Delegation and Scheme of Sub-Delegation to take account of changes to naming conventions for Members, officers, services and committees and any changes to statute.
1. Background

1.1. At the Statutory meeting of Stirling Council on 19 May 2022, as part of the decision on Democratic Structure and Decision Making, Council noted that the Chief Officer – Governance would prepare a programme of meetings for the period up to the next scheduled local government elections. Council also noted that the Chief Officer – Governance would make any further amendments to the Standing Orders and Scheme of Delegation required in consequence of decisions of Council on 19 May 2022.

2. Considerations

Programme of Meetings

2.1 At its meeting on 19 May 2022, Council noted the programme of meetings cycle contained in the Scheme of Delegation, setting out the weeks in which Committees met. Council further noted that the Chief Officer – Governance would prepare a programme of meetings for the period up to the next scheduled local government elections. It is proposed to continue scheduling meetings on a cyclical basis, with each cycle culminating in a meeting of Council.

2.2 The proposed programme consists annually of 5 cycles, each of 8 weeks, with an additional meeting of the Planning & Regulation Panel during the summer recess.

2.3 A number of ‘free’ weeks are included and these are shown on the programme. A free week in the cycle in advance of the meeting of Council enables business from committee meetings to be presented to Council if required.

2.4 The next Scottish Parliamentary Elections are scheduled to take place on Thursday 7 May 2026. To keep this week free, it is proposed that the meeting of Public Safety Committee in that cycle takes place on the Tuesday of the following week, Tuesday 12 May 2026.

Standing Orders

2.5 Amendments made to Standing Orders, as a consequence of decisions of Council on 19 May 2022, are shown in tracked changes in Appendix 4 to this report. A ‘clean’ version of Standing Orders is provided at Appendix 2.

2.6 A summary of the key amendments are as follows:-

2.6.1 Committee quorums at Standing Order 19 amended as required – the membership of the Environment & Housing Committee is 6, and the quorum is set at 4, in alignment with other Committees.

2.6.2 References to ‘Adult Social Care Panel’ deleted throughout – Council determined to disestablish the Adult Social Care Panel, recognising the cross-party representation on the Clackmannanshire and Stirling Integration Joint Board.

Scheme of Delegation

2.7 Amendments to the Scheme of Delegation, as a consequence of decisions of Council on 19 May 2022, are shown in tracked changes in Appendix 5 to this report. A ‘clean’ version of the Scheme of Delegation is provided at Appendix 3.
2.8 A summary of the amendments are as follows:-

2.8.1 Changes to committee memberships and composition updated as required – Council determined membership and composition of committees and panels, and these have been updated in the revised Scheme of Delegation at appendices 2 (Decision Making Committees), 5 (Audit Committee) and 6 (Panels) to the Scheme.

2.8.2 References to ‘Adult Social Care Panel” deleted throughout – Council determined to disestablish the Adult Social Care Panel, recognising the cross-party representation on the Clackmannanshire and Stirling Integration Joint Board.

2.8.3 Page 3, paragraphs 6.1 to 6.3 and Appendix 9 - Areas of Special Responsibility deleted – This was added to the Scheme of Delegation on 28 February 2013 to reflect the political management arrangements at that time and does not remain relevant. Officer advice is that there is no requirement for text of this nature to appear in the Scheme as these positions attract no decision making responsibility.

2.8.4 New proposed Decision Making Committee meeting cycle included (SoD, p12) as per programme of meetings at Appendix 1 to this report.

2.9 Further amendments made to the Scheme of Delegation are as follows:

2.9.1 Updates to Senior Management titles have been updated throughout to reflect recent naming changes. References to ‘Senior Manager’ now read ‘Head of Service’. The Chief Officer – Governance has authority to amend and update the Council’s Scheme of Delegation and Scheme of Sub-Delegation to take account of changes to naming conventions for Members, officers, services and committees and any changes to statute (Delegation G9 to Chief Officer – Governance, Scheme of Sub-Delegation, page 29).

2.9.2 Council resolved on 2 December 2021 to amend the Council’s Contract Standing Orders. The financial threshold above which officers require Council or Committee approval to procure contracts was lowered to £1,000,000. References to the revised threshold have been updated where required throughout the Scheme of Delegation.

3. Implications

**Equalities Impact**

3.1 The contents of this report were assessed under the Council’s Equality Impact Assessment process. It was determined that an Equality Impact Assessment was not required as this is a procedural report setting out a proposed programme of decision-making meetings and noting changes made to Governance documents, with no direct impact on Council policy or strategy.

**Fairer Scotland Duty**

3.2 The contents of this report were considered in terms of the Fairer Scotland Duty and were determined not to be of strategic importance.
Climate Change, Sustainability and Environmental Impact

3.3 There are no direct climate change or sustainability implications arising from this report.

Other Policy Implications

3.4 None.

Consultations

3.5 None.

4. Background Papers

4.1 Report to Statutory meeting of Stirling Council, 19 May 2022, “Democratic Structure and Decision Making” and minutes of that meeting.

4.2 EqIA Relevance Check.

5. Appendices

5.1 Appendix 1 – Proposed programme of meetings.

5.2 Appendix 2 – Standing Orders, with effect from 19 May 2022.

5.3 Appendix 3 – Scheme of Delegation, with effect from 19 May 2022.

5.4 Appendix 4 – Standing Orders including track changes made in consequence of decisions taken by Council on 19 May 2022.

5.5 Appendix 5 – Scheme of Delegation including track changes made in consequence of decisions taken by Council on 19 May 2022.
Details of Convener(s), Vice Convener(s), Portfolio Holder and Depute Portfolio Holders (as appropriate) consulted on this report: Councillor Chris Kane

Wards affected: All
Key Priorities: All
Key Priority Considerations: All
Stirling Plan Priority Outcomes:
(Local Outcomes Improvement Plan) All
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<th>Day</th>
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<td></td>
<td>Stirling Council</td>
<td>*Thursday – 10.00 am</td>
<td>23 June</td>
<td>*Meeting dates already agreed by Council on 19 May</td>
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<td>1</td>
<td>Planning &amp; Regulation Panel</td>
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<td>28 June</td>
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<td>Public Safety Committee</td>
<td>Thurs – 10.00 am</td>
<td>18 August</td>
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<td>1 September</td>
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<td>Environment &amp; Housing Committee</td>
<td>Thurs – 10.00 am</td>
<td>8 September</td>
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<td>Finance &amp; Economy Committee</td>
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October School Holiday weeks – w/c 10 & 17 October 2022
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Easter Monday – 1 April 2024
Easter School Holiday weeks – 1 & 8 April 2024
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October School Holiday weeks – w/c 14 & 21 October 2024
Good Friday – 18 April 2025
Easter Monday – 21 April 2025
Easter School Holiday weeks – w/c 7 & 14 April 2025
# Programme of Meetings  
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**October School Holiday weeks – w/c 13 & 20 October 2025**
**Good Friday – 3 April 2026**
**Easter Monday – 6 April 2026**
**Easter School Holiday weeks – w/c 6 & 13 April 2026**
**Scottish Parliamentary Elections – Thursday 7 May 2026**
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October School Holiday weeks – w/c 12 & 19 October 2026
STIRLING COUNCIL

STANDING ORDERS

Effective from and including 19 May 2022
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Summing up (SO 60)
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STANDING ORDERS OF THE STIRLING COUNCIL

These standing orders apply from 19 May 2022 and regulate the conduct of business at meetings of Stirling Council and the Committees and Panels of the Council.

The Standing Orders shown shaded apply to Council only, with the exception of Standing Orders 70 – 73 inclusive which also apply to the Appointments Panel. All other Standing Orders apply to Decision Making Committees, the Audit Committee, the Pre-Determination Hearing Committee, or Panels as they apply to Council (with the necessary changes), except that Standing Orders 26, 29, 39 to 49 and 50 to 69 inclusive do not apply to the Pre-Determination Hearing Committee, which has its own procedures as determined by the Council’s Service Manager - Planning and Building Standards in consultation with the Convener and Vice-Convener of the Committee.

FIRST COUNCIL MEETING AFTER AN ELECTION (STATUTORY MEETING)

1. In a local government election year, the Clerk to the Council will call a meeting of the Council within 21 calendar days from the date of the election. At this meeting or any adjournment of it, the Council will:-

   (a) elect a Provost and Depute Convener of Council (or Convener/Depute Convener if so determined);
   (b) elect a Leader and Depute Leader of the Council;
   (c) appoint Bailies to deputise for the Provost as civic head;
   (d) appoint members of Joint Committees and Joint Boards and their Conveners, where these appointments are to be made by the Council;
   (e) appoint or nominate representatives to various outside bodies; and
   (f) deal with any urgent competent business.

CHAIRING MEETINGS AND DUTIES OF THE PROVOST (CHAIR)

2. At a meeting of the Council, the Provost or, in his or her absence, the Depute Convener of Council will preside. If the Provost and Depute Convener of Council are both absent, the Clerk will call on the Members present to choose a Member to preside.

   All meetings can be held either with all Members physically present, or remotely with all Members present through Microsoft Teams (or any other approved platform), or through a combination of physical meeting and remote access (if agreed and arranged with the Provost and Clerk in advance of the meeting) and will be broadcast live to provide remote public access, and retained as a recording available for later viewing.

   (a) The Provost will have responsibility for facilitating meetings of the Council, ensuring that every Member is treated equally and given the same opportunity of expression.

   (b) When the Provost speaks, any Member of the Council who is addressing the meeting must stop.
(c) The Provost will have discretion, with or without discussion, to determine all questions of procedure where no specific provision is made under these Standing Orders.

(d) In the event of a question arising of order, competency or relevancy, the Provost will decide the matter (with the exception of Standing Orders 3 and 4) and in doing this he/she may take advice from the Clerk.

(e) The Provost will sign any Minutes of previous Meetings approved by the Council.

**REMOVAL FROM OFFICE**

3. The Council may remove the Provost from office providing:-

   (a) prior notice is given at one meeting of the Council that the matter will be considered at its next meeting; or

   (b) where no prior notice is given, not less than two-thirds of Members present and entitled to vote, agree that the early removal of the Provost from Office will be considered at that meeting.

   The provisions of this Standing Order will also apply to the position of Depute Convener of Council.

4. With the exception of the Provost and Depute Convener of Council the Council has the authority to appoint or remove Members on any of the Council’s decision making bodies at any time.

5. The Clerk to the Council will determine all matters of competency in relation to Standing Orders 3 and 4.

**ORDINARY AND SPECIAL MEETINGS**

6. A schedule of meetings will be agreed by the Council. The Clerk to the Council is responsible for convening all meetings of Council which will be held on the days and at the times fixed by the Council and as then published in its Programme of Meetings. For all meetings the Notice of Meeting will serve as the summons.

7. In addition to the scheduled meetings of Council, special or other meetings of the Council may be convened by the Clerk to the Council as follows:-

   (a) at the request of the Provost;

   (b) by a resolution of the Council;

   (c) on the requisition of at least one fourth of the whole number of Members of the Council (6), which meeting will be held within 14 days of receipt of the requisition by the Proper Officer;

   (d) at the request of the Monitoring Officer.
NOTICE OF MEETINGS

8. Reports intended for Council meetings must be submitted to the Clerk in accordance with the timescales prescribed by the Clerk to the Council which will have been issued to officers along with the programme of meetings.

9. Every Notice of Meeting must state the business to be transacted at the meeting as set out in Standing Order 27. No other business will be dealt with unless it is submitted to Council as a matter of urgency under Standing Order 29. If however a meeting is called in terms of Standing Order 7(c), only the business listed in the requisition will be dealt with.

10. Notices of Meeting, agendas and reports will be sent to all Members in respect of full Council meetings and to all Members of the relevant Committee or Panel at least three clear working days before meetings or, if convened at shorter notice, then as soon as meetings are convened.

11. Such notices, agendas and reports will be provided to each Member in hard copy or electronically as he or she requests.

12. Public notice of the time and if appropriate the place of meetings, listing the business to be transacted, will be made available on the Stirling Council website at least three clear working days before the meeting. If the meeting is convened at shorter notice, then the notice will be posted at the time it is convened.

PUBLIC ACCESS

13. Every meeting of the Council will be open to the public, except in special circumstances which are set out below:-

   (a) the public must be excluded from a meeting of the Council where it is likely, because of the business itself or what might be said, that confidential information (as defined by the relevant law) would be given to members of the public; and/or

   (b) the Council may decide, by passing a resolution at any meeting, to exclude the public when it is considering an item of business if it is likely, because of the business itself or what might be said, that exempt information (as defined by the relevant law) would be given to members of the public. The resolution to exclude the public will make clear which part of the proceedings of the meeting it applies to and explain why the information is exempt;

14. If the Clerk believes that it is likely that exempt or confidential information (as defined by the relevant law) will be given to members of the public they may exclude the whole of a report (or any part of a report) from public viewing. Every copy of any report in that category (or part of that report) will either be marked “Not for Publication” or marked “Confidential”. In the case of reports which are marked as exempt, the agenda for the meeting will indicate that it is anticipated (although this is not certain) that the meeting will resolve to exclude the press and public during consideration of the item(s) marked with the prefix E (not for publication in terms of Schedule 7A of the Local Government (Scotland) Act 1973).

15. Copies of the relevant agendas and reports for meetings of the Council will be available on the Stirling Council website three clear days before meetings.
16. Except at the discretion of the Provost, the Council will not allow the taking of photographs, use of mobile telephones, or music players during meetings, or the radio or television broadcasting or recording of meetings. This does not prohibit the Council itself webcasting or otherwise recording meetings.

**QUORUM**

17. No business will be carried out at a meeting of the Council unless at least 12 Members of the Council are present.

18. In the event of any vacancies among the membership of the Council, the quorum will be adjusted as follows:-

<table>
<thead>
<tr>
<th>Quorum</th>
<th>Members of the Council</th>
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<tbody>
<tr>
<td>22</td>
<td>12</td>
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<td>21</td>
<td>11</td>
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<td>17</td>
<td>9</td>
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</tbody>
</table>

and so on, provided always that the quorum will never be less than the legal minimum of one quarter of the Council (i.e. 6).

19. No business will be carried out at a meeting of any of the Decision Making Committees, the Audit Committee and the Pre-Determination Hearing Committee unless the requisite quorum is present as follows:-

<table>
<thead>
<tr>
<th>Decision Making Committee</th>
<th>Quorum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Children &amp; Young People</td>
<td>5</td>
</tr>
<tr>
<td>Children &amp; Young People (when discharging Education functions on the Council’s behalf)</td>
<td>7</td>
</tr>
<tr>
<td>Community Planning &amp; Regeneration</td>
<td>4</td>
</tr>
<tr>
<td>Environment &amp; Housing</td>
<td>4</td>
</tr>
<tr>
<td>Finance &amp; Economy</td>
<td>4</td>
</tr>
<tr>
<td>Public Safety</td>
<td>4</td>
</tr>
<tr>
<td>Audit</td>
<td>4</td>
</tr>
<tr>
<td>Pre-Determination Hearing</td>
<td>4</td>
</tr>
</tbody>
</table>

The quorum for Council determining a planning application which is subject to a Pre-Determination Hearing is 12. To take part in Council consideration of such an application, a member must have attended at the Pre-Determination Hearing.

20. No business will be carried out at a meeting of any of the Panels appointed by the Council with the functions set out in the Council’s Scheme of Delegation, unless the requisite quorum is present as follows:-
Civic Panel – When considering matters relating to the Bridge of Allan Common Good Fund or the Dunblane Common Good Fund, the membership of the Panel is increased to include the four Members for Ward 3. The quorum for such items will be five (one of whom should be from Ward 3).

When considering matters relating to the Callander Common Good Fund, the membership of the Panel will be increased to include the three Members for Ward 1. The quorum for such items will be four (one of whom should be from Ward 1).

LACK OF A QUORUM

21. If there is no quorum within 15 minutes of the designated start time for a meeting of the Council, the Provost will adjourn the meeting to another time on the same day or such other date and time as the Provost shall determine. If the Provost is among those absent, the Clerk will minute that no business was transacted because of the lack of the necessary quorum.

22. If during any meeting of the Council the attention of the Provost is called to the number of Members present, he or she will direct the Clerk to call the roll and if a quorum is not present the meeting will immediately be adjourned to another time on the same day or such other date and time as the Provost shall determine. If less than a quorum of the Council is entitled to vote on an item because of declarations of interest that item cannot be dealt with at that meeting.

SUBSTITUTION

23. Subject to the particular arrangements set out below in respect of the Children and Young People Committee, the Public Safety Committee and the Civic Panel, substitution will be permitted at all Decision Making Committees, the Audit Committee and Panels provided that the appointed Member has advised the Clerk of the name of the substitute Member in advance of the meeting. The substitute Member will be a member of the Committee/Panel for that meeting only and will be entitled to take part in the meeting with the full powers, duties and responsibilities of the appointed Member. A Member (whether the original Member or a substitute) may not be replaced during the course of the meeting or at any adjourned meeting, unless urgent circumstances require this and where the substantive member has first received the approval of the Convener.
(a) Children and Young People Committee – The statutory religious representatives are not permitted to appoint substitutes. The teacher representatives are permitted to appoint substitutes from within a named pool only with no requirement for prior notification. Secondary school representatives will be permitted to appoint substitutes from within the pool of seven with no requirement for prior notification.

(b) Public Safety Committee - Substitution will be permitted provided that the substitute Member represents the same ward as the appointed Member and the appointed Member has told the Clerk the name of the substitute Member in advance of the meeting.

(c) Civic Panel – Substitution is not permitted.

CANCELLATION OF MEETINGS

24. Prior to cancelling any meeting, the Clerk will consult the Group Leader and Secretary of each political group and any individual/independent Councillor.

25. Meetings of the Council cannot be cancelled once the public notice calling the meeting has been issued. When a meeting is cancelled in advance of the issue of the public notice, the Clerk will send notice of the cancellation to all Members as soon as practicable.

ORDER OF BUSINESS

26. The Provost may make a statement at the start of a meeting on any matter that affects the Council's interest. There will be no debate on such matters.

27. The business of the Council will proceed in the order specified in the notice calling the meeting which will be as follows, unless the Provost determines otherwise:-

(a) Notification of Apologies
(b) Notification of Substitutions (Decision Making Committees, Audit Committee and Panels only)
(c) Declarations of Interest
(d) Urgent Business brought forward by the Provost in terms of Standing Order 29, intimated at the start of the meeting and discussed in the order determined by the Provost. (Council, Decision Making Committees, Audit Committee and Panels only)
(e) Minutes (for approval only – there is no provision for Matters Arising) (Council, Decision Making Committees, Audit Committee and Panels only)
(f) Written Questions (Council only)
(g) Question Time (Council only)
(h) Rolling Action Logs (Decision Making Committees and Audit Committee only)
(i) Petitions (Decision Making Committees only)
(j) Appointments and Resignations (Council only)
(k) Reports by the Committees, or Panels (Council only)
(l) Reports dealing with performance, policy and progress in relation to the key priorities for which a Committee has responsibility (Audit Committee and Decision Making Committees only)
(m) Consideration of performance information including, but not limited to, the Committee’s performance scorecard (Audit Committee and Decision Making Committees only)
(n) Business submitted directly to Council or a Committee (Officer reports)
(o) Budget Proposals and proposed amendments thereto. (Council only)
(p) Statutory Motions (Council only)
(q) Notices of Motion previously intimated in terms of Standing Order 39 (Council, Decision Making Committees and Audit Committee only) and Standing Order 44 (Council only).

In accordance with the Local Government (Access to Information) Act 1985 all reports must be submitted in writing. There is no provision for verbal reporting.

28. The order of business for an adjourned meeting will be as set out in the original calling Notice. Any item may be taken out of order at an adjourned meeting if the Provost decides this or a Member suggests this and those at the meeting agree.

URGENT BUSINESS

29. Urgent business may only be considered if the Provost rules that there are special reasons as to why it is a matter of urgency. The Provost must give those reasons which will be specified in the minutes. The item must be identified at the start of the meeting and the Provost will confirm when it will be considered in the order of business. Unless there are exceptional circumstances, items of urgent business must be brought forward in the form of a written report.

WRITTEN QUESTIONS (Business not already on the Council Agenda)

30. At each ordinary meeting of the Council any Member can put one question about relevant and competent business not already on the agenda to the Provost, the Leader of the Council, any Portfolio Holder or Committee Convener or the Chair of any Panel, as appropriate. The written question will be answered by the person to whom it is addressed. No Member can put more than one question at any meeting. The Member must give notice in writing of their question to the Clerk by 12 noon, four clear working days prior to the day of the meeting.

31. Questions and written answers will be numbered in the order received. The answers will be emailed to Members by 5pm on the day before the Council meeting.
ROLLING ACTION LOGS

38. A rolling action log will be maintained for each of the Decision Making Committees and the Audit Committee and be included as a standing item on agendas. The log details actions arising or pending from each of the previous meetings.

There will be no substantive discussion on the detail of the actions arising from previous meetings. Where detailed discussion is required, this will be the subject of a separate report on the agenda.

The Committee can:-

(a) Note the content of the log;
(b) Agree to the closure and removal of items on the log which have been completed;
(c) Agree to amend/extend the expected completion date for actions. The Committee can only agree to amend/extend the completion date twice without a new report on the matter appearing on the agenda for consideration;
(d) Agree that a new report on the matter be brought forward to the next meeting.

NOTICES OF MOTION

39. Every notice of motion will require to be in writing, signed by the Member giving notice, countersigned by one other Member and delivered to the Clerk at least seven clear working days before the next ordinary meeting of the Council.

40. All motions received within this timescale will be included in the summons for that meeting in the order in which they were received.

41. Officers will provide written information/advice on the subject matter of Motions under Standing Order 39 in advance of the Council meeting and a hard copy will be tabled, one hour before the start of the meeting. The advice will also be included in the Minutes of the meeting.

42. If a motion, which is specified in the summons, is not moved at that meeting, either by the Member who has given the notice or by some other Member on their behalf, it will, unless postponed by the Council, be dropped and not moved again without fresh notice being given in terms of Standing Order 39.

43. Standing Orders 39-42 will not apply to requisitioned meetings, procedural motions, to motions which are moved by Members in pursuance of a minute or report, to motions simply proposing further consideration of a report or to motions (and amendments) that are fully set out in a minute of, a Committee or Panel.
CONSIDERATION OF REPORTS AND RECOMMENDATIONS

50. The consideration of reports and recommendations will be conducted in the following order:-

(a) Introduction - At the discretion of the Provost, the nominated officer may be invited to introduce a report. Introductions will normally be limited to three minutes. Any presentations to Council will be notified in advance on the agenda and will be limited to 10 minutes. Exceptionally, the Provost may allow a longer presentation on an agenda item.

(b) Questions - Members will then have the opportunity to ask questions, seek clarification or request further information. Where there is no presentation or introduction the Council will move directly to this stage.

BUDGET PROPOSALS (Council only)

44. Any proposed motion relating to the setting of the overall Council Revenue (including the proposed fees and charges) and Capital budgets (hereinafter referred to as a “Budget Proposal”) will require to be in writing and delivered to the Clerk at least 3 clear working days before the meeting of the Council which will set the General Fund and HRA Revenue and Capital Budgets. A budget proposal will require to be signed by the Member submitting it and countersigned by one other Member.

45. Any proposed amendment to a budget proposal must be in writing and delivered to the Clerk at least 24 hours before the meeting of the Council which will consider it. Any such proposed amendment will require to be signed by the Member submitting it and countersigned by one other Member.

46. Copies of budget proposals and proposed amendments thereto will be made available by the Clerk to every Member of the Council, the Chief Executive and the Chief Operating Officers as soon as possible after the deadline for receipt has expired. The Clerk to the Council will make further copies available to the public.

47. Officers will provide written information/advice on budget proposals and proposed amendments thereto to all Councillors in advance of the Council meeting. The officer advice on budget proposals and proposed amendments will be included in the Minutes of the meeting. The Council is legally required to approve an annual balanced budget and set a council tax.

48. If a motion, which is specified in the summons, is not moved at that meeting, either by the Member who has given the notice or by some other Member on their behalf, it will, unless postponed by the Council, be dropped and not moved again without fresh notice being given in terms of Standing Order 44.

49. Standing Orders 44-48 will not apply to procedural motions, to motions which are moved by Members in pursuance of a minute or report, to motions simply proposing further consideration of a report or to motions (and amendments) that are fully set out in a minute of, a Committee or Panel.
(c) Proposal - The Provost will then invite the relevant Convener or Portfolio Holder to propose adoption of the recommendations set out in the report under consideration, with or without amendment. The Provost will ask if there is a seconder for the proposal.

(d) Discussion - The matter will then be open for general discussion for a period not exceeding 10 minutes.

(e) Determination - If there is consensus, the Provost will ask if the Council is in agreement with the proposal and unless any Member indicates otherwise in terms of Standing Order 50(f), the matter will be so determined.

(f) No agreement - When no agreement has been reached in terms of Standing Orders 50(c) to (e), then Council will proceed to Standing Order 51.

DEBATES

51. Determination of issues where there is no consensus and consideration of Notices of Motion in terms of Standing Order 39 and Standing Order 44 (Council only). The order of debate will be as follows:-

(a) Motion moved and seconded

(b) Amendment(s) moved and seconded

(c) Debate

(d) Summing up for the amendment(s) – reverse order

(e) Summing up for the motion

(f) Vote

52. The motion and any amendments will be given in writing to the Clerk to the Council together with 40 copies, which will then be made available to every Member of the Council, the Clerk, officers and members of the public and press in attendance or if the meeting is taking place remotely they will be given verbally by the proposer and verbally confirmed to all Members by the Clerk.

53. Every amendment must be relevant to the motion to which it is moved. The Provost will decide on matters of relevancy and will have the power, with the consent of the meeting, to join motions or amendments (including the direct negative) which are consistent with each other.

54. All additions to, omissions from or variations on a motion will be considered as amendments to the motion and will be dealt with accordingly.

55. **Formal proposal of motions and amendments** - The motion will be formally moved by a Member and seconded by another Member who may reserve their right to speak. Members will then move amendment(s) or the direct negative, which will require to be seconded by another Member who may also reserve their right to speak. At the discretion of the Provost, members will be given the opportunity to ask questions, seek clarification or request further information from the proposer of the Motion. The matter will then be opened up for formal debate.
56. A Member can only move or second one proposition (a motion, amendment or direct negative) on any matter on which the Council cannot reach consensus. However, a Member can also move one procedural motion under Standing Order 62 during consideration of the same item.

57. A proposition once moved and seconded will not be withdrawn unless the mover and seconder agree.

58. *(temporarily removed to facilitate remote/online meetings)*

59. **Limits on contributions to the debate** - No Member can speak more than once on any subject that is being discussed except on a point of order or (with the permission of the Provost) to provide an explanation. When a point of order is raised, the Member speaking at that time will stop speaking. The Provost will then determine whether the mover of the proposition should reply and may limit the length of reply if the mover is being engaged in further debate.

60. **Summing up** - The Member moving a motion, the direct negative or amendment may reply in reverse order to sum up, provided that the summing up does not introduce any new matter into the debate.

61. **Time Allowed for Speaking**

<table>
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<tr>
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<th>Time Allowed</th>
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<tbody>
<tr>
<td>Moving a motion or amendment</td>
<td>5 minutes</td>
</tr>
<tr>
<td>Seconding a motion or amendment</td>
<td>3 minutes</td>
</tr>
<tr>
<td>Speaking in a debate</td>
<td>2 minutes</td>
</tr>
<tr>
<td>Summing up</td>
<td>3 minutes</td>
</tr>
</tbody>
</table>

The Provost may however allow Members to engage in free debate within reasonable limits.

62. **Procedural Motions** - The following procedural motions will be permitted during consideration of any item.

(a) “that the meeting proceed to next business”;
(b) “that the question is now put to the vote”;

Procedural motions will be moved, seconded and put without debate and the vote conducted by roll call.

63. **Recording of dissent** - Motions or amendments that are not seconded will not be discussed or included in the minutes but the proposer can require that his or her dissent be minuted.

**VOTING (OTHER THAN APPOINTMENTS)**

64. Subject to these Standing Orders and any statutory provision requiring a minimum number of votes to decide a matter, every question which is the subject of a division will be determined by a majority of votes of the Members present and voting. In the event of an equality of votes the Provost will have a second or casting vote.
65. Subject to these Standing Orders, voting will be by a roll call vote where the names for or against the motion or amendment and those not voting will be taken down in writing and entered into the minute.

66. Voting will begin when the Clerk has put all competent motions and amendments before the Council. Members present at the meeting and eligible to vote will vote either “for” or “against” each amendment, to be taken in the order moved or in the order determined by the Provost.

67. If an amendment is not carried, any other amendments will be voted on. If an amendment is carried, it will take the place of the original motion (and become the substantive motion) and any remaining amendments will be voted on in the same manner. After all amendments have been disposed of, Members will then vote “for” or “against” the motion (either the original motion or the substantive motion) remaining before the meeting.

68. Where the direct negative has been moved in addition to one or more amendments, the direct negative will be taken last.

69. Where only the motion and the direct negative are moved and seconded, a straight vote will take place “for” or “against” the motion.

VOTING (ALL APPOINTMENTS) – COUNCIL AND APPOINTMENTS PANEL

70. When nominating or appointing a Member of the Council or any person to any office where the number of candidates is more than the number of vacancies, the person to be selected will be decided by a vote or votes. Members will be entitled to vote for as many candidates as there are vacancies but cannot cast more than one vote for any one candidate. For voting purposes, each candidate will be taken in turn in alphabetical order (by surname).

71. If, as a result of voting, there is an absolute majority (that is - half of those present plus 1) in favour of a candidate or candidates for the vacancy or vacancies to be filled, such candidate or candidates will be declared elected, selected or appointed as the case may be.
72. If there is no such majority, then a fresh vote will be taken provided that:-
   (a) the candidate receiving the least number of votes will be dropped from the list and a fresh vote taken.
   (b) if an absolute majority vote is not secured on the second vote, then as long as the candidate or candidates with the most votes has/have received a simple majority of the votes cast then they will be declared elected, selected or appointed as the case may be; and
   (c) in any case of equality of votes the person presiding at the meeting will have a second or casting vote, save that where the subject of the vote relates to the appointment of a Member of the Council to any particular office or Committee the decision on which candidate or candidates will be eliminated from the process will be decided by lot.

73. At any stage Members can, by unanimous agreement, exclude candidates who they consider have no prospect of being appointed.

AUTOMATIC BREAK (COMFORT BREAK)

74. After Council has been sitting for two hours and not longer than two and a half hours, there will be an automatic break of at least 10 minutes. At the discretion of the Provost the break may be extended to not more than 30 minutes.

ADJOURNMENT

75. During any meeting of the Council, it shall be competent for a member at any time, except during a speech by another member, to move that the meeting be adjourned for a period of time or to a date and time specified in the motion. No motion for adjournment may be made within thirty minutes of a previous motion having been rejected if the Council is still considering the same item of business. A motion for adjournment shall have precedence over all other motions and if moved and seconded shall be put to the meeting without amendment save as to the date and/or time for resumption of the meeting. When the adjourned meeting is resumed, the proceedings shall commence at the point at which they were interrupted by the adjournment.

76. In the event that the business of a daytime meeting is not concluded within five hours (excluding automatic breaks) and, in the case of an evening meeting, by 9.30pm, there will be an automatic vote to determine the proposal that “the meeting will stand adjourned until a date and time within the following four working days”, said date and time to be advised by the Clerk to the Council when the proposal is put to the vote. For the avoidance of doubt, a simple majority will carry or defeat the proposal.

REVOCATION OF PREVIOUS RESOLUTIONS (SIX MONTH RULE)

77. No motion which seeks to alter or revoke a decision of the Council, or has that effect, will be considered or passed until at least six months after the decision was taken originally, unless no less than two thirds of Members present and entitled to vote at
any Council meeting agree to reconsider the decision. The vote will be conducted by roll call.

DECISION NOTICES

78. The Clerk will issue a decision notice detailing decisions taken by the Council/Committees/Panels to all Members of the Council within 2 working days of the meeting.

DISORDERLY CONDUCT

79. In order to stop disorderly conduct or other misbehaviour at a meeting, the Council can exclude members of the public whose presence or actions are stopping the good conduct of the meeting. If a member of the public interrupts any meeting, the Provost may warn the person that if they continue the interruption, the Provost may instruct that the member of the public shall leave the meeting. The Clerk will act on any orders received from the Provost to this effect.

80. In the event of a Member disregarding the authority of the Provost, or behaving obstructively or offensively, the Provost will first ask the Member to refrain from such behaviour, failing which a motion may be proposed and seconded to suspend the member for the rest of the meeting. The motion will be put without debate. If it is carried, the Council Officer will act on any orders received from the Provost to carry out the decision.

81. In the event of disorderly conduct by a member of the public or a Member, it will be open to the Provost to adjourn a meeting to another time on the same day or to another date and time.

PETITIONS

82. The Council has a process in place whereby its citizens can submit a petition to any of its Decision Making Committees. The Public Petitions Process is set out in the Scheme of Delegation.

INTERPRETATION AND APPLICATION OF STANDING ORDERS

83. If, at any time, a question arises on whether any of these Standing Orders conform to legislative provisions, the Clerk to the Council will rule on whether the queried Standing Order should be overridden.

84. These Standing Orders must be read in conjunction with the following Governance and Corporate Documents:-

(a) Scheme of Delegation
(b) Contract Standing Orders and Financial Regulations
(c) Council approved Budget & Policy Strategies
(d) Councillors’ Code of Conduct
(e) Stirling Council’s Code of Conduct
(f) Public Petitions Process
(g) Local Review Body Procedures
85. The provisions of these Standing Orders (except Standing Orders 1, 3 to 5, 17 to 18, 
30 to 37, 44 to 50, 58 and 87 to 88, which only apply to Council and Standing Orders 
70 to 73 which only apply to Council and to the Appointments Panel) will apply to the 
Decision Making Committees, the Audit Committee, the Pre-Determination Hearing 
Committee or Panels as they apply to the Council, except that Standing Orders 26, 
29, 39 to 49 and 50 to 69 inclusive do not apply to the Pre-Determination Hearing 
Committee, which has its own procedures as determined by the Council’s Service 
Manager - Planning and Building Standards in consultation with the Convener and 
Vice-Convener of the Committee.

86. References in these Standing Orders to the Provost or Convener include his or her 
appointed Depute or any other Member when acting in their absence.

**SUSPENSION AND AMENDMENT OF STANDING ORDERS**

87. As long as it is consistent with any statutory provisions, any one or more of the 
Standing Orders can be suspended at any meeting, provided that two-thirds of 
the Members of the Council who are present agree.

88. No alteration of these Standing Orders will be made:-

(a) without notice being given at one meeting of the Council to be discussed at 
the following one, which alterations will not come into effect except on a 
resolution, passed by a majority of the members present and voting 
or

(b) excepting that a report can be submitted to any meeting of Council by the 
Clerk to the Council, proposing alterations, which alterations will be inherent 
in the terms of a report or minute to the Council, so as to come into 
immediate effect on a resolution passed by a majority of the Members 
present and voting.
DEFINITIONS

Agenda A list of business to be considered at Council, Committee and Panel meetings.

Amendment Where a motion has been put forward in respect of an item of business on an agenda, a Member may move an alternative proposal. The motion and the amendment will then be debated and a vote taken.

Clear Working Days Saturdays, Sundays and public holidays are not included as working days.

Clear days does not include the day an agenda is issued or the day of the meeting. For example if a meeting takes place on a Thursday the agenda would require to be issued the previous Friday – 3 clear days before the meeting.

Clerk The person appointed to arrange for the preparation and circulation of agendas and minuting of meetings and to provide such procedural advice at meetings as may be necessary.

Clerk to the Council The Proper Officer in respect of the Standing Orders. The Clerk to the Council is the Chief Officer – Governance appointed by the Council under sections 43, 50A – 50K and Schedule 7 of the Local Government (Scotland) Act 1973 (as amended).

Council The Stirling Council incorporated under the Local Government etc. (Scotland) Act 1994.

Councillor A duly elected member of the Council in terms of Section 33A of the Local Government (Scotland) Act 1973.

Letter of Summons Sent to all Members and signed by the Clerk to the Council to summon them to attend a Council meeting. Only applies to Council meetings. For all other meetings the Notice serves as the summons.

Member A Councillor and anyone appointed to a Committee or Panel whether or not entitled to vote.

Monitoring Officer The officer appointed by the Council under Section 5 of the Local Government and Housing Act 1989 or the person nominated as a deputy under sub-section (7) of Section 5.

Notice of Meeting Printed at the top of the agenda (giving the date, time and if appropriate place of the meeting) and acts as summons to Members to attend a meeting of a Committee or Panel.
| **Present** | A Member will be present at the meeting either by being physically present in the meeting room, or by attending remotely using Microsoft Teams or any other approved platform. |
| **Quorum** | The minimum number of Members at a Council, Committee or Panel meeting who must be present for valid transaction of business. |
| **Two Thirds of Members** | If the figure is not a whole number the number will be rounded up. |
STIRLING COUNCIL

SCHEME OF DELEGATION

Effective from and including 19 May 2022
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1 Introduction

1.1 Like every other Local Authority, Stirling Council is only able to do what the law empowers it to do. In the absence of a decision by the Council to the contrary, all of its powers would have to be exercised through meetings of the full Council. That is, all decisions no matter how large or how small would need to be taken at meetings of the full Council.

1.2 Recognising that this would be unworkable and would detract from the Council’s aims and values, the Council has chosen to exercise one of the powers available to it - the power to delegate. There are of course, some powers which the law says cannot be delegated and others which the Council chooses to retain.

1.3 Every decision taken under delegated power is considered to be a decision of the Council.

1.4 This section of the Scheme describes how decision-making operates within the Council. The remaining sections detail the specific delegations that have been agreed by the Council.

2 Extent of Delegation

2.1 The Council can only delegate to a Committee, Sub-Committee, an Officer of the Council or a Joint Committee with another Council(s), which also includes the Clackmannanshire and Stirling Integration Joint Board. Unless the Council states otherwise, Committees may further delegate to Officers. Sub-Committees can also further delegate to Officers.

2.2 There is nothing to prevent the Council from dealing with a delegated matter itself or from withdrawing or amending the delegation.

2.3 Officers with delegated powers can delegate to other Officers but this does not release them from the responsibility arising from the exercise of the authority that has been delegated to them in this Scheme. When officers further delegate their powers, they have to record this in writing.

2.4 Where a responsibility has been further delegated, there is nothing to prevent the person who was originally given delegated powers under this Scheme from dealing with the responsibility themselves or from withdrawing or amending the delegation.

3 Distribution of Decision-making Powers

3.1 It is virtually impossible to specify all of the powers that are available to the Council and assign them to a variety of delegates. As a result, the Council has decided that except for matters which must be dealt with at the level of the Council itself (as required by Statute or as agreed by Council); all other powers should be delegated.
4  **Reservations to the Council**

4.1 In terms of the law, full Council must exercise certain responsibilities. However, there are also certain matters that the Council has chosen to deal with itself. These are detailed at Appendix 1 and the Council has decided that these powers will not be delegated.

5  **Delegations to Committees and Panels**

5.1 The Council wishes to ensure that its decision making occurs in as efficient and effective a way as possible, whilst providing robust mechanisms to ensure transparency and accountability of the decision making process. Consequently, the Council has made provision in its Standing Orders, under Section 57 of the Local Government (Scotland) Act 1973, for the establishment of the following Committees of the Council to discharge functions on its behalf:

- Children & Young People Committee
- Community Planning & Regeneration Committee
- Environment & Housing Committee
- Finance & Economy Committee
- Public Safety Committee

The above committees are collectively known as the Decision Making Committees and their remits are contained in Appendix 2.

5.2 The Council has established a Joint Committee with Clackmannanshire Council in terms of sections 56 and 57 of the Local Government (Scotland) Act 1973, known as the Stirling and Clackmannanshire City Region Deal Joint Committee. The Joint Committee is the decision making forum for all City Region Deal matters. The remit of the Joint Committee is contained in Appendix 3.

5.3 In addition the Council has established (a) an Audit Committee with responsibility for the promotion of good governance and the establishment and monitoring of sound internal controls and robust financial and risk management arrangements and (b) a Pre-Determination Hearing Committee to conduct pre-determination hearings for planning applications which are national developments or major developments which are significantly contrary to the development plan. The remits of the Audit Committee and Pre-Determination Hearing Committee are contained in Appendix 5.

5.4 There are some quasi-judicial roles and other operational responsibilities that the Council has to make alternative arrangements for or has decided to delegate to Committees. The Council has chosen to call these Committees Panels. The delegated powers available to Panels may be altered from time to time by the Council.

5.5 The Panels which have been established by the Council are as follows:-

- Appeals Panel
- Appointments Panel
- Chief Executive Appraisal Panel
- Civic Panel
- Grievance and Discipline Panel (Chief Officers)
- Health & Safety Panel
- Local Review Body
5.6 The terms of reference of the various Panels are set out in Appendix 6.

6 Limitation on Delegation

6.1 Legally the Council cannot delegate powers to individual Members. This means that all decisions on matters delegated to Decision Making Committees must be taken at a properly convened meeting of the relevant Committee.

7 Delegations to Officers

7.1 The Council has reserved very few powers to itself and has agreed extensive delegations to the Chief Executive who in turn is empowered to sub-delegate to other officers.

7.2 The Chief Executive can be granted delegated powers by Council, a Committee, a Panel or another Officer. The Chief Executive will prepare, publish and keep under review a Scheme of Sub-Delegation setting out details of all the powers delegated by him/her to the Chief Operating Officers, Heads of Service or Chief Officers.

7.3 When exercising any delegated authority, the Chief Executive must have regard to a variety of stipulations that the Council has decided should govern and influence the exercise of delegated powers. When sub-delegating any powers to officers, the Chief Executive must ensure that they have regard to the same stipulations.

7.4 Details of the rules that apply in exercising these delegated powers are contained in Appendix 7(a). Details of the matters delegated to the Chief Executive are contained in Appendix 7(b).

7.5 The only exception to the practice of routing all officer delegations through the Chief Executive arises through statutory appointments. In terms of various statutes, the Council is required to appoint officers for a variety of purposes. Officers appointed to perform these statutory functions are empowered to take the action that is implicit in their roles. The statutory appointments that have been made by the Council are detailed in Appendix 8.

7.6 The Council requires officers to publish information about the exercise of certain specified categories of delegated authority, as undernoted:-

Proposed exercise of delegated authority

- Building Standards Information
- Civic Licensing Schedule
- Community Grant and Community Pride Recommendations
- Permanent Traffic Regulation Orders
- Planning Schedule

Action already taken under delegated powers

- Mandatory Discretionary Rates
Tender Acceptances

Officers may choose to publish information about the exercise of other categories of delegated authority in the Information Bulletin. In addition, Conveners may ask that their Committee receives reports from officers on action taken under delegated authority for the areas in their remit.

7.7 The method of publicising this information is through the Council’s Information Bulletin, which is published weekly. This Bulletin includes details of decisions either taken or about to be taken by officers under delegated authority. Such decisions include, for example, those relating to certain planning applications, building certificate applications and some decisions relating to licensing applications.

8 Clackmannanshire and Stirling Integration Joint Board

8.1 The Public Bodies (Joint Working) (Scotland) Act 2014 (“The 2014 Act”) introduced the reform of most health and care services by way of a framework for integrating adult health and social care services. The 2014 Act created new partnerships between local authorities and health boards, with statutory responsibility to coordinate local health and social care services.

8.2 On 25 June 2015 full Council approved the draft Integration Scheme for the Clackmannanshire and Stirling Health and Social Care Partnership, the purpose of the Integration Scheme being to establish the Health and Social Care Partnership and outline the functions of the Clackmannanshire and Stirling Integration Joint Board (“the IJB”). Subsequent to this the Council was given notification, on 17 September 2015, of the approval of the Integration Scheme and the responsibilities of the Chief Officer by the Cabinet Secretary for Health, Wellbeing and Sport. The Order to establish the IJB was laid in the Scottish Parliament on 4 September 2015 and came into force on 3 October 2015. This meant that from 3 October 2015, the IJB was legally established.

8.3 The 2014 Act set out a broad framework for creating integration authorities. The Act and supporting regulations and guidance gives local authorities and NHS Boards a wide degree of flexibility, allowing the development of integrated services that are best suited to local circumstances. For the Council, the IJB will plan and commission integrated health and social care services in the local authority area. This means that, in respect of the IJB, Stirling Council, NHS Forth Valley and Clackmannanshire Council all delegated budget to the IJB and it is the IJB that will decide how to use these resources to achieve the objectives of its Strategic Plan. The IJB will then, in turn, direct NHS Forth Valley and Stirling and Clackmannanshire Councils to deliver the services in line with this plan.

8.4 The functions that have been delegated by the Council to the IJB are set out in Part 1 of Annex 2 of the Integration Scheme which can be accessed via the following link:- http://nhsforthvalley.com/wp-content/uploads/2015/04/Clackmannanshire-Stirling-Integration-Scheme.pdf

8.5 The services to which these functions relate are set out in Part 2 of Annex 2 of the Integration Scheme.

8.6 More information regarding the IJB is contained within Appendix 4.
9 Review

9.1 The Council reviews its Scheme periodically (at least annually). Between reviews, arrangements are made for the publication of amendments to the Scheme arising from decisions by Council or made necessary by changes in legislation.
The powers reserved to the Council are a mixture of those which must be reserved in terms of statute and those which the Council has chosen to reserve. Powers which are not reserved are delegated in accordance with the provisions of this Scheme, save as the Council otherwise directs.

The Council will normally only consider reports which have first been considered by a Decision Making Committee or the Audit Committee. However reports which are of Council wide strategic importance or in respect of which there is a statutory right to have them considered by full Council or reports dealing with appointments, civic matters and governance arrangements, may be submitted direct to Council. For the avoidance of doubt, reports on the matters specified in paragraphs 1.1, 2.1, 2.2, 2.3, 3.1, 3.2, 4.1, 5.1, 6.1, 8.1, 8.2, 9.1, 9.2, 10.1, 11.1 to 11.10 inclusive, and 14.1 of this Appendix 1 may be submitted direct to Council. In exceptional circumstances the Clerk to the Council may, in consultation with the Provost, agree that a report which does not fall within these categories be submitted direct to Council.

The following is a comprehensive list of what is reserved to the Council, categorised as statutory and non-statutory:

**Statutory Reservations**

1. **Ethical Standards in Public Life etc. (Scotland) Act 2000**
   
   1.1. To consider the findings of a Hearing held by the Standards Commission within three months of receiving the findings or within such longer period as the Standards Commission may specify in writing.

2. **Local Government (Scotland) Act 1973**

   2.1. To change the name of the Council. *(Section 23)*

   2.2. To set Council Tax. *(Section 56(6))*

   2.3. To appoint Committees (including Panels). *(Section 57)*

   2.4. To promote and oppose private legislation. *(Section 82)*

3. **Local Government and Housing Act 1989**

   3.1. To consider reports by the Head of Paid Service *(Section 4)*

   3.2. To consider reports by the Monitoring Officer *(Section 5)*

4. **Local Government etc (Scotland) Act 1994**

   4.1. To appoint the Convener and Depute Convener of the Council and to decide on their titles (currently known as Provost and Depute Convener). *(Section 4)*
5. Licensing (Scotland) Act 2005

5.1. To decide whether or not to divide the Council’s area into licensing divisions and to appoint Members to the Licensing Board. (Section 5)

6. Local Authority Accounts Regulations

6.1. To receive the certified abstract of the Council’s accounts.

7. General

7.1. Taking any other decisions which cannot by law be delegated to a Committee or an Officer.

7.2. Any other functions or matters which may from time to time be reserved to the Council by law.

Non Statutory Reservations

The Council is the main scrutiny and debating forum for issues affecting the Council area and for the provision of democratic leadership. It exercises strategic leadership for the area and promotes the Council’s core values.

8. Town & Country Planning (Scotland) Act 1997

8.1. To determine planning applications which are (a) national developments or (b) major developments which are significantly contrary to the Development Plan, such applications having first been the subject of consideration by a Pre-Determination Hearing.

9. Elections

9.1. To consider matters relating to the fixing or amendment of the Council’s geographic boundaries, its electoral boundaries and wards or matters relating to the fixing or amendment of the boundaries of the Scottish and Westminster Parliamentary Constituencies lying wholly or partly within the Stirling Council area.

9.2. Determining all matters relating to Elections which are not the responsibility of the Returning Officer (the person appointed to administer elections in accordance with the Representation of the People Act 1983).

10. Councillors’ Allowances

10.1. To determine and keep under review a Scheme of Members’ Allowances and to determine the level of Councillors’ allowances.

11. Committee Structure & Corporate Governance Arrangements

11.1. To appoint the Provost, Depute Convener of Council (if so determined) Leader and Depute Leader of the Council and Bailies.
11.2. To fix and amend the constitution, membership and functions of the Committees and Panels, and, to appoint and remove Conveners, Portfolio Holders, Chairs, Deputes, Members of Committees and Spokespersons.

11.3. To select and deselect, Members and Officers to serve on and/or to represent the Council on other bodies where such power is not expressly delegated to a Committee.

11.4. To fix and amend a programme of Council, Committee and Panel meetings, subject to the provisions of the Council’s Standing Orders for the regulation of proceedings and business.

11.5. To appoint Members to serve on Joint Committees, Joint Boards and external organisations.

11.6. To make and amend a Scheme of Delegation detailing terms of reference for, and delegations to, Committees, Panels and Officers of the Council.

11.7. To make and amend Standing Orders for the regulation of proceedings and business.

11.8. To make and amend Contract Standing Orders and Financial Regulations.

11.9. To delegate a power or duty of the Council to, or to accept a delegated power from, any other local authority.

11.10. To determine whether to co-operate or combine with other local authorities in providing services.

12. Policies and Strategic Plans

12.1. To approve, review and amend the Council’s Five Year Business Plan, the Stirling Plan, the Workforce Plan and any other major policies that have council wide application and are not otherwise reserved.

13. Resources - Financial

13.1. To determine the Council’s annual revenue budget and capital programme, and to determine the level of Council house rents and service charges in terms of Part XI of the Housing (Scotland) Act 1987, all following consideration by the Finance & Economy Committee;

13.2. To incur revenue or capital expenditure which is not contained within the overall budgetary provision of the Council and which requires supplementary estimates.

13.3. To approve the use of Prudential Borrowing of £500,000 or more per request.

13.4. To approve individual revenue virement (diverting funds from one budget heading to another) greater than £250,000 and any proposal for virement involving a new policy or variation of existing policy which may have a significant impact upon the corporate priorities and service plans of the Council.

13.5. To approve individual capital virement within the overall HRA and Non HRA Capital Programmes (diverting funds from one budget heading to another) greater than £250,000 and any proposal for virement involving a new policy or variation of an existing policy which may have a significant impact upon the corporate priorities and service plans of the Council.

13.6. To approve the Council’s annual Fees and Charges as part of the Council’s annual budget setting process, or in exceptional circumstances, including where legislation requires a change to a fee or charge, or where the Council introduces a new service outwith the annual budget setting process.
14. Appointments

14.1. To determine the process of selection and appointment of the Chief Executive, Chief Operating Officers, Heads of Service and Chief Officers.

15. Management Rules & Statutory Orders etc.

15.1. To make and as necessary, revoke or amend, Byelaws, Management Rules, Compulsory Purchase Orders and Exclusion Orders.

15.2. To consider and respond to any statutory report from the Controller of Audit or from the Council's external auditor.

16. Common Good Funds and Civic Matters

16.1. To approve recommendations from the Civic Panel for expenditure from the Stirling Burgh Common Good Fund, the Bridge of Allan Common Good Fund, the Callander Common Good Fund and the Dunblane Common Good Fund in excess of £10,000.

16.2. To approve recommendations from the Civic Panel for expenditure of a civic nature in excess of £10,000.

16.3. to approve the process for the appointment of a Makar and to agree an honorarium to be committed from the Civic Budget to cover expenses and travel.

17. Bidding for National Events

17.1. To approve all bids or expressions of interest to host national events, to receive national recognition, to locate national facilities and the like where the opportunity in question may commit the Council to expenditure in excess of £50,000 and to remit oversight of such bids to an appropriate committee. All such bids will have a budgetary limit, a bid project board and/or working group and the requirement for regular reporting of progress.

18. Refugee Resettlement Schemes

18.1. To authorise the Council’s participation in any proposed refugee resettlement scheme.
DELEGATIONS TO THE DECISION MAKING COMMITTEES

THE DECISION MAKING COMMITTEES – PRINCIPLES OF OPERATION

Except for powers that have been reserved to the Council and powers that have been delegated to the Audit Committee, Panels, the Stirling and Clackmannanshire City Region Deal Joint Committee, Joint Boards, the IJB or Officers, all other powers have been delegated to the Decision Making Committees. That is, any powers which are available to the Council but which are not specified in Appendices 1, 2, 3, 4, 5, 6, 7 and 8 of this Scheme, are exercisable by the appropriate Decision Making Committee as determined with reference to the general and specific delegations set out below and the areas of special responsibility detailed in Appendix 9.

In any situation of uncertainty, the Chief Executive will determine where and in what circumstances the Decision Making Committees are empowered to exercise authority which has been delegated to them by the Council.

The Decision Making Committees may choose not to discharge a particular function but to make a recommendation on the matter to the Council. The Decision Making Committees may report, with recommendations, to the Council with regard to functions that the Council has reserved to itself.

Each of the Decision Making Committees will have responsibility for the Council’s key priorities as set out below in relation to the remit of the Committee.

**Priority A**
We will look after all of our citizens, from early years through to adulthood, by providing quality education and social care services, to allow everybody to lead their lives to their full potential.

**Priority B**
We will target all forms of poverty across our communities and mitigate the impact of austerity and welfare cuts on those hit the hardest.

**Priority C**
We will create more affordable housing and social housing in all of Stirling's communities. We will lead by example as an organisation in setting exceptional standards in building practice, environmental practice, employer practice, tenant relations and homelessness prevention.

**Priority D**
We will deliver inclusive economic growth and promote prosperity. We will deliver a City Region Deal and pursue policies and solutions that encourage high quality, high paying jobs into all of Stirling's communities.

**Priority E**
We will create and implement environment and infrastructure improvements. We will deliver new ownership and delivery methods around energy generation, public transport and internet access, ensuring profits and services work to community, not commercial priorities.

**Priority F**
We will commit and coordinate our resources to ensuring Stirling becomes a must visit destination; with heritage, culture, environment and economic strategies working hand in hand to encourage tourists to stay for a minimum of three days and two nights.
GENERAL DELEGATIONS TO THE DECISION MAKING COMMITTEES

Each Decision Making Committee is empowered to perform the following in relation to its remit insofar as not limited by reservation to the Council itself:

1. Developing and approving policies in line with the Council’s key priorities, the Stirling Plan and the Five Year Business Plan, subject to new policies of major significance with Council wide implication being referred to Council with or without recommendations.

2. Exercising strategic leadership and promoting the Council’s core values, ensuring the effective communication of Council policies.

3. Taking all decisions within the budget framework approved by the Council.

4. Co-ordinating the development, monitoring and review of the functions and Services contained within each Committee remit, in terms of this Scheme, and making recommendations to Council for the adoption or alteration of Council Policies which are not specifically delegated to the Decision Making Committee.

5. Undertaking such surveys of communities’ and citizens’ opinions as they consider necessary in connection with each Committee remit in order to inform policy development, implementation, monitoring and review.

6. Establishing such Short Life Working Groups as they consider necessary to give detailed consideration to the development of a policy or revising an existing policy within the Committee’s remit. The formation of a Short Life Working Group will only be appropriate where the matter can be dealt with and reported on within three cycles of meetings. A Committee should not establish more than one Short Life Working Group at any one time. Short Life Working Groups will have no delegated authority to take decisions and will meet in private. Guidance on the establishment of Short Life Working Groups is set out in Appendix 2a.

7. Establishing Ad-hoc Scrutiny Panels to investigate an aspect of service delivery or area of concern within the particular Committee’s remit. Ad-hoc Scrutiny Panels are not decision making bodies and will be expected to submit a final report within three cycles of meetings setting out the findings of the Panel for consideration by the appropriate Decision Making Committee. Ad-hoc Scrutiny Panels are expected to work cross-party and will meet in public. Decision Making Committees should not establish more than one Ad-hoc Scrutiny Panel at any one time. Guidance on the establishment of Ad-hoc Scrutiny Panels is set out in Appendix 2b.

8. Receiving, scrutinising and approving Services’ plans for implementation of the Council’s policies and priorities for service delivery and establishing appropriate service targets and performance indicators for policies and services within each Committee remit.

9. Receiving, scrutinising and approving Services’ arrangements for the management of risk.

10. Securing overall Best Value in the performance of Services by ensuring continuous improvement and by maintaining a balance between the quality of the outcome of services delivered and the cost of these services. This should always be undertaken with regard to the efficiency, effectiveness, and economy of Service’s actions, how well those actions comply with the requirements of equalities legislation and their potential to contribute to the achievement of sustainable development.

11. Co-ordinating, guiding, monitoring and reviewing the discharge of the functions within each Committee remit, by Officers, in terms of this Scheme of Delegation.

12. Giving approval to enter into a procurement process where the contract value is expected to be £1M or higher?
(13) Taking decisions that are contrary to or not wholly in accordance with the approved revenue budget, provided that any associated spend must not exceed £100,000 and must be offset by additional income or savings from elsewhere within the budget.

(14) Taking decisions to increase the costs of individual projects in the capital programme to cover an overspend, subject to these costs not exceeding 10% of the total project cost or £100,000 (whichever is the lesser) but only if this can be offset elsewhere in the approved capital programme.

(15) Taking decisions to apply for grants where the grant does not align with the Council’s strategic aims or policies.

(16) Reporting any areas of concern to Council including those that may require further scrutiny by a Committee.

(17) Carrying out detailed reviews of service delivery, undertaking scrutiny of Service budgets and operations and examining actions being carried out by Services in response to Inspections and Annual Reports.

(18) Ensuring compliance with the public sector equality duty by paying due regard to the need to eliminate discrimination, advance equality, and foster good relations between people who share a relevant protected characteristic and those who do not.

(19) The consideration of petitions submitted to the Council in accordance with the Council’s approved petitions procedure and determination of the appropriate action to be taken within the terms of the procedure.

(20) The Decision Making Committees will meet as follows:

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<th>Day</th>
<th>Week</th>
<th>Cycles</th>
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<tr>
<td>Public Safety Committee</td>
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<td>1</td>
<td>All</td>
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<tr>
<td>Community Planning &amp; Regeneration Committee</td>
<td>Thursday</td>
<td>3</td>
<td>All</td>
</tr>
<tr>
<td>Environment &amp; Housing Committee</td>
<td>Thursday</td>
<td>4</td>
<td>All</td>
</tr>
<tr>
<td>Finance &amp; Economy Committee</td>
<td>Thursday</td>
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<td>All</td>
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<tr>
<td>Children &amp; Young People Committee</td>
<td>Thursday</td>
<td>6</td>
<td>All</td>
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SPECIFIC DELEGATIONS TO THE DECISION MAKING COMMITTEES

The Children & Young People Committee
Exercising all the functions of the Council as Education Authority in respect of children of and below school age within the terms of the relevant legislation, insofar as these are not limited by reservation to the Council itself.

(1) Exercising the functions as Social Work Authority in relation to children and young people within the terms of the relevant legislation, insofar as these are not limited by reservation to the Council itself or functions within the operational remit of the Clackmannanshire and Stirling Integration Joint Board.

(2) Overseeing all matters relating to:

- Nursery, Primary and Secondary School provision and provision for children with Additional Support Needs;
- Creche, Play and Out of School Care;
- Educational Attainment;
- Curriculum and In-service Training;
- Psychology Service;
- Gaelic Medium Education;
- Community Learning and Development (CLD);
- Children’s Services Planning;
- Skills Development and Training;
- School Catering;
- Interaction with Stirling Youth Forum;
- Youth Support;
- Youth Justice;
- Community Justice (so far as relates to children and young people);
- Criminal Justice (so far as relates to children and young people);
- Social Work Service (children and young people);
- Adoption and Fostering;
- Looked After and Accommodated Children;
- Care and Protection of Children;
- Through Care/after Care;
- Scrutiny of performance reports for Education, Children and Families and Criminal Justice

(3) Where a new policy is of major significance with council wide application, the Committee should refer it to Council for approval with or without recommendations.

(4) The Children & Young People Committee will be appointed by Council and will comprise nine Members, to include three Members of the Conservative Group, three Members of the Labour Group and three Members of the SNP Group. At every meeting of the Children & Young People Committee in addition to discharging ordinary business, the Children & Young People Committee will discharge education functions on the Council’s behalf, at which point, the membership of the Children & Young People Committee will include:

(a) three representatives of religious bodies appointed under Section 124 of the Local Government (Scotland) Act 1973. These Members will be counted for the purpose of establishing a quorum and will have the same voting rights as Elected Members on Education Authority items of business. They will not be able to appoint substitutes;

(b) one/two teachers elected by teaching staff employed by the Council. These members will not be able to vote. Substitution will be permitted from within a named pool only with no requirement for prior notification;
two secondary school pupils selected from a pool of seven, comprising one representative from each of the Council’s secondary schools. These members will not be able to vote. Substitution will be permitted from within the pool only with no requirement for prior notification.

The Community Planning & Regeneration Committee

(1) The Community Planning & Regeneration Committee oversees the community planning processes and deals with the voluntary sector, advice services and community engagement, sport and recreation, culture, libraries and archives.

(2) The Committee oversees all matters relating to:

- Community Planning Partnership;
- Community Engagement;
- Community Empowerment;
- Community Councils;
- Area Community Planning;
- Community Development;
- European Funding;
- Cultural Services;
- Libraries and Archives;
- Sport and Physical Activity;
- Advice Services;
- Urban, social and rural regeneration;
- Council’s equality duties;
- Combating violence against women;
- Community Justice (in so far as it relates to adults);
- Criminal Justice (in so far as it relates to adults).

(3) The Community Planning & Regeneration Committee is empowered to perform the following insofar as not limited by reservation to the Council itself:

(a) Formulating, examining and approving policies relating to its areas of responsibility.

(b) Formulating, examining and approving policies relating to the Council’s Equality duties.

(4) Where a new policy is of major significance with council wide application, the Committee should refer it to Council for approval with or without recommendations.

(5) The Community Planning & Regeneration Committee will be appointed by Council and will comprise six Members, to include two Members of the Conservative Group, two Members of the Labour Group and two Members of the SNP Group.

The Environment & Housing Committee

(1) The Environment & Housing Committee has responsibility for planning policy and the built environment, roads, parks and open space, waste, housing and the enforcement and sustainability agendas (liaising with the Public Safety Committee on matters of common interest).
(2) The Committee oversees all matters relating to:

Road Traffic Regulation;
Public Transportation;
Road Network Management;
Housing;
Building Standards;
Consumer Protection;
Environmental Health;
Trading Standards;
Transportation Planning;
Planning Policy;
Roads Network Maintenance and Construction;
Street Cleansing;
Waste Management;
Flood Prevention;
Fleet Management and Maintenance;
National Park;
Public access to the outdoors;
Cemeteries, Churchyards etc;
Grounds Maintenance;
Facilities Management;
Fisheries Management;
CCTV

(3) The Environment & Housing Committee is empowered to formulate, examine and approve policies relating to its areas of responsibility.

(4) Where a new policy is of major significance with council wide application, the Committee should refer it to Council for approval with or without recommendations.

The Environment & Housing Committee will be appointed by Council and will comprise six Members, to include two Members of the Conservative Group, two Members of the Labour Group and two Members of the SNP Group.

The Finance & Economy Committee

(1) The Finance & Economy Committee has powers in relation to the Council's financial resources, its revenue and capital budgets, and economic development and support.

(2) The Committee oversees all matters relating to:

Economic Development;
Business Support;
Audit and Review Services (Internal and External);
Corporate Accounting and Accounting Services;
Council Tax and Benefits;
Freedom of Information and Records Management;
Human Resources and Industrial Relations;
Treasury Management;
Procurement;
Property Management;
Customer and Related Services;
Credit Unions;
Wi-Fi and Broadband Delivery;
Tourism

(3) The Finance & Economy Committee is empowered to perform the following insofar as these are not limited by reservation to the Council itself:

(a) advising the Council on the allocation of its financial resources and regulating and controlling them within the terms of the Council’s policies;
(b) preparing for the approval of the Council and reviewing from time to time such Financial Regulations as may be necessary;
(c) monitoring and reviewing expenditure within the allocations provided for in the Council’s approved Revenue and Capital budgets and, where the sums involved are material or there are significant policy considerations, making recommendations to the Council on requests for supplementary estimates;
(d) without prejudice to the duties and responsibilities of the Council’s other Committees, establishing a monitoring group, consisting of Members and Officers, to assist in the preparation of the Council’s Revenue Budget and in ensuring that the expenditure of the Council’s Committees remains within approved levels;
(e) overseeing all technical matters relating to:-
   • the cost of capital projects and included in the Capital Programme approved by the Council;
   • the manner in which capital expenditure is defrayed;
   • the borrowing and re-borrowing of money and the raising and repayment of loans within such borrowing limits as may be approved by the Council;
   • the keeping of accounts for the proper recording and auditing of all transactions of the Council;
   • the temporary investment or utilisation of revenue balances;
   • banking arrangements and the negotiation of banking terms;
   • arrangements for insurance cover in respect of the Council’s risks and the management of the insurance fund;
   • fixing of charges, rebates and allowances not being those linked to or associated with the functions referred to any other Committee;
   • determining appeals against assessments and the disposal under any enactment of all other claims or applications for relief from or payment of taxes;
   • making proposals for incurring expenditure or making grants or loans under the powers contained in Section 84 of the Local Government (Scotland) Act 1973, with respect to any emergency or disaster which the Committee deems likely to affect the whole or part of the Council’s area or all or some of its inhabitants.
   • the task of meeting budget reduction targets.
(f) agreeing the allocation of proceeds from asset sales up to a value of £100,000 where the Council’s agreed revenue budget is not dependent on the capital receipt.
(g) formulating, examining and approving policies relating to Human Resources matters.
(h) Hearing any request for a review of a refusal by the Council to agree to an asset transfer request under Part 5 of the Community Empowerment (Scotland) Act 2015, which hearing will be conducted in accordance with the Standing Orders
and the Scheme of Delegation and any regulations made pursuant to the said 2015 Act in respect of such hearings

(4) Where a new policy is of major significance with council wide application, the Committee should refer it to Council for approval with or without recommendations.

(5) The Finance & Economy Committee will be appointed by Council and will comprise six Members, to include two Members of the Conservative Group, two Members of the Labour Group and two Members of the SNP Group.

The Public Safety Committee

(1) The Public Safety Committee deals with all matters concerning:-

(a) the scrutiny of and engagement with the police service and fire and rescue services in terms of the Police & Fire Reform (Scotland) Act 2012 and the Fire (Scotland) Act 2005;

(b) the scrutiny of approaches to combat violence against women; and

(c) the scrutiny of the multi-agency Incident Response Team in relation to emergency management incidents.

(2) The Public Safety Committee is empowered to perform the following insofar as not limited by reservation to the Council itself:-

(a) Assessing the adequacy and effectiveness of Local Policing Plans in terms of priorities, community engagement and performance related measures to provide reasonable assurance of effective and efficient implementation and operation.

(b) Assessing the adequacy and effectiveness of Local Fire and Rescue Services Plans in terms of priorities, community engagement and performance related measures to provide reasonable assurance of effective and efficient implementation and operation.

(c) Considering statistical reports on complaints on policing and fire and rescue services in the Council area.

(d) Formulating, examining and approving policies relating to its areas of responsibility.

(3) Where a new policy is of major significance with council wide application, the Committee should refer it to Council for approval with or without recommendations.

(4) The Public Safety Committee will be appointed by Council and will comprise seven members being one from each Council ward.
GUIDANCE ON THE ESTABLISHMENT AND OPERATION OF SHORT LIFE WORKING GROUPS

Although the Council has established a number of long standing Member/Officer Groups it is important that there is a mechanism for Members to be involved in developing new areas of policy or revising existing areas of policy in a time limited manner. This process can be conducted through the establishment of cross-party Short Life Member/Officer Groups which report their findings to the Council or appropriate Decision Making Committee.

1. Short Life Member Officer Groups can be established by the Council or Decision Making Committees to develop new policies/revise existing policy areas within the remit of the decision making body.

2. Decision Making Committees can only have one Short Life Working Group operating at any one time.

3. The Council or appropriate Decision Making Committee will determine:
   - the remit of the Short Life Working Group;
   - its membership which should be cross-party (minimum of 3 and maximum of 6 members, with a quorum of 3);
   - the appointment of a Chair.

4. A Short Life Working Group will also include officers and a note taker from the relevant service(s), all appointed by the Chief Executive.

5. Short Life Working Groups will be time limited “task and finish” groups with a specific, remit and report back within three cycles of meetings.

6. Short Life Working Groups are not decision making and any recommendations will require to be reported to the Council or appropriate Decision Making Committee for approval.

7. Meetings of Short Life Working Groups will be held in private.

8. Meetings will be held on the days and at the times and in the places fixed by the Short Life Working Group.

9. The work of Short Life Working Groups may be informed by citizens, communities, service users and employees, through co-option or evidence taking.
GUIDANCE ON THE ESTABLISHMENT AND OPERATION OF AD HOC SCRUTINY PANELS

Best Value is about ensuring that there is good governance and effective management of resources, with a focus on improvement, to deliver the best possible outcomes for the public. Securing Best Value is a statutory duty for all local authorities in Scotland.

The overriding purpose of scrutiny is to ensure continuous improvement. Scrutiny of performance will be a concern of all Members in their representative role.

Ad-hoc Scrutiny Panels are set up to investigate an aspect of performance or area of concern. They can be established by Council in respect of a council wide matter, by the Decision Making Committees in relation to a matter within the particular Committee’s remit or by the Audit Committee.

1. Ad-hoc Scrutiny Panels are expected to work cross party;

2. Ad-hoc Scrutiny Panels are not decision-making bodies but influencing bodies. In reporting back to the parent body on their findings they are expected to make reflective, reasoned and evidence-based recommendations where action could be taken to improve performance in the area under scrutiny;

3. The Council, appropriate Decision Making Committee or the Audit Committee will determine:-
   - the remit of the Ad-hoc Scrutiny Panel;
   - its membership which should be cross-party (minimum of 3 and maximum of 6 members, with a quorum of 3);
   - the appointment of a Chair;

4. Decision Making Committees and the Audit Committee can only have one Ad-hoc Scrutiny Panel operating at any one time.

5. Officer support for Ad-hoc Scrutiny Panels will be determined by the Chief Executive. This will include:-
   - an independent lead officer (not directly linked to the service area) who will support the Chair, the Panel and project manage the work of the Panel including drafting the final report of the Panel’s findings;
   - a senior officer from the service area which is the subject of scrutiny who will be responsible for facilitating the work of the Panel;
   - A note taker who will make the necessary arrangements for meetings and produce an action note following each meeting;
   - The independent lead officer should ensure that the support for the Scrutiny Panel does not become a substantial additional workload for officers;

6. Ad-hoc Scrutiny Panels should work in an open, transparent, accountable and inclusive manner. Meetings should be held in public (except when dealing with “exempt information” as defined in legislation);
7. Ad-hoc Scrutiny Panels will develop a workplan to include tasks, allocation of responsibilities, visits and identify a date by which the final report will be produced. Scrutiny Panels should be in a position to produce a final report within three cycles of meetings;

8. The work of Ad-hoc Scrutiny Panels may be informed by citizens, communities, service users and employees, through co-option or evidence taking;

9. The findings and recommendations of Ad-hoc Scrutiny Panels will be set out in a final report which will be submitted to the parent body for consideration.
The Council has established a Joint Committee with Clackmannanshire Council in terms of sections 56 and 57 of the Local Government (Scotland) Act 1973, known as the Stirling and Clackmannanshire City Region Deal Joint Committee. The Joint Committee is the decision making forum for all City Region Deal matters.

The Council and Clackmannanshire Council have delegated full power and authority to the Joint Committee to take all actions and decisions the Joint Committee considers necessary to oversee and direct the implementation and delivery of the City Region Deal, to the extent the Joint Committee has been allocated funding for the same, with each of the Council and Clackmannanshire Council (as the case may be) to then implement and deliver the approved projects.

The specific Terms of Reference for the Joint Committee include:-

- The Joint Committee will approve City Region Deal strategic and policy plans;
- The Joint Committee will approve City Region Deal project business cases and oversee the implementation and monitoring of the same, all in accordance with a framework to be approved by the Joint Committee;
- The Joint Committee will approve (i) the overall programme funding for the City Region Deal, (ii) the detailed breakdown and use of the Council and Clackmannanshire Council financial contributions to the City Region Deal in relation to the approved overall programme funding for the City Region Deal and (iii) the distribution of funding to approved City Region Deal projects, which funding may be direct to the Council, Clackmannanshire Council or other approved partner organisations;
- As stated above, the Council will be the lead authority, and will hold/distribute City Region Deal funding on behalf of the Joint Committee;
- The Joint Committee will prioritise City Region Deal projects;
- The Joint Committee will receive updates from and provide feedback to the UK and Scottish Governments in connection with the City Region Deal, and any strategic, economic or infrastructure activities associated with the City Region Deal, and act as the strategic point of contact with the UK and Scottish Governments;
- The Joint Committee will collaborate and work in partnership with the Stirling and Clackmannanshire Regional Economic Advisory Board, which it will also establish and the Stirling City Commission and Clackmannanshire Commission, to deliver a shared vision of improving the economy within the Council and Clackmannanshire Council areas, and building and supporting inclusive growth focusing on the needs of the areas and strengthening the partnership between public, private and third sectors;
- The Joint Committee will make recommendations to the Council and Clackmannanshire Council, and other partners who are committing funding, on the setting of budgets as they relate to City Region Deal implementation;
The Joint Committee will make suitable arrangements, in consultation with the Council, Clackmannanshire Council and the Stirling and Clackmannanshire Regional Economic Advisory Board for the independent review and audit of its activities; and

The Joint Committee will approve/delegate the approval of operational expenditure allocated by the Council, Clackmannanshire Council and/or other partner organisations to further the aims of the City Region Deal and implement the same, within agreed City Region Deal Joint Committee budgets.

Membership of the Joint Committee comprises three elected members of the Council, three elected members from Clackmannanshire Council, and three representatives of the University of Stirling, all of whom are voting members.

The Joint Committee has its own Standing Orders which can be viewed at: http://source.stirling.gov.uk/files/cms_attachment/attachment/17263/Standing%20Orders%20Dec%202018.pdf
The Clackmannanshire & Stirling Health and Social Care Integration Scheme can be accessed via the following link:-


As a separate legal entity, the IJB has full autonomy and capacity to act on its own behalf and can accordingly make decisions about the exercise of its functions and responsibilities as it sees fit. However, the voting and non-voting membership arrangements are set out in the Integration Scheme.

The IJB is responsible for the strategic planning of the functions delegated to it and for ensuring the delivery of its functions through the locally agreed operational arrangements set out within the Integration Scheme in Section 4.

Delegation of Functions

Full details of the functions delegated to the IJB can be found within the Integration Scheme.

The functions that have been delegated by the Council to the IJB are set out in Part 1 of Annex 2 of the Integration Scheme. The services to which these functions relate which are to be integrated, are set out in Part 2 of Annex 2. The Integration Scheme has further detail on the delegation of functions, and the duties of the Council.

Chief Officer

The Integration Joint Board is obliged to appoint a Chief Officer, in accordance with Section 10 of the 2014 Act. The Chief Officer is accountable to the Integration Joint Board, and as a member of the senior management team of each of the constituent parties, the Chief Officer has an integrated role in respect of the planning and delivery of the Integration Functions. The specific provisions relating to the role are as detailed in section 6 of the Integration Scheme.

The key functions of the Chief Officer are to:-

I. oversee the development and implementation of the Strategic plan;
II. direct and oversee the operational delivery of the integrated functions; and
III. monitor and report performance in respect of the same to the IJB and the parties.

The Chief Officer shall sit as a member of the senior management team of each of the parties and as such shall use the existing governance and management structures of the parties to direct, monitor and report upon implementation of the IJB’s strategic plan and delivery of the integration functions.
1. The purpose of the Audit Committee is to provide independent assurance of the adequacy of the risk management framework and the associated control environment, independent scrutiny of the Council’s financial and non-financial performance to the extent that it affects the Council’s exposure to risk and weakens the control environment and to oversee the financial reporting process.

2. To fulfil this purpose the Audit Committee will:-

- Consider the effectiveness of the Council’s risk management arrangements, the control environment and associated anti-fraud and anti-corruption arrangements.
- Seek assurances that action is being taken on risk-related issues identified by auditors and inspectors.
- Be satisfied that the Council’s assurance statements, including the Annual Governance Statement, properly reflect the risk environment and any actions required to improve it.
- Approve (but not direct) internal audit’s strategy and plan, and monitor performance.
- Review summary internal audit reports and the main issues arising, and seek assurance that action has been taken where necessary.
- Receive the annual report of the Council’s Audit Manager.
- Consider the reports of external audit and inspection agencies.
- Ensure that there are effective relationships between external and internal audit, inspection agencies and other relevant bodies, and that the value of the audit process is actively promoted.
- Review the financial statements, external auditor’s opinion and reports to members, and monitor management action in response to the issues raised by external audit.
- Consider the work and reports of the Council’s Benefit Fraud Team.
- Receive and consider periodic reports on fraud, theft and irregular use of Council funds, monitor compliance with decisions taken by the Council’s Decision Making Committees;
- Oversee the development and implementation of frameworks for the management of the Council’s resources which fully reflect the Council’s Corporate Plan, and promote a sound internal control framework in accordance with audit principles;
- Keep under review the Council’s Local Code of Corporate Governance and ensure arrangements for its review and continuing relevance and the publication of an annual statement in the Council’s Annual Report confirming how well the Council is complying with the framework which underpins the Code;
- Undertake scrutiny of corporate monitoring reports on the Revenue Budget and the Capital Investment Programme and on the Council’s overall performance against the approved budget for any year following consideration of these by the Finance & Economy Committee;
- Oversee the development and implementation of the Council’s Asset Management Strategy and receive corporate monitoring reports on the Council’s asset management;
- Ensure that areas of concern are reported to Council including those that may require further scrutiny either by a Committee or Council;
- Undertake regular scrutiny of the Council’s risk register and challenge the effectiveness of the risk treatments put in place by risk owners to reduce the risks in line with the Council’s risk tolerance; and
Consider such issues which are referred to it by the Council for detailed scrutiny.

Establishing Ad-hoc Scrutiny Panels to investigate an aspect of service delivery within the remit of the Committee. Such Ad-hoc Scrutiny Panels are not decision making bodies and will be expected to submit a final report within three cycles of meetings setting out the findings of the Panel for consideration by the Committee in the first instance and thereafter to Council if appropriate. Ad-hoc Scrutiny Panels are expected to work cross-party and will meet in public. The Committee should not establish more than one Ad-hoc Scrutiny Panel at any one time.

3. The following functions and activities are remitted to the Audit Committee:-

Audit Activity

- To consider the Audit Manager’s annual report and opinion, and a summary of internal audit activity (actual and proposed) and the level of assurance it can give over the Council’s corporate governance arrangements.
- To consider summaries of specific internal audit reports as requested.
- To consider reports dealing with the management and performance of internal audit services.
- To consider periodic summary reports from internal audit on the progress of implementing agreed audit recommendations
- To consider the external auditor’s annual report, and the report to those charged with governance.
- To consider specific reports as agreed with the external auditor.
- To comment on the scope and depth of external audit work and to ensure it gives value for money.
- To liaise with Audit Scotland over the appointment of the Council’s external auditor.
- To commission work from internal and external audit.

Regulatory Frameworks

- To maintain an overview of the Council’s contract standing orders, financial regulations, Local Code of Corporate Governance and Code of Conduct for Employees.
- To review any issue referred to it by the Chief Executive, or any Decision Making Committee.
- To monitor the effective development and operation of risk management and corporate governance in the Council.
- To monitor Council policies on whistle-blowing and the anti-fraud and anti-corruption strategy and the Council’s complaints process.
- To oversee the production of the Council’s Annual Governance Statement and to recommend its adoption.
- To consider the Council’s arrangements for corporate governance and agree necessary actions to ensure compliance with best practice.
- To consider the Council’s compliance with its own and other published standards and controls.

Accounts

- To review the annual statement of accounts. Specifically, to consider whether appropriate accounting policies have been followed and whether there are concerns arising from the financial statements or from the audit that need to be brought to the attention of the Council.
• To approve for signature the audited Accounts of Stirling Council for each financial year, in line with the requirements of the Local Authority Accounts (Scotland) Regulations 2014.

• To consider the external auditor’s report to those charged with governance on issues arising from the audit of the accounts.

(4) The Audit Committee will be appointed by Council and will comprise seven Members, to include two Members of the Conservative Group, two Members of the Labour Group, two Members of the SNP Group and one other Member from another Party or unaligned.
REMIT OF AND DELEGATIONS TO THE PRE-DETERMINATION HEARING COMMITTEE

The purpose of the Pre-Determination Hearing Committee is to conduct pre-determination hearings for planning applications which are national developments or major developments which are significantly contrary to the development plan, up to but not including taking a decision in respect of the application (which is a matter reserved for full Council), all in accordance with the Town and Country Planning (Scotland) Act 1997.

The procedures for arranging and conducting a hearing will be as determined by the Council’s Service Manager - Planning and Building Standards in consultation with the Convener and Vice-Convener of the Committee.
### TERMS OF REFERENCE AND DELEGATIONS TO PANELS

In order to allow the Decision Making Committees to concentrate on strategy, a number of Committees of the Council, known as Panels, have been established with delegated powers to deal with a specific range of functional and operational responsibilities.

The terms of reference of Panels, in respect of which they have been granted delegated powers, are as follows:

<table>
<thead>
<tr>
<th>Panel</th>
<th>Remit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appeals Panel</td>
<td>The determination of appeals in terms of the Council’s approved Disciplinary and Grievance Procedures.</td>
</tr>
<tr>
<td></td>
<td>Membership of the Appeals Panel will be determined by Council on the basis of a pool of 9 Members with 3 Members serving on the Panel for each meeting. Membership must exclude any Members who have been party to, or associated with, the decisions being appealed.</td>
</tr>
<tr>
<td>Appointments Panel</td>
<td>The appointment of the Chief Executive, Chief Operating Officers, Heads of Service and Chief Officers.</td>
</tr>
<tr>
<td></td>
<td>Membership of the Appointments Panel will be determined by Council on the basis of the Leader of Council, Depute Leader of Council, Leader of the Opposition and one further Member from the Administration relevant to the post under appointment. A Member or substitute Member of the Appointments Panel must attend the entire appointment process, including shortleeting (but excluding any hospitality).</td>
</tr>
<tr>
<td>Chief Executive Appraisal Panel</td>
<td>To undertake annual performance appraisals of (i) the Chief Executive and (ii) the Chief Operating Officers, the latter being undertaken in conjunction with the Chief Executive.</td>
</tr>
<tr>
<td></td>
<td>Membership of the Chief Executive Appraisal Panel will be determined by Council on the basis of the Leader of Council, Depute Leader of Council and the Leader of the Opposition.</td>
</tr>
</tbody>
</table>
Civic Panel

To oversee the management and administration of the Stirling Burgh Common Good Fund on behalf of the Council up to a limit of £10,000.

To oversee the management and administration of the Bridge of Allan Common Good Fund on behalf of the Council up to a limit of £10,000, ensuring that Bridge of Allan Community Council is consulted on the disbursement of any funds.

To oversee the management and administration of the Callander Common Good Fund on behalf of the Council up to a limit of £10,000, ensuring that Callander Community Council or Callander Partnership is consulted on the disbursement of any funds.

To oversee the management and administration of the Dunblane Common Good Fund on behalf of the Council up to a limit of £10,000, ensuring that Dunblane Community Council is consulted on the disbursement of any funds.

To authorise the attendance of Members at conferences, seminars etc. or other business outwith the UK.

To determine expenditure on matters of a civic nature in excess of £500 and up to a limit of £10,000.

To approve all appointments to the Stirling Local Licensing Forum, Panel of Reporting Officers/Curators ad Litem and Stirling Area Local Access Forum, following recommendations from the relevant senior officers.

Membership of the Panel will be determined by Council on the basis of the Provost, Depute Convener and Bailies. Substitution is not permitted.

The Panel will meet five times a year.

Grievance and Discipline Panel (Chief Officers)

The determination of disciplinary action to be taken against a Chief Officer, where this involves a final written warning, or dismissal.

Membership of the Panel will be determined by Council on the basis of two appropriate Administration Members and a relevant Opposition Member. The current Convener/Portfolio Holder relating to the post before the Panel are not permitted to be Members of the Panel.

Health and Safety Panel

The principal forum for consultation between the Council, Services and Trades Unions on all corporate health and safety issues and any health and safety issues referred from Services. The Panel will review progress in relation to implementation of the Council's Health and Safety Policy, provide ongoing assurance in relation to health and safety performance, consider and make suggestions on health and safety matters, evaluate safety policies, champion
health and safety communication within the Council and share best practice on health and safety matters.

Membership of the Panel will be determined by Council on the basis of four Members, Trade Union Health and Safety representatives and representation from Services. The Panel will meet quarterly.

Local Review Body
To review the planning decisions of Appointed Officers on "local developments" as that term is defined in the Town and Country Planning (Hierarchy of Developments) (Scotland) Regulations 2009.

Membership of the Panel will be determined by Council on the basis of a pool of ten Members, with three Members from the pool serving on the Panel at each meeting. The Group will operate in accordance with the guidelines set out in Appendix 6a.

Parental Appeals Panel
The determination of Appeals from parents and young persons in relation to the Refusal of Placing Requests, the refusal of access to pupil records, exclusions from school and certain other aspects of additional support plans, particularly the nomination of a school in a record of needs.

Membership of the Panel will be determined by Council on the basis of three Members from a pool of people to be drawn from the following categories:

(a) three Members appointed by the Council;
(b) parents of children of school age;
(c) persons with experience in education and acquainted with educational conditions in the Council’s area, nominated by the Senior Manager – Schools & Learning (Chief Education Officer)

Comprising one Member from each of the above categories.

Planning & Regulation Panel
The determination of Planning Applications and other matters under Planning Legislation insofar as not delegated to Officers, including all Planning Applications where an Elected Member has or may have a declarable interest, unless the Application is one that requires by law to be considered by full Council.

The exercise of the Council’s functions under the Civic Government (Scotland) Act 1982, Building Standards, Environmental Health and Road Traffic Regulation Legislation, insofar as not delegated to Officers.
The exercise of the Council’s functions in relation to the approval of venues for civil weddings under the Marriage (Scotland) Act 1977 insofar as not delegated to Officers.

The exercise of the Council’s functions in relation to dispensations from the prohibition on the use of fireworks at night and in relation to fireworks suppliers’ licences in terms of the Fireworks Act 2003, insofar as not delegated to officers.

The exercise of the Council’s powers under Sections 11, 13, 14, 15, 17, 18, 20, 23 and 28 of the Land Reform (Scotland) Act 2003, insofar as not delegated to officers.

The hearing of appeals against the issue of Fixed Penalty Notices for road works offences in accordance with the Transport (Scotland) Act 2005

The hearing of appeals against refusal of an application for a “Blue Badge” under The Disabled Persons (Badges for Motor Vehicles) (Scotland) Regulations 2000.

The Panel may continue the determination of a planning application pending a site inspection, provided that reasons are given for the site specific information that is sought from the site visit.

The applicant, any person that has submitted a competent written objection or representation in support of a non-householder planning application, or a local ward Member may request a Hearing on that application, provided that the request for a Hearing is made no later than 15 days before the scheduled Planning & Regulation Panel for which the application request relates.

The applicant, objectors or other interested parties will be afforded an equal opportunity as the Member to be heard by the Panel.

At any Hearing, a local Elected Ward Member who wishes to make representation to the Panel on a planning application, is required to declare their interest in the application under consideration and to retire from the meeting room after making their representation.

Where the Panel agrees to continue determination of a planning application, pending a site inspection, only, and where there is discussion prior to the decision to continue the application, only the Members/Substitute Members of the Panel present at the original meeting who attend the site inspection only shall take part in the final determination.

Where the Panel agrees to continue determination of an application pending a site inspection only, and where there
is no discussion prior to the decision to continue the application, only the Members/Substitute Members of the Panel present at the site inspection only shall take part in the final determination.

Members must attend site visits as a group, and not individually, at a date and time organised by the Clerk to the Panel.

Membership of the Planning and Regulation Panel is determined by Council on the basis of nine Members comprising three Members of the Conservative Group, three Members of the Labour Group and three Members of the SNP Group.

APPENDIX 6a

PROCEDURES OF LOCAL REVIEW BODY

INTRODUCTION

The Local Review Body is constituted under Section 43A of the Town and Country Planning (Scotland) Act 1997 (the 1997 Act) and the Town and Country Planning (Schemes of Delegation and Local Review Procedure) (Scotland) Regulations 2013 (the 2013 Regulations).

The following procedures should be read in conjunction with the 1997 Act and the 2013 Regulations and Planning Circular 7/2009 Schemes of Delegation and Local Reviews and other relevant guidance issued by the Scottish Ministers from time to time.
LOCAL REVIEW BODY- GENERAL

Purpose

The Local Review Body (LRB) shall review the planning decisions of appointed officers on “local developments” as that term is defined in the Town and Country Planning (Hierarchy of Developments) (Scotland) Regulations 2009 and the Town and Country Planning (Schemes of Delegation and Local Review Procedure) (Scotland) Regulations 2013.

Where the appointed officer has either refused an application, granted it subject to conditions or has not determined it within the prescribed two-month period, the applicant may seek a review by the LRB of the refusal, the conditions attached to the grant or the non-determination of the application.

Membership of the Local Review Body

The LRB will comprise three Members of Stirling Council taken from a pool of Members with relevant training and experience.

Appointment of Chair of the Local Review Body

The Chair of the Planning & Regulation Panel will not chair the LRB. A Chair of the LRB will be appointed for each review on a rotational basis and be drawn from the remaining Members of the pool.

Councillors’ Code of Conduct

The legal responsibility for LRB Members complying with Sections 5, 6 and 7 of the Councillors’ Code of Conduct lies with LRB Members.

Clerk to the Local Review Body

The administrative functions of the Review process shall be supported by Democratic Support and undertaken by the Clerk to the Local Review Body (Clerk).

Meetings of the Local Review Body

LRB meetings will be scheduled as and when required.

All Meetings of the LRB will be held at the Council Offices, Viewforth, Stirling unless otherwise specified by the LRB.

All meetings of the LRB will be held in public.

At those meetings the LRB shall be supported by the Clerk. The LRB may also be assisted by a Planning Adviser and Legal Adviser as required. The Planning Adviser and Legal Adviser shall be persons not currently involved with the Council’s Development Management function.

From time to time the LRB may appoint Advisers to sit with the LRB to advise on such specialist or technical matters as the LRB may specify or to provide written reports to the LRB as required. Any such Advisers shall be persons not currently involved with the Council’s Development Management function.

Equal courtesy will be given to all parties appearing before the LRB.
Access to Information

Copies of all Review Documents and Procedure Notices (as those terms are defined in the 2013 Regulations) and other notices are to be made available for public inspection on request to the Clerk until such time as the Review is determined.

Awarding expenses

The LRB has no power to award expenses for or against any party. Everyone taking part in a Review must pay his or her own expenses.

Complaints

Applicants or Interested Parties dissatisfied with any parts of the Review process should contact the Clerk in the first instance.

REVIEW PROCESS

Application for Review

The application form for requesting a Review (Notice of Review) will be issued to Applicants with all Decisions made by the Appointed Officers.

The Notice of Review should be submitted to the Chief Officer - Governance, Stirling Council, Viewforth, Stirling FK8 2ET within the prescribed time limits.

The Notice of Review must include sufficient information to allow the LRB to review the case. All matters that the Applicant intends to raise in the Review should be set out in or accompany the Notice of Review as should all documents, material, and evidence upon which the Applicant intends to rely.

Applicants should note that there are only limited circumstances in which they may raise new matters not stated in the Notice of Review or submit further documents that did not accompany the Notice or raise matters not previously placed before the Appointed Officers. In particular Applicants’ attention is drawn to Section 43B of the 1997 Act.

Withdrawing an Application for Review

An Application for Review may at any time be withdrawn before the decision is made.

It is not possible to reinstate the Review once it has been withdrawn.

Receipt of the Notice of Review

The Clerk will acknowledge receipt of the Notice of Review within 14 days.

The Clerk will advise the Planning Service of the Notice of Review and ask the Planning Service to provide:

(a) a copy of the Planning Application and any plans or drawings lodged with the Application;

(b) a copy of the Appointed Officer’s decision;

(c) a copy of the Report on Handling and copies of any documents referred to in that Report;
(d) written confirmation that there has been compliance with Development Management Procedures in terms of Regulation 19 of the 2013 Regulations;

(e) names and addresses of any Interested Parties; and

(f) a set of proposed planning conditions that would be attached to any consent in the event that the Local Review Body upholds the Review.

Notice to Interested Parties

Interested Parties are defined in the 2013 Regulations and include any statutory consultees or other parties who have made and not withdrawn representations in connection with the Application.

The Clerk shall notify any Interested Parties of the Review within 14 days of the receipt of the Notice of Review.

The Clerk shall advise Interested Parties that their previous objections will be sent to the Applicant and considered by the LRB and also indicate to Interested Parties that they have 14 days within which to submit further representations to the LRB.

Any further representations received from an Interested Party will be copied to the Applicant and the Applicant will have 14 days in which to respond to these further representations.

First Meeting of the Local Review Body

The Clerk will prepare an agenda for the LRB that will include the Review Documents and Procedure Notices and any additional written submissions from the Applicant and the Interested Parties.

At the first meeting on any Review, the LRB will determine if there is sufficient information to enable them to determine the Review.

Where the LRB considers that the documents provide sufficient information to enable the LRB to determine the Review the LRB may determine the Review and the Clerk will issue the Decision Notice to the Applicant and the Planning Service -see below.

Where the LRB considers that the documents provide insufficient information to enable the LRB to determine the Review, the first meeting of the LRB shall be a Pre-examination meeting.

Pre-examination Meeting

The purpose of the Pre-examination Meeting is for the LRB to consider the manner in which the Review or any part of the Review is to be handled and help ensure that the Review is conducted efficiently and expeditiously.

The procedures which the LRB may adopt are one of or a combination of one of the following:

(a) Written Submissions;

(b) a Site Inspection; and

(c) Hearing Sessions;
The LRB shall ensure that the choice of procedure that they select is appropriate for the application under review.

**Written Submissions**

Where the LRB requires further information, the LRB may request information from the Applicant or any other body or person from whom they wish to receive information by sending a written notice to that effect.

The written notice shall set out the matters on which further information is required, specify the date when it is required and explain who else has been asked to provide additional information.

The additional information provided shall also be sent to any other parties as the LRB require. Those other parties shall have a period of 14 days in which to comment on the additional information.

**Site Inspections**

At any point in the Review Process, the LRB may inspect the land subject of the review. They may do this either *unaccompanied* or *accompanied* by the Applicant and any other party the LRB considers should attend.

**All (three) members of the LRB must attend a Site Inspection.**

If at the Pre-examination Meeting the LRB agrees the need for a Site Inspection the Inspection shall take place prior to a Hearing Session.

Where the LRB agrees to an unaccompanied Site Inspection the Clerk shall advise the Applicant of this.

Where the LRB agrees an accompanied Site Inspection the Clerk shall advise the Applicant; and any other Parties whom the LRB requests to be in attendance of the date and time of the Site Inspection.

While the LRB is required to give reasonable notice of the date and time of the Site Inspection, the LRB is not required to defer an inspection if any person to whom notice was given is not present at the appointed date and time.

**Hearing Session and Determination of the Review**

Where the LRB decide that a Hearing Session is appropriate the Clerk shall give notice of the Hearing Session to the Applicant, any Interested Party and any other body or person from whom the LRB wish to receive further representations or to provide further information at the Hearing Session.

Such notice shall also specify the matters to be considered at the Hearing Session.

Those persons who intend to appear at the Hearing Session must give notice to the LRB of their intention to appear.

They must provide to all other parties in advance of the Hearing Session a Hearing Statement outlining the case they intend to put forward.
They must provide to all other parties in advance of the Hearing Session copies or extracts of all other documents upon which they intend to rely in presenting their case.

It is for the LRB to set the timescale for submitting this information or for requesting further information from the parties following submission of their Hearing Statements.

The Hearing Session shall take the form of a discussion led by the LRB. Cross-examination shall not be permitted unless the LRB consider it necessary to ensure a thorough examination of the issues.

The LRB is entitled to refuse to allow evidence to be given, cross-examination or presentation of other issues, which it considers to be irrelevant or repetitious.

The LRB may from time to time adjourn the hearing session, giving such notice of the adjourned hearing session as may appear to the LRB to be reasonable in the circumstances.

At the conclusion of the Hearing Session and unless further procedures and information are required, the LRB shall determine the Review.

**Decision Notice**

On determining the Review, the LRB shall direct the Decision Notice with Statement of Reasons to be prepared in the form required by the Regulations.

The Decision Notice will be issued as soon as is practicable following the determination of the Review, and normally within 21 days.

In complex cases or those which involve the Parties entering into a legal agreement, the LRB may on request issue a letter indicating that it is minded to grant planning permission.

**Issue of Decision Notice**

The Clerk will issue the Decision Notice to the Applicant and the Planning Service.

The Clerk will also notify every person who has made (and not subsequently withdrawn) representations in respect of the review that a decision on the review has been made and where a copy of the Decision Notice is available for inspection.

The Clerk will report the Decision Notice in the Council’s Planning Schedule.

**Right to Appeal the Decision of the LRB**

Where the Decision of the LRB is to Refuse the Planning Application or Approve the Planning Application subject to Conditions the Applicant will be advised of their right of appeal and the timescales, which apply as set out in the Regulations.
1. **Introduction**

Stirling Council aims to make the Council as accessible as possible and to deliver quality and best value by providing good quality services, which meet the needs of communities.

The public petitions process is one way that a community, individuals, groups or businesses can be involved in what the Council does. The submission of a petition can have a positive outcome by creating informed debate which may result in the Council taking action to address the concerns raised in a petition.

Petitions may be submitted by using the Council’s online e-petition platform or by paper format.

2. **Issues that can be considered**

Petitions may be lodged in relation to services provided by Stirling Council. Petitioners may freely disagree with the Council and/or call for changes in policy. There will be no attempt to exclude views as long as they meet the criteria for submission of a petition.

In addition, petitions may be lodged on matters which are outwith the remit of Stirling Council but within the remit of the Council’s Community Planning Partners (Scottish Fire and Rescue Service, NHS Forth Valley, Police Scotland, Stirlingshire Voluntary Enterprise, Forth Valley College and the Loch Lomond and the Trossachs National Park Authority) and Central Scotland Valuation Joint Board. However, petitioners should be aware that whilst such petitions may be considered, the Council may not have the authority to take a decision on such matters in a way that may meet the petitioners’ concerns.

Whilst petitions may be considered on matters involving policy, strategy, plans or similar documents which are published only after extensive public consultation and are subject to programmed periodic review, it may be that the Council may not have the authority to take a specific decision on such matters. Where such documents are already scheduled for periodic review it may be more appropriate for petitioners’ views to be considered through the public consultation process rather than through the petitions process.

3. **Issues that may not be considered**

The Council is **unable to accept** petitions about:

- Matters which are the subject of individual planning, licensing or other similar regulatory processes where there are already procedures in place to consider objections and an appeal against a decision.

- Matters which are the subject of current court proceedings.

- Matters which have already been dealt with under the Council’s complaints procedure, including those raised with the Scottish Public Services Ombudsman.
• Matters relating to employees’ terms and conditions of employment.
• Individual personal issues such as housing allocation or neighbour dispute.
• Issues affecting an individual business interest.
• Individual Councillors, Council staff or other individuals who may be easily identified.
• An allegation that an individual or organisation has broken the law.
• Matters which have not been discussed in detail with relevant Council Officers.
• Matters in relation to which the local Community Council has not been consulted.
• Matters which have been the subject of a decision taken by the Council, a Committee, or a Panel within the past 6 months.
• A matter which is identical or similar to another petition considered during the preceding 12 months.

4. **Content of Petitions**
Once a petition has been submitted, checked and acknowledged, the name of the principal petitioner and the subject matter of the petition will be made available for public access on the Council’s website. In exceptional circumstances, the Chief Officer - Governance may agree that the name of the principal petitioner is not made publicly available. Petitioners must ensure that information is submitted in good faith and does not include:

- false or defamatory statements
- information which is protected by an interdict or court order
- material which is commercially sensitive, confidential or which may cause personal distress or loss
- the names of individual officers of public bodies
- the names of other individuals or information whereby they may be easily identified.

Petitioners can read the Council’s privacy policy to find out what is done with their data at [https://www.stirling.gov.uk/__documents/decision_making.pdf](https://www.stirling.gov.uk/__documents/decision_making.pdf)

5. **Action before Submitting a Petition**
Before a petition is submitted, petitioners must, in the first instance, have taken reasonable steps in attempting to resolve the issues with the appropriate Council Officer/organisation. Copies of relevant correspondence should be appended to the petition. As well as contacting relevant Council Officers, Petitioners may also consider other routes such as the Council’s complaints procedure or by raising the issue with and attempting to obtain the support of the relevant Local Elected Member, Member of Parliament, Member of the Scottish Parliament and Area Community Planning Forum. If petitioners have explored these routes copies of any correspondence should be included as supporting information and submitted with the main petition.
Petitioners should also contact the relevant Community Council prior to submitting the petition. The Community Council may be pursuing the same issue with the Council.

6. **Format of Petitions**

Petitions can be completed by either completing the on-line petition process which can be found using this weblink [https://engage.stirling.gov.uk](https://engage.stirling.gov.uk) or by completing the template for petitions which is included as an Appendix to these Guidance Notes and the form can be downloaded from the Council’s website or completed online (prior to signature). Copies are also available from libraries and other public buildings.

The petition should be titled and include a short, clear and concise statement (no more than 250 words) which covers the main subject of the petition and details of action which the petitioner wishes the Council to take.

The petition **must** include the following:-

(a) the **name** of the **Principal Petitioner** who **must** be on the Register of Electors for the Stirling Council Area or a secondary school pupil on the roll of a secondary school in the Stirling Council Area or in the case of a Local Business Petitioner be on the Valuation Roll for the Stirling Council Area;

(b) the **contact address** of the **Principal Petitioner** to which all communications should be sent;

(c) the **name, address and signature (hard copy petitions)** of any person(s) supporting the petition.

It would be helpful if petitions were typewritten or completed in black ink to facilitate checking, scanning and reproduction. If petitioners have any special requirements, they should email petitions@stirling.gov.uk.

A petition **must** be supported by:-

a. **Petition from Citizens** - at least 40 signatures from people who live in the Council Ward/Community Council area in which the petition matter has been raised and are on the Register of Electors and/or school pupils on the school roll of secondary schools within the Stirling Council Area **OR** have the support of the relevant Community Council (evidenced by the countersignature of a Community Council Office Bearer and a copy of the relevant Community Council minutes). Fewer signatories may be accepted where the issue concerns a small community which could not reasonably be expected to raise 40 signatories. This discretion may be exercised by the Chief Officer – Governance.

b. **Petition from Local Business(es)** - support from at least 5 other businesses on the Valuation Roll **OR** have the support of the relevant Community Council (evidenced by the countersignature of a Community Council Office Bearer and a copy of the relevant Community Council minutes).

Councillors may not submit a petition as they have other methods to progress an issue on behalf of a constituent(s) such as submitting a Notice of Motion for consideration at Council/Committees or submitting a written question. In addition,
in signing a petition a Councillor may create a conflict of interest for themselves if they sit on the Council Committee which will hear the petition.

7. **How to Submit a Petition**

Petitions can be submitted by either completing the on-line petition process which can be found using this weblink [https://engage.stirling.gov.uk](https://engage.stirling.gov.uk) or by completing the template for petitions.

**Promoting on-line Petitions**

The Principal Petitioner can promote their petition to help gather support and achieve the required signatures. On-line petitions can be promoted on both social media (Facebook, Twitter, etc.) and through email. The link from the address bar can be posted which is located at the top the petition to all interested parties to encourage them to support the petition. A link to the petition can be posted onto the social media pages of other relevant groups and organisations.

When the principal petitioner is satisfied that it meets the criteria outlined in this guidance, he/she should submit the petition to the Chief Officer - Governance. Petitions can be submitted by the online petition process, post or handed in, clearly marked for the attention of the Chief Officer - Governance, Room 54, Old Viewforth, Stirling, FK8 2ET.

A written acknowledgement will be sent to the principal petitioner upon receipt of the petition.

8. **Validation of Petitions**

During validation the petition is checked to:-

- Ensure completeness
- Confirm the number of signatories and their residence/electoral registration/secondary school roll qualification
- Ensure meets the criteria set out in this guidance.

The Chief Officer - Governance will also consult the relevant Head of Service/Chief Officer to clarify any potential issues as to validity.

**If the petition is valid** then the next steps in the process are outlined in Section 9 below.

**If the petition is not valid**, the Chief Officer - Governance will outline the reasons for the rejection and return the petition to the principal petitioner.

**If the petition is placed ‘on hold’,** the Chief Officer – Governance will outline the reasons and advise the principal petitioner of steps they may require to take in order for the petition to be deemed valid.

9. **Consideration of Petitions**

Once the petition has been verified as having been correctly completed and submitted, it will be considered at the next meeting of the relevant Decision Making Committee.
If however the petition is received within 4 weeks of the next meeting of the Decision Making Committee, consideration of the petition will be deferred to the next meeting of the Committee after that.

The Chair of the Committee may invite petitioners to appear before the Committee to speak in support of their petition if it is considered this would be useful in assisting the Committee reach a decision. Petitioners should indicate on the form whether or not they wish to have the opportunity to make a statement before the Committee. Due to pressure of business, no guarantee can be given that petitioners will automatically be invited to address the Committee.

The relevant Governance Officer/Committee Officer will advise the principal petitioner of the time, date and format of the meeting of the Decision Making Committee.

The relevant Head of Service/Chief Officer will also prepare a briefing report for the Committee outlining the issues raised in the petition and the preliminary service response to these issues. This report will be included in the agenda for the Committee meeting and the principal petitioner will be provided with a copy of this report as soon as the agenda papers are issued.

Where particularly complicated issues are involved, that may require further investigation or consultation with officers or third parties, the Clerk may contact the principal petitioner to discuss deferring the consideration of the petition to a future meeting to allow all relevant information to be presented.

10. The Committee Meeting

During the meeting the Chair, at the appropriate time, may ask the principal petitioner to come forward to introduce their petition with a time limit of 10 minutes, extendable at the discretion of the Chair. If the principal petitioner is not present, or does not wish to address the meeting, then the Chair will briefly outline the content of the petition.

Once the principal petitioner has spoken, the appropriate officer will be invited to address the meeting on the basis of the content of the briefing report, with a time limit of 10 minutes, again extendable at the discretion of the Committee.

Any Local Member in attendance, who is not a member of the Committee, may also be invited to speak at the discretion of the Chair, if that Local Member wishes to speak and is able to do so.

The Committee will discuss the merits of the petition and agree:-

(a) (i) That the issues raised do not merit further action. or
(ii) That the response provided by the service appropriately deals with the issue raised and that the petition can be closed;
(iii) That a further report be brought back to the Committee recommending action or closure of petition.

(b) To refer consideration of the petition to another Committee or Council.

The principal petitioner will be advised in writing of the Committee’s decision.

11. The Petitions Log
A petition whether accepted as valid or rejected will be added to the Petitions Log on the Council’s website. A valid petition will also have its status identified as live (actively being pursued) or closed. The principal petitioner will be kept advised of the progress of the petition throughout the process. The Petitions Log will be updated as appropriate.

12. **Contact Information**

All correspondence and enquiries should be directed to:-

Chief Officer - Governance

Stirling Council
Room 54
Old Viewforth
Stirling
FK8 2ET

e-mail: petitions@stirling.gov.uk
DEPUTATION PROCEDURE

1. WHAT IS A DEPUTATION?

1.1 Council officers prepare reports for Council and Committee meetings which contain recommendations which the officer would like the Council or Committee to approve. Sometimes members of the public may wish to speak in support of a proposal, to offer alternative ideas as to how to proceed, or to provide information to the Council or committee which is intended to influence decision-making.

1.2 Provided that the written report is on the agenda for determination at a Council or Committee meeting, a group or organisation can ask to speak to the Council/Committee on the matter. This is known as ‘making a Deputation’.

2. WHO CAN SUBMIT A DEPUTATION REQUEST?

2.1 Deputations can be brought by representatives of community groups or community organisations within the Stirling Council area.

3. SUBMITTING THE DEPUTATION REQUEST:-

3.1 Committee/Panel agendas are issued at least 3 clear working days before the relevant meeting. For example, for a meeting of Council at 10am on a Thursday, the agenda will be published on the Friday of the preceding week. All agendas can be found under the relevant link on the Stirling Council agenda webpage at:
http://minutes.stirling.gov.uk/htmfiles/agendaindex.htm

3.2 A Deputation may be requested in relation to any report on any Council or Committee agenda so long as the Council or Committee is asked in the report to make a determination on the issue, subject to the exception of those items noted at paragraph 4.1 within this procedure note as not competent for Deputation purposes.

3.3 Once a meeting agenda has been published, applications for a Deputation in relation to a report on the agenda must be made by email to Democratic Services by emailing democratic-services@stirling.gov.uk.

3.4 The written request should be submitted as early as possible and must be received by Democratic Services no later than 12 noon 2 working days (Monday to Friday) before the relevant Council or Committee meeting. For example, for a Council meeting at 10am on a Thursday, a written request to make a deputation must be received by 12noon on the Tuesday of that week.

3.5 The following information must be provided in the deputation request:-

- The group or organisation which seeks to make the Deputation;
- Key contact name and phone number of at least one member of the Deputation, who is in a position to make arrangements on behalf of the Deputation;
- Confirmation of the names and addresses (which must be within the Stirling Council area) of the (maximum of two) persons who will speak as part of the Deputation;
- The subject/agenda item on which the Deputation wishes to be heard;
• A statement of the reason(s) the Deputation wishes to address the meeting and the action they wish the Council / Committee to take.

3.6 Any documentation which the Deputation may wish to circulate to the Committee must be submitted along with the Deputation request. Should the documentation not be submitted with the request, it will be for the Convener of the relevant meeting to determine if the document should be circulated.

4. RESTRICTIONS ON DEPUTATIONS

4.1 The following Deputation requests would not be competent and would not be accepted:

• Deputations which fail to comply with the submission deadline set out in this procedure note;
• Deputations which in the opinion of the Chief Officer – Governance make recommendations which would be beyond the powers of the Council;
• Deputations which relate to items on an agenda where no decision is to be taken (i.e. ‘reports for noting’);
• Deputations which relate to reports containing confidential information;
• Deputations which relate to the setting of the annual budget;
• Deputations which relate to a petition;
• Deputations which relate to a Planning or Licensing application;
• Deputations which relate to matters that have alternative procedures for representation (which may include but are not restricted to, the Council's proposed sale or let of a property which has been subject to a closing date, and the Council's proposed tendering of goods, services or works).

4.2 The Chief Officer – Governance will determine the competence of any deputation request. Where a deputation request is determined to be invalid, the deputation will not be heard. Where a request is determined to be invalid, the Chief Officer – Governance will advise the requester of the grounds for determining the request invalid.

4.3 Deputations can only be made by community groups or organisations within the Stirling Council area.

4.4 A Deputation will not exceed five persons. No more than two speakers may be heard.

4.5 A Deputation will be given a maximum of 5 minutes to make a statement at the meeting (as noted further below).

4.6 In the event of multiple requests for Deputations being received for any meeting, a maximum of 30 minutes will be allowed for hearing all Deputations. Where multiple competent Deputation requests are received, those received first will be given preference to be heard. Those which cannot be heard within the 30 minutes allowed for the hearing of deputations will be invited to submit their views in writing.

5. CONFIRMING ARRANGEMENTS FOR THE DEPUTATION

5.1 Once the written request is received, it will be passed to the relevant officer within Democratic Services who manages the arrangements for the Council/Committee meeting in question.
5.2 The request would initially be checked to ensure it is valid in that it was received within the required timescales and does not fall under any of the restrictions on Deputations noted above.

5.3 Once the request is confirmed as valid, the relevant officer would contact the key contact provided for the Deputation, to confirm arrangements for the Deputation to speak at the relevant meeting.

6. ATTENDING THE COUNCIL OR COMMITTEE MEETING

6.1 At present, all Council and Committee meetings of Stirling Council take place remotely via Microsoft Teams.

6.2 The key contact for the Deputation will be asked to provide contact details for members of the deputation. The Democratic Services team will provide members of the Deputation with joining instructions to allow them to join the meeting on Teams, along with information on when and how to join the meeting.

6.3 When the Deputation has joined the call they will be asked to wait until invited by the Convener to make their presentation.

6.4 The Deputation will be asked to address the Council/Committee meeting immediately before the meeting moves onto the relevant item of business. The Convener will at the appropriate point advise that a Deputation is present and wishes to address the meeting in relation to the relevant item of business and will then call on the Deputation to give their presentation.

6.5 The Deputation will be given a maximum of 5 minutes to make their presentation to the meeting.

6.6 Where there is a Deputation, the stages of consideration of the item of business are as follows:-

1. When the meeting is ready to move onto the relevant item of business, the Convener/Chair will advise that a Deputation is present and ask them to make their presentation (for a maximum of 5 minutes).

2. Any Member may ask one question of the Deputation, subject to a maximum total of 5 minutes being available for the asking and answering of questions. Members shall not debate the matter at this stage;

3. The Convener will thank the Deputation for their contribution;

4. The meeting will then move on to consideration of the item of business, following the usual process as set out within the Council’s Standing Orders, generally being officer presentation of the submitted report, debate, and determination.

7. RECORDINGS AND DATA

7.1 All public Council and Committee meetings held via Microsoft Teams are broadcast live and are recorded and made publically available in line with the Council’s agreed protocol for the recording and broadcasting of meetings, which can be accessed at the following link:-
https://www.stirling.gov.uk/media/21996/recording-protocol.pdf
7.2 By taking part in a Deputation any speakers are agreeing to the broadcast and recording of their image and/or voices as part of the Council's protocol as noted above.

7.3 All personal information (names, addresses, phone numbers) provided as part of the Deputation request will be used only for the purposes of processing and arranging the Deputation and thereafter will be retained in line with standard Council retention policies.

7.4 The names of those who speak on behalf of the Deputation will be noted at the relevant meeting and will be included as part of the recording of the meeting and within the written minutes of the meeting, however no other personal data will be disclosed to the public.
Delegation of powers to Chief Executive, Stirling Council

Under exception of the delegated powers which arise from certain statutory appointments (see Appendix 7), all powers delegated to Officers of the Council are delegated to the Chief Executive.

When exercising any delegated power the Chief Executive must do so in full compliance with a number of requirements that have been laid down by the Council. On the pages that follow are details of:

(a) The rules governing the exercise of powers delegated to the Chief Executive;
(b) Powers delegated to the Chief Executive

(a) RULES GOVERNING THE EXERCISE OF POWERS BY THE CHIEF EXECUTIVE

1 Before exercising any authority the Chief Executive must satisfy himself/herself that:
   (a) he/she has the necessary delegated powers as specified in this Scheme; and
   (b) that any power expressed in this Scheme has not been modified by a more recent decision by the Council.

2 The Chief Executive must use the authority delegated to him/her:
   (a) in the interests of Stirling Council and in accordance with the provisions of this Scheme, Financial Regulations and Contract Standing Orders; and
   (b) in accordance with the policies of the Council and its Committees and with any procedural guidelines which the Council and its Committees may make to regulate the exercise of delegated powers.

3 In exercising the authority delegated to them, the Chief Executive must consult:
   (a) the Chief Officer – Governance and/or the Chief Officer – Finance as appropriate, in respect of matters which are sensitive or complex, or where legal, administrative, financial or other advice or guidance is necessary;
   (b) the relevant Convener(s)/ Portfolio holder in respect of matters which are sensitive or complex or otherwise warrant such consultation;
   (c) the recognised spokesperson in respect of any sensitive or complex matters which fall within the remit of the spokesperson; and
   (d) local Members whenever a decision or action is likely to have a direct effect on the constituency interests of one or more local Members (but this will not be necessary where the proposed decision or action will have general effect throughout the Council’s area).
4 Where an applicant for a service provided by the Council (except one which is available to the general public for a set fee) is a Member of the Council or an employee, the Chief Executive will, before exercising that authority, give consideration to the need to refer the application to the appropriate Committee or Panel, as appropriate, for determination.

5 Where an applicant for employment with the Council is related to a Member of the Council, or to an employee, the Chief Executive will, before exercising that authority, consult with the Chief Officer – HR.

6 The Chief Executive must publish, at such frequency and in such form as may be prescribed from time to time by the Council, a Committee or a Panel, details of decisions taken and actions authorised by him/her in exercise of delegated powers.

(b) DELEGATIONS TO THE CHIEF EXECUTIVE

The following is a list of the powers, which have been delegated to the Chief Executive. It should be noted that expressions such as "to serve", "to issue" etc. include the delegated power to sign, on behalf of the Council, the documents concerned and to take all other steps necessary to ensure that these documents are appropriately delivered.

Nothing in this section or any other part of the Scheme empowers the Chief Executive to alter national or local conditions of employment which, for the avoidance of doubt, includes bonus schemes.

CONTRACTS

CE1 Consultants and Consultancies
To appoint (in consultation with the appropriate Convener(s)/ Portfolio Holder and Spokesperson(s)) consultants to provide advice or services and to approve the acceptance of payment of fees for Officers involved in lecturing to outside bodies.

CE2 Contracts
To approve, for legal acceptance by the relevant Chief Operating Officer/ relevant Head of Service/Chief Officer, contracts to be awarded to the lowest tenderer to the value of up to £1M, following the conclusion of the procedure for awarding contracts set out in the Council’s Contract Standing Orders.

CE3 Contract Standing Orders
To exercise any general delegations contained in the Council's Contract Standing Orders.

CE4 List of Tenderers
To select, from the Council's approved list, tenderers to receive tender documents following payment of any appropriate fee.

CE5 Proper Officer
To act as Proper Officer in terms of any provisions of the Local Government (Scotland) Act 1973, the Requirements of Writing (Scotland) Act 1995 and generally any local government legislation and signing all deeds and other documents which require to be sealed with the common seal of the Council or are binding on the Council.
EMPLOYEES

ALLOWANCES ETC

CE6 Acting Up Allowances
To approve payment of “Acting Up” Allowances for staff taking on more senior duties on a temporary basis.

CE7 Car Allowances
To determine the payment of car allowances, within the terms of Council policy.

CE8 Excessive Wear and Tear
To determine applications for additional allowances under the car allowance scheme in respect of excessive wear and tear to vehicles.

CE9 Overtime
To approve overtime within the terms of Council policy and subject to finance being available within approved budgets.

CE10 Relocation Expenses and Allowances
To authorise payment of relocation/removal expenses and allowances within the Council's Conditions of Service.

CE11 Telephone Allowances
To determine, within the terms of Council policy, the provision of telephone allowances to employees.

APPOINTMENTS/TERMINATION

CE12 Acting Head of Paid Service
To appoint an Acting Head of Paid Service to cover periods when the Chief Executive, as Head of Paid Service, is absent. When the Chief Executive is absent one of the Chief Operating Officers will act as the Head of Paid Service and have all the delegated authority of the Chief Executive.

CE13 Appointments/External Organisations
To appoint employees within the approved establishment up to, Service Manager level. (The Council may direct that other arrangements for making an appointment should apply). To appoint officers to serve on external organisations.

CE14 Discipline
To conduct disciplinary proceedings in respect of employees, within the terms of the Council's approved disciplinary procedures and to take decisions, in accordance with the Council's Conditions of Service and any consultations with the Chief Officer – HR, with regard to the dismissal of employees due to gross misconduct.

CE15 Termination of Employment
To retire permanent employees on compassionate grounds and to terminate the employment of any employee not in the permanent employment of the Council.

CE16 Early Retirements
To determine applications for early retirement from a Chief Operating Officer, in consultation with the appropriate Convener(s)/ Portfolio holder or Spokesperson(s), and within the approved regulations and policies of the Council.
CE17 Early Retirement/Voluntary Severance
To determine applications for early retirement and voluntary severance for Officers below Chief Operating Officer level, within the approved regulations and policy direction of the Council.

CE18 Payment in Lieu of Notice
To approve payments in lieu of notice, only where satisfied that it is not appropriate for an employee to continue in employment during the period of notice.

CE19 Starting Salaries
To place employees on appointment on a salary point within the grade or grades applicable to posts.

CE20 Temporary Posts
To establish temporary posts for not more than two years, providing that there is adequate funding within the approved budget for the Service concerned.

EMPLOYMENT TERMS AND CONDITIONS

CE21 Changes in Post Titles
To determine changes in titles of jobs.

CE22 Merit Increments/Salary Progression
To make awards under the merit increment scheme, subject to any policy directions on assessment criteria and in consultation with the appropriate Convener(s)/Portfolio Holder and Spokesperson(s) and to progress the salaries of employees following relevant exam success.

CE23 National Salary Awards
To implement National Pay Awards for employees.

CE24 Preserved Salaries
To approve the preservation of pay within the terms of Council policy, for any member of staff who has been transferred to another post at the instigation of management.

CE25 Re-gradings
To agree the grading and re-grading of posts below Chief Operating Officer level provided such determinations are based on an agreed job evaluation scheme or on gradings prescribed within national conditions of Service.

CE26 Secondment
To determine the secondment of employees to external agencies or for training purposes.

LEAVE AND ABSENCES

CE27 Annual Leave
To determine requests for the transfer of annual leave across consecutive leave years in cases where an employee’s entitlement is affected by occurrence of sick leave or in the best interests of the Service.

CE28 Sick Leave
To approve payments in lieu of annual leave, such payments to be made only in exceptional cases where satisfied with the reasons for an employee being unable to take annual leave and provided the budgetary allocation is not exceeded.
CE29  Special Leave
To place an employee on special leave pending medical opinion, where it is considered inappropriate for the employee to remain at work.

CE30  Leave of Absence
To determine applications for leave of absence for special purposes and to absent herself/himself, or to permit any member of her/his staff to absent herself/himself occasionally and temporarily during business hours in order to attend to duties or services of a civic, honorary, charitable or social nature, provided that these are in accordance with any policy directions of the Council and do not interfere with the efficient discharge of her/his duties to the Council.

CE31  Sickness Allowance
To extend the period for which sickness allowance is payable.

SPECIAL PAYMENTS

CE32  Claims for Loss/Damage to Personal Property of Employees
To determine claims of up to £250 for damage to or loss of personal property of employees, in consultation with the Chief Officer – HR.

CE33  Ex Gratia Payments
To determine, in exceptional circumstance, in accordance with any policy directions of the Council, and in consultation with the relevant Convener(s)/ Portfolio holder, the level of any ex gratia payments to be made to Officers.

CE34  Payments for Lecturing etc
To approve the acceptance of payment to Officers who have undertaken approved lecturing, etc, to outside bodies.

TRAINING

CE35  Conferences, Seminars, etc
To determine applications for the attendance of employees at conferences, seminars or other business (not including the approval of teacher exchanges or school trips which have been delegated to the Head of Education (Chief Education Officer)).

CE36  Training
To authorise employees' attendance at training courses and events within the approved training budget.

FINANCE/BUDGETS

CE37  Capital Programme Virement
To exercise virement within the overall HRA and Non-HRA Capital Programmes, subject to any procedures agreed by the Management Team which may be prescribed and provided that:

(a) the amount of the virement does not exceed £250,000 or 10% of the approved capital expenditure whichever is the lesser sum;

(b) there has been consultation with the appropriate Convener(s)/ Portfolio Holder and Spokesperson(s) and a report has been prepared for inclusion in the weekly Council Information Bulletin;

(c) the Chief Officer - Finance has been notified in writing; and

(d) the virement of expenditure is to a project within the same approved Capital Expenditure Programme.
CE38  Financial Instructions
To issue financial instructions relative to the functions of his Service, which the Chief Officer - Finance has approved.

CE39  Grants and Donations
To apply for grants where the object of the grant aligns with the Council’s strategic aims and policies and to administer the distribution of grants of financial assistance, subject to:

(a) where the proposed grant applied for is in excess of £1,500,000, the relevant Convener and Vice Convener, portfolio holder and opposition spokesperson are consulted in advance;
(b) administration of grant schemes on behalf of other organisations being operated in line with the prescribed grant scheme rules; and
(c) Where the object of the grant does not align with the Council’s strategic aims or policies the matter must be remitted to the appropriate committee or to Council for a decision to be taken.

CE40  Issue Sundry Debtor Accounts
To render accounts for all work done, goods supplied, services provided, and all other amounts due, such accounts to be rendered (unless otherwise agreed with the Chief Officer - Finance) at such times and at such frequencies as may be determined by the Chief Officer - Finance and in accordance with the Council’s Financial Regulations.

CE41  Prudential Borrowing
To approve the use of Prudential Borrowing of less than £500,000 per request subject to the provision of a sustainable business case.

CE42  Revenue Budget Virement
To exercise virement within the overall Revenue Budget for the Service, provided that:

(a) the amount of any individual virement does not exceed £250,000;
(b) where the virement is for more than £100,000 there has been consultation with the appropriate Convener(s)/ Portfolio Holder and Spokesperson(s) on the matter and that a report has been prepared for inclusion in the weekly Council Information Bulletin;
(c) the Chief Officer - Finance has been notified in writing; and
(d) the virement does not create an additional financial commitment into the following financial year.

CE43  Special Payments made from Imprest Accounts
To determine arrangements to enable items of minor expenditure which are considered reasonable and appropriate by the Chief Officer - Finance, to be paid from Imprest Accounts, in accordance with the Council’s Imprest Guidelines. Receipted vouchers will support such payments wherever possible.

CE44  Write-Off of Debt
To approve the write-off of outstanding debts due to the Council of less than £10,000 for each debtor, where there are good and sufficient reasons for so doing, in accordance with the Council’s Financial Regulations.

GENERAL
CE45 Additional Powers during Recess Periods

To determine urgent matters, during periods when the Council is in recess, in accordance with the following:

(a) in respect of urgent matters where a policy decision has already been taken by Council and where budget or other financial provision exists, the Chief Executive/appropriate Chief Operating Officer will consult the Provost/Depute Convener of Council, relevant Portfolio Holder and Convener of the appropriate Committee, a relevant Opposition Member, and, as appropriate, the Leader of the Council before a decision is taken. Where possible, a meeting comprising the appropriate persons will be arranged through Democratic Services and a note of the meeting will be recorded; and details of decisions taken will be submitted for the information of Council/Committees (as appropriate) following the recess;

(b) in respect of urgent matters where a decision is required which involves new policy or a change to existing policy, or incurring expenditure not already provided for, the Chief Executive/appropriate Chief Operating Officer will consult the Clerk to the Council and, if required, the Provost/Depute Convener of Council or Convener of the appropriate Committee and a relevant Opposition Member will agree a special meeting of Council or the Committee concerned.

CE46 Bids
To submit bids for or expressions of interest in opportunities to host events, to receive recognition, to locate facilities and the like where the opportunity in question does not commit the Council to expenditure in excess of £50,000.

CE47 Complaints
To authorise the payment of appropriate compensation (not exceeding £500 to any one person) to persons, who have a valid complaint, who have pursued this to the final stage of the Council's Complaints Procedure and who may be satisfied by the payment of appropriate compensation.

CE48 Closure of Council Offices
To close down Council Offices early due to the festive timetable/bad weather/emergency situations.

CE49 Delegations
To authorise other Officers to exercise any delegated powers which have been granted, unless prohibited from doing so by the law, or by the Council.

CE50 Emergencies
To implement such measures as may be required in emergency situations, subject to a subsequent reporting of any items (for which Committee/Council approval would normally be necessary) to the appropriate Committee/Council as soon as possible after the measures have been taken.

CE51 Health and Safety
To carry out the Occupational Health and Safety Policy arrangements and to take whatever measures are deemed reasonable and necessary in order that these are properly implemented.

CE52 Hospitality
To provide, subject to appropriate provision within existing budgets, reasonable hospitality to representatives of other authorities and outside bodies.

**CE53 Management**
To take such operational management decisions as are necessary for the routine planning, organisation, operation and provision of Council Services and facilities.

**CE54 Planning and Budgeting Processes**
To co-ordinate and integrate the Stirling Plan (Local Outcome Improvement Plan), strategic planning, service planning and resource planning, including budgeting processes.

**CE55 Policy Development and Implementation**
To co-ordinate arrangements for policy development and implementation across the Council.

**CE56 Research**
To authorise and co-ordinate such research as necessary to support the effective delivery of Council Services and to ensure that the Council performs its community governance role effectively.

**CE57 Services' Establishments**
To approve changes to Services' employee establishments below Service Manager level, provided always that no such change will result in additional expenditure beyond the approved revenue budget for the Service in question.

**CE58 Strategies, Policies and Procedures**
To carry out investigations and research and enter into discussions with a view to proposing new or revised strategies, policies or procedures.

**PROPERTY**

**CE59 Acquisition of Land and Property**
To approve any terms and conditions recommended by the appropriate Chief Operating Officer for the acquisition of land and property for a relevant service project contained within the approved capital programme, subject to a maximum value of £500,000 in any particular case.

**CE60 Disposal of Surplus Land and Property**
To approve any terms and conditions recommended by the appropriate Chief Operating Officer for the disposal of land and property which is surplus to the requirements of any of the Council's functions subject to a maximum value of £500,000 in any particular case and subject to there being notification in writing with the appropriate Local Member/s and provided that there are no objections from the Local Member/s to the recommendations which will also require to be published in the weekly Council Information Bulletin.

**CE61 Leasing of Land, Property and Rights**
To approve any terms and conditions recommended by the relevant Chief Operating Officer, for the initial granting and accepting of leases relating to land, buildings and other heritable property or real estate and other rights in and to land, buildings and other heritable property or real estate where the capital value of the land, buildings or other property or right concerned does not exceed £500,000 and the proposed lease does not exceed 20 years in length in any particular case.

**CE62 Long Leases of Land, Property and Rights**
To approve any terms and conditions recommended by the relevant Chief Operating Officer, for the initial granting and accepting of long leases relating to land, buildings and other heritable property or real estate and other rights in and to land, buildings and other heritable property or real estate where the capital value of the land, buildings or other property or right concerned does not exceed £500,000 and the proposed lease is for an excess of 20 years in length in any particular case, and subject to there being appropriate consultation with relevant Local Member/s and which recommendations will also require to be published in the weekly Council Information Bulletin.

STATUTORY POWERS AND DUTIES OF THE COUNCIL

CE63 To exercise the statutory powers of the Council under the following Acts and all other legislation, together with any regulations made pursuant to the same, dealing with operational matters in respect of the Council’s functions –

Abandonment of Animals Act 1960
Abolition of Domestic Rates Etc. (Scotland) Act 1987
Accommodation Agencies Act 1953
Adoption and Children (Scotland) Act 2007
Adult Support and Protection (Scotland) Act 2007
Adults with Incapacity (Scotland) Act 2000
Agricultural (Miscellaneous Provisions) Act 1972
Agriculture Act 1970
Agriculture Produce (Grading and Marking) Acts 1928 and 1931
Air Weapons and Licensing (Scotland) Act 2015
Animal Boarding Establishments Act 1963
Animal Health & Welfare (Scotland) Act 2006
Animal Health Act 1981
Antisocial Behaviour etc (Scotland) Act 2004
Breeding and Sale of Dogs (Welfare) Act 1999
British Telecommunications Act 1981
Broadcasting Act 1981
Building (Scotland) Acts 1959, 1970 and 2003
Burial and Cremation (Scotland) Act 2016
Burial Grounds (Scotland) Act 1885
Bus Lane Contraventions (Charges, Adjudication and Enforcement) (Scotland) Regulations 2011
Business Protection from Misleading Marketing Regulations 2008
Cancellation of Contracts made in a Consumer’s Home or Place of Work etc. Regulations 2008
Caravan Sites and Control of Development Act 1960
Carers (Scotland) Act 2016
Child Poverty (Scotland) Act 2017
Children (Scotland) Act 1995
Children Acts 1975 and 1989
Children and Young People (Scotland) Act 2014
Children and Young Persons (Protection from Tobacco) Act 1991
Children and Young Persons Act 1963
Children’s Hearing (Scotland) Act 2011
Chronically Sick and Disabled Persons Act 1970
Church of Scotland (Property and Endowments) Acts 1925 & 1933
Cinemas Act 1985
Civic Government (Scotland) Act 1982
Civil Contingencies Act 2004
Civil Partnership Act 2004
Clean Air Act 1993
Coast Protection Act 1949
Community Care and Health (Scotland) Act 2002
Community Empowerment (Scotland) Act 2015
Community Justice (Scotland) Act 2016
Competition Act 1998
Construction (Design and Management) Regulations 2015
Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013
Consumer Credit Act 1974
Consumer Protection (Distance Selling) Regulations 2000
Consumer Protection Act 1987
Consumer Protection from Unfair Trading Regulations 2008
Consumer Rights (Payment Surcharges) Regulations 2012
Control of Dogs (Scotland) Act 2010
Consumer Protection Act 1974
Copyright (Visually Impaired Persons) Act 2002
Copyright Etc. and Trade Marks (Offences & Enforcement) Act 2002
Copyright, Designs and Patents Act 1988
Council Tax (Administration and Enforcement) (Scotland) Regulations 1992
Council Tax Reduction (Scotland) Regulations 2012
Counter-Terrorism Act 2008
Countryside (Scotland) Act 1967
Courts and Legal Services Act 1990
Cremation (Scotland) Amendment Regulations 2003
Cremation Acts 1902 and 1952
Crime and Disorder Act 1998
Criminal Justice (Scotland) Act 2016
Criminal Procedure (Scotland) Act 1995
Crossbows Act 1987
Curators ad litem and Reporting Officers (Panels) (Scotland) Regulations 2001
Dangerous Wild Animals Act 1976
Data Protection Act 2018
Deer (Scotland) Act 1996
Development of Tourism Act 1969
Disability Discrimination Act 2005
Disabled Persons (Employment) Act 1958
Disabled Persons (Services, Consultation and Representation) Act 1986
Disabled Persons Parking Places (Scotland) Act 2009
Dog Fouling (Scotland) Act 2003
Dogs Act 1906 and 1928
Dutch Elm Disease (Amendment) (Local Authorities) Order 1976
Education (Additional Support for Learning) (Scotland) Act 2004
Education (Scotland) Act 1980 and 2016
Education Reform Act 1988
Electricity Act 1989
Electronic Commerce (EC Directive) Regulations 2002
Energy Act 1976
Energy Conservation Act 1981
Enterprise Act 2002
Environment Act 1995
Environment and Safety Information Act 1988
Environmental Assessment (Scotland) Act 2005
Environmental Information (Scotland) Regulations 2004
Environmental Protection Act 1990
Equality (Scotland) Act 2010
Equality Acts 2006 and 2010
Estate Agents Act 1979
Ethical Standards in Public Life etc. (Scotland) Act 2000
European Communities Act 1972
European Parliamentary Elections Act 2002
European Union (Withdrawal) Act 2018
Explosives (Age of Purchase) Act 1976
Explosives Acts 1875 and 1923
Factories Act 1961
Fair Trading Act 1973
Financial Services (Distance Marketing) Regulations 2004
Financial Services Act 2012
Financial Services and Markets Act 2000
Fire Safety and Safety of Places of Sports Act 1987
Fireworks Acts 1951, 1964 and 2003
Flood Prevention (Scotland) Act 1961
Flood Prevention and Land Drainage (Scotland) Act 1997
Flood Risk Management (Scotland) Act 2009
Food and Environmental Protection Act 1985
Food Hygiene (Scotland) Regulations 2006
Food Safety Act 1990
Foster Children (Scotland) Act 1984
Freedom of Information (Scotland) Act 2002
Gambling Act 2005
Game (Scotland) Act 1832
Game Licences Act 1860
Gaming Act 1968
General Data Protection Regulation 2016/679
Guard Dogs Act 1975
Hallmarking Act 1973
Harbours Act 1964
Health and Safety at Work Etc. Act 1974
Health and Social Services and Social Security Adjudications Act 1983
High Hedges (Scotland) Act 2013
Homelessness Etc. (Scotland) Act 2003
Hypnotism Act 1952
Immigration Act 2016
Immigration and Asylum Act 1999
INSPIRE (Scotland) Regulations 2009
International Health Regulations 2005
Knives Act 1997
Land Compensation (Scotland) Act 1973
Land Reform (Scotland) Act 2003
Licensing (Scotland) Acts 1976 & 2005
Local Government (Access to Information) Act 1985
Local Government (Access to Information) Act 1985
Local Government (Omnibus Shelters and Queue Barriers) (Scotland) Act 1958
Local Government and Housing Act 1989
Local Government and Planning (Scotland) Act 1982
Local Government etc (Scotland) Act 1994
Local Government Finance Act 1992
Local Government in Scotland Act 2003
Lotteries and Amusements Act 1976
Management of Offenders etc. (Scotland) Act 2005
Marriage (Approval of Places) (Scotland) Regulations 2002
Marriage (Scotland) Act 1977
Matrimonial Proceedings (Children) Act 1958
Medicines Act 1968
Mental Health (Care and Treatment) (Scotland) Act 2003
Methylated Spirits (Sale by Retail) (Scotland) Act 1937
Motor Cycle Noise Act 1987
Motor Vehicles (Safety Equipment for Children) Act 1991
National Assistance Act 1948
National Health Service and Community Care Act 1990
National Parks (Scotland) Act 2000
National Parks and Access to the Countryside Act 1949
Nature Conservation (Scotland) Act 2004
New Roads and Street Works Act 1991
Noise and Statutory Nuisances Act 1993
Offices, Shops and Railway Premises Act 1963
Olympic Symbol etc. (Protection) Act 1995
Parties, Elections and Referendums Act 2000
Patents, Designs and Marks Act 1986
Performing Animals (Regulation) Act 1925
Pesticides (Fees and Enforcement) Act 1989
Pet Animals Act 1951
Petroleum (Consolidation) Act 1928
Petroleum (Regulations) Acts 1928 and 1936
Petroleum (Transfer of Licences) Act 1936
Petroleum Acts 1928 and 1936
Pharmacy and Poisons Act 1933
Planning (Listed Buildings & Conservation Areas) (Scotland) Act 1997
Planning etc (Scotland) Act 2006
Planning (Scotland) Act 2019
Plant Health Act 1967
Poisons Act 1972
Political Parties, Elections and Referendums Act 2000
Prevention of Damage by Pests Act 1949
Prices Acts 1974 and 1975
Private Housing (Tenancies) Scotland Act 2016
Private Rented Housing (Scotland) Act 2011
Private Water Supplies (Scotland) Regulations 1992
Proceeds of Crime Act 2002
Procurement Reform (Scotland) Act 2014
Property Factors (Scotland) Act 2011
Property Misdescriptions Act 1991
Protection from Harassment Act 1997
Protection of Animals (Scotland) Acts 1912 and 1988
Public Bodies (Joint Working) (Scotland) Act 2014
Public Health (Aircraft) (Scotland) Regulations 1971
Public Health (Scotland) Acts 1897 and 1945
Public Health (Ships) (Scotland) Regulations 1971
Public Health etc. (Scotland) Act 2008
Public Libraries (Scotland) Act 1955
Public Libraries Consolidation (Scotland) Act 1887
Public Life etc. (Scotland) Act 2000 (Register of Interests) Regulations 2003
Public Records (Scotland) Act 2011
Public Services Reform (Scotland) Act 2010
Race Relations Act 2000
Refuse Disposal (Amenity) Act 1978
Registered Designs Act 1949
Registration of Births, Deaths and Marriages (Scotland) Act 1965
Regulation of Investigatory Powers (Scotland) Act 2000
Rent (Scotland) Acts 1984 & 1987
Reservoirs (Scotland) Act 2011
Reservoirs Act 1975
Riding Establishments Acts 1964 and 1970
Road Traffic (Vehicle Emissions) (Fixed Penalty) (Scotland) Regulations 2003
Road Traffic Act 1988 and 1991
Road Traffic Regulation Act 1984
Roads (Scotland) Act 1984
Roads (Traffic Calming) (Scotland) Regulations 1994
Safety of Places of Sports Regulations 1988
Safety of Sports Grounds Act 1975
Schools (Consultation) (Scotland) Act 2010
Scotch Whisky Act 1988
Sewerage (Scotland) Act 1968
Shops Act 1950
Single Use Carrier Bags Charge (Scotland) Regulations 2014
Slaughter of Animals (Scotland) Act 1980
Slaughter of Poultry Act 1967
Smoking Prohibition (Children in Motor Vehicles) (Scotland) Act 2016
Smoking, Health and Social Care (Scotland) Act 2005
Social Care (Self-Directed Support) (Scotland) Act 2013
Social Security (Scotland) Act 2018
Social Security Administration Act 1992
Social Security Contributions and Benefits Act 1992
Social Work (Scotland) Act 1968
Space Industry Act 2018
Standards in Scotland’s Schools etc. Act 2000
Telecommunications Act 1984
Tenements (Scotland) Act 2004
The Stopping Up of Roads and Private Accesses and the Redetermination of Public Rights of Passage (Procedure) (Scotland) Regulations 1986
Theatres Act 1968
Timeshare Act 1992
Tobacco Advertising and Promotion Act 2002
Tobacco and Primary Medical Services (Scotland) Act 2010
Town and Country Planning (Control of Advertisements) (Scotland) Regulations 1984
Town and Country Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997
Town and Country Planning (Scotland) Acts 1959 & 1997
Trade Descriptions Act 1968
Trade Marks Act 1994
Trading Schemes Act 1996
Traffic Signs Regulations and General Directions 2002
Transport (Scotland) Act 2001
War Memorials (Local Authorities’ Powers) Act 1923
Water (Scotland) Act 1980
Water Services etc. (Scotland) Act 2005
Weights and Measures Act 1985
Wild Animals in Travelling Circuses (Scotland) Act 2018
Wildlife and Countryside (Scotland) Act 1981
Wildlife and Natural Environment (Scotland) Act 2011
Zoo Licensing Act 1981
### APPENDIX 8

#### STATUTORY APPOINTMENTS OF OFFICERS

In terms of various statutes, the Council is required to appoint Officers for a variety of particular purposes. Officers so appointed are empowered to take such action as is implicit in their role. The statutory appointments agreed by the Council are as follows:

<table>
<thead>
<tr>
<th>STATUTORY PROVISION</th>
<th>PURPOSE/ROLE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Social Work (Scotland) Act 1968</strong></td>
<td></td>
</tr>
<tr>
<td>s.3</td>
<td>Chief Officer of Social Work.</td>
</tr>
</tbody>
</table>

**Education Scotland (Act) 1980**

| s.78 | Chief Education Officer | Head of Education |

**Local Government (Scotland) Act 1973**

<p>| s.33A | Proper Officer for various purposes in connection with Councillors’ declaration of acceptance of office. | Chief Officer - Governance |
| s.34 | Proper Officer for receipt of Councillors’ resignations. | Chief Officer - Governance |
| s.43 and Sch.7 | Proper Officer for various purposes in connection with meetings and proceedings of the Council, Committees and Sub-Committees. | Chief Officer - Governance |
| ss.50A-50K | Proper Officer for various purposes in connection with access to meetings and documents of the Council, Committees and Sub-Committees. | Chief Officer - Governance |
| s.92 | Proper Officer for dealing with the transfer of securities. | Chief Officer - Finance |
| s.95 | Proper Officer for the administration of the Council's financial affairs. | Chief Officer - Finance |
| s.145 | Proper Officer in respect of Ordnance Survey applications. | Chief Operating Officer Infrastructure &amp; Environment |
| s.190 | Proper Officer for service of legal proceedings, notices, etc. on the Council. | Chief Officer - Governance |
| s.191 | Proper Officer in respect of claims on behalf of the Council in sequestrations and liquidations. | Chief Officer - Governance |
| s.193-194 | Proper Officer in respect of authentication of documents. | Chief Officer - Governance |</p>
<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
<th>Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>s.197</td>
<td>Proper Officer in respect of arrangements for the inspection and depositing of documents.</td>
<td>Chief Officer - Governance</td>
</tr>
<tr>
<td>ss.202-204</td>
<td>Proper Officer for various purposes in connection with byelaws.</td>
<td>Chief Officer - Governance</td>
</tr>
<tr>
<td>s.206</td>
<td>Proper Officer in respect of the keeping of a register of persons admitted as freemen of the Council’s area.</td>
<td>Chief Officer – Governance</td>
</tr>
<tr>
<td>Parties, Elections and Referendums Act 2000</td>
<td>Counting Officer</td>
<td>Chief Executive</td>
</tr>
<tr>
<td>Licensing (Scotland) Act 2005</td>
<td>Clerk to the Licensing Board.</td>
<td>Chief Officer - Governance</td>
</tr>
<tr>
<td>Civic Government (Scotland) Act 1982</td>
<td>Proper Officer in respect of evidence of management rules.</td>
<td>Chief Officer - Governance</td>
</tr>
<tr>
<td>Representation of the People Act 1983</td>
<td>Returning Officer.</td>
<td>Chief Executive</td>
</tr>
<tr>
<td>Local Government and Housing Act 1989</td>
<td>Proper Officer in respect of lists of politically restricted posts.</td>
<td>Chief Officer - Governance</td>
</tr>
<tr>
<td>s.4</td>
<td>Head of Paid Service.</td>
<td>Chief Executive</td>
</tr>
<tr>
<td>s.5 and 5A</td>
<td>Monitoring Officer.</td>
<td>Chief Officer - Governance</td>
</tr>
<tr>
<td>Requirements of Writing (Scotland) Act 1995 Para 4, Schedule 2</td>
<td>Proper Officer in respect of execution of Deeds and use of the Council’s seal.</td>
<td>Chief Officer - Governance</td>
</tr>
<tr>
<td>Ethical Standards in Public Life etc. (Scotland) Act 2000 s.7 and The Ethical Standards in Public Life etc. (Scotland) Act 2000 (Register of Interests) Regulations 2003</td>
<td>Proper Officer for all purposes in connection with registration of Members’ interests and other related purposes under the Councillors’ Code of Conduct.</td>
<td>Chief Officer - Governance</td>
</tr>
<tr>
<td>Data Protection Act 2018</td>
<td>Statutory Officer for data protection matters</td>
<td>Data Protection Officer</td>
</tr>
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STIRLING COUNCIL

STANDING ORDERS

Effective from and including 19 May 2022
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STANDING ORDERS OF THE STIRLING COUNCIL

These standing orders apply from 19 May 2022 and regulate the conduct of business at meetings of Stirling Council and the Committees and Panels of the Council.

The Standing Orders shown shaded apply to Council only, with the exception of Standing Orders 70 – 73 inclusive which also apply to the Appointments Panel. All other Standing Orders apply to Decision Making Committees, the Audit Committee, the Pre-Determination Hearing Committee, or Panels as they apply to Council (with the necessary changes), except that Standing Orders 26, 29, 39 to 49 and 50 to 69 inclusive do not apply to the Pre-Determination Hearing Committee, which has its own procedures as determined by the Council’s Service Manager - Planning and Building Standards in consultation with the Convener and Vice-Convener of the Committee.

FIRST COUNCIL MEETING AFTER AN ELECTION (STATUTORY MEETING)

1. In a local government election year, the Clerk to the Council will call a meeting of the Council within 21 calendar days from the date of the election. At this meeting or any adjournment of it, the Council will:-

(a) elect a Provost and Depute Convener of Council (or Convener/Depute Convener if so determined);
(b) elect a Leader and Depute Leader of the Council;
(c) appoint Bailies to deputise for the Provost as civic head;
(d) appoint members of Joint Committees and Joint Boards and their Conveners, where these appointments are to be made by the Council;
(e) appoint or nominate representatives to various outside bodies; and
(f) deal with any urgent competent business.

CHAIRING MEETINGS AND DUTIES OF THE PROVOST (CHAIR)

2. At a meeting of the Council, the Provost or, in his or her absence, the Depute Convener of Council will preside. If the Provost and Depute Convener of Council are both absent, the Clerk will call on the Members present to choose a Member to preside.

All meetings can be held either with all Members physically present, or remotely with all Members present through Microsoft Teams (or any other approved platform), or through a combination of physical meeting and remote access (if agreed and arranged with the Provost and Clerk in advance of the meeting) and will be broadcast live to provide remote public access, and retained as a recording available for later viewing.

(a) The Provost will have responsibility for facilitating meetings of the Council, ensuring that every Member is treated equally and given the same opportunity of expression.

(b) When the Provost speaks, any Member of the Council who is addressing the meeting must stop.
(c) The Provost will have discretion, with or without discussion, to determine all questions of procedure where no specific provision is made under these Standing Orders.

(d) In the event of a question arising of order, competency or relevancy, the Provost will decide the matter (with the exception of Standing Orders 3 and 4) and in doing this he/she may take advice from the Clerk.

(e) The Provost will sign any Minutes of previous Meetings approved by the Council.

**REMOVAL FROM OFFICE**

3. The Council may remove the Provost from office providing:-

   (a) prior notice is given at one meeting of the Council that the matter will be considered at its next meeting; or

   (b) where no prior notice is given, not less than two-thirds of Members present and entitled to vote, agree that the early removal of the Provost from Office will be considered at that meeting.

   The provisions of this Standing Order will also apply to the position of Depute Convener of Council.

4. With the exception of the Provost and Depute Convener of Council the Council has the authority to appoint or remove Members on any of the Council’s decision making bodies at any time.

5. The Clerk to the Council will determine all matters of competency in relation to Standing Orders 3 and 4.

**ORDINARY AND SPECIAL MEETINGS**

6. A schedule of meetings will be agreed by the Council. The Clerk to the Council is responsible for convening all meetings of Council which will be held on the days and at the times fixed by the Council and as then published in its Programme of Meetings. For all meetings the Notice of Meeting will serve as the summons.

7. In addition to the scheduled meetings of Council, special or other meetings of the Council may be convened by the Clerk to the Council as follows:-

   (a) at the request of the Provost;
   (b) by a resolution of the Council;
   (c) on the requisition of at least one fourth of the whole number of Members of the Council (6), which meeting will be held within 14 days of receipt of the requisition by the Proper Officer;
   (d) at the request of the Monitoring Officer.
NOTICE OF MEETINGS

8. Reports intended for Council meetings must be submitted to the Clerk in accordance with the timescales prescribed by the Clerk to the Council which will have been issued to officers along with the programme of meetings.

9. Every Notice of Meeting must state the business to be transacted at the meeting as set out in Standing Order 27. No other business will be dealt with unless it is submitted to Council as a matter of urgency under Standing Order 29. If however a meeting is called in terms of Standing Order 7(c), only the business listed in the requisition will be dealt with.

10. Notices of Meeting, agendas and reports will be sent to all Members in respect of full Council meetings and to all Members of the relevant Committee or Panel at least three clear working days before meetings or, if convened at shorter notice, then as soon as meetings are convened.

11. Such notices, agendas and reports will be provided to each Member in hard copy or electronically as he or she requests.

12. Public notice of the time and if appropriate the place of meetings, listing the business to be transacted, will be made available on the Stirling Council website at least three clear working days before the meeting. If the meeting is convened at shorter notice, then the notice will be posted at the time it is convened.

PUBLIC ACCESS

13. Every meeting of the Council will be open to the public, except in special circumstances which are set out below:-

(a) the public must be excluded from a meeting of the Council where it is likely, because of the business itself or what might be said, that confidential information (as defined by the relevant law) would be given to members of the public; and/or

(b) the Council may decide, by passing a resolution at any meeting, to exclude the public when it is considering an item of business if it is likely, because of the business itself or what might be said, that exempt information (as defined by the relevant law) would be given to members of the public. The resolution to exclude the public will make clear which part of the proceedings of the meeting it applies to and explain why the information is exempt;

14. If the Clerk believes that it is likely that exempt or confidential information (as defined by the relevant law) will be given to members of the public they may exclude the whole of a report (or any part of a report) from public viewing. Every copy of any report in that category (or part of that report) will either be marked “Not for Publication” or marked “Confidential”. In the case of reports which are marked as exempt, the agenda for the meeting will indicate that it is anticipated (although this is not certain) that the meeting will resolve to exclude the press and public during consideration of the item(s) marked with the prefix E (not for publication in terms of Schedule 7A of the Local Government (Scotland) Act 1973).

15. Copies of the relevant agendas and reports for meetings of the Council will be available on the Stirling Council website three clear days before meetings.
16. Except at the discretion of the Provost, the Council will not allow the taking of photographs, use of mobile telephones, or music players during meetings, or the radio or television broadcasting or recording of meetings. This does not prohibit the Council itself webcasting or otherwise recording meetings.

<table>
<thead>
<tr>
<th>QUORUM</th>
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<tbody>
<tr>
<td>17. No business will be carried out at a meeting of the Council unless at least 12 Members of the Council are present.</td>
</tr>
<tr>
<td>18. In the event of any vacancies among the membership of the Council, the quorum will be adjusted as follows:-</td>
</tr>
<tr>
<td>22 12</td>
</tr>
<tr>
<td>21 11</td>
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<td>20 10</td>
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<td>19 10</td>
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<tr>
<td>18 9</td>
</tr>
<tr>
<td>17 9</td>
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<tr>
<td>and so on, provided always that the quorum will never be less than the legal minimum of one quarter of the Council (i.e. 6).</td>
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</tbody>
</table>

19. No business will be carried out at a meeting of any of the Decision Making Committees, the Audit Committee and the Pre-Determination Hearing Committee unless the requisite quorum is present as follows:-

<table>
<thead>
<tr>
<th>Decision Making Committee</th>
<th>Quorum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Children &amp; Young People</td>
<td>5</td>
</tr>
<tr>
<td>Children &amp; Young People (when discharging Education functions on the Council’s behalf)</td>
<td>7</td>
</tr>
<tr>
<td>Community Planning &amp; Regeneration</td>
<td>4</td>
</tr>
<tr>
<td>Environment &amp; Housing</td>
<td>54</td>
</tr>
<tr>
<td>Finance &amp; Economy</td>
<td>4</td>
</tr>
<tr>
<td>Public Safety</td>
<td>4</td>
</tr>
<tr>
<td>Audit</td>
<td>4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Pre-Determination Hearing</th>
<th>Quorum</th>
</tr>
</thead>
<tbody>
<tr>
<td>The quorum for Council determining a planning application which is subject to a Pre-Determination Hearing is 12. To take part in Council consideration of such an application, a member must have attended at the Pre-Determination Hearing.</td>
<td></td>
</tr>
</tbody>
</table>

20. No business will be carried out at a meeting of any of the Panels appointed by the Council with the functions set out in the Council’s Scheme of Delegation, unless the requisite quorum is present as follows:-
<table>
<thead>
<tr>
<th>Name of Panel</th>
<th>Membership</th>
<th>Quorum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult Social Care</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>Appeals</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Appointments</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>Chief Executive Appraisal Panel</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Civic Panel</td>
<td>6</td>
<td>3</td>
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<tr>
<td>Grievance &amp; Discipline (Chief Officers)</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Health &amp; Safety</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>Local Review Body</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Parental Appeals</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Planning &amp; Regulation</td>
<td>9</td>
<td>5</td>
</tr>
</tbody>
</table>

**Note**

Civic Panel – When considering matters relating to the Bridge of Allan Common Good Fund or the Dunblane Common Good Fund, the membership of the Panel is increased to include the four Members for Ward 3. The quorum for such items will be five (one of whom should be from Ward 3).

When considering matters relating to the Callander Common Good Fund, the membership of the Panel will be increased to include the three Members for Ward 1. The quorum for such items will be four (one of whom should be from Ward 1).

**LACK OF A QUORUM**

21. If there is no quorum within 15 minutes of the designated start time for a meeting of the Council, the Provost will adjourn the meeting to another time on the same day or such other date and time as the Provost shall determine. If the Provost is among those absent, the Clerk will minute that no business was transacted because of the lack of the necessary quorum.

22. If during any meeting of the Council the attention of the Provost is called to the number of Members present, he or she will direct the Clerk to call the roll and if a quorum is not present the meeting will immediately be adjourned to another time on the same day or such other date and time as the Provost shall determine. If less than a quorum of the Council is entitled to vote on an item because of declarations of interest that item cannot be dealt with at that meeting.

**SUBSTITUTION**

23. Subject to the particular arrangements set out below in respect of the Children and Young People Committee, the Public Safety Committee and the Civic Panel, substitution will be permitted at all Decision Making Committees, the Audit Committee and Panels provided that the appointed Member has advised the Clerk of the name of the substitute Member in advance of the meeting. The substitute Member will be a member of the Committee/Panel for that meeting only and will be entitled to take part in the meeting with the full powers, duties and responsibilities of the appointed Member. A Member (whether the original Member or a substitute) may not be replaced during the course of the meeting or at any adjourned meeting,
unless urgent circumstances require this and where the substantive member has first received the approval of the Convener.

(a) Children and Young People Committee – The statutory religious representatives are not permitted to appoint substitutes. The teacher representatives are permitted to appoint substitutes from within a named pool only with no requirement for prior notification. Secondary school representatives will be permitted to appoint substitutes from within the pool of seven with no requirement for prior notification.

(b) Public Safety Committee - Substitution will be permitted provided that the substitute Member represents the same ward as the appointed Member and the appointed Member has told the Clerk the name of the substitute Member in advance of the meeting.

(c) Civic Panel – Substitution is not permitted.

CANCELLATION OF MEETINGS

24. Prior to cancelling any meeting, the Clerk will consult the Group Leader and Secretary of each political group and any individual/independent Councillor.

25. Meetings of the Council cannot be cancelled once the public notice calling the meeting has been issued. When a meeting is cancelled in advance of the issue of the public notice, the Clerk will send notice of the cancellation to all Members as soon as practicable.

ORDER OF BUSINESS

26. The Provost may make a statement at the start of a meeting on any matter that affects the Council's interest. There will be no debate on such matters.

27. The business of the Council will proceed in the order specified in the notice calling the meeting which will be as follows, unless the Provost determines otherwise:-

(a) Notification of Apologies
(b) Notification of Substitutions (Decision Making Committees, Audit Committee and Panels only)
(c) Declarations of Interest
(d) Urgent Business brought forward by the Provost in terms of Standing Order 29, intimated at the start of the meeting and discussed in the order determined by the Provost. (Council, Decision Making Committees, Audit Committee and Panels only)
(e) Minutes (for approval only – there is no provision for Matters Arising) (Council, Decision Making Committees, Audit Committee and Panels only)
(f) Written Questions (Council only)
(g) Question Time (Council only)
(h) Rolling Action Logs (Decision Making Committees and Adult Social Care Panel only)
(i) Petitions (Decision Making Committees only)
(j) Appointments and Resignations (Council only)
(k) Reports by the Committees, or Panels (Council only)
(l) Reports dealing with performance, policy and progress in relation to the key priorities for which a Committee has responsibility (Audit Committee and Decision Making Committees only)

(m) Consideration of performance information including, but not limited to, the Committee’s performance scorecard (Audit Committee and Decision Making Committees and Adult Social Care Panel only)

(n) Business submitted directly to Council or a Committee (Officer reports)

(o) Budget Proposals and proposed amendments thereto. (Council only)

(p) Statutory Motions (Council only)

(q) Notices of Motion previously intimated in terms of Standing Order 39 (Council, Decision Making Committees and Audit Committee only) and Standing Order 44 (Council only).

In accordance with the Local Government (Access to Information) Act 1985 all reports must be submitted in writing. There is no provision for verbal reporting.

28. The order of business for an adjourned meeting will be as set out in the original calling Notice. Any item may be taken out of order at an adjourned meeting if the Provost decides this or a Member suggests this and those at the meeting agree.

URGENT BUSINESS

29. Urgent business may only be considered if the Provost rules that there are special reasons as to why it is a matter of urgency. The Provost must give those reasons which will be specified in the minutes. The item must be identified at the start of the meeting and the Provost will confirm when it will be considered in the order of business. Unless there are exceptional circumstances, items of urgent business must be brought forward in the form of a written report.

WRITTEN QUESTIONS (Business not already on the Council Agenda)

30. At each ordinary meeting of the Council any Member can put one question about relevant and competent business not already on the agenda to the Provost, the Leader of the Council, any Portfolio Holder or Committee Convener or the Chair of any Panel, as appropriate. The written question will be answered by the person to whom it is addressed. No Member can put more than one question at any meeting. The Member must give notice in writing of their question to the Clerk by 12 noon, four clear working days prior to the day of the meeting.

31. Questions and written answers will be numbered in the order received. The answers will be emailed to Members by 5pm on the day before the Council meeting.
### ROLLING ACTION LOGS

38. A rolling action log will be maintained for each of the Decision Making Committees, and the Audit Committee and the Adult Social Care Panel and be included as a standing item on agendas. The log details actions arising or pending from each of the previous meetings.

There will be no substantive discussion on the detail of the actions arising from previous meetings. Where detailed discussion is required, this will be the subject of a separate report on the agenda.

The Committee/Panel can:-

(a) Note the content of the log;

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### QUESTION TIME (Volume of Minutes and Minutes on the Council agenda for approval)

37. At each ordinary meeting of the Council 30 minutes will be allowed for question time, when any Member can put a question to the Provost, the Leader of the Council, any Portfolio Holder or Committee Convener or Chair of any Panel as appropriate, regarding any business included in the volume of minutes for that meeting and any minutes on the Council agenda for approval. Any questions will be answered verbally by the person to whom the question is put. Questions and answers will be minuted.

---
(b) Agree to the closure and removal of items on the log which have been completed;
(c) Agree to amend/extend the expected completion date for actions. The Committee/Panel can only agree to amend/extend the completion date twice without a new report on the matter appearing on the agenda for consideration;
(d) Agree that a new report on the matter be brought forward to the next meeting.

NOTICES OF MOTION

39. Every notice of motion will require to be in writing, signed by the Member giving notice, countersigned by one other Member and delivered to the Clerk at least seven clear working days before the next ordinary meeting of the Council.

40. All motions received within this timescale will be included in the summons for that meeting in the order in which they were received.

41. Officers will provide written information/advice on the subject matter of Motions under Standing Order 39 in advance of the Council meeting and a hard copy will be tabled, one hour before the start of the meeting. The advice will also be included in the Minutes of the meeting.

42. If a motion, which is specified in the summons, is not moved at that meeting, either by the Member who has given the notice or by some other Member on their behalf, it will, unless postponed by the Council, be dropped and not moved again without fresh notice being given in terms of Standing Order 39.

43. Standing Orders 39-42 will not apply to requisitioned meetings, procedural motions, to motions which are moved by Members in pursuance of a minute or report, to motions simply proposing further consideration of a report or to motions (and amendments) that are fully set out in a minute of, a Committee or Panel.
CONSIDERATION OF REPORTS AND RECOMMENDATIONS

50. The consideration of reports and recommendations will be conducted in the following order:-

(a) Introduction - At the discretion of the Provost, the nominated officer may be invited to introduce a report. Introductions will normally be limited to three minutes. Any presentations to Council will be notified in advance on the agenda and will be limited to 10 minutes. Exceptionally, the Provost may allow a longer presentation on an agenda item.

(b) Questions - Members will then have the opportunity to ask questions, seek clarification or request further information. Where there is no presentation or introduction the Council will move directly to this stage.

BUDGET PROPOSALS (Council only)

44. Any proposed motion relating to the setting of the overall Council Revenue (including the proposed fees and charges) and Capital budgets (hereinafter referred to as a “Budget Proposal”) will require to be in writing and delivered to the Clerk at least 3 clear working days before the meeting of the Council which will set the General Fund and HRA Revenue and Capital Budgets. A budget proposal will require to be signed by the Member submitting it and countersigned by one other Member.

45. Any proposed amendment to a budget proposal must be in writing and delivered to the Clerk at least 24 hours before the meeting of the Council which will consider it. Any such proposed amendment will require to be signed by the Member submitting it and countersigned by one other Member.

46. Copies of budget proposals and proposed amendments thereto will be made available by the Clerk to every Member of the Council, the Chief Executive and the Chief Operating Officers as soon as possible after the deadline for receipt has expired. The Clerk to the Council will make further copies available to the public.

47. Officers will provide written information/advice on budget proposals and proposed amendments thereto to all Councillors in advance of the Council meeting. The officer advice on budget proposals and proposed amendments will be included in the Minutes of the meeting. The Council is legally required to approve an annual balanced budget and set a council tax.

48. If a motion, which is specified in the summons, is not moved at that meeting, either by the Member who has given the notice or by some other Member on their behalf, it will, unless postponed by the Council, be dropped and not moved again without fresh notice being given in terms of Standing Order 44.

49. Standing Orders 44-48 will not apply to procedural motions, to motions which are moved by Members in pursuance of a minute or report, to motions simply proposing further consideration of a report or to motions (and amendments) that are fully set out in a minute of, a Committee or Panel.
(c) Proposal - The Provost will then invite the relevant Convener or Portfolio Holder to propose adoption of the recommendations set out in the report under consideration, with or without amendment. The Provost will ask if there is a seconder for the proposal.

(d) Discussion - The matter will then be open for general discussion for a period not exceeding 10 minutes.

(e) Determination - If there is consensus, the Provost will ask if the Council is in agreement with the proposal and unless any Member indicates otherwise in terms of Standing Order 50(f), the matter will be so determined.

(f) No agreement - When no agreement has been reached in terms of Standing Orders 50(c) to (e), then Council will proceed to Standing Order 51.

DEBATES

51. Determination of issues where there is no consensus and consideration of Notices of Motion in terms of Standing Order 39 and Standing Order 44 (Council only). The order of debate will be as follows:-

(a) Motion moved and seconded

(b) Amendment(s) moved and seconded

(c) Debate

(d) Summing up for the amendment(s) – reverse order

(e) Summing up for the motion

(f) Vote

52. The motion and any amendments will be given in writing to the Clerk to the Council together with 40 copies, which will then be made available to every Member of the Council, the Clerk, officers and members of the public and press in attendance or if the meeting is taking place remotely they will be given verbally by the proposer and verbally confirmed to all Members by the Clerk.

53. Every amendment must be relevant to the motion to which it is moved. The Provost will decide on matters of relevancy and will have the power, with the consent of the meeting, to join motions or amendments (including the direct negative) which are consistent with each other.

54. All additions to, omissions from or variations on a motion will be considered as amendments to the motion and will be dealt with accordingly.

55. **Formal proposal of motions and amendments** - The motion will be formally moved by a Member and seconded by another Member who may reserve their right to speak. Members will then move amendment(s) or the direct negative, which will require to be seconded by another Member who may also reserve their right to speak. At the discretion of the Provost, members will be given the opportunity to ask questions, seek clarification or request further information from the proposer of the Motion. The matter will then be opened up for formal debate.
56. A Member can only move or second one proposition (a motion, amendment or direct negative) on any matter on which the Council cannot reach consensus. However, a Member can also move one procedural motion under Standing Order 62 during consideration of the same item.

57. A proposition once moved and seconded will not be withdrawn unless the mover and seconder agree.

59. **Limits on contributions to the debate** - No Member can speak more than once on any subject that is being discussed except on a point of order or (with the permission of the Provost) to provide an explanation. When a point of order is raised, the Member speaking at that time will stop speaking. The Provost will then determine whether the mover of the proposition should reply and may limit the length of reply if the mover is being engaged in further debate.

60. **Summing up** - The Member moving a motion, the direct negative or amendment may reply in reverse order to sum up, provided that the summing up does not introduce any new matter into the debate.

61. **Time Allowed for Speaking**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Time Allowed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Moving a motion or amendment</td>
<td>5 minutes</td>
</tr>
<tr>
<td>Seconding a motion or amendment</td>
<td>3 minutes</td>
</tr>
<tr>
<td>Speaking in a debate</td>
<td>2 minutes</td>
</tr>
<tr>
<td>Summing up</td>
<td>3 minutes</td>
</tr>
</tbody>
</table>

The Provost may however allow Members to engage in free debate within reasonable limits.

62. **Procedural Motions** - The following procedural motions will be permitted during consideration of any item.

(a) “that the meeting proceed to next business”;
(b) “that the question is now put to the vote”;

Procedural motions will be moved, seconded and put without debate and the vote conducted by roll call.

63. **Recording of dissent** - Motions or amendments that are not seconded will not be discussed or included in the minutes but the proposer can require that his or her dissent be minuted.

**VOTING (OTHER THAN APPOINTMENTS)**

64. Subject to these Standing Orders and any statutory provision requiring a minimum number of votes to decide a matter, every question which is the subject of a division will be determined by a majority of votes of the Members present and voting. In the event of an equality of votes the Provost will have a second or casting vote.
65. Subject to these Standing Orders, voting will be by a roll call vote where the names for or against the motion or amendment and those not voting will be taken down in writing and entered into the minute.

66. Voting will begin when the Clerk has put all competent motions and amendments before the Council. Members present at the meeting and eligible to vote will vote either “for” or “against” each amendment, to be taken in the order moved or in the order determined by the Provost.

67. If an amendment is not carried, any other amendments will be voted on. If an amendment is carried, it will take the place of the original motion (and become the substantive motion) and any remaining amendments will be voted on in the same manner. After all amendments have been disposed of, Members will then vote “for” or “against” the motion (either the original motion or the substantive motion) remaining before the meeting.

68. Where the direct negative has been moved in addition to one or more amendments, the direct negative will be taken last.

69. Where only the motion and the direct negative are moved and seconded, a straight vote will take place “for” or “against” the motion.

VOTING (ALL APPOINTMENTS) – COUNCIL AND APPOINTMENTS PANEL

70. When nominating or appointing a Member of the Council or any person to any office where the number of candidates is more than the number of vacancies, the person to be selected will be decided by a vote or votes. Members will be entitled to vote for as many candidates as there are vacancies but cannot cast more than one vote for any one candidate. For voting purposes, each candidate will be taken in turn in alphabetical order (by surname).

71. If, as a result of voting, there is an absolute majority (that is - half of those present plus 1) in favour of a candidate or candidates for the vacancy or vacancies to be filled, such candidate or candidates will be declared elected, selected or appointed as the case may be.
72. If there is no such majority, then a fresh vote will be taken provided that:-
   
   (a) the candidate receiving the least number of votes will be dropped from the list and a fresh vote taken.

   (b) if an absolute majority vote is not secured on the second vote, then as long as the candidate or candidates with the most votes have received a simple majority of the votes cast then they will be declared elected, selected or appointed as the case may be; and

   (c) in any case of equality of votes the person presiding at the meeting will have a second or casting vote, save that where the subject of the vote relates to the appointment of a Member of the Council to any particular office or Committee the decision on which candidate or candidates will be eliminated from the process will be decided by lot.

73. At any stage Members can, by unanimous agreement, exclude candidates who they consider have no prospect of being appointed.

AUTOMATIC BREAK (COMFORT BREAK)

74. After Council has been sitting for two hours and not longer than two and a half hours, there will be an automatic break of at least 10 minutes. At the discretion of the Provost the break may be extended to not more than 30 minutes.

ADJOURNMENT

75. During any meeting of the Council, it shall be competent for a member at any time, except during a speech by another member, to move that the meeting be adjourned for a period of time or to a date and time specified in the motion. No motion for adjournment may be made within thirty minutes of a previous motion having been rejected if the Council is still considering the same item of business. A motion for adjournment shall have precedence over all other motions and if moved and seconded shall be put to the meeting without amendment save as to the date and/or time for resumption of the meeting. When the adjourned meeting is resumed, the proceedings shall commence at the point at which they were interrupted by the adjournment.

76. In the event that the business of a daytime meeting is not concluded within five hours (excluding automatic breaks) and, in the case of an evening meeting, by 9.30pm, there will be an automatic vote to determine the proposal that “the meeting will stand adjourned until a date and time within the following four working days”, said date and time to be advised by the Clerk to the Council when the proposal is put to the vote. For the avoidance of doubt, a simple majority will carry or defeat the proposal.

REVOCATION OF PREVIOUS RESOLUTIONS (SIX MONTH RULE)

77. No motion which seeks to alter or revoke a decision of the Council, or has that effect, will be considered or passed until at least six months after the decision was taken originally, unless no less than two thirds of Members present and entitled to vote at
any Council meeting agree to reconsider the decision. The vote will be conducted by roll call.

DECISION NOTICES

78. The Clerk will issue a decision notice detailing decisions taken by the Council/Committees/Panels to all Members of the Council within 2 working days of the meeting.

DISORDERLY CONDUCT

79. In order to stop disorderly conduct or other misbehaviour at a meeting, the Council can exclude members of the public whose presence or actions are stopping the good conduct of the meeting. If a member of the public interrupts any meeting, the Provost may warn the person that if they continue the interruption, the Provost may instruct that the member of the public shall leave the meeting. The Clerk will act on any orders received from the Provost to this effect.

80. In the event of a Member disregarding the authority of the Provost, or behaving obstructively or offensively, the Provost will first ask the Member to refrain from such behaviour, failing which a motion may be proposed and seconded to suspend the member for the rest of the meeting. The motion will be put without debate. If it is carried, the Council Officer will act on any orders received from the Provost to carry out the decision.

81. In the event of disorderly conduct by a member of the public or a Member, it will be open to the Provost to adjourn a meeting to another time on the same day or to another date and time.

PETITIONS

82. The Council has a process in place whereby its citizens can submit a petition to any of its Decision Making Committees. The Public Petitions Process is set out in the Scheme of Delegation.

INTERPRETATION AND APPLICATION OF STANDING ORDERS

83. If, at any time, a question arises on whether any of these Standing Orders conform to legislative provisions, the Clerk to the Council will rule on whether the queried Standing Order should be overridden.

84. These Standing Orders must be read in conjunction with the following Governance and Corporate Documents:-

(a) Scheme of Delegation
(b) Contract Standing Orders and Financial Regulations
(c) Council approved Budget & Policy Strategies
(d) Councillors’ Code of Conduct
(e) Stirling Council’s Code of Conduct
(f) Public Petitions Process
(g) Local Review Body Procedures
85. The provisions of these Standing Orders (except Standing Orders 1, 3 to 5, 17 to 18, 30 to 37, 44 to 50, 58 and 87 to 88, which only apply to Council and Standing Orders 70 to 73 which only apply to Council and to the Appointments Panel) will apply to the Decision Making Committees, the Audit Committee, the Pre-Determination Hearing Committee or Panels as they apply to the Council, except that Standing Orders 26, 29, 39 to 49 and 50 to 69 inclusive do not apply to the Pre-Determination Hearing Committee, which has its own procedures as determined by the Council’s Service Manager - Planning and Building Standards in consultation with the Convener and Vice-Convener of the Committee.

86. References in these Standing Orders to the Provost or Convener include his or her appointed Depute or any other Member when acting in their absence.

**SUSPENSION AND AMENDMENT OF STANDING ORDERS**

87. As long as it is consistent with any statutory provisions, any one or more of the Standing Orders can be suspended at any meeting, provided that two-thirds of the Members of the Council who are present agree.

88. No alteration of these Standing Orders will be made:-

(a) without notice being given at one meeting of the Council to be discussed at the following one, which alterations will not come into effect except on a resolution, passed by a majority of the members present and voting

or

(b) excepting that a report can be submitted to any meeting of Council by the Clerk to the Council, proposing alterations, which alterations will be inherent in the terms of a report or minute to the Council, so as to come into immediate effect on a resolution passed by a majority of the Members present and voting.
## DEFINITIONS

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<th>Term</th>
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<tr>
<td>Agenda</td>
<td>A list of business to be considered at Council, Committee and Panel meetings.</td>
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<tr>
<td>Amendment</td>
<td>Where a motion has been put forward in respect of an item of business on an agenda, a Member may move an alternative proposal. The motion and the amendment will then be debated and a vote taken.</td>
</tr>
<tr>
<td>Clear Working Days</td>
<td>Saturdays, Sundays and public holidays are not included as working days. Clear days does not include the day an agenda is issued or the day of the meeting. For example if a meeting takes place on a Thursday the agenda would require to be issued the previous Friday – 3 clear days before the meeting.</td>
</tr>
<tr>
<td>Clerk</td>
<td>The person appointed to arrange for the preparation and circulation of agendas and minuting of meetings and to provide such procedural advice at meetings as may be necessary.</td>
</tr>
<tr>
<td>Clerk to the Council</td>
<td>The Proper Officer in respect of the Standing Orders. The Clerk to the Council is the Chief Officer – Governance appointed by the Council under sections 43, 50A – 50K and Schedule 7 of the Local Government (Scotland) Act 1973 (as amended).</td>
</tr>
<tr>
<td>Council</td>
<td>The Stirling Council incorporated under the Local Government etc. (Scotland) Act 1994.</td>
</tr>
<tr>
<td>Councillor</td>
<td>A duly elected member of the Council in terms of Section 33A of the Local Government (Scotland) Act 1973.</td>
</tr>
<tr>
<td>Letter of Summons</td>
<td>Sent to all Members and signed by the Clerk to the Council to summon them to attend a Council meeting. Only applies to Council meetings. For all other meetings the Notice serves as the summons.</td>
</tr>
<tr>
<td>Member</td>
<td>A Councillor and anyone appointed to a Committee or Panel whether or not entitled to vote.</td>
</tr>
<tr>
<td>Monitoring Officer</td>
<td>The officer appointed by the Council under Section 5 of the Local Government and Housing Act 1989 or the person nominated as a deputy under sub-section (7) of Section 5.</td>
</tr>
<tr>
<td>Notice of Meeting</td>
<td>Printed at the top of the agenda (giving the date, time and if appropriate place of the meeting) and acts as summons to Members to attend a meeting of a Committee or Panel.</td>
</tr>
<tr>
<td>Present</td>
<td>A Member will be present at the meeting either by being physically present in the meeting room, or by attending remotely using Microsoft Teams or any other approved platform.</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Quorum</td>
<td>The minimum number of Members at a Council, Committee or Panel meeting who must be present for valid transaction of business.</td>
</tr>
<tr>
<td>Two Thirds of Members</td>
<td>If the figure is not a whole number the number will be rounded up.</td>
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STIRLING COUNCIL

SCHEME OF DELEGATION

Effective from and including 15 December 2021 to 19 May 2022
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1 Introduction

1.1 Like every other Local Authority, Stirling Council is only able to do what the law empowers it to do. In the absence of a decision by the Council to the contrary, all of its powers would have to be exercised through meetings of the full Council. That is, all decisions no matter how large or how small would need to be taken at meetings of the full Council.

1.2 Recognising that this would be unworkable and would detract from the Council’s aims and values, the Council has chosen to exercise one of the powers available to it - the power to delegate. There are of course, some powers which the law says cannot be delegated and others which the Council chooses to retain.

1.3 Every decision taken under delegated power is considered to be a decision of the Council.

1.4 This section of the Scheme describes how decision-making operates within the Council. The remaining sections detail the specific delegations that have been agreed by the Council.

2 Extent of Delegation

2.1 The Council can only delegate to a Committee, Sub-Committee, an Officer of the Council or a Joint Committee with another Council(s), which also includes the Clackmannanshire and Stirling Integration Joint Board. Unless the Council states otherwise, Committees may further delegate to Officers. Sub-Committees can also further delegate to Officers.

2.2 There is nothing to prevent the Council from dealing with a delegated matter itself or from withdrawing or amending the delegation.

2.3 Officers with delegated powers can delegate to other Officers but this does not release them from the responsibility arising from the exercise of the authority that has been delegated to them in this Scheme. When officers further delegate their powers, they have to record this in writing.

2.4 Where a responsibility has been further delegated, there is nothing to prevent the person who was originally given delegated powers under this Scheme from dealing with the responsibility themselves or from withdrawing or amending the delegation.

3 Distribution of Decision-making Powers

3.1 It is virtually impossible to specify all of the powers that are available to the Council and assign them to a variety of delegates. As a result, the Council has decided that except for matters which must be dealt with at the level of the Council itself (as required by Statute or as agreed by Council), all other powers should be delegated.
4 Reservations to the Council

4.1 In terms of the law, full Council must exercise certain responsibilities. However, there are also certain matters that the Council has chosen to deal with itself. These are detailed at Appendix 1 and the Council has decided that these powers will not be delegated.

5 Delegations to Committees and Panels

5.1 The Council wishes to ensure that its decision making occurs in as efficient and effective a way as possible, whilst providing robust mechanisms to ensure transparency and accountability of the decision making process. Consequently, the Council has made provision in its Standing Orders, under Section 57 of the Local Government (Scotland) Act 1973, for the establishment of the following Committees of the Council to discharge functions on its behalf:

- Children & Young People Committee
- Community Planning & Regeneration Committee
- Environment & Housing Committee
- Finance & Economy Committee
- Public Safety Committee

The above committees are collectively known as the Decision Making Committees and their remits are contained in Appendix 2.

5.2 The Council has established a Joint Committee with Clackmannanshire Council in terms of sections 56 and 57 of the Local Government (Scotland) Act 1973, known as the Stirling and Clackmannanshire City Region Deal Joint Committee. The Joint Committee is the decision making forum for all City Region Deal matters. The remit of the Joint Committee is contained in Appendix 3.

5.3 In addition the Council has established (a) an Audit Committee with responsibility for the promotion of good governance and the establishment and monitoring of sound internal controls and robust financial and risk management arrangements and (b) a Pre-Determination Hearing Committee to conduct pre-determination hearings for planning applications which are national developments or major developments which are significantly contrary to the development plan. The remits of the Audit Committee and Pre-Determination Hearing Committee are contained in Appendix 5.

5.4 There are some quasi-judicial roles and other operational responsibilities that the Council has to make alternative arrangements for or has decided to delegate to Committees. The Council has chosen to call these Committees Panels. The delegated powers available to Panels may be altered from time to time by the Council.

5.5 The Panels which have been established by the Council are as follows:-

- Adult Social Care Panel
- Appeals Panel
- Appointments Panel
- Chief Executive Appraisal Panel
- Civic Panel
- Grievance and Discipline Panel (Chief Officers)
- Health & Safety Panel
6 Areas of Special Responsibility

6.1 The Conveners and Depute Conveners of some of the Decision Making Committees and some other members of the Administration have been allocated an area of special responsibility to ensure greater political accountability for decision making. The areas of special responsibility are detailed in Appendix 9.

6.2 Although the information detailed in Appendix 9 is accurate, in any situation of uncertainty, it is for the Chief Executive to determine within which area of special responsibility a delegation by the Council lies.

6.3 The areas of special responsibility are as follows:

- Leader and Depute Leader of the Council
- Convenership and Depute Convenership of the Children & Young People Committee
- Convenership and Depute Convenership of the Community Planning & Regeneration Committee
- Convenership and Depute Convenership of the Environment & Housing Committee
- Convenership and Depute Convenership of the Finance & Economy Committee
- Portfolio and Depute Portfolios for Housing
- Convenership and Depute Convenership of the Public Safety Committee
- Chair and Vice Chair of the Adult Social Care Panel

6.4 Legally the Council cannot delegate powers to individual Members. This means that all decisions on matters delegated to Decision Making Committees must be taken at a properly convened meeting of the relevant Committee.

7 Delegations to Officers

7.1 The Council has reserved very few powers to itself and has agreed extensive delegations to the Chief Executive who in turn is empowered to sub-delegate to other officers.

7.2 The Chief Executive can be granted delegated powers by Council, a Committee, a Panel or another Officer. The Chief Executive will prepare, publish and keep under review a Scheme of Sub-Delegation setting out details of all the powers delegated by him/her to the Chief Operating Officers, Senior Managers, Heads of Service or Chief Officers.

7.3 When exercising any delegated authority, the Chief Executive must have regard to a variety of stipulations that the Council has decided should govern and influence the
exercise of delegated powers. When sub-delegating any powers to officers, the Chief Executive must ensure that they have regard to the same stipulations.

7.4 Details of the rules that apply in exercising these delegated powers are contained in Appendix 7(a). Details of the matters delegated to the Chief Executive are contained in Appendix 7(b).

7.5 The only exception to the practice of routing all officer delegations through the Chief Executive arises through statutory appointments. In terms of various statutes, the Council is required to appoint officers for a variety of purposes. Officers appointed to perform these statutory functions are empowered to take the action that is implicit in their roles. The statutory appointments that have been made by the Council are detailed in Appendix 8.

7.6 The Council requires officers to publish information about the exercise of certain specified categories of delegated authority, as undernoted:-

**Proposed exercise of delegated authority**

- Building Standards Information
- Civic Licensing Schedule
- Community Grant and Community Pride Recommendations
- Permanent Traffic Regulation Orders
- Planning Schedule

**Action already taken under delegated powers**

- Mandatory Discretionary Rates
- Tender Acceptances

Officers may choose to publish information about the exercise of other categories of delegated authority in the Information Bulletin. In addition, Conveners may ask that their Committee receives reports from officers on action taken under delegated authority for the areas in their remit.

7.7 The method of publicising this information is through the Council’s Information Bulletin, which is published weekly. This Bulletin includes details of decisions either taken or about to be taken by officers under delegated authority. Such decisions include, for example, those relating to certain planning applications, building certificate applications and some decisions relating to licensing applications.

8 **Clackmannanshire and Stirling Integration Joint Board**

8.1 The Public Bodies (Joint Working) (Scotland) Act 2014 (“The 2014 Act”) introduced the reform of most health and care services by way of a framework for integrating adult health and social care services. The 2014 Act created new partnerships between local authorities and health boards, with statutory responsibility to co-ordinate local health and social care services.

8.2 On 25 June 2015 full Council approved the draft Integration Scheme for the Clackmannanshire and Stirling Health and Social Care Partnership, the purpose of the Integration Scheme being to establish the Health and Social Care Partnership and outline the functions of the Clackmannanshire and Stirling Integration Joint Board (“the IJB”). Subsequent to this the Council was given notification, on 17 September
2015, of the approval of the Integration Scheme and the responsibilities of the Chief Officer by the Cabinet Secretary for Health, Wellbeing and Sport. The Order to establish the IJB was laid in the Scottish Parliament on 4 September 2015 and came into force on 3 October 2015. This meant that from 3 October 2015, the IJB was legally established.

8.3 The 2014 Act set out a broad framework for creating integration authorities. The Act and supporting regulations and guidance gives local authorities and NHS Boards a wide degree of flexibility, allowing the development of integrated services that are best suited to local circumstances. For the Council, the IJB will plan and commission integrated health and social care services in the local authority area. This means that, in respect of the IJB, Stirling Council, NHS Forth Valley and Clackmannanshire Council all delegated budget to the IJB and it is the IJB that will decide how to use these resources to achieve the objectives of its Strategic Plan. The IJB will then, in turn, direct NHS Forth Valley and Stirling and Clackmannanshire Councils to deliver the services in line with this plan.

8.4 The functions that have been delegated by the Council to the IJB are set out in Part 1 of Annex 2 of the Integration Scheme which can be accessed via the following link:--http://nhsforthvalley.com/wp-content/uploads/2015/04/Clackmannanshire-Stirling-Integration-Scheme.pdf

8.5 The services to which these functions relate are set out in Part 2 of Annex 2 of the Integration Scheme.

8.6 More information regarding the IJB is contained within Appendix 4.

9 Review

9.1 The Council reviews its Scheme periodically (at least annually). Between reviews, arrangements are made for the publication of amendments to the Scheme arising from decisions by Council or made necessary by changes in legislation.
POWERS RESERVED TO COUNCIL

The powers reserved to the Council are a mixture of those which must be reserved in terms of statute and those which the Council has chosen to reserve. Powers which are not reserved are delegated in accordance with the provisions of this Scheme, save as the Council otherwise directs.

The Council will normally only consider reports which have first been considered by a Decision Making Committee or the Audit Committee. However reports which are of Council wide strategic importance or in respect of which there is a statutory right to have them considered by full Council or reports dealing with appointments, civic matters and governance arrangements, may be submitted direct to Council. For the avoidance of doubt, reports on the matters specified in paragraphs 1.1, 2.1, 2.2, 2.3, 3.1, 3.2, 4.1, 5.1, 6.1, 8.1, 8.2, 9.1, 9.2, 10.1, 11.1 to 11.10 inclusive, and 14.1 of this Appendix 1 may be submitted direct to Council. In exceptional circumstances the Clerk to the Council may, in consultation with the Provost, agree that a report which does not fall within these categories be submitted direct to Council.

The following is a comprehensive list of what is reserved to the Council, categorised as statutory and non-statutory:

**Statutory Reservations**

1. **Ethical Standards in Public Life etc. (Scotland) Act 2000**
   1.1. To consider the findings of a Hearing held by the Standards Commission within three months of receiving the findings or within such longer period as the Standards Commission may specify in writing.

2. **Local Government (Scotland) Act 1973**
   2.1. To change the name of the Council. *(Section 23)*
   2.2. To set Council Tax. *(Section 56(6))*
   2.3. To appoint Committees (including Panels). *(Section 57)*
   2.4. To promote and oppose private legislation. *(Section 82)*

3. **Local Government and Housing Act 1989**
   3.1. To consider reports by the Head of Paid Service *(Section 4)*
   3.2. To consider reports by the Monitoring Officer *(Section 5)*

4. **Local Government etc (Scotland) Act 1994**
   4.1. To appoint the Convener and Depute Convener of the Council and to decide on their titles (currently known as Provost and Depute Convener). *(Section 4)*
5. Licensing (Scotland) Act 2005

5.1. To decide whether or not to divide the Council’s area into licensing divisions and to appoint Members to the Licensing Board. (Section 5)

6. Local Authority Accounts Regulations

6.1. To receive the certified abstract of the Council’s accounts.

7. General

7.1. Taking any other decisions which cannot by law be delegated to a Committee or an Officer.

7.2. Any other functions or matters which may from time to time be reserved to the Council by law.

Non Statutory Reservations

The Council is the main scrutiny and debating forum for issues affecting the Council area and for the provision of democratic leadership. It exercises strategic leadership for the area and promotes the Council’s core values.

8. Town & Country Planning (Scotland) Act 1997

8.1. To determine planning applications which are (a) national developments or (b) major developments which are significantly contrary to the Development Plan, such applications having first been the subject of consideration by a Pre-Determination Hearing.

9. Elections

9.1. To consider matters relating to the fixing or amendment of the Council’s geographic boundaries, its electoral boundaries and wards or matters relating to the fixing or amendment of the boundaries of the Scottish and Westminster Parliamentary Constituencies lying wholly or partly within the Stirling Council area.

9.2. Determining all matters relating to Elections which are not the responsibility of the Returning Officer (the person appointed to administer elections in accordance with the Representation of the People Act 1983).

10. Councillors’ Allowances

10.1. To determine and keep under review a Scheme of Members’ Allowances and to determine the level of Councillors’ allowances.

11. Committee Structure & Corporate Governance Arrangements

11.1. To appoint the Provost, Depute Convener of Council (if so determined) Leader and Depute Leader of the Council and Bailies.
11.2. To fix and amend the constitution, membership and functions of the Committees and Panels, and, to appoint and remove Conveners, Portfolio Holders, Chairs, Deputies, Members of Committees and Spokespersons.

11.3. To select and deselect, Members and Officers to serve on and/or to represent the Council on other bodies where such power is not expressly delegated to a Committee.

11.4. To fix and amend a programme of Council, Committee and Panel meetings, subject to the provisions of the Council’s Standing Orders for the regulation of proceedings and business.

11.5. To appoint Members to serve on Joint Committees, Joint Boards and external organisations.

11.6. To make and amend a Scheme of Delegation detailing terms of reference for, and delegations to, Committees, Panels and Officers of the Council.

11.7. To make and amend Standing Orders for the regulation of proceedings and business.

11.8. To make and amend Contract Standing Orders and Financial Regulations.

11.9. To delegate a power or duty of the Council to, or to accept a delegated power from, any other local authority.

11.10. To determine whether to co-operate or combine with other local authorities in providing services.

12. Policies and Strategic Plans

12.1. To approve, review and amend the Council’s Five Year Business Plan, the Stirling Plan, the Workforce Plan and any other major policies that have council wide application and are not otherwise reserved.

13. Resources - Financial

13.1. To determine the Council’s annual revenue budget and capital programme, and to determine the level of Council house rents and service charges in terms of Part XI of the Housing (Scotland) Act 1987, all following consideration by the Finance & Economy Committee;

13.2. To incur revenue or capital expenditure which is not contained within the overall budgetary provision of the Council and which requires supplementary estimates.

13.3. To approve the use of Prudential Borrowing of £500,000 or more per request.

13.4. To approve individual revenue virement (diverting funds from one budget heading to another) greater than £250,000 and any proposal for virement involving a new policy or variation of an existing policy which may have a significant impact upon the corporate priorities and service plans of the Council.

13.5. To approve individual capital virement within the overall HRA and Non HRA Capital Programmes (diverting funds from one budget heading to another) greater than £250,000 and any proposal for virement involving a new policy or variation of an existing policy which may have a significant impact upon the corporate priorities and service plans of the Council.

13.6. To approve the Council’s annual Fees and Charges as part of the Council’s annual budget setting process, or in exceptional circumstances, including where legislation requires a change to a fee or charge, or where the Council introduces a new service outwith the annual budget setting process.
14. Appointments

14.1. To determine the process of selection and appointment of the Chief Executive, Chief Operating Officers, Senior Managers, Heads of Service and Chief Officers.

15. Management Rules & Statutory Orders etc.

15.1. To make and as necessary, revoke or amend, Byelaws, Management Rules, Compulsory Purchase Orders and Exclusion Orders.

15.2. To consider and respond to any statutory report from the Controller of Audit or from the Council’s external auditor.

16. Common Good Funds and Civic Matters

16.1. To approve recommendations from the Civic Panel for expenditure from the Stirling Burgh Common Good Fund, the Bridge of Allan Common Good Fund, the Callander Common Good Fund and the Dunblane Common Good Fund in excess of £10,000.

16.2. To approve recommendations from the Civic Panel for expenditure of a civic nature in excess of £10,000.

16.3. To approve the process for the appointment of a Makar and to agree an honorarium to be committed from the Civic Budget to cover expenses and travel.

17. Bidding for National Events

17.1. To approve all bids or expressions of interest to host national events, to receive national recognition, to locate national facilities and the like where the opportunity in question may commit the Council to expenditure in excess of £50,000 and to remit oversight of such bids to an appropriate committee. All such bids will have a budgetary limit, a bid project board and/or working group and the requirement for regular reporting of progress.

18. Refugee Resettlement Schemes

18.1. To authorise the Council’s participation in any proposed refugee resettlement scheme.
APPENDIX 2

DELEGATIONS TO THE DECISION MAKING COMMITTEES

THE DECISION MAKING COMMITTEES – PRINCIPLES OF OPERATION

Except for powers that have been reserved to the Council and powers that have been delegated to the Audit Committee, Panels, the Stirling and Clackmannanshire City Region Deal Joint Committee, Joint Boards, the IJB or Officers, all other powers have been delegated to the Decision Making Committees. That is, any powers which are available to the Council but which are not specified in Appendices 1, 2, 3, 4, 5, 6, 7 and 8 of this Scheme, are exercisable by the appropriate Decision Making Committee as determined with reference to the general and specific delegations set out below and the areas of special responsibility detailed in Appendix 9.

In any situation of uncertainty, the Chief Executive will determine where and in what circumstances the Decision Making Committees are empowered to exercise authority which has been delegated to them by the Council.

The Decision Making Committees may choose not to discharge a particular function but to make a recommendation on the matter to the Council. The Decision Making Committees may report, with recommendations, to the Council with regard to functions that the Council has reserved to itself.

Each of the Decision Making Committees will have responsibility for the Council’s key priorities as set out below in relation to the remit of the Committee.

Priority A
We will look after all of our citizens, from early years through to adulthood, by providing quality education and social care services, to allow everybody to lead their lives to their full potential.

Priority B
We will target all forms of poverty across our communities and mitigate the impact of austerity and welfare cuts on those hit the hardest.

Priority C
We will create more affordable housing and social housing in all of Stirling’s communities. We will lead by example as an organisation in setting exceptional standards in building practice, environmental practice, employer practice, tenant relations and homelessness prevention.

Priority D
We will deliver inclusive economic growth and promote prosperity. We will deliver a City Region Deal and pursue policies and solutions that encourage high quality, high paying jobs into all of Stirling’s communities.

Priority E
We will create and implement environment and infrastructure improvements. We will deliver new ownership and delivery methods around energy generation, public transport and internet access, ensuring profits and services work to community, not commercial priorities.

Priority F
We will commit and coordinate our resources to ensuring Stirling becomes a must visit destination; with heritage, culture, environment and economic strategies working hand in hand to encourage tourists to stay for a minimum of three days and two nights.
GENERAL DELEGATIONS TO THE DECISION MAKING COMMITTEES

Each Decision Making Committee is empowered to perform the following in relation to its remit as not limited by reservation to the Council itself:

1. Developing and approving policies in line with the Council’s key priorities, the Stirling Plan and the Five Year Business Plan, subject to new policies of major significance with Council wide implication being referred to Council with or without recommendations.

2. Exercising strategic leadership and promoting the Council’s core values, ensuring the effective communication of Council policies.

3. Taking all decisions within the budget framework approved by the Council.

4. Co-ordinating the development, monitoring and review of the functions and Services contained within each Committee remit, in terms of this Scheme, and making recommendations to Council for the adoption or alteration of Council Policies which are not specifically delegated to the Decision Making Committee.

5. Undertaking such surveys of communities’ and citizens’ opinions as they consider necessary in connection with each Committee remit in order to inform policy development, implementation, monitoring and review.

6. Establishing such Short Life Working Groups as they consider necessary to give detailed consideration to the development of a policy or revising an existing policy within the Committee’s remit. The formation of a Short Life Working Group will only be appropriate where the matter can be dealt with and reported on within three cycles of meetings. A Committee should not establish more than one Short Life Working Group at any one time. Short Life Working Groups will have no delegated authority to take decisions and will meet in private. Guidance on the establishment of Short Life Working Groups is set out in Appendix 2a.

7. Establishing Ad-hoc Scrutiny Panels to investigate an aspect of service delivery or area of concern within the particular Committee’s remit. Ad-hoc Scrutiny Panels are not decision making bodies and will be expected to submit a final report within three cycles of meetings setting out the findings of the Panel for consideration by the appropriate Decision Making Committee. Ad-hoc Scrutiny Panels are expected to work cross-party and will meet in public. Decision Making Committees should not establish more than one Ad-hoc Scrutiny Panel at any one time. Guidance on the establishment of Ad-hoc Scrutiny Panels is set out in Appendix 2b.

8. Receiving, scrutinising and approving Services’ plans for implementation of the Council’s policies and priorities for service delivery and establishing appropriate service targets and performance indicators for policies and services within each Committee remit.

9. Receiving, scrutinising and approving Services’ arrangements for the management of risk.

10. Securing overall Best Value in the performance of Services by ensuring continuous improvement and by maintaining a balance between the quality of the outcome of services delivered and the cost of these services. This should always be undertaken with regard to the efficiency, effectiveness, and economy of Service’s actions, how well those actions comply with the requirements of equalities legislation and their potential to contribute to the achievement of sustainable development.

11. Co-ordinating, guiding, monitoring and reviewing the discharge of the functions within each Committee remit, by Officers, in terms of this Scheme of Delegation.

12. Approving, for legal acceptance by the relevant Chief Operating Officer/relevant Senior Manager all contracts to be awarded where the total aggregated value is £1,500,000.
(13) Taking decisions that are contrary to or not wholly in accordance with the approved revenue budget, provided that any associated spend must not exceed £100,000 and must be offset by additional income or savings from elsewhere within the budget.

(14) Taking decisions to increase the costs of individual projects in the capital programme to cover an overspend, subject to these costs not exceeding 10% of the total project cost or £100,000 (whichever is the lesser) but only if this can be offset elsewhere in the approved capital programme.

(15) Taking decisions to apply for grants where the grant does not align with the Council’s strategic aims or policies.

(16) Reporting any areas of concern to Council including those that may require further scrutiny by a Committee.

(17) Carrying out detailed reviews of service delivery, undertaking scrutiny of Service budgets and operations and examining actions being carried out by Services in response to Inspections and Annual Reports.

(18) Ensuring compliance with the public sector equality duty by paying due regard to the need to eliminate discrimination, advance equality, and foster good relations between people who share a relevant protected characteristic and those who do not.

(19) The consideration of petitions submitted to the Council in accordance with the Council’s approved petitions procedure and determination of the appropriate action to be taken within the terms of the procedure.

(20) The Decision Making Committees will meet as follows:

<table>
<thead>
<tr>
<th>Committee</th>
<th>Meeting Day</th>
<th>Week(s)</th>
<th>Cycle(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Safety Committee</td>
<td>Thursday</td>
<td>12</td>
<td>All cycles</td>
</tr>
<tr>
<td>Community Planning &amp; Regeneration Committee</td>
<td>Thursday</td>
<td>34</td>
<td>All cycles</td>
</tr>
<tr>
<td>Environment &amp; Housing Committee</td>
<td>Thursday</td>
<td>45</td>
<td>All cycles</td>
</tr>
<tr>
<td>Finance &amp; Economy Committee</td>
<td>Thursday</td>
<td>56</td>
<td>All cycles</td>
</tr>
<tr>
<td>Children &amp; Young People Committee</td>
<td>Thursday</td>
<td>67, 1</td>
<td>Cycles 1, 2, 4 &amp; 6</td>
</tr>
</tbody>
</table>

Note - The Chief Officer – Governance has the delegated authority, in consultation with the Convener and Vice Convener of the Children & Young People Committee (and any other Conveners and Vice Conveners whose committees might be affected by school term time dates), to make additional changes to the programme of meetings up to 2022 in relation to the Children & Young People Committee as necessary.
SPECIFIC DELEGATIONS TO THE DECISION MAKING COMMITTEES

The Children & Young People Committee

Exercising all the functions of the Council as Education Authority in respect of children of and below school age within the terms of the relevant legislation, insofar as these are not limited by reservation to the Council itself.

(1) Exercising the functions as Social Work Authority in relation to children and young people within the terms of the relevant legislation, insofar as these are not limited by reservation to the Council itself or functions within the operational remit of the Clackmannanshire and Stirling Integration Joint Board.

(2) Overseeing all matters relating to:

- Nursery, Primary and Secondary School provision and provision for children with Additional Support Needs;
- Creche, Play and Out of School Care;
- Educational Attainment;
- Curriculum and In-service Training;
- Psychology Service;
- Gaelic Medium Education;
- Community Learning and Development (CLD);
- Children’s Services Planning;
- Skills Development and Training;
- School Catering;
- Interaction with Stirling Youth Forum;
- Youth Support;
- Youth Justice;
- Community Justice (so far as relates to children and young people);
- Criminal Justice (so far as relates to children and young people);
- Social Work Service (children and young people);
- Adoption and Fostering;
- Looked After and Accommodated Children;
- Care and Protection of Children;
- Through Care/after Care;
- Scrutiny of performance reports for Education, Children and Families and Criminal Justice

(3) Where a new policy is of major significance with council wide application, the Committee should refer it to Council for approval with or without recommendations.

(4) The Children & Young People Committee will be appointed by Council and will comprise nine Members, to include five Members of the Administration and four Members of the Opposition, three Members of the Conservative Group, three Members of the Labour Group and three Members of the SNP Group. At every meeting of the Children & Young People Committee in addition to discharging ordinary business, the Children & Young People Committee will discharge education functions on the Council’s behalf, at which point, the membership of the Children & Young People Committee will include:-
(a) three representatives of religious bodies appointed under Section 124 of the Local Government (Scotland) Act 1973. These Members will be counted for the purpose of establishing a quorum and will have the same voting rights as Elected Members on Education Authority items of business. They will not be able to appoint substitutes;

(b) one/two teachers elected by teaching staff employed by the Council. These members will not be able to vote. Substitution will be permitted from within a named pool only with no requirement for prior notification;

(c) two secondary school pupils selected from a pool of seven, comprising one representative from each of the Council’s secondary schools. These members will not be able to vote. Substitution will be permitted from within the pool only with no requirement for prior notification.

The Community Planning & Regeneration Committee

(1) The Community Planning & Regeneration Committee oversees the community planning processes and deals with the voluntary sector, advice services and community engagement, sport and recreation, culture, libraries and archives.

(2) The Committee oversees all matters relating to:

- Community Planning Partnership;
- Community Engagement;
- Community Empowerment;
- Community Councils;
- Area Community Planning;
- Community Development;
- European Funding;
- Cultural Services;
- Libraries and Archives;
- Sport and Physical Activity;
- Advice Services;
- Urban, social and rural regeneration;
- Council’s equality duties;
- Combating violence against women;
- Community Justice (in so far as it relates to adults);
- Criminal Justice (in so far as it relates to adults).

(3) The Community Planning & Regeneration Committee is empowered to perform the following insofar as not limited by reservation to the Council itself:

(a) Formulating, examining and approving policies relating to its areas of responsibility.

(b) Formulating, examining and approving policies relating to the Council’s Equality duties.

(4) Where a new policy is of major significance with council wide application, the Committee should refer it to Council for approval with or without recommendations.

(5) The Community Planning & Regeneration Committee will be appointed by Council and will comprise six Members, to include four Members of the Administration and
The Environment & Housing Committee

(1) The Environment & Housing Committee has responsibility for planning policy and the built environment, roads, parks and open space, waste, housing and the enforcement and sustainability agendas (liaising with the Public Safety Committee on matters of common interest).

(2) The Committee oversees all matters relating to:

- Road Traffic Regulation;
- Public Transportation;
- Road Network Management;
- Housing;
- Building Standards;
- Consumer Protection;
- Environmental Health;
- Trading Standards;
- Transportation Planning;
- Planning Policy;
- Roads Network Maintenance and Construction;
- Street Cleansing;
- Waste Management;
- Flood Prevention;
- Fleet Management and Maintenance;
- National Park;
- Public access to the outdoors;
- Cemeteries, Churchyards etc;
- Grounds Maintenance;
- Facilities Management;
- Fisheries Management;
- CCTV

(3) The Environment & Housing Committee is empowered to formulate, examine and approve policies relating to its areas of responsibility.

(4) Where a new policy is of major significance with council wide application, the Committee should refer it to Council for approval with or without recommendations.

(5) The Environment & Housing Committee will be appointed by Council and will comprise nine six Members, to include five Members of the Administration, and four Members of the Opposition, two Members of the Conservative Group, two Members of the Labour Group and two Members of the SNP Group.

The Finance & Economy Committee

(1) The Finance & Economy Committee has powers in relation to the Council’s financial resources, its revenue and capital budgets, and economic development and support.

(2) The Committee oversees all matters relating to:
Economic Development;
Business Support;
Audit and Review Services (Internal and External);
Corporate Accounting and Accounting Services;
Council Tax and Benefits;
Freedom of Information and Records Management;
Human Resources and Industrial Relations;
Treasury Management;
Procurement;
Property Management;
Customer and Related Services;
Credit Unions;
Wi-Fi and Broadband Delivery;
Tourism

(3) The Finance & Economy Committee is empowered to perform the following insofar as these are not limited by reservation to the Council itself:

(a) advising the Council on the allocation of its financial resources and regulating and controlling them within the terms of the Council’s policies;
(b) preparing for the approval of the Council and reviewing from time to time such Financial Regulations as may be necessary;
(c) monitoring and reviewing expenditure within the allocations provided for in the Council’s approved Revenue and Capital budgets and, where the sums involved are material or there are significant policy considerations, making recommendations to the Council on requests for supplementary estimates;
(d) without prejudice to the duties and responsibilities of the Council’s other Committees, establishing a monitoring group, consisting of Members and Officers, to assist in the preparation of the Council’s Revenue Budget and in ensuring that the expenditure of the Council’s Committees remains within approved levels;
(e) overseeing all technical matters relating to:-
   • the cost of capital projects and included in the Capital Programme approved by the Council;
   • the manner in which capital expenditure is defrayed;
   • the borrowing and re-borrowing of money and the raising and repayment of loans within such borrowing limits as may be approved by the Council;
   • the keeping of accounts for the proper recording and auditing of all transactions of the Council;
   • the temporary investment or utilisation of revenue balances;
   • banking arrangements and the negotiation of banking terms;
   • arrangements for insurance cover in respect of the Council’s risks and the management of the insurance fund;
   • fixing of charges, rebates and allowances not being those linked to or associated with the functions referred to any other Committee;
   • determining appeals against assessments and the disposal under any enactment of all other claims or applications for relief from or payment of taxes;
   • making proposals for incurring expenditure or making grants or loans under the powers contained in Section 84 of the Local Government (Scotland) Act 1973,
with respect to any emergency or disaster which the Committee deems likely to affect the whole or part of the Council’s area or all or some of its inhabitants.

- the task of meeting budget reduction targets.

(f) agreeing the allocation of proceeds from asset sales up to a value of £100,000 where the Council’s agreed revenue budget is not dependent on the capital receipt.

(g) formulating, examining and approving policies relating to Human Resources matters.

(h) Hearing any request for a review of a refusal by the Council to agree to an asset transfer request under Part 5 of the Community Empowerment (Scotland) Act 2015, which hearing will be conducted in accordance with the Standing Orders and the Scheme of Delegation and any regulations made pursuant to the said 2015 Act in respect of such hearings

(4) Where a new policy is of major significance with council wide application, the Committee should refer it to Council for approval with or without recommendations.

(5) The Finance & Economy Committee will be appointed by Council and will comprise six Members, to include four Members of the Administration, and two Members of the Opposition, two Members of the Conservative Group, two Members of the Labour Group and two Members of the SNP Group.

The Public Safety Committee

(1) The Public Safety Committee deals with all matters concerning:-

(a) the scrutiny of and engagement with the police service and fire and rescue services in terms of the Police & Fire Reform (Scotland) Act 2012 and the Fire (Scotland) Act 2005;

(b) the scrutiny of approaches to combat violence against women; and

(c) the scrutiny of the multi-agency Incident Response Team in relation to emergency management incidents.

(2) The Public Safety Committee is empowered to perform the following insofar as not limited by reservation to the Council itself:-

(a) Assessing the adequacy and effectiveness of Local Policing Plans in terms of priorities, community engagement and performance related measures to provide reasonable assurance of effective and efficient implementation and operation.

(b) Assessing the adequacy and effectiveness of Local Fire and Rescue Services Plans in terms of priorities, community engagement and performance related measures to provide reasonable assurance of effective and efficient implementation and operation.

(c) Considering statistical reports on complaints on policing and fire and rescue services in the Council area.

(d) Formulating, examining and approving policies relating to its areas of responsibility.
(3) Where a new policy is of major significance with council wide application, the Committee should refer it to Council for approval with or without recommendations.

(4) The Public Safety Committee will be appointed by Council and will comprise seven members being one from each Council ward.
GUIDANCE ON THE ESTABLISHMENT AND OPERATION OF SHORT LIFE WORKING GROUPS

Although the Council has established a number of long standing Member/Officer Groups it is important that there is a mechanism for Members to be involved in developing new areas of policy or revising existing areas of policy in a time limited manner. This process can be conducted through the establishment of cross-party Short Life Member/Officer Groups which report their findings to the Council or appropriate Decision Making Committee.

1. Short Life Member Officer Groups can be established by the Council or Decision Making Committees to develop new policies/revise existing policy areas within the remit of the decision making body.

2. Decision Making Committees can only have one Short Life Working Group operating at any one time.

3. The Council or appropriate Decision Making Committee will determine:-
   - the remit of the Short Life Working Group;
   - its membership which should be cross-party (minimum of 3 and maximum of 6 members, with a quorum of 3);
   - the appointment of a Chair.

4. A Short Life Working Group will also include officers and a note taker from the relevant service(s), all appointed by the Chief Executive.

5. Short Life Working Groups will be time limited “task and finish” groups with a specific, remit and report back within three cycles of meetings.

6. Short Life Working Groups are not decision making and any recommendations will require to be reported to the Council or appropriate Decision Making Committee for approval.

7. Meetings of Short Life Working Groups will be held in private.

8. Meetings will be held on the days and at the times and in the places fixed by the Short Life Working Group.

9. The work of Short Life Working Groups may be informed by citizens, communities, service users and employees, through co-option or evidence taking.
GUIDANCE ON THE ESTABLISHMENT AND OPERATION OF AD HOC SCRUTINY PANELS

Best Value is about ensuring that there is good governance and effective management of resources, with a focus on improvement, to deliver the best possible outcomes for the public. Securing Best Value is a statutory duty for all local authorities in Scotland.

The overriding purpose of scrutiny is to ensure continuous improvement. Scrutiny of performance will be a concern of all Members in their representative role.

Ad-hoc Scrutiny Panels are set up to investigate an aspect of performance or area of concern. They can be established by Council in respect of a council wide matter, by the Decision Making Committees in relation to a matter within the particular Committee’s remit or by the Audit Committee.

1. Ad-hoc Scrutiny Panels are expected to work cross-party;

2. Ad-hoc Scrutiny Panels are not decision-making bodies but influencing bodies. In reporting back to the parent body on their findings they are expected to make reflective, reasoned and evidence-based recommendations where action could be taken to improve performance in the area under scrutiny;

3. The Council, appropriate Decision Making Committee or the Audit Committee will determine:
   - the remit of the Ad-hoc Scrutiny Panel;
   - its membership which should be cross-party (minimum of 3 and maximum of 6 members, with a quorum of 3);
   - the appointment of a Chair;

4. Decision Making Committees and the Audit Committee can only have one Ad-hoc Scrutiny Panel operating at any one time.

5. Officer support for Ad-hoc Scrutiny Panels will be determined by the Chief Executive. This will include:
   - an independent lead officer (not directly linked to the service area) who will support the Chair, the Panel and project manage the work of the Panel including drafting the final report of the Panel’s findings;
   - a senior officer from the service area which is the subject of scrutiny who will be responsible for facilitating the work of the Panel;
   - A note taker who will make the necessary arrangements for meetings and produce an action note following each meeting;
   - The independent lead officer should ensure that the support for the Scrutiny Panel does not become a substantial additional workload for officers;

6. Ad-hoc Scrutiny Panels should work in an open, transparent, accountable and inclusive manner. Meetings should be held in public (except when dealing with “exempt information” as defined in legislation);
7. Ad-hoc Scrutiny Panels will develop a workplan to include tasks, allocation of responsibilities, visits and identify a date by which the final report will be produced. Scrutiny Panels should be in a position to produce a final report within three cycles of meetings;

8. The work of Ad-hoc Scrutiny Panels may be informed by citizens, communities, service users and employees, through co-option or evidence taking;

9. The findings and recommendations of Ad-hoc Scrutiny Panels will be set out in a final report which will be submitted to the parent body for consideration.
The Council has established a Joint Committee with Clackmannanshire Council in terms of sections 56 and 57 of the Local Government (Scotland) Act 1973, known as the Stirling and Clackmannanshire City Region Deal Joint Committee. The Joint Committee is the decision making forum for all City Region Deal matters.

The Council and Clackmannanshire Council have delegated full power and authority to the Joint Committee to take all actions and decisions the Joint Committee considers necessary to oversee and direct the implementation and delivery of the City Region Deal, to the extent the Joint Committee has been allocated funding for the same, with each of the Council and Clackmannanshire Council (as the case may be) to then implement and deliver the approved projects.

The specific Terms of Reference for the Joint Committee include:-

- The Joint Committee will approve City Region Deal strategic and policy plans;
- The Joint Committee will approve City Region Deal project business cases and oversee the implementation and monitoring of the same, all in accordance with a framework to be approved by the Joint Committee;
- The Joint Committee will approve (i) the overall programme funding for the City Region Deal, (ii) the detailed breakdown and use of the Council and Clackmannanshire Council financial contributions to the City Region Deal in relation to the approved overall programme funding for the City Region Deal and (iii) the distribution of funding to approved City Region Deal projects, which funding may be direct to the Council, Clackmannanshire Council or other approved partner organisations;
- As stated above, the Council will be the lead authority, and will hold/distribute City Region Deal funding on behalf of the Joint Committee;
- The Joint Committee will prioritise City Region Deal projects;
- The Joint Committee will receive updates from and provide feedback to the UK and Scottish Governments in connection with the City Region Deal, and any strategic, economic or infrastructure activities associated with the City Region Deal, and act as the strategic point of contact with the UK and Scottish Governments;
- The Joint Committee will collaborate and work in partnership with the Stirling and Clackmannanshire Regional Economic Advisory Board, which it will also establish and the Stirling City Commission and Clackmannanshire Commission, to deliver a shared vision of improving the economy within the Council and Clackmannanshire Council areas, and building and supporting inclusive growth focusing on the needs of the areas and strengthening the partnership between public, private and third sectors;
- The Joint Committee will make recommendations to the Council and Clackmannanshire Council, and other partners who are committing funding, on the setting of budgets as they relate to City Region Deal implementation;
• The Joint Committee will make suitable arrangements, in consultation with the Council, Clackmannanshire Council and the Stirling and Clackmannanshire Regional Economic Advisory Board for the independent review and audit of its activities; and

• The Joint Committee will approve/delegate the approval of operational expenditure allocated by the Council, Clackmannanshire Council and/or other partner organisations to further the aims of the City Region Deal and implement the same, within agreed City Region Deal Joint Committee budgets.

Membership of the Joint Committee comprises three elected members of the Council, three elected members from Clackmannanshire Council, and three representatives of the University of Stirling, all of whom are voting members.

The Joint Committee has its own Standing Orders which can be viewed at: http://source.stirling.gov.uk/files/cms_attachment/attachment/17263/Standing%20Orders%20Dec%202018.pdf
APPENDIX 4

THE CLACKMANNANSHIRE AND STIRLING INTEGRATION JOINT BOARD
(“THE IJB”)

The Clackmannanshire & Stirling Health and Social Care Integration Scheme can be accessed via the following link:-


As a separate legal entity, the IJB has full autonomy and capacity to act on its own behalf and can accordingly make decisions about the exercise of its functions and responsibilities as it sees fit. However, the voting and non-voting membership arrangements are set out in the Integration Scheme.

The IJB is responsible for the strategic planning of the functions delegated to it and for ensuring the delivery of its functions through the locally agreed operational arrangements set out within the Integration Scheme in Section 4.

Delegation of Functions

Full details of the functions delegated to the IJB can be found within the Integration Scheme.

The functions that have been delegated by the Council to the IJB are set out in Part 1 of Annex 2 of the Integration Scheme. The services to which these functions relate which are to be integrated, are set out in Part 2 of Annex 2. The Integration Scheme has further detail on the delegation of functions, and the duties of the Council.

Chief Officer

The Integration Joint Board is obliged to appoint a Chief Officer, in accordance with Section 10 of the 2014 Act. The Chief Officer is accountable to the Integration Joint Board, and as a member of the senior management team of each of the constituent parties, the Chief Officer has an integrated role in respect of the planning and delivery of the Integration Functions. The specific provisions relating to the role are as detailed in section 6 of the Integration Scheme.

The key functions of the Chief Officer are to:-

I. oversee the development and implementation of the Strategic plan;
II. direct and oversee the operational delivery of the integrated functions; and
III. monitor and report performance in respect of the same to the IJB and the parties.

The Chief Officer shall sit as a member of the senior management team of each of the parties and as such shall use the existing governance and management structures of the parties to direct, monitor and report upon implementation of the IJB’s strategic plan and delivery of the integration functions.
APPENDIX 5

REMIT OF AND DELEGATIONS TO THE AUDIT COMMITTEE

1. The purpose of the Audit Committee is to provide independent assurance of the adequacy of the risk management framework and the associated control environment, independent scrutiny of the Council’s financial and non-financial performance to the extent that it affects the Council’s exposure to risk and weakens the control environment and to oversee the financial reporting process.

2. To fulfil this purpose the Audit Committee will:-

- Consider the effectiveness of the Council’s risk management arrangements, the control environment and associated anti-fraud and anti-corruption arrangements.
- Seek assurances that action is being taken on risk-related issues identified by auditors and inspectors.
- Be satisfied that the Council’s assurance statements, including the Annual Governance Statement, properly reflect the risk environment and any actions required to improve it.
- Approve (but not direct) internal audit’s strategy and plan, and monitor performance.
- Review summary internal audit reports and the main issues arising, and seek assurance that action has been taken where necessary.
- Consider the reports of external audit and inspection agencies.
- Ensure that there are effective relationships between external and internal audit, inspection agencies and other relevant bodies, and that the value of the audit process is actively promoted.
- Review the financial statements, external auditor’s opinion and reports to members, and monitor management action in response to the issues raised by external audit.
- Consider the work and reports of the Council’s Benefit Fraud Team.
- Receive and consider periodic reports on fraud, theft and irregular use of Council funds, monitor compliance with decisions taken by the Council’s Decision Making Committees;
- Oversee the development and implementation of frameworks for the management of the Council’s resources which fully reflect the Council’s Corporate Plan, and promote a sound internal control framework in accordance with audit principles;
- Keep under review the Council’s Local Code of Corporate Governance and ensure arrangements for its review and continuing relevance and the publication of an annual statement in the Council’s Annual Report confirming how well the Council is complying with the framework which underpins the Code;
- Undertake scrutiny of corporate monitoring reports on the Revenue Budget and the Capital Investment Programme and on the Council’s overall performance against the approved budget for any year following consideration of these by the Finance & Economy Committee;
- Oversee the development and implementation of the Council’s Asset Management Strategy and receive corporate monitoring reports on the Council’s asset management;
- Ensure that areas of concern are reported to Council including those that may require further scrutiny either by a Committee or Council;
- Undertake regular scrutiny of the Council’s risk register and challenge the effectiveness of the risk treatments put in place by risk owners to reduce the risks in line with the Council’s risk tolerance: and
Consider such issues which are referred to it by the Council for detailed scrutiny.

Establishing Ad-hoc Scrutiny Panels to investigate an aspect of service delivery within the remit of the Committee. Such Ad-hoc Scrutiny Panels are not decision making bodies and will be expected to submit a final report within three cycles of meetings setting out the findings of the Panel for consideration by the Committee in the first instance and thereafter to Council if appropriate. Ad-hoc Scrutiny Panels are expected to work cross-party and will meet in public. The Committee should not establish more than one Ad-hoc Scrutiny Panel at any one time.

3. The following functions and activities are remitted to the Audit Committee:-

**Audit Activity**

- To consider the Audit Manager’s annual report and opinion, and a summary of internal audit activity (actual and proposed) and the level of assurance it can give over the Council’s corporate governance arrangements.
- To consider summaries of specific internal audit reports as requested.
- To consider reports dealing with the management and performance of internal audit services.
- To consider periodic summary reports from internal audit on the progress of implementing agreed audit recommendations.
- To consider the external auditor’s annual report, and the report to those charged with governance.
- To consider specific reports as agreed with the external auditor.
- To comment on the scope and depth of external audit work and to ensure it gives value for money.
- To liaise with Audit Scotland over the appointment of the Council’s external auditor.
- To commission work from internal and external audit.

**Regulatory Frameworks**

- To maintain an overview of the Council’s contract standing orders, financial regulations, Local Code of Corporate Governance and Code of Conduct for Employees.
- To review any issue referred to it by the Chief Executive, or any Decision Making Committee.
- To monitor the effective development and operation of risk management and corporate governance in the Council.
- To monitor Council policies on whistle-blowing and the anti-fraud and anti-corruption strategy and the Council’s complaints process.
- To oversee the production of the Council’s Annual Governance Statement and to recommend its adoption.
- To consider the Council’s arrangements for corporate governance and agree necessary actions to ensure compliance with best practice.
- To consider the Council’s compliance with its own and other published standards and controls.

**Accounts**

- To review the annual statement of accounts. Specifically, to consider whether appropriate accounting policies have been followed and whether there are concerns arising from the financial statements or from the audit that need to be brought to the attention of the Council.
• To approve for signature the audited Accounts of Stirling Council for each financial year, in line with the requirements of the Local Authority Accounts (Scotland) Regulations 2014.

• To consider the external auditor’s report to those charged with governance on issues arising from the audit of the accounts.

(4) The Audit Committee will be appointed by Council and will comprise six-seven Members, to include three Members of the Opposition Group, two Members of the Administration and the Green Party Member, two Members of the Conservative Group, two Members of the Labour Group, two Members of the SNP Group and one other Member from another Party or unaligned.
The purpose of the Pre-Determination Hearing Committee is to conduct pre-determination hearings for planning applications which are national developments or major developments which are significantly contrary to the development plan, up to but not including taking a decision in respect of the application (which is a matter reserved for full Council), all in accordance with the Town and Country Planning (Scotland) Act 1997.

The procedures for arranging and conducting a hearing will be as determined by the Council's Service Manager - Planning and Building Standards in consultation with the Convener and Vice-Convener of the Committee.
### TERMS OF REFERENCE AND DELEGATIONS TO PANELS

In order to allow the Decision Making Committees to concentrate on strategy, a number of Committees of the Council, known as Panels, have been established with delegated powers to deal with a specific range of functional and operational responsibilities.

The terms of reference of Panels, in respect of which they have been granted delegated powers, are as follows:

<table>
<thead>
<tr>
<th>Panel</th>
<th>Remit</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Adult Social Care Panel</strong></td>
<td>Decisions regarding the strategic direction and funding of all functions and services listed in Annex 2 to the Clackmannanshire &amp; Stirling Health and Social Care Integration Scheme are delegated to the Clackmannanshire &amp; Stirling Integration Joint Board (IJB). The Council (and this Panel) has no decision making powers in relation to those integrated functions and services. The Panel’s primary function is to scrutinise the Council’s compliance with Directions issued to it by the IJB. It may also have a role in considering relevant matters arising from the Council’s implementation of those Directions (for example, in its role as an employer). Membership of the Adult Social Care Panel will be determined by Council on the basis of seven Members (four Members of the Administration and three Members of the Opposition). The Panel will meet every four months.</td>
</tr>
<tr>
<td><strong>Appeals Panel</strong></td>
<td>The determination of appeals in terms of the Council’s approved Disciplinary and Grievance Procedures. Membership of the Appeals Panel will be determined by Council on the basis of a pool of 9 Members with 3 Members serving on the Panel for each meeting. Membership must exclude any Members who have been party to, or associated with, the decisions being appealed.</td>
</tr>
<tr>
<td><strong>Appointments Panel</strong></td>
<td>The appointment of the Chief Executive, Chief Operating Officers, Senior Managers, Heads of Service and Chief Officers. Membership of the Appointments Panel will be determined by Council on the basis of the Leader of Council, Depute Leader of Council, Leader of the Opposition and one further Member from the Administration relevant to the post under appointment.</td>
</tr>
</tbody>
</table>
A Member or substitute Member of the Appointments Panel must attend the entire appointment process, including shortleeting (but excluding any hospitality).

Chief Executive Appraisal Panel

To undertake annual performance appraisals of (i) the Chief Executive and (ii) the Chief Operating Officers, the latter being undertaken in conjunction with the Chief Executive.

Membership of the Chief Executive Appraisal Panel will be determined by Council on the basis of the Leader of Council, Depute Leader of Council and the Leader of the Opposition.

Civic Panel

To oversee the management and administration of the Stirling Burgh Common Good Fund on behalf of the Council up to a limit of £10,000.

To oversee the management and administration of the Bridge of Allan Common Good Fund on behalf of the Council up to a limit of £10,000, ensuring that Bridge of Allan Community Council is consulted on the disbursement of any funds.

To oversee the management and administration of the Callander Common Good Fund on behalf of the Council up to a limit of £10,000, ensuring that Callander Community Council or Callander Partnership is consulted on the disbursement of any funds.

To oversee the management and administration of the Dunblane Common Good Fund on behalf of the Council up to a limit of £10,000, ensuring that Dunblane Community Council is consulted on the disbursement of any funds.

To authorise the attendance of Members at conferences, seminars etc. or other business outwith the UK.

To determine expenditure on matters of a civic nature in excess of £500 and up to a limit of £10,000.

To approve all appointments to the Stirling Local Licensing Forum, Panel of Reporting Officers/Curators ad Litem and Stirling Area Local Access Forum, following recommendations from the relevant senior officers.

Membership of the Panel will be determined by Council on the basis of the Provost, Depute Convener and Bailies. Substitution is not permitted.

The Panel will meet five times a year.

Grievance and Discipline Panel (Chief Officers)

The determination of disciplinary action to be taken against a Chief Officer, where this involves a final written warning, or dismissal.
Membership of the Panel will be determined by Council on the basis of two appropriate Administration Members and a relevant Opposition Member. The current Convener/Portfolio Holder relating to the post before the Panel are not permitted to be Members of the Panel.

Health and Safety Panel

The principal forum for consultation between the Council, Services and Trades Unions on all corporate health and safety issues and any health and safety issues referred from Services. The Panel will review progress in relation to implementation of the Council’s Health and Safety Policy, provide ongoing assurance in relation to health and safety performance, consider and make suggestions on health and safety matters, evaluate safety policies, champion health and safety communication within the Council and share best practice on health and safety matters.

Membership of the Panel will be determined by Council on the basis of four Members, Trade Union Health and Safety representatives and representation from Services. The Panel will meet quarterly.

Local Review Body

To review the planning decisions of Appointed Officers on “local developments” as that term is defined in the Town and Country Planning (Hierarchy of Developments) (Scotland) Regulations 2009.

Membership of the Panel will be determined by Council on the basis of a pool of ten Members, with three Members from the pool serving on the Panel at each meeting. The Group will operate in accordance with the guidelines set out in Appendix 6a

Parental Appeals Panel

The determination of Appeals from parents and young persons in relation to the Refusal of Placing Requests, the refusal of access to pupil records, exclusions from school and certain other aspects of additional support plans, particularly the nomination of a school in a record of needs.

Membership of the Panel will be determined by Council on the basis of three Members from a pool of people to be drawn from the following categories:

(a) **fourthree Members** appointed by the Council;
(b) parents of children of school age;
(c) persons with experience in education and acquainted with educational conditions in the Council’s area, nominated by the Senior Manager – Schools & Learning (Chief Education Officer)

Comprising one Member from each of the above categories.
Planning & Regulation Panel

The determination of Planning Applications and other matters under Planning Legislation insofar as not delegated to Officers, including all Planning Applications where an Elected Member has or may have a declarable interest, unless the Application is one that requires by law to be considered by full Council.

The exercise of the Council’s functions under the Civic Government (Scotland) Act 1982, Building Standards, Environmental Health and Road Traffic Regulation Legislation, insofar as not delegated to Officers.

The exercise of the Council’s functions in relation to the approval of venues for civil weddings under the Marriage (Scotland) Act 1977 insofar as not delegated to Officers.

The exercise of the Council’s functions in relation to dispensations from the prohibition on the use of fireworks at night and in relation to fireworks suppliers’ licences in terms of the Fireworks Act 2003, insofar as not delegated to officers.

The exercise of the Council’s powers under Sections 11, 13, 14, 15, 17, 18, 20, 23 and 28 of the Land Reform (Scotland) Act 2003, insofar as not delegated to officers.

The hearing of appeals against the issue of Fixed Penalty Notices for road works offences in accordance with the Transport (Scotland) Act 2005.

The hearing of appeals against refusal of an application for a “Blue Badge” under The Disabled Persons (Badges for Motor Vehicles) (Scotland) Regulations 2000.

The Panel may continue the determination of a planning application pending a site inspection, provided that reasons are given for the site specific information that is sought from the site visit.

The applicant, any person that has submitted a competent written objection or representation in support of a non-householder planning application, or a local ward Member may request a Hearing on that application, provided that the request for a Hearing is made no later than 15 days before the scheduled Planning & Regulation Panel for which the application request relates.
The applicant, objectors or other interested parties will be afforded an equal opportunity as the Member to be heard by the Panel.

At any Hearing, a local Elected Ward Member who wishes to make representation to the Panel on a planning application, is required to declare their interest in the application under consideration and to retire from the meeting room after making their representation.

Where the Panel agrees to continue determination of a planning application, pending a site inspection, only, and where there is discussion prior to the decision to continue the application, only the Members/Substitute Members of the Panel present at the original meeting who attend the site inspection only shall take part in the final determination.

Where the Panel agrees to continue determination of an application pending a site inspection only, and where there is no discussion prior to the decision to continue the application, only the Members/Substitute Members of the Panel present at the site inspection only shall take part in the final determination.

Members must attend site visits as a group, and not individually, at a date and time organised by the Clerk to the Panel.

Membership of the Planning and Regulation Panel is determined by Council on the basis of nine Members (five Administration Members and four Opposition Members), comprising three Members of the Conservative Group, three Members of the Labour Group and three Members of the SNP Group.
APPENDIX 6a

PROCEDURES OF LOCAL REVIEW BODY

INTRODUCTION

The Local Review Body is constituted under Section 43A of the Town and Country Planning (Scotland) Act 1997 (the 1997 Act) and the Town and Country Planning (Schemes of Delegation and Local Review Procedure) (Scotland) Regulations 2013 (the 2013 Regulations).

The following procedures should be read in conjunction with the 1997 Act and the 2013 Regulations and Planning Circular 7/2009 Schemes of Delegation and Local Reviews and other relevant guidance issued by the Scottish Ministers from time to time.

LOCAL REVIEW BODY - GENERAL

Purpose

The Local Review Body (LRB) shall review the planning decisions of appointed officers on “local developments” as that term is defined in the Town and Country Planning (Hierarchy of Developments) (Scotland) Regulations 2009 and the Town and Country Planning (Schemes of Delegation and Local Review Procedure) (Scotland) Regulations 2013.

Where the appointed officer has either refused an application, granted it subject to conditions or has not determined it within the prescribed two-month period, the applicant may seek a review by the LRB of the refusal, the conditions attached to the grant or the non-determination of the application.

Membership of the Local Review Body

The LRB will comprise three Members of Stirling Council taken from a pool of Members with relevant training and experience.

Appointment of Chair of the Local Review Body

The Chair of the Planning & Regulation Panel will not chair the LRB. A Chair of the LRB will be appointed for each review on a rotational basis and be drawn from the remaining Members of the pool.

Councillors’ Code of Conduct

The legal responsibility for LRB Members complying with Sections 5, 6 and 7 of the Councillors’ Code of Conduct lies with LRB Members.

Clerk to the Local Review Body

The administrative functions of the Review process shall be supported by Democratic Support and undertaken by the Clerk to the Local Review Body (Clerk).

Meetings of the Local Review Body

LRB meetings will be scheduled as and when required.
All Meetings of the LRB will be held at the Council Offices, Viewforth, Stirling unless otherwise specified by the LRB.

All meetings of the LRB will be held in public.

At those meetings the LRB shall be supported by the Clerk. The LRB may also be assisted by a Planning Adviser and Legal Adviser as required. The Planning Adviser and Legal Adviser shall be persons not currently involved with the Council’s Development Management function.

From time to time the LRB may appoint Advisers to sit with the LRB to advise on such specialist or technical matters as the LRB may specify or to provide written reports to the LRB as required. Any such Advisers shall be persons not currently involved with the Council’s Development Management function.

Equal courtesy will be given to all parties appearing before the LRB.

Access to Information

Copies of all Review Documents and Procedure Notices (as those terms are defined in the 2013 Regulations) and other notices are to be made available for public inspection on request to the Clerk until such time as the Review is determined.

Awarding expenses

The LRB has no power to award expenses for or against any party. Everyone taking part in a Review must pay his or her own expenses.

Complaints

Applicants or Interested Parties dissatisfied with any parts of the Review process should contact the Clerk in the first instance.

REVIEW PROCESS

Application for Review

The application form for requesting a Review (Notice of Review) will be issued to Applicants with all Decisions made by the Appointed Officers.

The Notice of Review should be submitted to the Chief Officer - Governance, Stirling Council, Viewforth, Stirling FK8 2ET within the prescribed time limits.

The Notice of Review must include sufficient information to allow the LRB to review the case. All matters that the Applicant intends to raise in the Review should be set out in or accompany the Notice of Review as should all documents, material, and evidence upon which the Applicant intends to rely.

Applicants should note that there are only limited circumstances in which they may raise new matters not stated in the Notice of Review or submit further documents that did not accompany the Notice or raise matters not previously placed before the Appointed Officers. In particular Applicants’ attention is drawn to Section 43B of the 1997 Act.

Withdrawing an Application for Review

An Application for Review may at any time be withdrawn before the decision is made.
It is not possible to reinstate the Review once it has been withdrawn.

**Receipt of the Notice of Review**

The Clerk will acknowledge receipt of the Notice of Review within 14 days.

The Clerk will advise the Planning Service of the Notice of Review and ask the Planning Service to provide:

(a) a copy of the Planning Application and any plans or drawings lodged with the Application;

(b) a copy of the Appointed Officer’s decision;

(c) a copy of the Report on Handling and copies of any documents referred to in that Report;

(d) written confirmation that there has been compliance with Development Management Procedures in terms of Regulation 19 of the 2013 Regulations;

(e) names and addresses of any Interested Parties; and

(f) a set of proposed planning conditions that would be attached to any consent in the event that the Local Review Body upholds the Review.

**Notice to Interested Parties**

Interested Parties are defined in the 2013 Regulations and include any statutory consultees or other parties who have made and not withdrawn representations in connection with the Application.

The Clerk shall notify any Interested Parties of the Review within 14 days of the receipt of the Notice of Review.

The Clerk shall advise Interested Parties that their previous objections will be sent to the Applicant and considered by the LRB and also indicate to Interested Parties that they have 14 days within which to submit further representations to the LRB.

Any further representations received from an Interested Party will be copied to the Applicant and the Applicant will have 14 days in which to respond to these further representations.

**First Meeting of the Local Review Body**

The Clerk will prepare an agenda for the LRB that will include the Review Documents and Procedure Notices and any additional written submissions from the Applicant and the Interested Parties.

At the first meeting on any Review, the LRB will determine if there is sufficient information to enable them to determine the Review.

Where the LRB considers that the documents provide sufficient information to enable the LRB to determine the Review the LRB may determine the Review and the Clerk will issue the Decision Notice to the Applicant and the Planning Service -see below.
Where the LRB considers that the documents provide insufficient information to enable the LRB to determine the Review, the first meeting of the LRB shall be a Pre-examination meeting.

**Pre-examination Meeting**

The purpose of the Pre-examination Meeting is for the LRB to consider the manner in which the Review or any part of the Review is to be handled and help ensure that the Review is conducted efficiently and expeditiously.

The procedures which the LRB may adopt are one of or a combination of one of the following:

(a) Written Submissions;
(b) a Site Inspection; and
(c) Hearing Sessions;

The LRB shall ensure that the choice of procedure that they select is appropriate for the application under review.

**Written Submissions**

Where the LRB requires further information, the LRB may request information from the Applicant or any other body or person from whom they wish to receive information by sending a written notice to that effect.

The written notice shall set out the matters on which further information is required, specify the date when it is required and explain who else has been asked to provide additional information.

The additional information provided shall also be sent to any other parties as the LRB require. Those other parties shall have a period of 14 days in which to comment on the additional information.

**Site Inspections**

At any point in the Review Process, the LRB may inspect the land subject of the review. They may do this either unaccompanied or accompanied by the Applicant and any other party the LRB considers should attend.

**All (three) members of the LRB must attend a Site Inspection.**

If at the Pre-examination Meeting the LRB agrees the need for a Site Inspection the Inspection shall take place prior to a Hearing Session.

Where the LRB agrees to an unaccompanied Site Inspection the Clerk shall advise the Applicant of this.

Where the LRB agrees an accompanied Site Inspection the Clerk shall advise the Applicant; and any other Parties whom the LRB requests to be in attendance of the date and time of the Site Inspection.

While the LRB is required to give reasonable notice of the date and time of the Site Inspection, the LRB is not required to defer an inspection if any person to whom notice was given is not present at the appointed date and time.
Hearing Session and Determination of the Review

Where the LRB decide that a Hearing Session is appropriate the Clerk shall give notice of the Hearing Session to the Applicant, any Interested Party and any other body or person from whom the LRB wish to receive further representations or to provide further information at the Hearing Session.

Such notice shall also specify the matters to be considered at the Hearing Session.

Those persons who intend to appear at the Hearing Session must give notice to the LRB of their intention to appear.

They must provide to all other parties in advance of the Hearing Session a Hearing Statement outlining the case they intend to put forward.

They must provide to all other parties in advance of the Hearing Session copies or extracts of all other documents upon which they intend to rely in presenting their case.

It is for the LRB to set the timescale for submitting this information or for requesting further information from the parties following submission of their Hearing Statements.

The Hearing Session shall take the form of a discussion led by the LRB. Cross-examination shall not be permitted unless the LRB consider it necessary to ensure a thorough examination of the issues.

The LRB is entitled to refuse to allow evidence to be given, cross-examination or presentation of other issues, which it considers to be irrelevant or repetitious.

The LRB may from time to time adjourn the hearing session, giving such notice of the adjourned hearing session as may appear to the LRB to be reasonable in the circumstances.

At the conclusion of the Hearing Session and unless further procedures and information are required, the LRB shall determine the Review.

Decision Notice

On determining the Review, the LRB shall direct the Decision Notice with Statement of Reasons to be prepared in the form required by the Regulations.

The Decision Notice will be issued as soon as is practicable following the determination of the Review, and normally within 21 days.

In complex cases or those which involve the Parties entering into a legal agreement, the LRB may on request issue a letter indicating that it is minded to grant planning permission.

Issue of Decision Notice

The Clerk will issue the Decision Notice to the Applicant and the Planning Service.

The Clerk will also notify every person who has made (and not subsequently withdrawn) representations in respect of the review that a decision on the review has been made and where a copy of the Decision Notice is available for inspection.
The Clerk will report the Decision Notice in the Council’s Planning Schedule.

**Right to Appeal the Decision of the LRB**

Where the Decision of the LRB is to Refuse the Planning Application or Approve the Planning Application subject to Conditions the Applicant will be advised of their right of appeal and the timescales, which apply as set out in the Regulations.
1. **Introduction**

Stirling Council aims to make the Council as accessible as possible and to deliver quality and best value by providing good quality services, which meet the needs of communities.

The public petitions process is one way that a community, individuals, groups or businesses can be involved in what the Council does. The submission of a petition can have a positive outcome by creating informed debate which may result in the Council taking action to address the concerns raised in a petition.

Petitions may be submitted by using the Council’s online e-petition platform or by paper format.

2. **Issues that can be considered**

Petitions may be lodged in relation to services provided by Stirling Council. Petitioners may freely disagree with the Council and/or call for changes in policy. There will be no attempt to exclude views as long as they meet the criteria for submission of a petition.

In addition, petitions may be lodged on matters which are outwith the remit of Stirling Council but within the remit of the Council’s Community Planning Partners (Scottish Fire and Rescue Service, NHS Forth Valley, Police Scotland, Stirlingshire Voluntary Enterprise, Forth Valley College and the Loch Lomond and the Trossachs National Park Authority) and Central Scotland Valuation Joint Board. However, petitioners should be aware that whilst such petitions may be considered, the Council may not have the authority to take a decision on such matters in a way that may meet the petitioners’ concerns.

Whilst petitions may be considered on matters involving policy, strategy, plans or similar documents which are published only after extensive public consultation and are subject to programmed periodic review, it may be that the Council may not have the authority to take a specific decision on such matters. Where such documents are already scheduled for periodic review it may be more appropriate for petitioners’ views to be considered through the public consultation process rather than through the petitions process.

3. **Issues that may not be considered**

The Council is unable to accept petitions about:

- Matters which are the subject of individual planning, licensing or other similar regulatory processes where there are already procedures in place to consider objections and an appeal against a decision.
- Matters which are the subject of current court proceedings.
- Matters which have already been dealt with under the Council’s complaints procedure, including those raised with the Scottish Public Services Ombudsman.
4. **Content of Petitions**

Once a petition has been submitted, checked and acknowledged, the name of the principal petitioner and the subject matter of the petition will be made available for public access on the Council’s website. In exceptional circumstances, the Chief Officer - Governance may agree that the name of the principal petitioner is not made publicly available. Petitioners must ensure that information is submitted in good faith and does not include:

- false or defamatory statements
- information which is protected by an interdict or court order
- material which is commercially sensitive, confidential or which may cause personal distress or loss
- the names of individual officers of public bodies
- the names of other individuals or information whereby they may be easily identified.

Petitioners can read the Council’s privacy policy to find out what is done with their data at [https://www.stirling.gov.uk/__documents/decision_making.pdf](https://www.stirling.gov.uk/__documents/decision_making.pdf)

5. **Action before Submitting a Petition**

Before a petition is submitted, petitioners must, in the first instance, have taken reasonable steps in attempting to resolve the issues with the appropriate Council Officer/organisation. Copies of relevant correspondence should be appended to the petition. As well as contacting relevant Council Officers, Petitioners may also consider other routes such as the Council’s complaints procedure or by raising the issue with and attempting to obtain the support of the relevant Local Elected Member, Member of Parliament, Member of the Scottish Parliament and Area Community Planning Forum. If petitioners have explored these routes copies of any correspondence should be included as supporting information and submitted with the main petition.
Petitioners should also contact the relevant Community Council prior to submitting the petition. The Community Council may be pursuing the same issue with the Council.

6. Format of Petitions

Petitions can be completed by either completing the on-line petition process which can be found using this weblink https://engage.stirling.gov.uk or by completing the template for petitions which is included as an Appendix to these Guidance Notes and the form can be downloaded from the Council’s website or completed online (prior to signature). Copies are also available from libraries and other public buildings.

The petition should be titled and include a short, clear and concise statement (no more than 250 words) which covers the main subject of the petition and details of action which the petitioner wishes the Council to take.

The petition must include the following:-

(a) the name of the Principal Petitioner who must be on the Register of Electors for the Stirling Council Area or a secondary school pupil on the roll of a secondary school in the Stirling Council Area or in the case of a Local Business Petitioner be on the Valuation Roll for the Stirling Council Area;

(b) the contact address of the Principal Petitioner to which all communications should be sent;

(c) the name, address and signature (hard copy petitions) of any person(s) supporting the petition.

It would be helpful if petitions were typewritten or completed in black ink to facilitate checking, scanning and reproduction. If petitioners have any special requirements, they should email petitions@stirling.gov.uk.

A petition must be supported by:-

a. Petition from Citizens - at least 40 signatures from people who live in the Council Ward/Community Council area in which the petition matter has been raised and are on the Register of Electors and/or school pupils on the school roll of secondary schools within the Stirling Council Area OR have the support of the relevant Community Council (evidenced by the countersignature of a Community Council Office Bearer and a copy of the relevant Community Council minutes). Fewer signatories may be accepted where the issue concerns a small community which could not reasonably be expected to raise 40 signatories. This discretion may be exercised by the Chief Officer – Governance.

b. Petition from Local Business(es) - support from at least 5 other businesses on the Valuation Roll OR have the support of the relevant Community Council (evidenced by the countersignature of a Community Council Office Bearer and a copy of the relevant Community Council minutes).

Councillors may not submit a petition as they have other methods to progress an issue on behalf of a constituent(s) such as submitting a Notice of Motion for consideration at Council/Committees or submitting a written question. In addition,
in signing a petition a Councillor may create a conflict of interest for themselves if they sit on the Council Committee which will hear the petition.

7. How to Submit a Petition

Petitions can be submitted by either completing the on-line petition process which can be found using this weblink [https://engage.stirling.gov.uk](https://engage.stirling.gov.uk) or by completing the template for petitions.

Promoting on-line Petitions

The Principal Petitioner can promote their petition to help gather support and achieve the required signatures. On-line petitions can be promoted on both social media (Facebook, Twitter, etc.) and through email. The link from the address bar can be posted which is located at the top the petition to all interested parties to encourage them to support the petition. A link to the petition can be posted onto the social media pages of other relevant groups and organisations.

When the principal petitioner is satisfied that it meets the criteria outlined in this guidance, he/she should submit the petition to the Chief Officer - Governance. Petitions can be submitted by the online petition process, post or handed in, clearly marked for the attention of the Chief Officer - Governance, Room 54, Old Viewforth, Stirling, FK8 2ET.

A written acknowledgement will be sent to the principal petitioner upon receipt of the petition.

8. Validation of Petitions

During validation the petition is checked to:-

- Ensure completeness
- Confirm the number of signatories and their residence/electoral registration/secondary school roll qualification

The Chief Officer - Governance will also consult the relevant Senior Manager/Head of Service/Chief Officer to clarify any potential issues as to validity.

If the petition is valid then the next steps in the process are outlined in Section 9 below.

If the petition is not valid, the Chief Officer - Governance will outline the reasons for the rejection and return the petition to the principal petitioner.

If the petition is placed 'on hold', the Chief Officer – Governance will outline the reasons and advise the principal petitioner of steps they may require to take in order for the petition to be deemed valid.

9. Consideration of Petitions

Once the petition has been verified as having been correctly completed and submitted, it will be considered at the next meeting of the relevant Decision Making Committee.
If however the petition is received within 4 weeks of the next meeting of the Decision Making Committee, consideration of the petition will be deferred to the next meeting of the Committee after that.

The Chair of the Committee may invite petitioners to appear before the Committee to speak in support of their petition if it is considered this would be useful in assisting the Committee reach a decision. Petitioners should indicate on the form whether or not they wish to have the opportunity to make a statement before the Committee. Due to pressure of business, no guarantee can be given that petitioners will automatically be invited to address the Committee.

The relevant Governance Officer/Committee Officer will advise the principal petitioner of the time, date and format of the meeting of the Decision Making Committee.

The relevant Senior Manager/Head of Service/Chief Officer will also prepare a briefing report for the Committee outlining the issues raised in the petition and the preliminary service response to these issues. This report will be included in the agenda for the Committee meeting and the principal petitioner will be provided with a copy of this report as soon as the agenda papers are issued.

Where particularly complicated issues are involved, that may require further investigation or consultation with officers or third parties, the Clerk may contact the principal petitioner to discuss deferring the consideration of the petition to a future meeting to allow all relevant information to be presented.

10. The Committee Meeting

During the meeting the Chair, at the appropriate time, may ask the principal petitioner to come forward to introduce their petition with a time limit of 10 minutes, extendable at the discretion of the Chair. If the principal petitioner is not present, or does not wish to address the meeting, then the Chair will briefly outline the content of the petition.

Once the principal petitioner has spoken, the appropriate officer will be invited to address the meeting on the basis of the content of the briefing report, with a time limit of 10 minutes, again extendable at the discretion of the Committee.

Any Local Member in attendance, who is not a member of the Committee, may also be invited to speak at the discretion of the Chair, if that Local Member wishes to speak and is able to do so.

The Committee will discuss the merits of the petition and agree:-

(a) (i) That the issues raised do not merit further action. or
(ii) That the response provided by the service appropriately deals with the issue raised and that the petition can be closed;
(iii) That a further report be brought back to the Committee recommending action or closure of petition.

(b) To refer consideration of the petition to another Committee or Council.

The principal petitioner will be advised in writing of the Committee’s decision.

11. The Petitions Log
A petition whether accepted as valid or rejected will be added to the Petitions Log on the Council’s website. A valid petition will also have its status identified as live (actively being pursued) or closed. The principal petitioner will be kept advised of the progress of the petition throughout the process. The Petitions Log will be updated as appropriate.

12. **Contact Information**
All correspondence and enquiries should be directed to:-
Chief Officer - Governance
Stirling Council
Room 54
Old Viewforth
Stirling
FK8 2ET
e-mail: petitions@stirling.gov.uk
DEPUTATION PROCEDURE

1. WHAT IS A DEPUTATION?
1.1 Council officers prepare reports for Council and Committee meetings which contain recommendations which the officer would like the Council or Committee to approve. Sometimes members of the public may wish to speak in support of a proposal, to offer alternative ideas as to how to proceed, or to provide information to the Council or committee which is intended to influence decision-making.
1.2 Provided that the written report is on the agenda for determination at a Council or Committee meeting, a group or organisation can ask to speak to the Council/Committee on the matter. This is known as ‘making a Deputation’.

2. WHO CAN SUBMIT A DEPUTATION REQUEST?
2.1 Deputations can be brought by representatives of community groups or community organisations within the Stirling Council area.

3. SUBMITTING THE DEPUTATION REQUEST:
3.1 Committee/Panel agendas are issued at least 3 clear working days before the relevant meeting. For example, for a meeting of Council at 10am on a Thursday, the agenda will be published on the Friday of the preceding week. All agendas can be found under the relevant link on the Stirling Council agenda webpage at: http://minutes.stirling.gov.uk/htmfiles/agendaindex.htm
3.2 A Deputation may be requested in relation to any report on any Council or Committee agenda so long as the Council or Committee is asked in the report to make a determination on the issue, subject to the exception of those items noted at paragraph 4.1 within this procedure note as not competent for Deputation purposes.
3.3 Once a meeting agenda has been published, applications for a Deputation in relation to a report on the agenda must be made by email to Democratic Services by emailing democratic-services@stirling.gov.uk.
3.4 The written request should be submitted as early as possible and must be received by Democratic Services no later than 12 noon 2 working days (Monday to Friday) before the relevant Council or Committee meeting. For example, for a Council meeting at 10am on a Thursday, a written request to make a deputation must be received by 12noon on the Tuesday of that week.
3.5 The following information must be provided in the deputation request:
   - The group or organisation which seeks to make the Deputation;
   - Key contact name and phone number of at least one member of the Deputation, who is in a position to make arrangements on behalf of the Deputation;
   - Confirmation of the names and addresses (which must be within the Stirling Council area) of the (maximum of two) persons who will speak as part of the Deputation;
   - The subject/agenda item on which the Deputation wishes to be heard;
A statement of the reason(s) the Deputation wishes to address the meeting and the action they wish the Council / Committee to take.

3.6 Any documentation which the Deputation may wish to circulate to the Committee must be submitted along with the Deputation request. Should the documentation not be submitted with the request, it will be for the Convener of the relevant meeting to determine if the document should be circulated.

4. RESTRICTIONS ON DEPUTATIONS

4.1 The following Deputation requests would not be competent and would not be accepted:

• Deputations which fail to comply with the submission deadline set out in this procedure note;
• Deputations which in the opinion of the Chief Officer – Governance make recommendations which would be beyond the powers of the Council;
• Deputations which relate to items on an agenda where no decision is to be taken (i.e. ‘reports for noting’);
• Deputations which relate to reports containing confidential information;
• Deputations which relate to the setting of the annual budget;
• Deputations which relate to a petition;
• Deputations which relate to a Planning or Licensing application;
• Deputations which relate to matters that have alternative procedures for representation (which may include but are not restricted to, the Council's proposed sale or let of a property which has been subject to a closing date, and the Council's proposed tendering of goods, services or works).

4.2 The Chief Officer – Governance will determine the competence of any deputation request. Where a deputation request is determined to be invalid, the deputation will not be heard. Where a request is determined to be invalid, the Chief Officer – Governance will advise the requester of the grounds for determining the request invalid.

4.3 Deputations can only be made by community groups or organisations within the Stirling Council area.

4.4 A Deputation will not exceed five persons. No more than two speakers may be heard.

4.5 A Deputation will be given a maximum of 5 minutes to make a statement at the meeting (as noted further below).

4.6 In the event of multiple requests for Deputations being received for any meeting, a maximum of 30 minutes will be allowed for hearing all Deputations. Where multiple competent Deputation requests are received, those received first will be given preference to be heard. Those which cannot be heard within the 30 minutes allowed for the hearing of deputations will be invited to submit their views in writing.

5. CONFIRMING ARRANGEMENTS FOR THE DEPUTATION

5.1 Once the written request is received, it will be passed to the relevant officer within Democratic Services who manages the arrangements for the Council/Committee meeting in question.
5.2 The request would initially be checked to ensure it is valid in that it was received within the required timescales and does not fall under any of the restrictions on Deputations noted above.

5.3 Once the request is confirmed as valid, the relevant officer would contact the key contact provided for the Deputation, to confirm arrangements for the Deputation to speak at the relevant meeting.

6. ATTENDING THE COUNCIL OR COMMITTEE MEETING

6.1 At present, all Council and Committee meetings of Stirling Council take place remotely via Microsoft Teams.

6.2 The key contact for the Deputation will be asked to provide contact details for members of the deputation. The Democratic Services team will provide members of the Deputation with joining instructions to allow them to join the meeting on Teams, along with information on when and how to join the meeting.

6.3 When the Deputation has joined the call they will be asked to wait until invited by the Convener to make their presentation.

6.4 The Deputation will be asked to address the Council/Committee meeting immediately before the meeting moves onto the relevant item of business. The Convener will at the appropriate point advise that a Deputation is present and wishes to address the meeting in relation to the relevant item of business and will then call on the Deputation to give their presentation.

6.5 The Deputation will be given a maximum of 5 minutes to make their presentation to the meeting.

6.6 Where there is a Deputation, the stages of consideration of the item of business are as follows:-

1. When the meeting is ready to move onto the relevant item of business, the Convener/Chair will advise that a Deputation is present and ask them to make their presentation (for a maximum of 5 minutes).

2. Any Member may ask one question of the Deputation, subject to a maximum total of 5 minutes being available for the asking and answering of questions. Members shall not debate the matter at this stage;

3. The Convener will thank the Deputation for their contribution;

4. The meeting will then move on to consideration of the item of business, following the usual process as set out within the Council’s Standing Orders, generally being officer presentation of the submitted report, debate, and determination.

7. RECORDINGS AND DATA

7.1 All public Council and Committee meetings held via Microsoft Teams are broadcast live and are recorded and made publically available in line with the Council’s agreed protocol for the recording and broadcasting of meetings, which can be accessed at the following link:-
https://www.stirling.gov.uk/media/21996/recording-protocol.pdf
7.2 By taking part in a Deputation any speakers are agreeing to the broadcast and recording of their image and/or voices as part of the Council's protocol as noted above.

7.3 All personal information (names, addresses, phone numbers) provided as part of the Deputation request will be used only for the purposes of processing and arranging the Deputation and thereafter will be retained in line with standard Council retention policies.

7.4 The names of those who speak on behalf of the Deputation will be noted at the relevant meeting and will be included as part of the recording of the meeting and within the written minutes of the meeting, however no other personal data will be disclosed to the public.
POWERS DELEGATED TO OFFICERS

Delegation of powers to Chief Executive, Stirling Council

Under exception of the delegated powers which arise from certain statutory appointments (see Appendix 7), all powers delegated to Officers of the Council are delegated to the Chief Executive.

When exercising any delegated power the Chief Executive must do so in full compliance with a number of requirements that have been laid down by the Council. On the pages that follow are details of:

(a) The rules governing the exercise of powers delegated to the Chief Executive;
(b) Powers delegated to the Chief Executive

(a) RULES GOVERNING THE EXERCISE OF POWERS BY THE CHIEF EXECUTIVE

1 Before exercising any authority the Chief Executive must satisfy himself/herself that:
   (a) he/she has the necessary delegated powers as specified in this Scheme; and
   (b) that any power expressed in this Scheme has not been modified by a more recent decision by the Council.

2 The Chief Executive must use the authority delegated to him/her:
   (a) in the interests of Stirling Council and in accordance with the provisions of this Scheme, Financial Regulations and Contract Standing Orders; and
   (b) in accordance with the policies of the Council and its Committees and with any procedural guidelines which the Council and its Committees may make to regulate the exercise of delegated powers.

3 In exercising the authority delegated to them, the Chief Executive must consult:
   (a) the Chief Officer – Governance and/or the Chief Officer – Finance as appropriate, in respect of matters which are sensitive or complex, or where legal, administrative, financial or other advice or guidance is necessary;
   (b) the relevant Convener(s)/Portfolio holder in respect of matters which are sensitive or complex or otherwise warrant such consultation;
   (c) the recognised spokesperson in respect of any sensitive or complex matters which fall within the remit of the spokesperson; and
   (d) local Members whenever a decision or action is likely to have a direct effect on the constituency interests of one or more local Members (but this will not be necessary where the proposed decision or action will have general effect throughout the Council’s area).
4 Where an applicant for a service provided by the Council (except one which is available to the general public for a set fee) is a Member of the Council or an employee, the Chief Executive will, before exercising that authority, give consideration to the need to refer the application to the appropriate Committee or Panel, as appropriate, for determination.

5 Where an applicant for employment with the Council is related to a Member of the Council, or to an employee, the Chief Executive will, before exercising that authority, consult with the Chief Officer – HR.

6 The Chief Executive must publish, at such frequency and in such form as may be prescribed from time to time by the Council, a Committee or a Panel, details of decisions taken and actions authorised by him/her in exercise of delegated powers.

(b) DELEGATIONS TO THE CHIEF EXECUTIVE

The following is a list of the powers, which have been delegated to the Chief Executive. It should be noted that expressions such as “to serve”, “to issue” etc. include the delegated power to sign, on behalf of the Council, the documents concerned and to take all other steps necessary to ensure that these documents are appropriately delivered.

Nothing in this section or any other part of the Scheme empowers the Chief Executive to alter national or local conditions of employment which, for the avoidance of doubt, includes bonus schemes.

CONTRACTS

CE1 Consultants and Consultancies
To appoint (in consultation with the appropriate Convener(s)/ Portfolio Holder and Spokesperson(s)) consultants to provide advice or services and to approve the acceptance of payment of fees for Officers involved in lecturing to outside bodies.

CE2 Contracts
To approve, for legal acceptance by the relevant Chief Operating Officer/ relevant Senior Manager/Head of Service/Chief Officer, contracts to be awarded to the lowest tenderer to the value of up to £1M,499,999.99, following the conclusion of the procedure for awarding contracts set out in the Council’s Contract Standing Orders.

CE3 Contract Standing Orders
To exercise any general delegations contained in the Council’s Contract Standing Orders.

CE4 List of Tenderers
To select, from the Council’s approved list, tenderers to receive tender documents following payment of any appropriate fee.

CE5 Proper Officer
To act as Proper Officer in terms of any provisions of the Local Government (Scotland) Act 1973, the Requirements of Writing (Scotland) Act 1995 and generally any local government legislation and signing all deeds and other documents which require to be sealed with the common seal of the Council or are binding on the Council.
EMPLOYEES

ALLOWANCES ETC

CE6 Acting Up Allowances
To approve payment of "Acting Up" Allowances for staff taking on more senior duties on a temporary basis.

CE7 Car Allowances
To determine the payment of car allowances, within the terms of Council policy.

CE8 Excessive Wear and Tear
To determine applications for additional allowances under the car allowance scheme in respect of excessive wear and tear to vehicles.

CE9 Overtime
To approve overtime within the terms of Council policy and subject to finance being available within approved budgets.

CE10 Relocation Expenses and Allowances
To authorise payment of relocation/removal expenses and allowances within the Council's Conditions of Service.

CE11 Telephone Allowances
To determine, within the terms of Council policy, the provision of telephone allowances to employees.

APPOINTMENTS/TERMINATION

CE12 Acting Head of Paid Service
To appoint an Acting Head of Paid Service to cover periods when the Chief Executive, as Head of Paid Service, is absent. When the Chief Executive is absent one of the Chief Operating Officers will act as the Head of Paid Service and have all the delegated authority of the Chief Executive.

CE13 Appointments/External Organisations
To appoint employees within the approved establishment up to, Service Manager level. (The Council may direct that other arrangements for making an appointment should apply). To appoint officers to serve on external organisations.

CE14 Discipline
To conduct disciplinary proceedings in respect of employees, within the terms of the Council's approved disciplinary procedures and to take decisions, in accordance with the Council's Conditions of Service and any consultations with the Chief Officer – HR, with regard to the dismissal of employees due to gross misconduct.

CE15 Termination of Employment
To retire permanent employees on compassionate grounds and to terminate the employment of any employee not in the permanent employment of the Council.

CE16 Early Retirements
To determine applications for early retirement from a Chief Operating Officer, in consultation with the appropriate Convener(s)/ Portfolio holder or Spokesperson(s), and within the approved regulations and policies of the Council.
CE17 Early Retirement/Voluntary Severance
To determine applications for early retirement and voluntary severance for Officers below Chief Operating Officer level, within the approved regulations and policy direction of the Council.

CE18 Payment in Lieu of Notice
To approve payments in lieu of notice, only where satisfied that it is not appropriate for an employee to continue in employment during the period of notice.

CE19 Starting Salaries
To place employees on appointment on a salary point within the grade or grades applicable to posts.

CE20 Temporary Posts
To establish temporary posts for not more than two years, providing that there is adequate funding within the approved budget for the Service concerned.

EMPLOYMENT TERMS AND CONDITIONS

CE21 Changes in Post Titles
To determine changes in titles of jobs.

CE22 Merit Increments/Salary Progression
To make awards under the merit increment scheme, subject to any policy directions on assessment criteria and in consultation with the appropriate Convener(s)/Portfolio Holder and Spokesperson(s) and to progress the salaries of employees following relevant exam success.

CE23 National Salary Awards
To implement National Pay Awards for employees.

CE24 Preserved Salaries
To approve the preservation of pay within the terms of Council policy, for any member of staff who has been transferred to another post at the instigation of management.

CE25 Re-gradings
To agree the grading and re-grading of posts below Chief Operating Officer level provided such determinations are based on an agreed job evaluation scheme or on gradings prescribed within national conditions of Service.

CE26 Secondment
To determine the secondment of employees to external agencies or for training purposes.

LEAVE AND ABSENCES

CE27 Annual Leave
To determine requests for the transfer of annual leave across consecutive leave years in cases where an employee's entitlement is affected by occurrence of sick leave or in the best interests of the Service.

CE28 Sick Leave
To approve payments in lieu of annual leave, such payments to be made only in exceptional cases where satisfied with the reasons for an employee being unable to take annual leave and provided the budgetary allocation is not exceeded.
CE29  Special Leave
To place an employee on special leave pending medical opinion, where it is considered inappropriate for the employee to remain at work.

CE30  Leave of Absence
To determine applications for leave of absence for special purposes and to absent herself/himself, or to permit any member of her/his staff to absent herself/himself occasionally and temporarily during business hours in order to attend to duties or services of a civic, honorary, charitable or social nature, provided that these are in accordance with any policy directions of the Council and do not interfere with the efficient discharge of her/his duties to the Council.

CE31  Sickness Allowance
To extend the period for which sickness allowance is payable.

SPECIAL PAYMENTS

CE32  Claims for Loss/Damage to Personal Property of Employees
To determine claims of up to £250 for damage to or loss of personal property of employees, in consultation with the Chief Officer – HR.

CE33  Ex Gratia Payments
To determine, in exceptional circumstance, in accordance with any policy directions of the Council, and in consultation with the relevant Convener(s)/ Portfolio holder, the level of any ex gratia payments to be made to Officers.

CE34  Payments for Lecturing etc
To approve the acceptance of payment to Officers who have undertaken approved lecturing, etc, to outside bodies.

TRAINING

CE35  Conferences, Seminars, etc
To determine applications for the attendance of employees at conferences, seminars or other business (not including the approval of teacher exchanges or school trips which have been delegated to the Senior Manager – Schools & Learning/Head of Education (Chief Education Officer)).

CE36  Training
To authorise employees’ attendance at training courses and events within the approved training budget.

FINANCE/BUDGETS

CE37  Capital Programme Virement
To exercise virement within the overall HRA and Non-HRA Capital Programmes, subject to any procedures agreed by the Management Team which may be prescribed and provided that:

(a) the amount of the virement does not exceed £250,000 or 10% of the approved capital expenditure whichever is the lesser sum;

(b) there has been consultation with the appropriate Convener(s)/ Portfolio Holder and Spokesperson(s) and a report has been prepared for inclusion in the weekly Council Information Bulletin;

(c) the Chief Officer - Finance has been notified in writing; and
(d) the virement of expenditure is to a project within the same approved Capital Expenditure Programme.

CE38 Financial Instructions
To issue financial instructions relative to the functions of his Service, which the Chief Officer - Finance has approved.

CE39 Grants and Donations
To apply for grants where the object of the grant aligns with the Council’s strategic aims and policies and to administer the distribution of grants of financial assistance, subject to:

(a) where the proposed grant applied for is in excess of £1,500,000, the relevant Convener and Vice Convener, portfolio holder and opposition spokesperson are consulted in advance;
(b) administration of grant schemes on behalf of other organisations being operated in line with the prescribed grant scheme rules; and
(c) Where the object of the grant does not align with the Council’s strategic aims or policies the matter must be remitted to the appropriate committee or to Council for a decision to be taken.

CE40 Issue Sundry Debtor Accounts
To render accounts for all work done, goods supplied, services provided, and all other amounts due, such accounts to be rendered (unless otherwise agreed with the Chief Officer - Finance) at such times and at such frequencies as may be determined by the Chief Officer - Finance and in accordance with the Council’s Financial Regulations.

CE41 Prudential Borrowing
To approve the use of Prudential Borrowing of less than £500,000 per request subject to the provision of a sustainable business case.

CE42 Revenue Budget Virement
To exercise virement within the overall Revenue Budget for the Service, provided that:

(a) the amount of any individual virement does not exceed £250,000;
(b) where the virement is for more than £100,000 there has been consultation with the appropriate Convener(s)/Portfolio Holder and Spokesperson(s) on the matter and that a report has been prepared for inclusion in the weekly Council Information Bulletin;
(c) the Chief Officer - Finance has been notified in writing; and
(d) the virement does not create an additional financial commitment into the following financial year.

CE43 Special Payments made from Imprest Accounts
To determine arrangements to enable items of minor expenditure which are considered reasonable and appropriate by the Chief Officer - Finance, to be paid from Imprest Accounts, in accordance with the Council’s Imprest Guidelines. Receipted vouchers will support such payments wherever possible.

CE44 Write-Off of Debt
To approve the write-off of outstanding debts due to the Council of less than £10,000 for each debtor, where there are good and sufficient reasons for so doing, in accordance with the Council’s Financial Regulations.
GENERAL

CE45 Additional Powers during Recess Periods

To determine urgent matters, during periods when the Council is in recess, in accordance with the following:

(a) in respect of urgent matters where a policy decision has already been taken by Council and where budget or other financial provision exists, the Chief Executive/appropriate Chief Operating Officer will consult the Provost/Depute Convener of Council, relevant Portfolio Holder and Convener of the appropriate Committee, a relevant Opposition Member, and, as appropriate, the Leader of the Council before a decision is taken. Where possible, a meeting comprising the appropriate persons will be arranged through Democratic Services and a note of the meeting will be recorded; and details of decisions taken will be submitted for the information of Council/Committees (as appropriate) following the recess;

(b) in respect of urgent matters where a decision is required which involves new policy or a change to existing policy, or incurring expenditure not already provided for, the Chief Executive/appropriate Chief Operating Officer will consult the Clerk to the Council and, if required, the Provost/Depute Convener of Council or Convener of the appropriate Committee and a relevant Opposition Member will agree a special meeting of Council or the Committee concerned.

CE46 Bids

To submit bids for or expressions of interest in opportunities to host events, to receive recognition, to locate facilities and the like where the opportunity in question does not commit the Council to expenditure in excess of £50,000.

CE47 Complaints

To authorise the payment of appropriate compensation (not exceeding £500 to any one person) to persons, who have a valid complaint, who have pursued this to the final stage of the Council's Complaints Procedure and who may be satisfied by the payment of appropriate compensation.

CE48 Closure of Council Offices

To close down Council Offices early due to the festive timetable/bad weather/emergency situations.

CE49 Delegations

To authorise other Officers to exercise any delegated powers which have been granted, unless prohibited from doing so by the law, or by the Council.

CE50 Emergencies

To implement such measures as may be required in emergency situations, subject to a subsequent reporting of any items (for which Committee/Council approval would normally be necessary) to the appropriate Committee/Council as soon as possible after the measures have been taken.

CE51 Health and Safety

To carry out the Occupational Health and Safety Policy arrangements and to take whatever measures are deemed reasonable and necessary in order that these are properly implemented.
CE52 Hospitality
To provide, subject to appropriate provision within existing budgets, reasonable hospitality to representatives of other authorities and outside bodies.

CE53 Management
To take such operational management decisions as are necessary for the routine planning, organisation, operation and provision of Council Services and facilities.

CE54 Planning and Budgeting Processes
To co-ordinate and integrate the Stirling Plan (Local Outcome Improvement Plan), strategic planning, service planning and resource planning, including budgeting processes.

CE55 Policy Development and Implementation
To co-ordinate arrangements for policy development and implementation across the Council.

CE56 Research
To authorise and co-ordinate such research as necessary to support the effective delivery of Council Services and to ensure that the Council performs its community governance role effectively.

CE57 Services’ Establishments
To approve changes to Services’ employee establishments below Service Manager level, provided always that no such change will result in additional expenditure beyond the approved revenue budget for the Service in question.

CE58 Strategies, Policies and Procedures
To carry out investigations and research and enter into discussions with a view to proposing new or revised strategies, policies or procedures.

PROPERTY

CE59 Acquisition of Land and Property
To approve any terms and conditions recommended by the appropriate Chief Operating Officer for the acquisition of land and property for a relevant service project contained within the approved capital programme, subject to a maximum value of £500,000 in any particular case.

CE60 Disposal of Surplus Land and Property
To approve any terms and conditions recommended by the appropriate Chief Operating Officer for the disposal of land and property which is surplus to the requirements of any of the Council’s functions subject to a maximum value of £500,000 in any particular case and subject to there being notification in writing with the appropriate Local Member/s and provided that there are no objections from the Local Member/s to the recommendations which will also require to be published in the weekly Council Information Bulletin.

CE61 Leasing of Land, Property and Rights
To approve any terms and conditions recommended by the relevant Chief Operating Officer, for the initial granting and accepting of leases relating to land, buildings and other heritable property or real estate and other rights in and to land, buildings and other heritable property or real estate where the capital value of the land, buildings or other property or right concerned does not exceed £500,000 and the proposed lease does not exceed 20 years in length in any particular case.
CE62 Long Leases of Land, Property and Rights
To approve any terms and conditions recommended by the relevant Chief Operating Officer, for the initial granting and accepting of long leases relating to land, buildings and other heritable property or real estate and other rights in and to land, buildings and other heritable property or real estate where the capital value of the land, buildings or other property or right concerned does not exceed £500,000 and the proposed lease is for an excess of 20 years in length in any particular case, and subject to there being appropriate consultation with relevant Local Member/s and which recommendations will also require to be published in the weekly Council Information Bulletin.

STATUTORY POWERS AND DUTIES OF THE COUNCIL

CE63 To exercise the statutory powers of the Council under the following Acts and all other legislation, together with any regulations made pursuant to the same, dealing with operational matters in respect of the Council’s functions –

Abandonment of Animals Act 1960
Abolition of Domestic Rates Etc. (Scotland) Act 1987
Accommodation Agencies Act 1953
Adoption and Children (Scotland) Act 2007
Adult Support and Protection (Scotland) Act 2007
Adults with Incapacity (Scotland) Act 2000
Agricultural (Miscellaneous Provisions) Act 1972
Agriculture Act 1970
Agriculture Produce (Grading and Marking) Acts 1928 and 1931
Air Weapons and Licensing (Scotland) Act 2015
Animal Boarding Establishments Act 1963
Animal Health & Welfare (Scotland) Act 2006
Animal Health Act 1981
Antisocial Behaviour etc (Scotland) Act 2004
Breeding and Sale of Dogs (Welfare) Act 1999
British Telecommunications Act 1981
Broadcasting Act 1981
Building (Scotland) Acts 1959, 1970 and 2003
Burial and Cremation (Scotland) Act 2016
Burial Grounds (Scotland) Act 1885
Bus Lane Contraventions (Charges, Adjudication and Enforcement) (Scotland) Regulations 2011
Business Protection from Misleading Marketing Regulations 2008
Cancelling of Contracts made in a Consumer’s Home or Place of Work etc. Regulations 2008
Caravan Sites and Control of Development Act 1960
Carers (Scotland) Act 2016
Child Poverty (Scotland) Act 2017
Children (Scotland) Act 1995
Children Acts 1975 and 1989
Children and Young People (Scotland) Act 2014
Children and Young Persons (Protection from Tobacco) Act 1991
Children and Young Persons Act 1963
Children’s Hearing (Scotland) Act 2011
Chronically Sick and Disabled Persons Act 1970
Church of Scotland (Property and Endowments) Acts 1925 & 1933
Cinemas Act 1985
Civic Government (Scotland) Act 1982
Civil Contingencies Act 2004
Civil Partnership Act 2004
Clean Air Act 1993
Coast Protection Act 1949
Community Care and Health (Scotland) Act 2002
Community Empowerment (Scotland) Act 2015
Community Justice (Scotland) Act 2016
Competition Act 1998
Construction (Design and Management) Regulations 2015
Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013
Consumer Credit Act 1974
Consumer Protection (Distance Selling) Regulations 2000
Consumer Protection Act 1987
Consumer Protection from Unfair Trading Regulations 2008
Consumer Rights (Payment Surcharges) Regulations 2012
Control of Dogs (Scotland) Act 2010
Control of Pollution Act 1974
Copyright (Visually Impaired Persons) Act 2002
Copyright, Designs and Patents Act 1988
Council Tax (Administration and Enforcement) (Scotland) Regulations 1992
Council Tax Reduction (Scotland) Regulations 2012
Counter-Terrorism Act 2008
Countryside (Scotland) Act 1967
Courts and Legal Services Act 1990
Cremation (Scotland) Amendment Regulations 2003
Cremation Acts 1902 and 1952
Crime and Disorder Act 1998
Criminal Justice (Scotland) Act 2016
Criminal Procedure (Scotland) Act 1995
Crossbows Act 1987
Curators ad litem and Reporting Officers (Panels) (Scotland) Regulations 2001
Dangerous Wild Animals Act 1976
Data Protection Act 2018
Deer (Scotland) Act 1996
Development of Tourism Act 1969
Disability Discrimination Act 2005
Disabled Persons (Employment) Act 1958
Disabled Persons (Services, Consultation and Representation) Act 1986
Disabled Persons Parking Places (Scotland) Act 2009
Dog Fouling (Scotland) Act 2003
Dogs Act 1906 and 1928
Dutch Elm Disease (Amendment) (Local Authorities) Order 1976
Education (Additional Support for Learning) (Scotland) Act 2004
Education (Scotland) Act 1980 and 2016
Education Reform Act 1988
Electricity Act 1989
Electronic Commerce (EC Directive) Regulations 2002
Energy Act 1976
Energy Conservation Act 1981
Enterprise Act 2002
Environment Act 1995
Environment and Safety Information Act 1988
Environmental Assessment (Scotland) Act 2005
Environmental Information (Scotland) Regulations 2004
Environmental Protection Act 1990
Equality (Scotland) Act 2010
Equality Acts 2006 and 2010
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Estate Agents Act 1979
Ethical Standards in Public Life etc. (Scotland) Act 2000
European Communities Act 1972
European Parliamentary Elections Act 2002
European Union (Withdrawal) Act 2018
Explosives (Age of Purchase) Act 1976
Explosives Acts 1875 and 1923
Factories Act 1961
Fair Trading Act 1973
Financial Services (Distance Marketing) Regulations 2004
Financial Services Act 2012
Financial Services and Markets Act 2000
Fire Safety and Safety of Places of Sports Act 1987
Fireworks Acts 1951, 1964 and 2003
Flood Prevention (Scotland) Act 1961
Flood Prevention and Land Drainage (Scotland) Act 1997
Flood Risk Management (Scotland) Act 2009
Food and Environmental Protection Act 1985
Food Hygiene (Scotland) Regulations 2006
Food Safety Act 1990
Foster Children (Scotland) Act 1984
Freedom of Information (Scotland) Act 2002
Gambling Act 2005
Game (Scotland) Act 1832
Game Licences Act 1860
Gaming Act 1968
General Data Protection Regulation 2016/679
Guard Dogs Act 1975
Hallmarking Act 1973
Harbours Act 1964
Health and Safety at Work Etc. Act 1974
Health and Social Services and Social Security Adjudications Act 1983
High Hedges (Scotland) Act 2013
Homelessness Etc. (Scotland) Act 2003
Hypnotism Act 1952
Immigration Act 2016
Immigration and Asylum Act 1999
INSPIRE (Scotland) Regulations 2009
International Health Regulations 2005
Knives Act 1997
Land Compensation (Scotland) Act 1973
Land Reform (Scotland) Act 2003
Licensing (Scotland) Acts 1976 & 2005
Local Government (Access to Information) Act 1985
Local Government (Access to Information) Act 1985
Local Government (Omnibus Shelters and Queue Barriers) (Scotland) Act 1958
Local Government and Housing Act 1989
Local Government and Planning (Scotland) Act 1982
Local Government etc (Scotland) Act 1994
Local Government Finance Act 1992
Local Government in Scotland Act 2003
Lotteries and Amusements Act 1976
Management of Offenders etc. (Scotland) Act 2005
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<thead>
<tr>
<th>Act</th>
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<tr>
<td>Marriage (Approval of Places) (Scotland) Regulations 2002</td>
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<tr>
<td>Marriage (Scotland) Act 1977</td>
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<td>Matrimonial Proceedings (Children) Act 1958</td>
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<td>Medicines Act 1968</td>
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<td>Mental Health (Care and Treatment) (Scotland) Act 2003</td>
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<tr>
<td>Methylated Spirits (Sale by Retail) (Scotland) Act 1937</td>
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<td>Motor Cycle Noise Act 1987</td>
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<tr>
<td>Motor Vehicles (Safety Equipment for Children) Act 1991</td>
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<td>National Assistance Act 1948</td>
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<tr>
<td>National Health Service and Community Care Act 1990</td>
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<tr>
<td>National Parks (Scotland) Act 2000</td>
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<tr>
<td>National Parks and Access to the Countryside Act 1949</td>
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<tr>
<td>Nature Conservation (Scotland) Act 2004</td>
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<tr>
<td>New Roads and Street Works Act 1991</td>
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<tr>
<td>Noise and Statutory Nuisances Act 1993</td>
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<tr>
<td>Offices, Shops and Railway Premises Act 1963</td>
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<tr>
<td>Olympic Symbol etc. (Protection) Act 1995</td>
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<tr>
<td>Parties, Elections and Referendums Act 2000</td>
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<tr>
<td>Patents, Designs and Marks Act 1986</td>
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<tr>
<td>Performing Animals (Regulation) Act 1925</td>
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<td>Pesticides (Fees and Enforcement) Act 1989</td>
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<tr>
<td>Pet Animals Act 1951</td>
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<tr>
<td>Petroleum (Consolidation) Act 1928</td>
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<tr>
<td>Petroleum (Regulations) Acts 1928 and 1936</td>
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<td>Petroleum (Transfer of Licences) Act 1936</td>
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<td>Petroleum Acts 1928 and 1936</td>
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<tr>
<td>Pharmacy and Poisons Act 1933</td>
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<tr>
<td>Planning (Listed Buildings &amp; Conservation Areas) (Scotland) Act 1997</td>
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<td>Planning etc (Scotland) Act 2006</td>
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<td>Planning (Scotland) Act 2019</td>
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<td>Plant Health Act 1967</td>
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<td>Poisons Act 1972</td>
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<td>Political Parties, Elections and Referendums Act 2000</td>
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<tr>
<td>Prevention of Damage by Pests Act 1949</td>
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<td>Prices Acts 1974 and 1975</td>
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<td>Private Housing (Tenancies) Scotland Act 2016</td>
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<td>Private Rented Housing (Scotland) Act 2011</td>
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<tr>
<td>Private Water Supplies (Scotland) Regulations 1992</td>
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<tr>
<td>Proceeds of Crime Act 2002</td>
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<tr>
<td>Procurement Reform (Scotland) Act 2014</td>
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<tr>
<td>Property Factors (Scotland) Act 2011</td>
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<tr>
<td>Property Misdescriptions Act 1991</td>
<td></td>
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<tr>
<td>Protection from Harassment Act 1997</td>
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<td>Protection of Animals (Scotland) Acts 1912 and 1988</td>
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<tr>
<td>Public Bodies (Joint Working) (Scotland) Act 2014</td>
<td></td>
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<tr>
<td>Public Health (Aircraft) (Scotland) Regulations 1971</td>
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<tr>
<td>Public Health (Scotland) Acts 1897 and 1945</td>
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<tr>
<td>Public Health (Ships) (Scotland) Regulations 1971</td>
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<td>Public Health etc. (Scotland) Act 2008</td>
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<td>Public Libraries (Scotland) Act 1955</td>
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<tr>
<td>Public Libraries Consolidation (Scotland) Act 1887</td>
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<td>Public Life etc. (Scotland) Act 2000 (Register of Interests) Regulations 2003</td>
<td></td>
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<tr>
<td>Public Records (Scotland) Act 2011</td>
<td></td>
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<tr>
<td>Public Services Reform (Scotland) Act 2010</td>
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<td>Race Relations Act 2000</td>
<td></td>
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<tr>
<td>Refuse Disposal (Amenity) Act 1978</td>
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<tr>
<td>Registered Designs Act 1949</td>
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</table>
Registration of Births, Deaths and Marriages (Scotland) Act 1965
Regulation of Investigatory Powers (Scotland) Act 2000
Rent (Scotland) Acts 1984 & 1987
Reservoirs (Scotland) Act 2011
Reservoirs Act 1975
Riding Establishments Acts 1964 and 1970
Road Traffic (Vehicle Emissions) (Fixed Penalty) (Scotland) Regulations 2003
Road Traffic Act 1988 and 1991
Road Traffic Regulation Act 1984
Roads (Scotland) Act 1984
Roads (Traffic Calming) (Scotland) Regulations 1994
Safety of Places of Sports Regulations 1988
Safety of Sports Grounds Act 1975
Schools (Consultation) (Scotland) Act 2010
Scotch Whisky Act 1988
Sewerage (Scotland) Act 1968
Shops Act 1950
Single Use Carrier Bags Charge (Scotland) Regulations 2014
Slaughter of Animals (Scotland) Act 1989
Slaughter of Poultry Act 1967
Smoking Prohibition (Children in Motor Vehicles) (Scotland) Act 2016
Smoking, Health and Social Care (Scotland) Act 2005
Social Care (Self-Directed Support) (Scotland) Act 2013
Social Security (Scotland) Act 2018
Social Security Administration Act 1992
Social Security Contributions and Benefits Act 1992
Social Work (Scotland) Act 1968
Space Industry Act 2018
Standards in Scotland’s Schools etc. Act 2000
Telecommunications Act 1984
Tenements (Scotland) Act 2004
The Stopping Up of Roads and Private Accesses and the Redetermination of
Public Rights of Passage (Procedure) (Scotland) Regulations 1986
Theatres Act 1968
Timeshare Act 1992
Tobacco Advertising and Promotion Act 2002
Tobacco and Primary Medical Services (Scotland) Act 2010
Town and Country Planning (Control of Advertisements) (Scotland) Regulations
1984
Town and Country Planning (Listed Buildings and Conservation Areas) (Scotland)
Act 1997
Town and Country Planning (Scotland) Acts 1959 & 1997
Trade Descriptions Act 1968
Trade Marks Act 1994
Trading Schemes Act 1996
Traffic Signs Regulations and General Directions 2002
Transport (Scotland) Act 2001
War Memorials (Local Authorities’ Powers) Act 1923
Water (Scotland) Act 1980
Water Services etc. (Scotland) Act 2005
Weights and Measures Act 1985
Wild Animals in Travelling Circuses (Scotland) Act 2018
Wildlife and Countryside (Scotland) Act 1981
Wildlife and Natural Environment (Scotland) Act 2011
Zoo Licensing Act 1981
## APPENDIX 8

### STATUTORY APPOINTMENTS OF OFFICERS

In terms of various statutes, the Council is required to appoint Officers for a variety of particular purposes. Officers so appointed are empowered to take such action as is implicit in their role. The statutory appointments agreed by the Council are as follows:

<table>
<thead>
<tr>
<th>STATUTORY PROVISION</th>
<th>PURPOSE/ROLE</th>
<th>OFFICER</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Social Work (Scotland) Act 1968</strong></td>
<td></td>
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</tr>
<tr>
<td>s.3</td>
<td>Chief Officer of Social Work.</td>
<td><a href="#">Senior Manager - Children &amp; Families</a></td>
</tr>
<tr>
<td><strong>Education Scotland (Act) 1980</strong></td>
<td></td>
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</tr>
<tr>
<td>s.78</td>
<td>Chief Education Officer</td>
<td><a href="#">Senior Manager – Schools, &amp; Learning</a> Head of Education</td>
</tr>
<tr>
<td><strong>Local Government (Scotland) Act 1973</strong></td>
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</tr>
<tr>
<td>s.33A</td>
<td>Proper Officer for various purposes in connection with Councillors’ declaration of acceptance of office.</td>
<td>Chief Officer - Governance</td>
</tr>
<tr>
<td>s.34</td>
<td>Proper Officer for receipt of Councillors’ resignations.</td>
<td>Chief Officer - Governance</td>
</tr>
<tr>
<td>s.43 and Sch.7</td>
<td>Proper Officer for various purposes in connection with meetings and proceedings of the Council, Committees and Sub-Committees.</td>
<td>Chief Officer - Governance</td>
</tr>
<tr>
<td>ss.50A-50K</td>
<td>Proper Officer for various purposes in connection with access to meetings and documents of the Council, Committees and Sub-Committees.</td>
<td>Chief Officer - Governance</td>
</tr>
<tr>
<td>s.92</td>
<td>Proper Officer for dealing with the transfer of securities.</td>
<td>Chief Officer - Finance</td>
</tr>
<tr>
<td>s.95</td>
<td>Proper Officer for the administration of the Council’s financial affairs.</td>
<td>Chief Officer - Finance</td>
</tr>
<tr>
<td>s.145</td>
<td>Proper Officer in respect of Ordnance Survey applications.</td>
<td>Chief Operating Officer Infrastructure &amp; Environment</td>
</tr>
<tr>
<td>s.190</td>
<td>Proper Officer for service of legal proceedings, notices, etc. on the Council.</td>
<td>Chief Officer - Governance</td>
</tr>
<tr>
<td>s.191</td>
<td>Proper Officer in respect of claims on behalf of the Council in sequestrations and liquidations.</td>
<td>Chief Officer - Governance</td>
</tr>
<tr>
<td>s.193-194</td>
<td>Proper Officer in respect of authentication of documents.</td>
<td>Chief Officer - Governance</td>
</tr>
</tbody>
</table>
s.197 Proper Officer in respect of arrangements for the inspection and depositing of documents.  
Chief Officer - Governance

ss.202-204 Proper Officer for various purposes in connection with byelaws.  
Chief Officer - Governance

s.206 Proper Officer in respect of the keeping of a register of persons admitted as freemen of the Council’s area.  
Chief Officer – Governance

Parties, Elections and Referendums Act 2000  
Counting Officer  
Chief Executive

Licensing (Scotland) Act 2005  
Para 8, Schedule 1  
Clerk to the Licensing Board.  
Chief Officer - Governance

Civic Government (Scotland) Act 1982  
s.113 Proper Officer in respect of evidence of management rules.  
Chief Officer - Governance

Representation of the People Act 1983  
s.25 and s.41  
Returning Officer.  
Chief Executive

Local Government and Housing Act 1989  
s.2 Proper Officer in respect of lists of politically restricted posts.  
Chief Officer - Governance

s.4 Head of Paid Service.  
Chief Executive

s.5 and 5A Monitoring Officer.  
Chief Officer - Governance

Requirements of Writing (Scotland) Act 1995  
Para 4, Schedule 2  
Proper Officer in respect of execution of Deeds and use of the Council’s seal.  
Chief Officer - Governance
<table>
<thead>
<tr>
<th><strong>Ethical Standards in Public Life etc. (Scotland) Act 2000 s.7 and The Ethical Standards in Public Life etc. (Scotland) Act 2000 (Register of Interests) Regulations 2003</strong></th>
<th>Chief Officer - Governance</th>
<th><strong>Proper Officer for all purposes in connection with registration of Members' interests and other related purposes under the Councillors' Code of Conduct.</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Data Protection Act 2018</strong></td>
<td><strong>Statutory Officer for data protection matters</strong></td>
<td><strong>Data Protection Officer</strong></td>
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<tr>
<td>s.69</td>
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### AREAS OF SPECIAL RESPONSIBILITY

To ensure greater political accountability for the decisions taken by the Decision Making Committees, their Convener, Depute Convener and some other Councillors, known as Portfolio Holders, will be allocated an area of special responsibility.

**The Leader and Depute Leader of the Council**, in addition to responsibility for their own portfolio if any, will exercise strategic leadership of the Council and promote the Council’s core values, ensuring the effective communication of Council policies and strategies. The Leader and Depute Leader will carry overall political accountability for the co-ordination of Council business and the achievement of the Council’s key priorities and the outcomes identified in the Stirling Plan. The role of Leader and Depute Leader of the Council can operate across all Committee remits as and when appropriate. This might, for example, include chairing a Group working on an area not directly under their remit but one which requires specific expertise or strategic political direction.

The areas of special responsibility are detailed below. In any situation of uncertainty, it is for the Chief Executive to determine within which area of special responsibility a matter lies. For the avoidance of doubt, there is no delegation to any individual member of the Council.

**The Convener and Depute Convener of the Children & Young People Committee** will exercise strategic and political leadership in relation to the Council’s key priorities within the remit of the Committee.

The Convener and Depute Convener will oversee the following services/functions to ensure their effective management and continuous improvement:

- Management of education system;
- Early Years;
- Additional Support for Learning;
- Parental Involvement;
- Adult & Continuing Education;
- Skills Development & Training;
- Schools Catering;
- Play & Out of School Care;
- Getting It Right For Every Child;
- Psychology Service;
- Interaction with the Stirling Youth Forum;
- Youth Support;
- Youth Justice;
Social Work Services (children and young people);
Community Justice (so far as it relates to children and young people);
Criminal Justice (so far as it relates to children and young people);
Care and protection of children;
Looked after and accommodated children.

The Convener and Depute Convener of the Community Planning & Regeneration Committee will exercise strategic and political leadership in relation to the Council’s key priorities within the remit of the Committee.

In pursuit of this remit the Convener and Depute Convener will oversee the following services/functions to ensure their effective management and continuous improvement:

- Ensuring strategic and political leadership of the Community Planning Partnership which meets twice annually to review the achievement of Community Planning objectives and the preparation of revised/new Community Plans;
- Monitoring and review of the Stirling Plan (LOIP);
- Ensuring strategic and political leadership of the Community Planning Steering Group which meets to:
  (a) review the achievement of Community Planning objectives;
  (b) ensure collaborative planning between agencies to tackle cross-cutting issues;
  (c) ensure continued improvement in services through collaborative working; and
  (d) monitor and review the activities of the Critical Partnerships established by the Community Planning Partnership to ensure delivery of its strategic directives.
- Monitoring and review of the Council’s Community Governance Strategy;
- Community Councils;
- Area Community Planning;
- Community Development;
- Europe;
- Cultural Services;
- Libraries and Archives;
- Sport and Physical Activity.
Advice Services;
Urban Regeneration;
Rural Development;
Social regeneration;
Community Facilities;
Community Engagement;
Community Empowerment;
Combating Violence Against Women;
Community Justice (so far as it relates to adults);
Criminal Justice (so far as it relates to adults).

The Convener and Depute Convener of the Environment & Housing Committee will exercise strategic and political leadership in relation to the Council’s key priorities within the remit of the Committee.

The Convener and Depute Convener will oversee the following services/functions to ensure their effective management and continuous improvement:

Road Traffic Regulation;
Public Transportation;
Road Network Management;
Building Standards;
Consumer Protection;
Environmental Health;
Trading Standards;
Transportation Planning;
Planning Policy;
Roads Network Maintenance & Construction;
Street Cleansing;
Waste Management;
Flood Prevention;
Fleet Management & Maintenance;
National Park;

- Public access to the outdoors;
- Cemeteries, Churchyards etc;
- Grounds Maintenance;
- Facilities Management;
- Fisheries Management;
- Housing (in liaison with Housing Portfolio Holder);
- CCTV.

The Convener and Depute Convener of the Finance & Economy Committee will exercise strategic and political leadership in relation to the Council's key priorities within the remit of the Committee.

The Convener and Depute Convener will oversee the following services/functions to ensure their effective management and continuous improvement:

- Ensuring the development and ongoing monitoring and review of a cross-council integrated planning, budgeting and performance management framework (applicable to all corporate and service planning processes);
- Ensuring the development and ongoing monitoring of a cross-council corporate strategy in relation to the Council’s powers and duties in pursuit of Best Value as contained in the Local Government in Scotland Act 2003;
- Monitoring and review of arrangements for the management, regulation and control of the finances of the Council to ensure their effective and efficient utilisation;
- Monitoring and reviewing expenditure and ensuring final out-turns within the allocations provided for in the Council’s approved revenue and capital budgets;
- Receiving, scrutinising and approving Services’ bids for resources for new service initiatives within the remit of each of the Portfolios and making appropriate recommendations to Council – in particular to approve Services’ Annual Capital Programme bids as regards project priorities within the remit of each of the Portfolios;
- Ensuring compliance with the Council’s corporate governance regime, and both national and local corporate governance frameworks;
- Ensuring compliance with the Council’s approved cross-council corporate strategies including Asset Management, Human Resources, Information Technology and their associated policies and procedures in all areas for which the Decision Making Committees have responsibility;
- Audit and review services (Internal & External);
Corporate Accounting and accounting services;
Council Tax & Benefits;
Freedom of Information and Records Management;
Human resources and industrial relations;
Treasury Management/Service Arrangements;
Payments and Administration;
Procurement & Central Purchasing (including all contracts);
Property management (including all acquisitions and disposals);
Customer & Related Services (Registration of Births, Deaths & Marriages, Local Offices, Contact Centre, Mail Room, Reprographics);
Customer Service Improvement Agenda;
Economic development;
Tourism;
Wi-Fi and Broadband Delivery.

The Portfolio Holder and Depute Portfolio Holders for Housing will exercise strategic and political leadership in relation to the Council’s key priorities on housing matters. The Portfolio and Depute Portfolio Holders will work closely with the Conveners and Depute Conveners of the Community Planning & Regeneration Committee and the Environment & Housing Committee to ensure the effective management and continuous improvement of all housing functions undertaken by the Council.

The Convener and Depute Convener of the Public Safety Committee will exercise strategic and political leadership in respect of the scrutiny and engagement with the police service and fire and rescue services in terms of the Police and Fire Reform (Scotland) Act 2012 and the Fire (Scotland) Act 2005, the scrutiny of approaches to combat violence against women and the scrutiny of the multi-agency Incident Response Team in relation to emergency management incidents.

The Convener and Depute Convener will work closely with the Conveners and Depute Conveners of the Community Planning & Regeneration Committee and the Environment & Housing Committee to ensure that public safety considerations are highlighted wherever appropriate.

The Chair and Vice Chair of the Adult Social Care Panel will exercise strategic and political leadership in respect of the Council’s functions relating to the social care of adults, including older people’s care, learning and physical disabilities and mental health support (adults) where the same are within the operational remit of the Clackmannanshire and Stirling Integration Joint Board.
Stirling Council

Agenda Item No. 9

Stirling Council

Date of Meeting: 23 June 2022

Not Exempt

Reporting of Decisions taken in accordance with Delegation CE45 (Urgent Business) During the Pre-Election Period

Purpose & Summary
The report provides confirmation of all decisions taken during the pre-election period in accordance with the CE45 Additional Powers during Recess Periods processes within the Scheme of Delegation. This is a requirement of the CE45 provision.

Recommendations
Council is asked to note the information provided within the report.

Resource Implications
There are no new resource implications arising directly from this report.

Legal & Risk Implications
This report provides confirmation of decisions taken in exercise of powers delegated by Council to the Chief Executive. Compliance with the Scheme of Delegation is explained within the body of the report. No risk implications are identified.

1. Background
   1.1. At a meeting of Stirling Council on 3 March 2022, Council agreed to the application of the delegation to the Chief Executive noted as CE45 within the Scheme of Delegation, during the period from the Council meeting on 3 March 2022 to the Local Government Elections on 5 May 2022.
   1.2. Paragraph CE45 of the Council’s Scheme of Delegation sets out provisions to allow the Chief Executive to determine urgent matters during periods when the Council is in recess.
   1.3. It is a requirement under the Scheme of Delegation that any decisions taken under the CE45 provisions are reported to either Council or the relevant Committee for information following the recess.
2. Considerations

2.1 Council has provisions in place to allow the Chief Executive to determine urgent matters during periods when the Council is in recess, in accordance with the procedure set out in CE45 of the Scheme of Delegation, which includes consultation with relevant Elected Members.

2.2 During the 2022 pre-election period in advance of the Local Government Elections on 5 May 2022, three decisions which would ordinarily have been submitted to Council or Committee for decision were taken under the CE45 provisions. All decisions taken were in accordance with existing Council policy and within existing budget provision.

Decision ‘UB1’ – Rural Extension to Stirling Council Technology Network

2.3 On 22 March 2022, under the CE45 provisions, the Chief Executive took the following decision:-

2.3.1 To approve the procurement of network services by means of a direct award from Crown Commercial Services Network Services 2 Framework RM3808 to British Telecommunications Public limited Company to digitally enable our sites currently on a fragile infrastructure, and to give digital surety to the Council’s overall network.

2.4 Details of this decision are set out within Appendix 1.

Decision ‘UB2’ – Request for Civic Hospitality – Stirling & District Classic Car Club

2.5 On 21 April 2022, under the CE45 provisions, the Chief Executive took the following decision:-

2.5.1 To approve the request from Stirling and District Classic Car Club for a contribution of £908 from the Stirling Council Civic Budget.

2.6 Details of this decision are set out within Appendix 2.

Decision ‘UB3’ – Peak Integrated Energy System

2.7 On 4 May 2022, under the CE45 provisions, the Chief Executive took the following decisions:-

2.7.1 To approve the procurement of the Peak Integrated Energy System design and build contract as required in terms of paragraph 14.3 and Schedule 4 of the Council’s Contract Standing Orders; and

2.7.2 To note that the proposed route to market is to call off the Crown Commercial Services framework through a mini competition.

2.8 Details of this decision are set out within Appendix 3.

3. Implications

Equalities Impact

3.1 The contents of this report were assessed under the Council’s Equality Impact Assessment process and it was determined that an EqIA was not required as this is a procedural report for information and noting.

Fairer Scotland Duty

3.2 Not applicable.
Climate Change, Sustainability and Environmental Impact

3.3 Not applicable.

Other Policy Implications

3.4 None.

Consultations

3.5 None.

4. Background Papers

4.1 Stirling Council Scheme of Delegation.
4.2 Report to meeting of Stirling Council, 3 March 2022, “Discharge of Council Functions during the Pre-Election Period”.
4.3 EqIA Relevance Check.

5. Appendices

5.1 Appendix 1 – decision form for decision requested under CE45 – “UB1 – Rural Extension to Stirling Council Technology Network.”
5.2 Appendix 2 – decision form for decision requested under CE45 – “UB2 – Request for Civic Hospitality – Stirling & District Classic Car Club.”
5.3 Appendix 3 – decision form for decision requested under CE45 – “UB3 - Peak Integrated Energy System”.
### Author(s)

<table>
<thead>
<tr>
<th>Name</th>
<th>Designation</th>
<th>Telephone Number/E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graeme B Forrester</td>
<td>Lead Solicitor - Governance</td>
<td><a href="mailto:forresterg@stirling.gov.uk">forresterg@stirling.gov.uk</a></td>
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<td></td>
<td></td>
<td>01786 233109</td>
</tr>
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</table>

### Approved by

<table>
<thead>
<tr>
<th>Name</th>
<th>Designation</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Julia McAfee</td>
<td>Chief Officer - Governance</td>
<td>27 May 2022</td>
</tr>
</tbody>
</table>

### Details of Convener(s), Vice Convener(s), Portfolio Holder and Depute Portfolio Holders (as appropriate) consulted on this report:

- Councillor Chris Kane

### Wards affected:

- N/A

### Key Priorities:

- N/A

### Key Priority Considerations:

- N/A

### Stirling Plan Priority Outcomes: (Local Outcomes Improvement Plan)

- N/A
### 2022 – CE45 Urgent Business Process during Pre-Election Period

#### RECORD OF DECISION TAKEN UNDER DELEGATED AUTHORITY

<table>
<thead>
<tr>
<th><strong>Urgent Business Decision Reference:</strong></th>
<th>UB1</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Date/Time Decision Taken:</strong></td>
<td>22 March 2022 at 9:16am</td>
</tr>
<tr>
<td><strong>Decision Taken By:</strong></td>
<td>Chief Executive</td>
</tr>
<tr>
<td><strong>DECISION:</strong></td>
<td><strong>Rural Extension to Stirling Council Technology Network</strong></td>
</tr>
<tr>
<td><strong>(Title/ Decision)</strong></td>
<td>1. To approve the procurement of network services by means of a direct award from Crown Commercial Services Network Services 2 Framework RM3808 to British Telecommunications Public limited Company to digitally enable our sites currently on a fragile infrastructure, and to give digital surety to the Council's overall network.</td>
</tr>
<tr>
<td><strong>Relevant Timescales:</strong></td>
<td>n/a</td>
</tr>
<tr>
<td><strong>Where would Decision usually be taken:</strong></td>
<td>Finance &amp; Economy Committee</td>
</tr>
<tr>
<td><strong>Reason for Urgency:</strong></td>
<td>&quot;The reason for urgency is our inability to source replacement hardware after recent significant outages and the impact a failure would have on the schools network and their ability to deliver learning outcomes.&quot;</td>
</tr>
<tr>
<td><strong>Decision Requested by:</strong></td>
<td>Isabel McKnight, Chief Operating Officer</td>
</tr>
</tbody>
</table>
| **Consultation with Elected Members:**| Councillor Simpson  
Councillor Houston  
Councillor Brisley  
Councillor Laurie  
Councillor Benny  
Councillor Farmer |
| **Was a meeting required to discuss this?** | No meeting required. |
2022 – CE45 Urgent Business Process during Pre-Election Period

RECORD OF DECISION TAKEN UNDER DELEGATED AUTHORITY

<table>
<thead>
<tr>
<th>Urgent Business Decision Reference:</th>
<th>UB2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date/Time Decision Taken:</td>
<td>Thursday 21 April 2022, 11.48am</td>
</tr>
<tr>
<td>Decision Taken By:</td>
<td>Chief Executive</td>
</tr>
<tr>
<td>DECISION: (Title/ Decision)</td>
<td>REQUEST FOR CIVIC HOSPITALITY – STIRLING &amp; DISTRICT CLASSIC CAR CLUB</td>
</tr>
<tr>
<td></td>
<td>1. to approve the request from Stirling and District Classic Car Club for a contribution of £908 from the Stirling Council Civic Budget.</td>
</tr>
<tr>
<td>Relevant Timescales:</td>
<td>n/a</td>
</tr>
<tr>
<td>Where would Decision usually be taken?:</td>
<td>Civic Panel</td>
</tr>
<tr>
<td>Reason for Urgency:</td>
<td>The matter is urgent as the event is scheduled to take place shortly after the Local Government Elections (Sunday, 8th May 2022), and Committees and Panels will not have been established to determine this request.</td>
</tr>
<tr>
<td>Decision Requested by:</td>
<td>Julia McAfee, Chief Officer - Governance</td>
</tr>
</tbody>
</table>
| Consultation with Elected Members:  | Provost Simpson  
                                      | Councillor Farmer  
                                      | Councillor Benny |
| Was a meeting required to discuss this? | No meeting required. |
## 2022 – CE45 Urgent Business Process during Pre-Election Period

### RECORD OF DECISION TAKEN UNDER DELEGATED AUTHORITY

<table>
<thead>
<tr>
<th><strong>Urgent Business Decision Reference:</strong></th>
<th>UB3</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Date/Time Decision Taken:</strong></td>
<td>Wednesday 4 May 2022 at 5.08pm</td>
</tr>
<tr>
<td><strong>Decision Taken By:</strong></td>
<td>Chief Executive</td>
</tr>
<tr>
<td><strong>DECISION:</strong></td>
<td><strong>Peak Integrated Energy System</strong></td>
</tr>
<tr>
<td><strong>(Title/ Decision)</strong></td>
<td>1. to approve the procurement of the Peak Integrated Energy System design and build contract as required in terms of paragraph 14.3 and Schedule 4 of the Council’s Contract Standing Orders; and</td>
</tr>
<tr>
<td></td>
<td>2. note that the proposed route to market is to call off the Crown Commercial Services framework through a mini competition.</td>
</tr>
<tr>
<td><strong>Relevant Timescales:</strong></td>
<td>n/a</td>
</tr>
<tr>
<td><strong>Where would Decision usually be taken?:</strong></td>
<td>Environment &amp; Housing Committee</td>
</tr>
<tr>
<td><strong>Reason for Urgency:</strong></td>
<td>The requirement for a decision under CE45 relates to the authority to commence a procurement process to allow for the contract to be awarded and works completed by 16 December 2022. Completion of the project by this date is a requirement of Scottish Government funding under the Low Carbon Infrastructure Transition Programme. This date cannot be extended due to restrictions on the LCITP funding arrangements.</td>
</tr>
<tr>
<td><strong>Decision Requested by:</strong></td>
<td>Drew Leslie, Head of Infrastructure</td>
</tr>
<tr>
<td><strong>Consultation with Elected Members:</strong></td>
<td>Provost Simpson</td>
</tr>
<tr>
<td></td>
<td>Depute Convener Houston</td>
</tr>
<tr>
<td></td>
<td>Cllr Thomson</td>
</tr>
<tr>
<td></td>
<td>Cllr Gibson</td>
</tr>
<tr>
<td></td>
<td>Cllr Earl</td>
</tr>
<tr>
<td><strong>Was a meeting required to discuss this?</strong></td>
<td>No meeting required</td>
</tr>
</tbody>
</table>
Stirling Council

Agenda Item No. 10

Stirling Council

Date of Meeting: 23 June 2022

Not Exempt

Common Good Funds & Charitable Trusts Draft Accounts 2021/22

Purpose & Summary
This report asks the Council to note the contents of the Common Good Funds & Charitable Trusts draft accounts prior to their submission to the external auditor. The report also notes the Scottish Charity Regulator’s view that the Common Good Funds do not meet the charity test, and provides an update on the ongoing review of the small charitable trusts administered by the Council.

Recommendations
Council is asked to:
1. note the contents of the Common Good Funds & Charitable Trusts draft accounts prior to their submission to the external auditor; and
2. note the contents of this report.

Resource Implications
The proposed audit fee for the 2021/22 audit of the charitable trust and common good accounts administered by Stirling Council is £2,050 (2020/21: £2,050).

There may be a resource implication as a result of deregistration of common good funds currently registered as charities. The extent of this will be confirmed once the deregistration process becomes known.

Legal & Risk Implications
The Office of the Scottish Charity Regulator (OSCR) has indicated that the Common Good Funds are not considered charities under the applicable legislation, and as such the Council can deregister these funds as registered charities. This removes a significant administrative requirement on the Council and removes the risk of any action against the Council for non-compliance with applicable charity legislation requirements.
1. Background

1.1. The draft Stirling Common Good Funds and Charitable Trusts Accounts for the year to 31 March 2022 have been prepared for audit. The draft accounts require to be submitted to the appointed auditor no later than 30 June 2022, and that Elected Members must consider the unaudited accounts at a meeting to be held no later than 31 August 2022.

1.2. Ordinarily, noting of the draft accounts falls within the remit of the Audit Committee, but that is not possible this year as a consequence of the Local Government elections. Council is therefore being asked to note the draft accounts prior to their submission to the external auditor.

1.3. Work also continues on the review of small charitable trusts and this report provides information on progress made to date.

1.4. Electronic copies of the draft accounts will be emailed to all Members and also placed on the public website.

2. Considerations

2.1. Stirling Council is responsible for administering the Stirling, Bridge of Allan, Callander and Dunblane Common Good Funds, the Dunblane Cemetery Memorial Garden (Maintenance) Trust, and a further 10 small Charitable Trusts. Each of the Common Good and Charitable Trust Funds is registered as a charity with the Scottish Charity Regulator.

2.2. Total balances held by the Common Good Funds and Charitable Trusts as at 31 March 2022 are as follows:

<table>
<thead>
<tr>
<th>Trust/Trust Fund Name</th>
<th>£’000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stirling, Bridge of Allan, Callander &amp; Dunblane Common Good</td>
<td>1,285</td>
</tr>
<tr>
<td>Stirling Council Small Charitable Trusts</td>
<td>55</td>
</tr>
<tr>
<td>Dunblane Cemetery Memorial Garden (Maintenance) Trust</td>
<td>134</td>
</tr>
<tr>
<td><strong>Total Common Good Funds &amp; Charitable Trusts</strong></td>
<td><strong>1,474</strong></td>
</tr>
</tbody>
</table>

**Common Good Funds Registered as Charities**

2.3. In 2018, Renfrewshire Council lodged a query with OSCR to review the charitable status of its Common Good Funds.

2.4. Following delays caused by staff retirement and COVID-19, OSCR only formally responded to the Council in March 2022, advising that in its judgement, the Common Good Funds do not meet the charity test on two grounds:

2.4.1. First, they are not ‘bodies’ as required by section 7 of the Charities and Trustee Investment (Scotland) Act 2005 (the “2005 Act”). Although common good property is held in trust by Scottish local authorities, this arrangement does not involve the creation of a trust or any other form of body that is separate in identity from the administering local authority.
2.4.2 Second, the application of common good property is not confined to charitable purposes, again as required by section 7 of the 2005 Act. Common good property vested in local authorities must be administered having regard to the interests of the local inhabitants but this is a broad discretion which is not limited to charitable purposes.

2.5 Renfrewshire Council are now progressing this matter with a view to formally commencing deregistration with OSCR.

2.6 OSCR has noted that their judgement affects all Common Good Funds registered as charities in Scotland, and intend to write out to all local authorities once Renfrewshire Council’s formal process to deregister begins. The Council will work with OSCR to deregister the Common Good Funds at that appropriate time.

2.7 An initial discussion has taken place with the Council’s external auditor on this matter, and officers will continue to monitor developments and assess the impact on the accounting and reporting arrangements for our Common Good Funds.

Audit Arrangements

2.8 The Council is permitted to prepare a single set of accounts. Charities are connected if they have common or related purposes, or shared management. Stirling Council acts as sole Trustee to 10 individual small charitable trusts. On the basis of this shared management arrangement, it has been agreed with the Council’s auditor that the financial results of the 10 individual small charitable trusts can be consolidated into a single set of accounts for audit purposes, which in turn significantly reduces audit costs.

Reorganisation of Charities

2.9 The Council has been conducting a review of all small charitable trusts with the objective of reorganising these into fewer charities, and/or transferring the balances held to other charitable organisations who may be better placed to meet the purposes for which the trusts were originally established, all as permitted for under charities legislation.

2.10 The Council previously agreed, with the approval of OSCR:

2.10.1 to transfer the assets of the 8 very small poverty related charitable trusts to Start-Up Stirling.

2.10.2 to transfer the assets of the PM McIntyre Bequest to the Callander Common Good Fund.

2.11 The Council’s Legal and Finance teams are working with services across the Council to undertake a review of the assets held by each charity. These assets vary across the individual charities, ranging from simple monetary funds, to complex heritable ground, property and historical monuments. Once this review is complete, relevant application forms setting out proposals for the reorganisation of each of the individual charities' balances or assets will be compiled and submitted to OSCR for their approval.

2.12 OSCR has indicated a time period of between 3 to 6 months to process and approve applications for reorganisation, being dependent on the size and complexity of the charities and their respective assets.
3. **Implications**

**Equalities Impact**

3.1 The contents of this report were assessed under the Council’s Equality Impact Assessment process. It was determined that an Equality Impact Assessment was not required as the report is a technical report presenting the 2021/22 Stirling Council Common Good Funds and Charitable Trusts Accounts and does not have any implications on current policies or service delivery.

**Fairer Scotland Duty**

3.2 The contents of this report were considered in terms of the Fairer Scotland Duty and were determined not to be of strategic importance.

**Climate Change, Sustainability and Environmental Impact**

3.3 There is no impact on the Council’s duty relating to climate change, nor is there any direct sustainability or environmental impact as a result of this report.

**Other Policy Implications**

3.4 Following consideration of the policy implications of this report no relevant issues have been identified.

**Consultations**

3.5 N/A.

4. **Background Papers**

4.1 EqIA relevance check.

5. **Appendices**

5.1 Appendix 1 - Stirling Council Common Good Fund 2021/22.

5.2 Appendix 2 - Stirling Council Consolidated Small Charitable Trusts 2021/22.

5.3 Appendix 3 - Dunblane Cemetery Memorial Garden (Maintenance) Trust 2021/22.
### Author(s)

<table>
<thead>
<tr>
<th>Name</th>
<th>Designation</th>
<th>Telephone Number/E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Linda Devine</td>
<td>Finance Team Leader</td>
<td>01786 233344 <a href="mailto:devinel@stirling.gov.uk">devinel@stirling.gov.uk</a></td>
</tr>
</tbody>
</table>

### Approved by

<table>
<thead>
<tr>
<th>Name</th>
<th>Designation</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>George Murphy</td>
<td>Interim Chief Officer Finance</td>
<td>12 June 2022</td>
</tr>
</tbody>
</table>

Details of Convener(s), Vice Convener(s), Portfolio Holder and Depute Portfolio Holders (as appropriate) consulted on this report:

- Cllr Kane
- Cllr Brisley

### Wards affected:

- N/A

### Key Priorities:

- D - We will deliver inclusive economic growth and promote prosperity. We will deliver a City Region Deal and pursue policies and solutions that encourage high quality, high paying jobs into all of Stirling's communities.

### Key Priority Considerations:

- N/A

### Stirling Plan Priority Outcomes:

- (Local Outcomes Improvement Plan) Prosperous - People are part of a prosperous economy that promotes inclusive growth opportunities across our communities
STIRLING COUNCIL
COMMON GOOD FUND

SCOTTISH CHARITY SC019363

REPORT OF THE COUNCIL

AND

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2022

Subject to Audit
<table>
<thead>
<tr>
<th>Contents</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report of the Charity Trustee</td>
<td>3</td>
</tr>
<tr>
<td>Statement of Financial Activities</td>
<td>6</td>
</tr>
<tr>
<td>Balance Sheet</td>
<td>7</td>
</tr>
<tr>
<td>Notes to the Financial Statements</td>
<td>8</td>
</tr>
<tr>
<td>Independent Auditor’s Report</td>
<td>11</td>
</tr>
</tbody>
</table>
Introduction

The Council, as Trustee presents the Annual Report together with the financial statements of the Stirling Council Common Good Fund for the year ended 31 March 2022.

The Common Good Fund is a recognised charity, Scottish Charities registration number SC 019363.

For accounting periods commencing on or after 1 January 2015, Charities in the UK and the Republic of Ireland must apply the Charities Statement of Recommended Practice (SORP): Financial Reporting Standard 102 (FRS 102) when preparing their accounts on an accruals basis. However, Charities that would qualify as a small company or fall within a small group had they been incorporated in company law, can opt to follow either FRS 102 or the Financial Reporting Standard for Smaller Entities (FRSSE).

The accounts of the Stirling Council Common Good Fund have been prepared on the basis of Financial Reporting Standard 102 (FRS 102).

Reference and Administrative Information

Charity Name
Stirling Council Common Good Fund

Charity Number
SC 019363

Correspondence Address
c/o Julia McAfee
Chief Officer Governance & Solicitor to the Council
Stirling Council
Viewforth
Stirling
FK8 2ET

Trustees
Stirling Council

Trust Officers
George Murphy
Interim Chief Officer Finance
Stirling Council

Julia McAfee
Chief Officer Governance & Solicitor to the Council
Stirling Council

Bankers
The Royal Bank of Scotland PLC
2 Pitt Terrace
STIRLING
FK8 2EX

Independent Auditor
Audit Scotland
4th Floor
8 Nelson Mandela Place
GLASGOW
G2 1BT
Structure, Governance and Management

Governance
The Common Good was transferred to Stirling Council in 1996, and is governed primarily by the Local Government (Scotland) Act 1994 which imposed the requirement that the Common Good could only be used for the benefit of the specific areas to which the Common Good had related prior to 1975, i.e. the former burghs of Stirling, Bridge of Allan, Callander and Dunblane.

Management
Management of the Common Good Fund rests with the Council as Trustee. Decisions in relation to the Common Good are taken on behalf of the Trustees by the Provost’s Panel who have delegated authority via Stirling Council’s scheme of delegation to authorise expenditure up to £10,000, with any decision on requests above this level being referred to the Council for approval.

The Trustee’s Responsibilities for the Financial Statements
Charity law applicable in Scotland requires the Council, as Trustee, to prepare financial statements for each financial year which give a true and fair view of the Charity’s financial activities during the year and of its financial position at the end of the year.

In preparing these financial statements, the Council have:
- selected suitable accounting policies and applied them consistently;
- made judgements and estimates that are reasonable and prudent;
- followed the Charities Statement of Recommended Practice (SORP): Financial Reporting Standard 102 (FRS 102); and
- prepared the financial statements on the going concern basis.

The Council, as Trustee, is responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the financial statements comply with the Charities Accounts (Scotland) Regulations 2006. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the Council are aware:
- there is no relevant financial or other information that has not been provided to the charity’s independent auditor; and
- the Council have taken all steps that they ought to have taken to make themselves aware of any relevant financial or other information and to establish that the independent examiner is aware of that information.

Objectives
The Common Good Fund is not intended to benefit one individual, for instance by giving a person a grant or paving their driveway. Nor is it to be used as a means of paying for the carrying out of the Council’s statutory duties. This is because the Common Good is regarded as separate from the Council’s own assets and is, in effect, held in trust for the local communities covering the former burghs of Stirling, Bridge of Allan, Callander and Dunblane.

In disbursing Common Good funds, the Council has discretion as to what it considers appropriate, so long as it can demonstrate that doing so will bring some benefit to the specified areas or some or all of the inhabitants of those areas.

Achievements
Disbursements of Common Good Funds in the year comprise a grant of £7,000 to the Smith Museum and Art Gallery.

Financial Review
The income of the Common Good Fund for the year comprises £1,007 received from the investment of funds in Stirling Council’s Loans Fund, rental income of £15,500 from the property at 65 King Street, Stirling, together with £409 from the recovery of insurance costs.

In addition to £7,000 of disbursements during the year to support the Smith Museum and Art Gallery (as noted above), the Common Good Fund also incurred costs of £1,117 maintaining the property at 65 King Street, Stirling.
Reserves Policy

The reserves of the individual Common Good Funds are held as a means of bringing benefit to the areas of Stirling, Bridge of Allan, Callander and Dunblane, or to some or all of the inhabitants of those areas.

The total accumulated reserves of the Common Good Fund are £1,285,120 as at 31 March 2022, of which £1,246,962 is classified as usable. The revaluation reserve balance of £38,158 is classified as unusable as it relates to gains arising from previous revaluations of the property at 65 King Street, Stirling.

The report was signed on behalf of the trustees.

Julia McAfee
Chief Officer Governance & Solicitor to the Council
# Statement of Financial Activities

## For The Year to 31 March 2022

<table>
<thead>
<tr>
<th></th>
<th>Stirling</th>
<th>Bridge of Allan</th>
<th>Callander</th>
<th>Dunblane</th>
<th><strong>Total</strong></th>
<th><strong>Total</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Income from:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Investments:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stirling Council Loans Fund</td>
<td>(603)</td>
<td>(366)</td>
<td>(6)</td>
<td>(32)</td>
<td>(1,007)</td>
<td>(5,855)</td>
</tr>
<tr>
<td><strong>Other:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rents and Service Charges</td>
<td>(15,909)</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>(15,909)</td>
<td>(15,909)</td>
</tr>
<tr>
<td><strong>Total Income</strong></td>
<td>(16,512)</td>
<td>(366)</td>
<td>(6)</td>
<td>(32)</td>
<td>(16,916)</td>
<td>(21,764)</td>
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<tr>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
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<tr>
<td><strong>Expenditure on:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Charitable Activities:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Smith Art Gallery Grant</td>
<td>7,000</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>7,000</td>
<td>7,000</td>
</tr>
<tr>
<td>Depreciation of Property (Note 2)</td>
<td>2,567</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>2,567</td>
<td>2,567</td>
</tr>
<tr>
<td><strong>Other:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Upkeep of Property</td>
<td>1,117</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>1,117</td>
<td>1,371</td>
</tr>
<tr>
<td><strong>Total Expenditure</strong></td>
<td>10,684</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>10,684</td>
<td>10,938</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Net (Income) / Expenditure</strong></td>
<td>(5,828)</td>
<td>(366)</td>
<td>(6)</td>
<td>(32)</td>
<td>(6,232)</td>
<td>(10,826)</td>
</tr>
<tr>
<td>Gain on Revaluation of Fixed Assets</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>(23,591)</td>
</tr>
<tr>
<td><strong>Net Movement in Funds</strong></td>
<td>(5,828)</td>
<td>(366)</td>
<td>(6)</td>
<td>(32)</td>
<td>(6,232)</td>
<td>(34,417)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Reconciliation of Funds:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Net Movement in Funds</td>
<td>(5,828)</td>
<td>(366)</td>
<td>(6)</td>
<td>(32)</td>
<td>(6,232)</td>
<td>(34,417)</td>
</tr>
<tr>
<td>Total Funds Brought Forward</td>
<td>(819,052)</td>
<td>(415,905)</td>
<td>(7,308)</td>
<td>(36,623)</td>
<td>(1,278,888)</td>
<td>(1,244,471)</td>
</tr>
<tr>
<td>Total Funds Carried Forward</td>
<td>(824,880)</td>
<td>(416,271)</td>
<td>(7,314)</td>
<td>(36,655)</td>
<td>(1,285,120)</td>
<td>(1,278,888)</td>
</tr>
</tbody>
</table>

All funds are Restricted.
Balance Sheet as at 31 March 2022

<table>
<thead>
<tr>
<th></th>
<th>Note</th>
<th>2022</th>
<th>2021</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fixed Assets</strong></td>
<td></td>
<td>£</td>
<td>£</td>
</tr>
<tr>
<td>Land &amp; Buildings</td>
<td>1</td>
<td>134,867</td>
<td>137,434</td>
</tr>
<tr>
<td>Community Assets</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Heritage Assets</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total Fixed Assets</strong></td>
<td>2</td>
<td>134,869</td>
<td>137,436</td>
</tr>
<tr>
<td><strong>Current Assets</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Debtors &amp; Prepayments</td>
<td>4</td>
<td>1,291</td>
<td>3,444</td>
</tr>
<tr>
<td>Investments - Stirling Council Loans Fund</td>
<td>5</td>
<td>1,155,960</td>
<td>1,138,510</td>
</tr>
<tr>
<td><strong>Total Current Assets</strong></td>
<td></td>
<td>1,157,251</td>
<td>1,141,954</td>
</tr>
<tr>
<td><strong>Current Liabilities</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Creditors - Amounts falling due within 1 Year</td>
<td>6</td>
<td>(7,000)</td>
<td>(502)</td>
</tr>
<tr>
<td><strong>Net Current Assets</strong></td>
<td></td>
<td>1,150,251</td>
<td>1,141,452</td>
</tr>
<tr>
<td><strong>Total Net Assets</strong></td>
<td></td>
<td>1,285,120</td>
<td>1,278,888</td>
</tr>
<tr>
<td><strong>The Accumulated Funds of the Charity:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Revaluation Reserve</td>
<td></td>
<td>38,158</td>
<td>38,158</td>
</tr>
<tr>
<td>Stirling Common Good Fund</td>
<td></td>
<td>786,722</td>
<td>780,894</td>
</tr>
<tr>
<td>Bridge of Allan Common Good Fund</td>
<td>5</td>
<td>416,271</td>
<td>415,905</td>
</tr>
<tr>
<td>Callander Common Good Fund</td>
<td></td>
<td>7,314</td>
<td>7,308</td>
</tr>
<tr>
<td>Dunblane Common Good Fund</td>
<td></td>
<td>36,655</td>
<td>36,623</td>
</tr>
<tr>
<td><strong>Total Accumulated Funds Carried Forward</strong></td>
<td>1,285,120</td>
<td>1,278,888</td>
<td></td>
</tr>
</tbody>
</table>

The unaudited accounts were issued on 23 June 2022.

Signed on behalf of the trustees.

__________________________ __________________________
George Murphy Julia McAfee
Interim Chief Officer Finance Chief Officer Governance & Solicitor to the Council
1. Accounting Policies

General
The accounts have been prepared on an accruals basis in accordance with the Charities & Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006, using the accruals concept of accounting and in accordance with Financial Reporting Standard 102 (FRS 102).

Nature and Purpose of Funds
Restricted funds may only be used for specific purposes. Restrictions arise when specified by a donor or when funds are raised for specific purposes. The total accumulated reserves of the Common Good Fund are £1,285,120 as at 31 March 2022, of which £1,246,962 is classified as usable (2020/21, £1,278,888 of which £1,240,730 is classified as usable). The revaluation reserve balance of £38,158 is classified as unusable as it relates to gains arising from all previous revaluations of the property at 65 King Street, Stirling (2020/21 £38,158).

Fixed Assets
Fixed Assets comprise property and land consisting of offices at 65 King Street, Stirling, the Town Wall at Dumbarton Road, Stirling, open space at Castle Wynd, Stirling and Laighills Park, Dunblane.

The offices at 65 King Street, Stirling and the open space at Castle Wynd, Stirling have been classified as Land & Buildings Assets. The King Street offices have been broken down into five main asset components (land, fixtures, plant, roof and structure). The asset components (excluding land) are subject to annual depreciation on a straight-line basis over their useful life as estimated by the Stirling Council Valuer. Although initially measured at cost, the offices are subject to a rolling 5 year revaluation carried out by the Council Valuer, with any increases in value being recognised in the Revaluation Reserve. The property was revalued during 2020/21 resulting in a net increase on revaluation of £23,591.

The open space at Castle Wynd, Stirling represents a minor area of land and has been valued at £1.

Laighills Park, Dunblane has been classified as a Community Asset and has been valued at £1.

The Town Wall at Dumbarton Road, Stirling has been classified as a Heritage Asset and valued at £1 as it is considered impractical to obtain a valuation at a cost commensurate with the benefits to users of the financial statements, and that reliable cost or valuation information cannot be obtained.

Taxation
The Common Good Fund has charitable status for tax purposes.

2. Fixed Assets
The net book value of fixed assets as at 31 March 2022 is £134,869 after a depreciation charge for the year to 31 March 2022 of £2,567.

<table>
<thead>
<tr>
<th>Asset Cost, Valuation or Revalued Amount (£)</th>
<th>Laighills Park</th>
<th>Town Wall</th>
<th>Castle Wynd</th>
<th>65 King Street, Stirling</th>
<th>Total Assets</th>
</tr>
</thead>
<tbody>
<tr>
<td>Book Value at 1 April 2021</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>49,000</td>
<td>137,436</td>
</tr>
<tr>
<td>Book Value at 31 March 2022</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>49,000</td>
<td>134,869</td>
</tr>
<tr>
<td>Depreciation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Depreciation 1 April 2021</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>2,567</td>
</tr>
<tr>
<td>Charge for Year</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>2,567</td>
</tr>
<tr>
<td>Depreciation 31 March 2022</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>5,134</td>
</tr>
<tr>
<td>Net Book Value</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>As at 1 April 2021</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>49,000</td>
<td>137,436</td>
</tr>
<tr>
<td>As at 31 March 2022</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>49,000</td>
<td>134,869</td>
</tr>
</tbody>
</table>
The comparative net book value of fixed assets as at 31 March 2021 was £137,436 after a depreciation charge for the year to 31 March 2021 of £2,567.

<table>
<thead>
<tr>
<th>Asset Cost, Valuation or Revalued Amount (£)</th>
<th>Laighills Park</th>
<th>Town Wall</th>
<th>Castle Wynd</th>
<th>65 King Street, Stirling</th>
<th>Total Assets</th>
</tr>
</thead>
<tbody>
<tr>
<td>Book Value at 1 April 2020</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>38,749</td>
<td>129,166</td>
</tr>
<tr>
<td>Revaluation</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>10,251</td>
<td>10,837</td>
</tr>
<tr>
<td>Book Value at 31 March 2021</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>49,000</td>
<td>140,003</td>
</tr>
</tbody>
</table>

**Depreciation**

| Depreciation 1 April 2020 | - | - | - | - | 2,595 | 6,980 | 650 | 2,530 | 12,755 |
| Charge for Year            | - | - | - | - | 523   | 1,404 | 131 | 509   | 2,567  |
| Revaluation                | - | - | - | - | (2,595) | (6,980) | (650) | (2,530) | (12,755) |

**Depreciation 31 March 2021**

| - | - | - | - | 523 | 1,404 | 131 | 509 | 2,567 |

**Net Book Value**

<table>
<thead>
<tr>
<th>As at 1 April 2020</th>
<th>1</th>
<th>1</th>
<th>1</th>
<th>38,749</th>
<th>10,386</th>
<th>34,885</th>
<th>4,543</th>
<th>27,845</th>
<th>116,411</th>
</tr>
</thead>
<tbody>
<tr>
<td>As at 31 March 2021</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>49,000</td>
<td>12,542</td>
<td>40,731</td>
<td>5,096</td>
<td>30,064</td>
<td>137,436</td>
</tr>
</tbody>
</table>

3. **Rental Income**

   The offices at 65 King Street, Stirling are subject to a standard annual rent charge of £15,500 excluding service charges.

4. **Debtors and Prepayments**

   | Rent Receivable - 65 King Street, Stirling | 1,291 | 3,444 |
   |                                           |       |       |

5. **Investments**

   | Stirling Common Good - Temporary Investment (Stirling Council) | 695,721 | 678,675 |
   | Bridge of Allan Common Good - Temporary Investment (Stirling Council) | 416,271 | 415,905 |
   | Callander Common Good - Temporary Investment (Stirling Council) | 7,314 | 7,308 |
   | Dunblane Common Good - Temporary Investment (Stirling Council) | 36,654 | 36,622 |
   | **Total** | **1,155,960** | **1,138,510** |

6. **Sundry Creditors**

   | Grant payable to Smith Museum and Art Gallery | (7,000) | - |
   | Works to 65 King Street, Stirling | - | (502) |
   | **Total** | **(7,000)** | **(502)** |
7. **Revenue Recognition**

Interest income received on investments is recognised in the financial period in which it is earned.

Income received from rents and service charges is recognised in the financial statements in the financial period in which it is earned.

8. **Related Party Disclosure**

The Council, as trustee, has not charged the Common Good Fund for legal, financial or administrative services provided during 2021/22 (£Nil, 2020/21).

Neither the Council nor any person connected to them received remuneration from the Common Good Fund during the year.

As outlined in the Statement of Financial Activities, Stirling Council paid total interest of £1,007 in 2021/22 to the Common Good arising from the investment of funds in Stirling Council's Loans Fund (2020/21, £5,855).

9. **Audit Fees**

Although paid by Stirling Council, fees directly attributable to the Common Good Fund in respect of external audit services carried out by the appointed auditor amounted to £684 in 2021/22 (2020/21, £684).
Independent auditor’s report to the trustees of Stirling Council Common Good Fund and the Accounts Commission

Report on the audit of the financial statements

To follow
Stirling Council

Consolidated Small Charitable Trusts

Annual Report and Financial Statements

For the Year Ended 31 March 2022

Subject to Audit
## Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
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<td>3</td>
</tr>
<tr>
<td>Statement of Receipts and Payments</td>
<td>6</td>
</tr>
<tr>
<td>Statement of Balances</td>
<td>6</td>
</tr>
<tr>
<td>Notes to the Financial Statements</td>
<td>7</td>
</tr>
<tr>
<td>Independent Auditor’s Report</td>
<td>10</td>
</tr>
</tbody>
</table>
Trustees Annual Report
For the Year Ended 31 March 2022

Section 106 of the Local Government (Scotland) Act 1973 applies the accounting and audit requirements of the Act to any trust fund where an authority or some members of the authority are the sole trustees. Local authorities administer a number of such trust funds some of which are registered as charities with the Office of the Scottish Charity Regulator (OSCR).

The preparation and audit of financial statements prepared by registered charities is regulated by the Charities and Trustee Investment (Scotland) Act 2005 (the 2005 Act) and The Charities Accounts (Scotland) Regulations 2006 (the 2006 regulations). The 2006 regulations require charities to prepare a statement of account, and require an accompanying auditor’s report where any legislation requires an audit. As section 106 requires an audit, the appointments of local authority auditors have been extended to include the provision of an auditor's report for charitable funds covered by that section.

Regulation 7 of the 2006 regulations permits connected charities to prepare a single set of accounts. Charities are connected if they have common or related purposes, or shared management. Stirling Council acts as sole trustee to a number of individual small charitable trusts, and on the basis of this shared management arrangement, the Council has taken the decision to consolidate the results of the individual small charitable trusts into a single set of accounts for audit purposes.

The Trustees have pleasure in presenting their report, together with the consolidated financial results of the individual small charitable trusts for the year ended 31 March 2022.

Structure, Governance and Management

Constitution
Each Charity is an unincorporated association governed by its constitution. The respective date of constitution for each individual Charity is outlined in the table on page 5.

It should be noted that the governing documents are not available for all charities as these have been lost over time. Funds are not used for any purpose other than the charitable purpose.

Trustees
Stirling Council is sole Trustee, and acting as a corporate body, makes decisions in accordance with its Scheme of Delegation. The Scheme of Delegation does not make provision for decisions in respect of each Charity to be made by a Committee, Sub-Committee, or Officer. As a result, power to make decisions is reserved to Council and is exercised through meetings of the full Council.

Trust Management
The Council’s Chief Officer Finance as the proper officer for the administration of its financial affairs in terms of section 95 of the Local Government (Scotland) Act 1973 is also the proper officer in respect of the financial affairs of each Charity. The Chief Officer Governance & Solicitor to the Council as the proper officer in respect of the authentication of documents in terms of section 193 of the Local Government (Scotland) Act 1973 is also the proper officer in respect of the authentication of documents of each Charity.

Trust Address
c/o Julia McAfee
Chief Officer Governance & Solicitor to the Council
Stirling Council
Viewforth
Stirling FK8 2ET

Trust Officers
George Murphy Julia McAfee
Interim Chief Officer Finance Chief Officer Governance & Solicitor to the Council
Stirling Council Stirling Council

Independent Auditor
Audit Scotland
4th Floor
8 Nelson Mandela Place
Glasgow
G2 1BT
Trustees’ Responsibilities for the Financial Statements

Charity law applicable in Scotland requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the Charity’s financial activities during the year and of its financial position at the end of the year.

In preparing these financial statements, the Trustees have:

- selected suitable accounting policies and applied them consistently;
- made judgements and estimates that are reasonable and prudent; and
- prepared the Financial Statements on the going concern basis.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the financial statements comply with the Charities Accounts (Scotland) Regulations 2006. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the Trustees are aware:

- there is no relevant financial or other information that has not been provided to the charity’s independent auditor; and
- the Trustees have taken all steps that they ought to have taken to make themselves aware of any relevant financial or other information and to establish that the independent auditor is aware of that information.

Reorganisation of Charities

Chapter 5 of The Charities Act 2005 provides for the reorganisation of charities, including amalgamation or winding up. The Council is currently progressing a review of all small charitable trusts with the objective of reorganising these into fewer charities, and/or transferring the balances held to other charitable organisations who may be better placed to meet the purposes for which the trusts were originally established.

The Council continues to work with OSCR to develop proposals and reach agreement for the transfer of the remaining 10 small charitable trust balances (as outlined in the following tables). Until then, the trustees will continue to ensure that individual Charity balances are invested for the benefit of each Charity, and will be held and used in accordance with each Charity’s objectives.

<table>
<thead>
<tr>
<th>Charity No.</th>
<th>Constituted</th>
<th>Charity Name</th>
<th>Charitable Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>SC019346</td>
<td>1900</td>
<td>MacFarlane Free Library Endowment Fund</td>
<td>To provide a free library for the inhabitants of Stirling, and in particular, the working and poorer classes.</td>
</tr>
<tr>
<td>SC019348</td>
<td>1981</td>
<td>The Village Club Strathblane</td>
<td>To provide a village club with reading room, library and recreation facilities for the inhabitants of Strathblane.</td>
</tr>
<tr>
<td>SC019349</td>
<td>1863</td>
<td>William Drummond Trust for Upkeep of Wigtownshire Martyrs Monument</td>
<td>For the maintenance and upkeep of the Wigtownshire Martyrs Monument, together with the walks and grounds within the Valley Cemetery, Stirling.</td>
</tr>
<tr>
<td>SC019351</td>
<td>1943</td>
<td>Miss Victoria M Anderson Trust</td>
<td>For the purpose of improving the amenity of Stirling Castle, including in particular the Back Walk.</td>
</tr>
<tr>
<td>SC019352</td>
<td>1966</td>
<td>Miss Catherine C Halley Bequest</td>
<td>For the benefit of persons with physical disabilities and/or mental health needs.</td>
</tr>
<tr>
<td>SC019353</td>
<td>1921</td>
<td>Rev Dr John Ebenezer Honeyman Thomson Bequest for Stirling Public Library</td>
<td>For the purpose of providing books of a religious nature to Stirling Public Library.</td>
</tr>
<tr>
<td>SC019356</td>
<td>1938</td>
<td>Gargunnock Rest Garden Fund</td>
<td>For the purpose of providing an area of recreational ground at Gargunnock for the benefit of children and the elderly.</td>
</tr>
<tr>
<td>SC019361</td>
<td>1925</td>
<td>Killearn War Memorial Fund</td>
<td>For the purpose of the maintenance and upkeep of the Killearn war memorial.</td>
</tr>
<tr>
<td>SC023022</td>
<td>1920</td>
<td>Strathblane War Memorial Fund</td>
<td>For the purpose of the maintenance and upkeep of the Strathblane war memorial.</td>
</tr>
</tbody>
</table>
Charity SC025090 (Stirling Council Charitable Trusts) was established generally for the provision of relief to those in need by reason of age, ill health, disability, financial hardship or other disadvantage. The Charity however encompasses a number of small individual sub-funds, each with their own particular purpose.

<table>
<thead>
<tr>
<th>Charity No.</th>
<th>Constituted</th>
<th>Charity Name</th>
<th>Charitable Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>SC025090</td>
<td>2006</td>
<td>Lair Purchase</td>
<td>For the benefit of the poor (no geographical information)</td>
</tr>
<tr>
<td>SC025090</td>
<td>2006</td>
<td>Batterflats Home Comforts</td>
<td>For the benefit of the residents of Batterflats Home</td>
</tr>
<tr>
<td>SC025090</td>
<td>2006</td>
<td>Stirling OAP Treat Fund</td>
<td>For the benefit of the OAPs of Stirling</td>
</tr>
<tr>
<td>SC025090</td>
<td>2006</td>
<td>Blind Persons’ Fund</td>
<td>For the benefit of blind persons</td>
</tr>
<tr>
<td>SC025090</td>
<td>2006</td>
<td>Maintenance of Lairs</td>
<td>For the maintenance of specific individuals’ cemetery lairs</td>
</tr>
<tr>
<td>SC025090</td>
<td>2006</td>
<td>George.C. Thomson Bequest</td>
<td>For amenity improvements in Callander</td>
</tr>
<tr>
<td>SC025090</td>
<td>2006</td>
<td>Dunblane Institute</td>
<td>For the benefit of the people of Dunblane</td>
</tr>
<tr>
<td>SC025090</td>
<td>2006</td>
<td>Miss C Whitehead Bequest</td>
<td>For the provision of coal to the poor of Dunblane</td>
</tr>
<tr>
<td>SC025090</td>
<td>2006</td>
<td>Kate S Neilson Bequest</td>
<td>For the enhancement of Dunblane</td>
</tr>
<tr>
<td>SC025090</td>
<td>2006</td>
<td>Strathblane Tennis Club</td>
<td>For the benefit of the people of Strathblane</td>
</tr>
<tr>
<td>SC025090</td>
<td>2006</td>
<td>Water of Endrick</td>
<td>For the benefit of the poor of Water of Endrick</td>
</tr>
<tr>
<td>SC025090</td>
<td>2006</td>
<td>Perth &amp; Kinross Education</td>
<td>For the benefit of the people of Dunblane</td>
</tr>
<tr>
<td>SC025090</td>
<td>2006</td>
<td>Miss Margaret Ogilvie Bequest</td>
<td>For the benefit of the poor (no geographical information)</td>
</tr>
<tr>
<td>SC025090</td>
<td>2006</td>
<td>Cornton Community Council</td>
<td>For the benefit of the people of Cornton</td>
</tr>
</tbody>
</table>

**Financial Review**

No monies were disbursed from any of the 10 charities during 2021/22. Income earned across all charities in 2021/22 totalled £48 (£281, 2020/21) representing interest received on funds invested in Stirling Council’s Loans Fund. Total Funds held by all charities stood at £54,869 as at 31 March 2022 (£54,821, 31 March 2021). All funds were invested in Stirling Council’s Loans Fund.

The Village Club, Strathblane property was revalued during the year and resulted in a net loss on revaluation of £19,486. The valuation was carried out by a professionally qualified Valuer within Stirling Council’s Estates Team.

**Reserves Policy**

Reserves may only be used for specific purposes relating to each Trust’s objectives. The revaluation reserve balance of £354,691 reflects the initial recognition of the Village Club, Strathblane property within these accounts, together with all subsequent revaluations carried out on the asset.

The report was signed on behalf of the trustees.

Julia McAfee  
Chief Officer Governance & Solicitor to the Council
### Statement of Receipts and Payments - For the Year Ended 31 March 2022

<table>
<thead>
<tr>
<th></th>
<th>Total 2021/22</th>
<th>Total 2020/21</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Voluntary Receipts</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Investment Income - Stirling Council</td>
<td>Note 4 (48)</td>
<td>(281)</td>
</tr>
<tr>
<td><strong>Total Receipts</strong></td>
<td>Note 4 (48)</td>
<td>(281)</td>
</tr>
<tr>
<td><strong>(Surplus)/Deficit For the Year</strong></td>
<td>Note 4 (48)</td>
<td>(281)</td>
</tr>
</tbody>
</table>

### Statement of Balances - As at 31 March 2022

<table>
<thead>
<tr>
<th></th>
<th>Total 2021/22</th>
<th>Total 2020/21</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fixed Assets - Village Club, Strathblane</strong></td>
<td>Note 3 354,691</td>
<td>374,177</td>
</tr>
<tr>
<td><strong>Revaluation Reserve</strong></td>
<td>Note 3 (354,691)</td>
<td>(374,177)</td>
</tr>
<tr>
<td><strong>Funds Reconciliation</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Funds - opening balance</td>
<td>Note 5 (54,821)</td>
<td>(54,540)</td>
</tr>
<tr>
<td>(Surplus)/Deficit For the Year (as above)</td>
<td>Note 4 (48)</td>
<td>(281)</td>
</tr>
<tr>
<td><strong>Total Funds - closing balance</strong></td>
<td>Note 5 (54,869)</td>
<td>(54,821)</td>
</tr>
<tr>
<td><strong>Cash &amp; Bank Balances</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Investments - Stirling Council Loans Fund</td>
<td>Note 5 (54,869)</td>
<td>(54,821)</td>
</tr>
<tr>
<td><strong>Total Cash &amp; Bank Balances</strong></td>
<td>Note 5 (54,869)</td>
<td>(54,821)</td>
</tr>
</tbody>
</table>

All funds are restricted meaning that they may only be used for specific purposes.

The notes on pages 7 to 9 form an integral part of these accounts.

The unaudited accounts were issued on 23 June 2022.

Signed on behalf of the trustees.

_________________________ __________________________
George Murphy Julia McAfee
Interim Chief Officer Finance Chief Officer Governance & Solicitor to the Council
Notes to the Financial Statements

1. **Basis of Accounting**
   These accounts have been prepared on the Receipts & Payments basis in accordance with the Charities & Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended).

2. **Nature and Purpose of Funds**
   Restricted funds may only be used for specific purposes. Restrictions arise when specified by a donor or when funds are raised for specific purposes.

   Charity SC025090 (Stirling Council Charitable Trusts) encompasses a number of small individual sub-funds, each with their own particular purpose. For this reason, the sub-funds listed in Note 4 are thereby classified as restricted since the monies in one sub-fund cannot be applied to purposes within another sub-fund.

   For a number of the charitable trusts there are no governing documents, therefore as a prudent approach, all the funds of these trusts have been classified as restricted.

3. **Fixed Assets**
   Fixed Assets comprise the Village Club building in Strathblane. Stirling Council does not own the property but holds it as the trustee in accordance with the trust deeds of the Village Club Strathblane charitable trust, which requires the building to be made available for the provision of a village club with reading room, library and recreation facilities for the inhabitants of Strathblane.

   The revaluation reserve balance reflects the initial recognition of the Village Club property within these accounts, together with subsequent revaluations carried out on the asset. Depreciation is not charged on the property as the Council’s internal valuer revalues the property on an annual basis. The revaluation exercise for 2021/22 resulted in a reduction in the carrying value of the asset of £19,486, from £374,177 to £354,691.

4. **Surplus for the Year**
   The following table shows the Surplus for the Year of £48 (2020/21, Surplus £281) analysed by sources of income received by each individual charity. No expenditure was incurred in either 2020/21 or 2021/22.

<table>
<thead>
<tr>
<th></th>
<th>2021/22</th>
<th></th>
<th>2020/21</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Stirling Council Interest</td>
<td>Net Surplus</td>
<td>Stirling Council Interest</td>
<td>Net Surplus</td>
</tr>
<tr>
<td>MacFarlane Free Library</td>
<td>(6)</td>
<td>(6)</td>
<td>(32)</td>
<td>(32)</td>
</tr>
<tr>
<td>The Village Club Strathblane</td>
<td>(1)</td>
<td>(1)</td>
<td>(8)</td>
<td>(8)</td>
</tr>
<tr>
<td>William Drummond Trust</td>
<td>(2)</td>
<td>(2)</td>
<td>(8)</td>
<td>(8)</td>
</tr>
<tr>
<td>Miss Victoria M Anderson Trust</td>
<td>(2)</td>
<td>(2)</td>
<td>(12)</td>
<td>(12)</td>
</tr>
<tr>
<td>Miss Catherine C Halley Bequest</td>
<td>(4)</td>
<td>(4)</td>
<td>(24)</td>
<td>(24)</td>
</tr>
<tr>
<td>Rev Dr JEH Thomson Bequest</td>
<td>(5)</td>
<td>(5)</td>
<td>(28)</td>
<td>(28)</td>
</tr>
<tr>
<td>Gargunnock Rest Garden Fund</td>
<td>(1)</td>
<td>(1)</td>
<td>(7)</td>
<td>(7)</td>
</tr>
<tr>
<td>Killearn War Memorial Fund</td>
<td>(1)</td>
<td>(1)</td>
<td>(9)</td>
<td>(9)</td>
</tr>
<tr>
<td>Stirling Council Charitable Trusts (see note below)</td>
<td>(26)</td>
<td>(26)</td>
<td>(153)</td>
<td>(153)</td>
</tr>
<tr>
<td><strong>Total Income</strong></td>
<td>(48)</td>
<td>(48)</td>
<td>(281)</td>
<td>(281)</td>
</tr>
</tbody>
</table>
**Note:** Income earned by each of the individual sub-funds consolidated within Charity SC025090 (Stirling Council Charitable Trusts) is as follows:

<table>
<thead>
<tr>
<th>Fund Description</th>
<th>2021/22 Total Funds</th>
<th>2020/21 Total Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stirling Council Loans Interest Fund</td>
<td>£</td>
<td>£</td>
</tr>
<tr>
<td>Lair Purchase</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Batterflats Home Comforts</td>
<td>-</td>
<td>(2)</td>
</tr>
<tr>
<td>Stirling OAP Treat Fund</td>
<td>-</td>
<td>(3)</td>
</tr>
<tr>
<td>Blind Persons’ Fund</td>
<td>-</td>
<td>(2)</td>
</tr>
<tr>
<td>Maintenance of Lairs</td>
<td>(8)</td>
<td>(43)</td>
</tr>
<tr>
<td>George C Thomson Bequest</td>
<td>(8)</td>
<td>(43)</td>
</tr>
<tr>
<td>Dunblane Institute</td>
<td>(1)</td>
<td>(1)</td>
</tr>
<tr>
<td>Miss C Whitehead Bequest</td>
<td>(1)</td>
<td>(3)</td>
</tr>
<tr>
<td>Kate S Neilson Bequest</td>
<td>(4)</td>
<td>(29)</td>
</tr>
<tr>
<td>Strathblane Tennis Club</td>
<td>(1)</td>
<td>(10)</td>
</tr>
<tr>
<td>Water of Endrick</td>
<td>(1)</td>
<td>(3)</td>
</tr>
<tr>
<td>Perth &amp; Kinross Education</td>
<td>(1)</td>
<td>(3)</td>
</tr>
<tr>
<td>Miss Margaret Ogilvie Bequest</td>
<td>(1)</td>
<td>(7)</td>
</tr>
<tr>
<td>Cornton Community Council</td>
<td>-</td>
<td>(4)</td>
</tr>
<tr>
<td><strong>Total Income</strong></td>
<td>(26)</td>
<td>(153)</td>
</tr>
</tbody>
</table>

### 5. Total Funds

The following table shows Total Funds of £54,869 as at 31 March 2022 (£54,821, 31 March 2021) analysed across each individual charity.

<table>
<thead>
<tr>
<th>Fund Description</th>
<th>2021/22 Total Funds</th>
<th>2020/21 Total Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stirling Council Loans Interest Fund</td>
<td>£</td>
<td>£</td>
</tr>
<tr>
<td>MacFarlane Free Library</td>
<td>(6,233)</td>
<td>(6,227)</td>
</tr>
<tr>
<td>The Village Club Strathblane</td>
<td>(1,573)</td>
<td>(1,572)</td>
</tr>
<tr>
<td>William Drummond Trust</td>
<td>(1,526)</td>
<td>(1,524)</td>
</tr>
<tr>
<td>Miss Victoria M Anderson Trust</td>
<td>(2,442)</td>
<td>(2,440)</td>
</tr>
<tr>
<td>Miss Catherine C Halley Bequest</td>
<td>(4,709)</td>
<td>(4,705)</td>
</tr>
<tr>
<td>Rev Dr JEH Thomson Bequest</td>
<td>(5,556)</td>
<td>(5,551)</td>
</tr>
<tr>
<td>Gargunnock Rest Garden Fund</td>
<td>(1,370)</td>
<td>(1,369)</td>
</tr>
<tr>
<td>Killearn War Memorial Fund</td>
<td>(1,606)</td>
<td>(1,605)</td>
</tr>
<tr>
<td>Stirling Council Charitable Trusts</td>
<td>(29,854)</td>
<td>(29,828)</td>
</tr>
<tr>
<td><strong>Total Funds</strong></td>
<td>(54,869)</td>
<td>(54,821)</td>
</tr>
</tbody>
</table>
Note: Total Funds held in the name of each of the individual sub-funds consolidated within Charity SC025090 (Stirling Council Charitable Trusts) are as follows:

<table>
<thead>
<tr>
<th>Sub-Fund Name</th>
<th>31/3/22</th>
<th>31/3/21</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lair Purchase</td>
<td>£(31)</td>
<td>£(31)</td>
</tr>
<tr>
<td>Batterflats Home Comforts</td>
<td>£(394)</td>
<td>£(394)</td>
</tr>
<tr>
<td>Stirling OAP Treat Fund</td>
<td>£(485)</td>
<td>£(485)</td>
</tr>
<tr>
<td>Blind Persons’ Fund</td>
<td>£(444)</td>
<td>£(444)</td>
</tr>
<tr>
<td>Maintenance of Lairs</td>
<td>£(8,540)</td>
<td>£(8,532)</td>
</tr>
<tr>
<td>George C Thomson Bequest</td>
<td>£(8,445)</td>
<td>£(8,437)</td>
</tr>
<tr>
<td>Dunblane Institute</td>
<td>£(315)</td>
<td>£(314)</td>
</tr>
<tr>
<td>Miss C Whitehead Bequest</td>
<td>£(557)</td>
<td>£(556)</td>
</tr>
<tr>
<td>Kate S Neilson Bequest</td>
<td>£(5,569)</td>
<td>£(5,565)</td>
</tr>
<tr>
<td>Strathblane Tennis Club</td>
<td>£(1,835)</td>
<td>£(1,834)</td>
</tr>
<tr>
<td>Water of Endrick</td>
<td>£(659)</td>
<td>£(658)</td>
</tr>
<tr>
<td>Perth &amp; Kinross Education</td>
<td>£(695)</td>
<td>£(694)</td>
</tr>
<tr>
<td>Miss Margaret Ogilvie Bequest</td>
<td>£(1,280)</td>
<td>£(1,279)</td>
</tr>
<tr>
<td>Cornton Community Council</td>
<td>£(605)</td>
<td>£(605)</td>
</tr>
<tr>
<td><strong>Total Funds</strong></td>
<td><strong>£(29,854)</strong></td>
<td><strong>£(29,828)</strong></td>
</tr>
</tbody>
</table>

6. **Revenue Recognition**

Interest income received on Investments is recognised in the financial period in which the interest is received.

7. **Related Party Transactions**

The Council, as trustees, has not charged any of the trusts for legal, financial or administrative services provided during 2021/22 (£Nil, 2020/21).

No trustee or any person connected to them received remuneration or expenses from any of the trusts during 2021/22 (£Nil, 2020/21).

Interest income of £48 was earned in 2021/22 from funds invested with Stirling Council’s Loans Fund (£281, 2020/21).

8. **Audit Fees**

Although paid by Stirling Council, fees directly attributable to the Consolidated Small Charitable Trusts in respect of external audit services carried out by the appointed auditor amounted to £683 in 2021/22 (2020/21, £683).
Independent auditor’s report to the trustees of Stirling Council Consolidated Small Charitable Trusts and the Accounts Commission

Report on the audit of the financial statements

To Follow
Dunblane Cemetery Memorial Garden (Maintenance) Trust

Scottish Charity SC029443

Annual Report of the Trustees

and

Financial Statements

For Year Ended 31 March 2022

Subject to Audit
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<th>Page</th>
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<td>3</td>
</tr>
<tr>
<td>Statement of Financial Activities</td>
<td>5</td>
</tr>
<tr>
<td>Balance Sheet</td>
<td>5</td>
</tr>
<tr>
<td>Notes to the Financial Statements</td>
<td>6</td>
</tr>
<tr>
<td>Independent Auditor’s Report</td>
<td>7</td>
</tr>
</tbody>
</table>
Report of the Trustees for the Year Ended 31 March 2022

Introduction
The Trustees present their report with the financial statements of the Dunblane Cemetery Memorial Garden (Maintenance) Trust (the Trust) for the year ended 31 March 2022.

The Trust is a registered Scottish charity with Scottish Charity number SC 029443.

Reference and Administrative Information

Charity Name
Dunblane Cemetery Memorial Garden (Maintenance) Trust

Charity Number
SC 029443

Correspondence Address
C/o Julia McAfee
Chief Officer Governance & Solicitor to the Council
Stirling Council
Viewforth
STIRLING FK8 2ET

Trustees
Councillor Graham Houston
Councillor Alasdair Tollemache
Councillor Douglas Dodds
Mr Martyn Dunn
Mr Kenneth Ross

Trust Officers
Claire Ferguson
Solicitor
Stirling Council

George Murphy
Interim Chief Officer Finance
Stirling Council

Barbara Docherty
Cemeteries Officer
Stirling Council

Bankers
The Royal Bank of Scotland PLC
2 Pitt Terrace
STIRLING FK8 2EX

Independent Auditor
Audit Scotland
4th Floor
8 Nelson Mandela Place
GLASGOW
G2 1BT
Structure, Governance and Management
The charity is constituted as a Trust and as such its governing document is a Deed of Trust dated 12 and 14 July 1999.

The minimum number of trustees is two with no maximum number set, however should there be a single trustee, additional trustees shall forthwith be appointed. Providing that the minimum number of trustees is in office the trustees may from time to time exercise all or any of the trust’s powers and discretions.

The Solicitor to the Council has been appointed as Honorary Secretary.

Trustees’ Responsibilities for the Financial Statements
Charity law applicable in Scotland requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the Charity’s financial activities during the year and of its financial position at the end of the year.

In preparing these financial statements, the Trustees have:

- selected suitable accounting policies and applied them consistently;
- made judgements and estimates that are reasonable and prudent;
- followed the Charities Statement of Recommended Practice (SORP): Financial Reporting Standard 102 (FRS 102); and
- prepared the Financial Statements on the going concern basis.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the financial statements comply with the Charities Accounts (Scotland) Regulations 2006. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the Trustees are aware:

- there is no relevant financial or other information that has not been provided to the charity’s independent auditor; and
- the Trustees have taken all steps that they ought to have taken to make themselves aware of any relevant financial or other information and to establish that the independent auditor is aware of that information.

Objectives
The Trust was established in July 1999 by the trustees of the former Dunblane Fund and the former Stirling Observer Dunblane Help Fund. The purpose of the Trust as set out in Clause 3 of the founding deed is to hold the Trust Fund in memory of the tragedy which occurred at Dunblane Primary School in March 1996 and:

- To assist in the maintenance, upkeep and repair of the Dunblane Cemetery Memorial Garden
- To carry out improvements to the Garden as the Trustees may, from time to time at their sole discretion, consider either necessary or desirable which may include the execution or carrying out of works more specifically provided for in the Schedule attached to the Deed of Trust.

Achievements and Performance
The Memorial has been maintained throughout the year to the level of service that is requested by the Trustees at a total cost of £1,235.

Review of Financial Position
The income of the Trust for the year represents interest of £119 from balances invested in Stirling Council’s Loans Fund. The total of the reserves of the Trust stands at £134,478 as at 31 March 2022. The reserves are held to provide the financial assistance to maintain the Memorial in such a state that benefits the community of Dunblane. As at 31 March 2022, all reserve balances were invested in Stirling Council’s Loans Fund.

The report was signed on behalf of the Trustees.

Councillor Graham Houston
Trustee
Statement of Financial Activities for the Year Ended 31 March 2022

<table>
<thead>
<tr>
<th></th>
<th>2021-22</th>
<th>2020-21</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Incoming Resources</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interest &amp; Investment Income</td>
<td>(119)</td>
<td>(704)</td>
</tr>
<tr>
<td><strong>Total Incoming Resources</strong></td>
<td>(119)</td>
<td>(704)</td>
</tr>
<tr>
<td><strong>Resources Expended</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Water Feature Costs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Servicing</td>
<td>510</td>
<td>989</td>
</tr>
<tr>
<td>Electricity Supply for Fountain</td>
<td>725</td>
<td>864</td>
</tr>
<tr>
<td><strong>Total Resources Expended</strong></td>
<td>1,235</td>
<td>1,853</td>
</tr>
<tr>
<td><strong>Net Movement In Funds</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1,116</td>
<td>1,149</td>
</tr>
</tbody>
</table>

Reconciliation of Funds:

<table>
<thead>
<tr>
<th></th>
<th>2021-22</th>
<th>2020-21</th>
</tr>
</thead>
<tbody>
<tr>
<td>Net Movement In Funds</td>
<td>(1,116)</td>
<td>(1,149)</td>
</tr>
<tr>
<td><strong>Total Funds Brought Forward</strong></td>
<td>135,594</td>
<td>136,743</td>
</tr>
<tr>
<td><strong>Total Funds Carried Forward</strong></td>
<td>134,478</td>
<td>135,594</td>
</tr>
</tbody>
</table>

Balance Sheet as at 31 March 2022

<table>
<thead>
<tr>
<th></th>
<th>2022</th>
<th>2021</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Current Assets</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Investment with Stirling Council’s Loans Fund</td>
<td>Note 2</td>
<td>134,478</td>
</tr>
<tr>
<td><strong>Current Liabilities</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Creditors: Site Checks - Memorial Fountain</td>
<td>Note 3</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Net Assets</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>134,478</td>
<td>135,594</td>
</tr>
</tbody>
</table>

The Accumulated Funds of the Charity

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Unrestricted Income Fund</td>
<td>134,478</td>
<td>135,594</td>
</tr>
<tr>
<td><strong>Total Accumulated Funds Carried Forward</strong></td>
<td>134,478</td>
<td>135,594</td>
</tr>
</tbody>
</table>

All funds are unrestricted meaning that they may be used at the discretion of the trustees in the furtherance of the objectives of the charity.

The unaudited accounts were issued on 23 June 2022.

Signed on behalf of the trustees.

Councillor Graham Houston
Trustee
Notes to the Financial Statements

1. Basis of Accounting

   General
   These accounts have been prepared on an accruals basis in accordance with the Charities & Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006, using the accruals concept of accounting and in accordance with Financial Reporting Standard 102 (FRS 102).

   Taxation
   The Trust has charitable status for tax purposes.

   Nature and Purpose of Funds
   Unrestricted funds are those that may be used at the discretion of the trustees in the furtherance of the objects of the charity.

2. Current Assets
   In accordance with the decision by the trustees, the Fund balance is invested to provide instant access to funds via Stirling Council’s Loans Fund for day to day expenditure.

3. Current Liabilities
   There were no current liabilities as at 31 March 2022. Current liabilities as at 31 March 2021 consisted of a sum of £360 in relation to site checks undertaken at the Memorial Fountain by the contractor Ritchie MacKenzie and Co Ltd.

4. Trustees’ Remuneration
   No trustee or any person connected to them received remuneration or expenses reimbursed from the Trust during any of the past two years.

5. Related Party Transactions
   Stirling Council provides a range of legal, financial and administrative services for the Trust without charge.
   These services include the arrangement of contracts for the upkeep of the Memorial Garden and water fountain, together with garden maintenance costs including grass-cutting and other ground maintenance services.
   The Trust received interest income of £119 in 2021/22 (2020/21, £704) from balances invested in Stirling Council’s Loans Fund.

6. Revenue Recognition
   Interest income received on Investments is recognised in the financial period in which the interest is earned.

7. Audit Fees
   Although paid by Stirling Council, fees directly attributable to the Dunblane Cemetery Memorial Garden (Maintenance) Trust in respect of external audit services carried out by the appointed auditor amounted to £683 in 2021/22 (2020/21, £683).
Independent auditor’s report to the trustees of Dunblane Cemetery Memorial Garden (Maintenance) Trust and the Accounts Commission

Report on the audit of the financial statements

To Follow
Purpose & Summary
This report outlines the key features of the financial position displayed in the 2021/22 draft accounts, incorporating a brief overview of the General Fund and Housing Revenue Account (HRA) revenue outturn positions as at 31 March 2022. It also asks the Council to note the contents of the Stirling Council draft accounts prior to their submission to the external auditor.

Recommendations
Council is asked to:
1. consider and note the General Fund and HRA revenue outturn positions as at 31 March 2022;
2. consider and note the position in terms of the Council’s share of the net pension liability of the Local Government Pension Scheme; and
3. note the contents of the Stirling Council draft accounts prior to their submission to the external auditor.

Resource Implications
The proposed audit fee for the 2021/22 audit of Stirling Council is £254,870 (2020/21: £249,630). In addition, the proposed audit fee for the audit of the Charitable Trust and Common Good accounts administered by Stirling Council is £2,050 (2020/21: £2,050).

In determining the audit fee, the external auditor has taken account of the risk exposure of the Council, the planned management assurances in place and the level of reliance he plans to take from the work of internal audit.

Legal & Risk Implications
Following consideration of the legal implications of this report, no further relevant issues have been identified.

Following consideration of the risk implications of this report, no further relevant issues have been identified.
1. Background

1.1. The draft Stirling Council Accounts for the year to 31 March 2022 have been prepared for audit. The draft accounts must be presented to either the Council or a Committee of the Council charged with audit or governance in accordance with the Local Authority Accounts (Scotland) Regulations 2014 by the statutory deadline of 30 June 2022.

1.2. Ordinarily, noting of the draft accounts falls within the remit of the Audit Committee, but that is not possible this year as a consequence of the Local Government elections. Council is therefore being asked to note the draft accounts prior to their submission to the external auditor.

1.3. Electronic copies of the accounts will be emailed to all Members in due course. They will also be placed on the public website.

1.4. This report outlines the key features of the financial position displayed in the 2021/22 draft accounts, incorporating a brief overview of the General Fund and HRA revenue outturn positions as at 31 March 2022.

1.5. The draft accounts show the Council ending the year with uncommitted General Fund balances of £10.193M (4.5% of the 2021/22 budget). Although the reported outturn is expected to represent the final position for 2021/22, the figures remain subject to audit.

2. Considerations

2.1 The key features of the financial position displayed in the draft Accounts are set out below.

General Fund

Business As Usual Activities

2.2 General Fund Services are reporting an underspend of £849k from Business As Usual activities. This is the position prior to the inclusion of the Health & Social Care Partnership (HSCP), where the final outturn is showing a break even position following commitment by the Scottish Government to underwrite the partnership’s financial impact for 2021/22 which continues to be severely affected by the impact of the COVID-19 pandemic.

2.3 Corporate budgets from Business As Usual activities are showing favourable outturns from loan charges savings of £1.189M, budgeted underspends of £12k and £98k respectively in relation to contributions to the Valuation Joint Board and compensatory added years pension costs, together with minor redeterminations of general revenue grant of £81k.

2.4 These favourable balances however are being offset by a shortfall in Council Tax income of £578k, the allocation of £2M as a contribution to the funding of the 2021/22 General Services Capital Programme as agreed by Council in March 2021, the allocation of a net £156k contribution from reserves to the Major Bridges capital budget to fund the repairs to the Branshogle and Catter Burn bridges as agreed by Special Council in October 2021, additional workforce costs of £152k to support back office functions, and the transfer of £1M to the Transformation Fund in line with the June 2021 Finance & Economy Committee decision.
**Covid-19 Activities**

2.5 Total net costs of £5.083M from COVID-19 activities are being reported. These costs are being offset by a matching allocation of £5.083M from additional non-recurring COVID-19 general revenue grant monies.

**Summary Position**

2.6 Overall uncommitted General Fund reserves from Business As Usual and COVID-19 activities (including HSCP outturns) are £10.193M, being 4.5% of General Fund budget and in excess of established target levels.

2.7 It should be noted however that the Special Council meeting on 21 October 2021 agreed the transfer of £1.5M from revenue reserves to the Major Bridges capital budget to fund the cost of repairs to the Branshogle and Catter Burn bridges. Scottish Government funding support of £576k has since been received towards the overall repair costs, thereby reducing the required contribution from revenue reserves to £924k. The call on reserves in 2021/22 is £156k, thereby requiring the balance of £768k to be carried forward as a commitment against reserves in 2022/23.

2.8 After taking account of the committed contribution of £768k in 2022/23 to fund the cost of repairs to the Branshogle and Catter Burn bridges, uncommitted General Fund reserves will reduce to £9.425M being 4.1% of General Fund budget and in excess of established target levels.

**Housing Revenue Account (HRA)**

2.9 Stirling Council owns 5,873 houses for which it charges rent. All expenditure associated with these houses must be funded from the rental income generated. Any surplus or deficit at the end of the year is transferred into or out of the HRA balances. For 2021/22, HRA is reporting a balanced budget position resulting in HRA balances of £986k.

**Pension Costs**

2.10 Under International Accounting Standard 19 (IAS19), Stirling Council is required to disclose information regarding the pension fund assets and liabilities of the Local Government Pension Scheme. Hymans Robertson, an independent firm of actuaries, has calculated a net liability position on the Scheme as at 31 March 2022, with Stirling Council’s share being £204.9M. This represents an improvement of £109M when compared with the net liability position of £313.9M as at 31 March 2021.

2.11 The improvement in the net liability position is principally due to two key factors:

2.11.1 Pension fund asset values have increased by £83.7M when compared to the position as at 31 March 2021, as a result of investment returns being greater than expected; and

2.11.2 Pension fund liability values have reduced by £25.3M when compared to the position as at 31 March 2021, as a result of favourable gains from changes to the net discount rate, which is used to place a value on pension fund liabilities, together with favourable gains from updated demographic and pension fund membership longevity assumptions.
2.12 Employer’s contributions to the pension fund during 2021/22 were charged at 22.5% of total pensionable employee pay in line with actuarial advice. Following the formal fund valuation undertaken at 31 March 2020, the actuary has recommended that contributions remain at 22.5% for 2022/23, with a 0.5% contribution increase to 23% for 2023/24.

3. Implications

Equalities Impact
3.1 The contents of this report were assessed under the Council’s Equality Impact Assessment process. It was determined that an Equality Impact Assessment was not required as the report is a technical report presenting the 2021/22 Stirling Council Accounts and does not have any implications on current policies or service delivery.

Fairer Scotland Duty
3.2 The contents of this report were considered in terms of the Fairer Scotland Duty and were determined not to be of strategic importance.

Climate Change, Sustainability and Environmental Impact
3.3 There is no impact on the Council’s duty relating to climate change, nor is there any direct sustainability or environmental impact as a result of this report.

Other Policy Implications
3.4 Following consideration of the policy implications of this report no relevant issues have been identified.

Consultations
3.5 The report is based on information provided by all Services.

4. Background Papers
4.1 EqIA Relevance Check.

5. Appendices
5.1 Appendix 1 - Stirling Council Abstract of Accounts 2021/22.
Details of Convener(s), Vice Convener(s), Portfolio Holder and Depute Portfolio Holders (as appropriate) consulted on this report:

- Cllr Kane
- Cllr Brisley

Wards affected: All.

Key Priorities:
D - We will deliver inclusive economic growth and promote prosperity. We will deliver a City Region Deal and pursue policies and solutions that encourage high quality, high paying jobs into all of Stirling’s communities.

Key Priority Considerations: N/A.

Stirling Plan Priority Outcomes:
Prosperous - People are part of a prosperous economy that promotes inclusive growth opportunities across our communities.
### Annual Accounts - Contents

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Independent auditor’s report to the members of Stirling Council and the Accounts Commission

Reporting on the audit of the financial statements

To follow
To follow
Management Commentary

The Management Commentary is intended to assist users in understanding the objectives and strategy of the Council, and provide a review of its business and financial performance in the year. It also outlines the principal risks and uncertainties which are likely to affect the future development and performance of the Council.

About Stirling Council

As at 31 March 2022, the Council membership comprises 7 SNP, 9 Conservative, 4 Labour, 1 Alba, 1 Independent and 1 Green representative. The Administration during 2021/22 was an SNP/Labour partnership.

Council Service Structure

[Diagram showing the Council Service Structure]

Chief Executive

- People
  - Schools & Learning
  - Children & Families
  - Delivering City Region Deal

- Infrastructure & Environment
  - Infrastructure
  - Environment & Place

- Communities & Performance
  - Economic Development, Culture & Tourism
  - Housing
  - Strategic Commissioning & Customer Development
  - Information Technology

- Other Services
  - Human Resources, Organisational Development & Change
  - Governance
  - Finance
  - Health & Social Care Partnership
Council Vision and Strategic Outcomes

Stirling Council is committed to ensuring the best possible outcomes for everyone who lives in the Stirling area, and we will work alongside our partners in achieving this goal. As a Council, our vision for Stirling is a place where everyone can thrive, and together with our partners and communities, we are driving forward an ambitious programme of change to achieve this. Stirling Council’s ten year strategy ‘Thriving Stirling’, delivers a blueprint for innovation and change to address the rapidly evolving landscape within which the Council delivers services. The strategy sets out the prospects we see for our communities, organisation and workforce, to be clear about our strategic priorities and explain how we will be adaptive. Our Thriving Stirling strategy supports the four key Stirling Plan outcomes (Prosperous, Healthy, Achieving and Resilient).

Our Community Planning Partnership (CPP), has a Local Outcomes Improvement Plan (LOIP) known as The Stirling Plan, which sets out a clear and ambitious vision for the Stirling area. It identifies how we will work through locality plans to support communities who are experiencing the poorest of outcomes.

The Stirling Plan has identified four key outcomes (Prosperous, Healthy, Achieving and Resilient) which form the common strategic guidance for the Council and its partners, to allow common plans and measures to be developed and to tackle areas of greatest inequality.
The Thriving Stirling strategy identifies 4 strategic goals: **Thriving Communities, Thriving Workforce, Thriving Partnerships and Thriving Organisation** as outlined below:

To support the 4 strategic goals, our **Smart Use of Space** approach will guide how we use our buildings and assets, with **Smart Digital Solutions** helping to deliver services in more efficient and effective ways.

The strategy has a strong outcomes focus and establishes **4 strategic outcomes** which will be achieved:

- **Financial Sustainability**
  Ensuring that the organisation continues to operate within its financial allocation, addressing the medium term budget gap, redesigning its services, developing outcome based/zero based budgeting and participatory budgeting approaches, and creating a 10 year Capital Programme which will align with the 10 Year Strategy.

- **Social & Economic Equality**
  Improving the lives and prospects of everyone in Stirling by improving equality with regards to social, economic, educational and health outcomes across all communities.

- **Strong Economy**
  Developing Stirling’s economy in key sectors by making Stirling a hospitable environment for business to thrive and developing talent to work in those key sectors.

- **Carbon Net Zero**
  Reducing the Council’s carbon footprint through changes in the way we currently live, work and travel, and doing so in a way that improves social and economic outcomes through the creation of green jobs and upskilling/re-skilling of local workers.
As we deliver on our Strategic Goals and Outcomes in the coming years, ‘how’ we do this will be as important as ‘what’ we achieve. We are committed to developing our Council and our Communities in a way that is solution focused and puts people at the heart of everything we do. Our Principles sets out our collaborative approach to service design and decision making, whilst our Think How? framework encourages us to be solution focused when dealing our colleagues, citizens and partners.

The Council is also currently developing a Target Operating Model (TOM) which will help to ensure the strategic goals and outcomes are achieved by bridging the gap between the strategy and the Service transformation programme and service plans.

A successful target Operating Model sets out the current operation, or the ‘as is’ scenario, and sets out in detail the future desired operation. Stirling Council’s TOM will follow key themes and will detail how this will operate across every service of the Council. The TOM themes are:

- **Citizen Experience**
  This theme will review the current approach to customer service, mapping out the customer journey from end to end with a view to resolving issues via a single point of contact and using digital solutions to make processes easier and more accessible.

- **Data and Intelligence**
  This theme will set out how the Council will move to a new integrated, streamlined and easy to use data and system architecture, reducing waste and duplication and allowing effective data-led decision making.

- **Service Design**
  This will involve a full redesign of all council services, with staff and citizens at the heart of this using a collaborative codesign approach.

- **Workforce and Culture**
  This will set out a longer term approach to workforce planning with the intention of enabling transformation and service redesign through the development of the workforce and leaders and through building a positive culture.

- **Keeping It Local**
  Building community wealth through a localization approach to commissioning and procurement and through community wealth building.
Whilst the Thriving Stirling strategy sets out a clear direction and vision for the Council over the coming ten years, the Target Operating Model will provide a detailed roadmap of how the Council will achieve its stated goals and outcomes. This will then thread through Service Plans and the Council’s Transformation programme and be monitored via normal governance and performance management mechanisms.

Further information on the Council’s key priorities can be found at:
https://stirling.gov.uk/council-democracy/council-departments/key-priorities/
Performance Management

Stirling Council’s Performance Management Framework is an essential component underpinning the corporate approach to continuous improvement and self-assessment.

Whilst the Council has established structures (governance) and processes (reporting) in place, the current approach to performance management does not fully support our approach to continuous improvement.

At the end of 2021, the Council agreed a new approach to planning, performance and improvement in response to Audit Scotland’s Best Value Assurance Report for Stirling Council, which highlighted the need to strengthen the alignment between performance management and strategic plans and priorities.

The goal of the new approach is to ensure strategic priorities are delivered through clear lines of accountability and delivery, through understanding performance and tangible plans for improvement within appropriate timeframes.

An Outcomes Based Accountability (OBA) approach will provide a framework for planning and performance, working across organisational boundaries to focus on strategic outcomes.

Four key themes make up the new integrated approach:

- **Outcomes** – define strategic outcomes to focus on what matters and makes a difference; determine activity needed to achieve outcomes;
- **Planning** – detailed service-level plans showing delivery of strategic priorities;
- **Performance** – arrangements for indicators, monitoring, data quality, reporting: proportionate and relevant to hierarchical needs;
- **Improvement** – use self-evaluation and consensus to plan improvement activity, which may include service re-design

The approach outlined below forms an annual cycle of review and reflection – where we learn about what works, and what doesn’t, which means we improve service delivery. The approach also ensures there is accountability, and a focus on outcomes - it’s the impact on people and place that matters!

A range of performance reports are regularly provided to Elected Members and Council Management Team. This ensures robust scrutiny and challenge of performance results and progress made towards achieving the Council’s Key Priorities. Regular scrutiny also helps to ensure there is appropriate ownership and accountability for performance management and continuous improvement. The diagram below explains the purpose of existing performance reports.
Local and National Statutory Performance Indicators 2020/21

The Council has a range of performance indicators, some of which cover local priorities and others which are national indicators that can be compared with other local authorities. These performance indicators are reported annually across the 4 key Stirling Plan outcomes (Prosperous, Healthy, Achieving and Resilient) as outlined on page 6. These priorities are at the core of everything the Council does. They guide the Council’s strategies and form the backbone of the Council’s Five Year Plan and its Local Outcome Improvement Plan.

The latest year’s available performance information, being 2020/21, is published within the Council’s Annual Report for that year.


The Annual Report is designed to provide readers with an insight into Stirling Council’s performance against its strategic aims and priorities. It tells the story of work undertaken during the financial year, shining a light on the Council’s achievements and recognising the successes of its Services, but also indicating those areas of service delivery where performance may have diminished, requiring appropriate improvement actions to be undertaken. It also provides the Council with an opportunity to be transparent and accountable to the public it serves, by showcasing the efforts taken to meet its strategic goals.

The following represent examples of some of the key measures outlined in the 2020/21 Annual Report which link to our strategic outcomes of Prosperous, Healthy, Achieving, and Resilient. They help to indicate where we are making progress towards the achievement of our improvement outcomes, but
also where further improvement is required. It should be noted that the ongoing pandemic had an adverse impact on many indicators during 2020/21.

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<th>Performance Measures</th>
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<th>Value at 31 March 2021</th>
<th>Target</th>
<th>Trend</th>
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<tr>
<td><strong>Prosperous Stirling</strong></td>
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<td>People are part of a prosperous economy that promotes inclusive growth opportunities across our communities.</td>
<td></td>
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<tr>
<td>% of lets to homeless households</td>
<td>44.3%</td>
<td>66.9%</td>
<td>Increase</td>
<td>✓</td>
</tr>
<tr>
<td>% of properties meeting the Energy Efficiency Standard for Social Housing</td>
<td>92.2%</td>
<td>93.1%</td>
<td>Increase</td>
<td>✓</td>
</tr>
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<td><strong>Healthy Stirling</strong></td>
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<td>People are healthy and live full and positive lives within supportive communities.</td>
<td></td>
<td></td>
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<tr>
<td>Life expectancy gap between our most deprived and affluent communities</td>
<td>15.8 years (males) 14.6 years (females)</td>
<td>20.5 years (males) 15.6 years (females)</td>
<td>Decrease</td>
<td>X</td>
</tr>
<tr>
<td>Drug related deaths (rate per 100,000 population)</td>
<td>21.7</td>
<td>35.6</td>
<td>Decrease</td>
<td>X</td>
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<td><strong>Achieving Stirling</strong></td>
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<td>People are skilled and supported to make a positive contribution to our society.</td>
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<td>% of school leavers in positive initial destinations</td>
<td>95.3%</td>
<td>93.2%</td>
<td>Increase</td>
<td>✓</td>
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<td><strong>Resilient Stirling</strong></td>
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<td>People are part of safe, caring and kind communities with an attractive and sustainable environment.</td>
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<tr>
<td>Number of looked after children in foster or residential care</td>
<td>61</td>
<td>54</td>
<td>Decrease</td>
<td>✓</td>
</tr>
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<td>% of children living in poverty after housing costs</td>
<td>20.2%</td>
<td>21.3%</td>
<td>Decrease</td>
<td>X</td>
</tr>
<tr>
<td>Recorded crime per 1,000 population</td>
<td>37.7</td>
<td>40.6</td>
<td>Decrease</td>
<td>X</td>
</tr>
<tr>
<td>Domestic abuse reports per 10,000 population</td>
<td>78</td>
<td>81</td>
<td>Decrease</td>
<td>X</td>
</tr>
<tr>
<td>Adults rating Stirling as a very good place to live</td>
<td>73.2%</td>
<td>81.3%</td>
<td>Increase</td>
<td>✓</td>
</tr>
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</table>

In addition to the requirement for the Council to report on statutory local and national performance indicators, the Chartered Institute of Public Finance and Accountancy (CIPFA) Directors of Finance Section recommends the inclusion of certain “financial ratios” in the Management Commentary to assist the reader to assess the performance of Stirling Council over the financial year and the affordability of its ongoing commitments. The following table provides details of those indicators with an explanation of each, grouped into CIPFA categories for the various areas of financial activity.
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<th>Financial Indicator</th>
<th>Commentary</th>
<th>2020/21</th>
<th>2021/22</th>
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<td><strong>Uncommitted General Fund reserve as a % of annual net budget</strong></td>
<td>Reflects the amount of funding available to manage unplanned events. The Council’s Reserves Policy states a minimum level of 2% - 2.5% of net budget, which is considered appropriate in the context of the Council’s financial and ongoing risk profile.</td>
<td>5.3%</td>
<td>4.5%</td>
</tr>
<tr>
<td><strong>In year council tax collection</strong></td>
<td>Reflects Stirling Council’s effectiveness in collecting council tax debt.</td>
<td>97.11%</td>
<td>97.68%</td>
</tr>
<tr>
<td><strong>Council Tax funding to overall level of funding</strong></td>
<td>Reflects the overall percentage of Stirling Council funding that is received from local taxation.</td>
<td>22.8%</td>
<td>22.5%</td>
</tr>
<tr>
<td><strong>Actual outturn compared to budgeted expenditure</strong></td>
<td>How closely expenditure compares to the budget is a reflection of the effectiveness of financial management. This indicator is based on the format of budget monitoring as reported throughout the year.</td>
<td>98.7%</td>
<td>100.7%</td>
</tr>
<tr>
<td><strong>Capital financing requirement</strong></td>
<td>Reflects Stirling Council’s underlying need to borrow to finance capital expenditure incurred historically by the Council that has yet to be financed. (See Note 16)</td>
<td>£261.171m</td>
<td>£265.485m</td>
</tr>
<tr>
<td><strong>External debt levels</strong></td>
<td>The actual external debt and long term liabilities position of Stirling Council.</td>
<td>£207.945m</td>
<td>£191.569m</td>
</tr>
<tr>
<td></td>
<td>Excluding debt associated with other statutory bodies</td>
<td>£200.294m</td>
<td>£192.840m</td>
</tr>
<tr>
<td></td>
<td>The actual figures above should never exceed Stirling Council’s Authorised Debt Limits, which are calculated in line with the requirements of the Prudential Code for Capital Finance in local Authorities.</td>
<td>£298.940m</td>
<td>£325.578m</td>
</tr>
<tr>
<td><strong>Ratio of finance costs to net revenue stream</strong></td>
<td>This is a measure of how affordable Stirling Council’s capital plans are. It takes actual finance costs as a % of net revenue spend. *If additional Covid-19 grant funding is excluded from General Revenue Grants, this figure would be 8%.</td>
<td>General Fund 7% *</td>
<td>7%</td>
</tr>
<tr>
<td></td>
<td>HRA 19%</td>
<td>HRA 19%</td>
<td>19%</td>
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**Group Accounts**

Stirling Council has a controlling interest in a number of companies and joint ventures, which were set up to promote partnerships between the public and private sectors. After consolidation, the Group Balance Sheet shows an increase in reserves and net assets (excluding minority interests) of £1.991m or 0.55% from those reported in Stirling Council’s Balance Sheet (2020/21, reduction of £2.976m, 1.13%). Details of the consolidated Group Accounts of Stirling Council can be found on pages 87 to 94.
## Council Highlights 2021/22

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<th><strong>Community Library Strathblane</strong></th>
<th>The community of Strathblane and Stirling Council announced a joint pioneering partnership to build a new £1 million library for the village. The building will house a wide range of community services as well as the Council’s library service, and will be carbon-neutral thanks to its state-of-the-art renewable energy system. Scheduled to open in October 2022, the building will be owned and operated by Thomas Graham Library Ltd, with Stirling Council leasing the library facility, equipping it and delivering its popular library service in a unique partnership with the community.</th>
</tr>
</thead>
</table>
| **New Housing Provision**     | The Council, working with partners, progressed a number of new council housing developments during the year across Bannockburn, Dunblane, Callander, Cornton, Cowie, Raploch and St Ninians.  
As an example, Stirling Council’s in-house build team completed construction of 11 new affordable houses at Catherine Street in Bannockburn. The new energy efficient properties were constructed with the support of Scottish Government grant funding and fitted with solar panels as well as battery storage. The development consists of a mix of 1 bed, 2 bed and 4 bed fully accessible houses.  
Stirling Council remains on track and committed to delivering its successful programme of affordable housing for the benefit of all its communities. The Strategic Housing Investment Plan (SHIP) 2022/23 to 2026/27 sets out the Council’s approach to investing in affordable housing throughout Stirling over the next five years, with the potential to deliver more than 1,200 homes, the majority of which will be provided by Stirling Council, Forth Housing Association and Rural Stirling Housing Association. |
| **Mid-Market Rental Properties** | Stirling Council secured the future of 118 mid-market homes with support from Scottish Government funding. Mid-market rented homes are part-furnished homes, which are let for a rent that is higher than Council housing, but lower than many properties in the private rented sector.  
In partnership with the Scottish Futures Trust, the Council acquired 118 homes for mid-market rent in several locations across Stirling over the past decade, but its ability to let these properties at an affordable rate ceases after a 10-year period. In normal circumstances, the Council would be required to sell or transfer the houses into the Council’s Housing Revenue Account, but support from Scottish Government grant funding has enabled the properties to be retained as mid-market rented properties in perpetuity. All 118 homes will be let as Steadfast Homes LLP, with the Council’s Housing Service managing and maintaining the properties. |
| **City Region Deal** | The Stirling and Clackmannanshire City Regional Deal took a major step towards delivering for local communities after plans for Scotland’s International Environment Centre were approved. The Centre is one of the Deal’s 14 core projects and will play a major role in leading the response to the global climate emergency, focusing on supporting the development and adoption of low carbon technologies. |
| **Cashless Car Parking** | The Council introduced cashless car parking through a partnership with RingGo, providing users with a cashless booking system for parking alongside the current cash payment option. |
Stirling Council’s Castleview Park and Ride site has been transformed into a sustainable Low Carbon Transport Hub with solar panels covering 132 car parking spaces. The renewable energy generated will power 64 integrated electric vehicle (EV) charger points to supplement the existing fast and rapid charger points already at the site. The Hub will generate c. 250,000kWh annually, providing commuters, residents and visitors with increased opportunities for active and low carbon travel.

A further 14 EV charging points were introduced at Forthside, complementing the 9 existing bays already available. This development includes the region’s first dedicated taxi EV charging bay.

The Council helped plant 6,000 new trees across Stirling during 2021/22. The major tree planting programme is a key element of the Council’s Climate & Nature Emergency Plan with projects being undertaken throughout the Stirling Council area as part of wider plans to tackle climate change and make the area a greener, healthier place for all.

Aberfoyle Primary School

Aberfoyle Primary School reopened during the year following a £1.3 million refurbishment. The major investment saw the remodelling and renovation of the 151-year-old building and a vacant adjoining school house to provide additional learning space. The major investment underlines the Council’s ongoing commitment to invest in its school estate to improve learning facilities and reduce carbon emissions.

Education - Digital Rollout

Stirling Council’s ambitious digital drive means all children and young people in Primary 4 to Secondary 6 (7,233 pupils) took delivery of a Chromebook, with all Primary school and Secondary school teachers and Early Learning & Childcare settings (1,350 staff) provided with a laptop. Significant infrastructure work has taken place in both primary and secondary settings to support the ongoing digital expansion, with work continuing to ensure connectivity supports 21st Century learning across the whole education estate. The Council’s substantial investment in this technology across its education setting is part of a long-term strategy to help Stirling’s children and young people to thrive in an increasingly digital workplace and society.

Treasury Management and Investment

Stirling Council defines its Treasury Management activities as “the management of the Council’s borrowing, investments and cash flows, it’s banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks.

The most recent Treasury Management Strategy was approved by the full Council on 3 March 2022. The Treasury Management Strategy links directly with the Council’s Capital Strategy and incorporates capital investment plans, Treasury Management and loans fund activities and relevant prudential indicators. A mid-year Treasury Management Strategy update and annual Performance Review is also presented to a meeting of the full Council.

The Council is required to operate a balanced budget, which broadly means that cash raised during the year will meet cash expenditure. Part of the Treasury Management function is to ensure that this cash flow is adequately planned, with cash being available when it is required.

The second aspect of the Treasury Management function is the funding of the Council’s capital plans. These plans provide a guide to the borrowing need of the Council, essentially the longer-term cash flow planning to ensure that the Council can meet its capital spending obligations. This management of longer-term cash may involve arranging long or short-term loans, or the restructuring of existing debt.
In accordance with the approved strategy, Treasury Management activity during 2021/22 continued to maintain the Council's loan portfolio on a strong, low-risk, long-term basis with due consideration of budget requirements to minimise the cost of debt. Prudent cash-flow management with on-going short-term, operational, investment of surpluses together with the phasing of capital expenditure, favourable terms for temporary borrowing and the deferring on new long-term borrowing resulted in loans fund savings. For 2021/22, the loans fund pooled rate was 3.32% (3.87% in 2020/21) and resulted in savings against loans charges of £1.189m for General Services and £0.030m for the Housing Revenue Account.

**Council Usable Reserves**

The Council holds funds in a number of Usable Reserves for various purposes. The level of reserves has been heavily impacted by Covid-19, with a high level of government funding required to be carried forward for the purposes of funding Covid-19 response and recovery expenditure.

<table>
<thead>
<tr>
<th>General Fund Non-Earmarked Reserve</th>
<th>General Fund Earmarked Reserve</th>
<th>Housing Revenue Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>£10.193m</td>
<td>£34.238m</td>
<td>£0.986m</td>
</tr>
<tr>
<td><em>(2020/21 £11.850m)</em></td>
<td><em>(2020/21 £33.121m)</em></td>
<td><em>(2020/21 £0.986m)</em></td>
</tr>
<tr>
<td>Funds held as a general contingency</td>
<td>Funds held for specific purposes – see note 11</td>
<td>For spending on the Council’s housing stock</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Repairs &amp; Renewals Fund</th>
<th>Insurance Fund</th>
<th>Capital Receipts Reserve</th>
</tr>
</thead>
<tbody>
<tr>
<td>£2.256m</td>
<td>£0.653m</td>
<td>£1.238m</td>
</tr>
<tr>
<td><em>(2020/21 £2.049m)</em></td>
<td><em>(2020/21 £0.858m)</em></td>
<td><em>(2020/21 £0.856m)</em></td>
</tr>
<tr>
<td>For specific types of repair and maintenance work</td>
<td>Insurance for items not covered by external insurance policies</td>
<td>Capital receipts generally available to finance future capital</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Capital Grants &amp; Receipts Unapplied Account</th>
<th>Total Useable Reserves</th>
<th>The Movement in Reserves Statement provides more detail on these reserves</th>
</tr>
</thead>
<tbody>
<tr>
<td>£1.719m</td>
<td>£51.283m</td>
<td></td>
</tr>
<tr>
<td><em>(2020/21 £3.921m)</em></td>
<td><em>(2020/21 £53.641m)</em></td>
<td></td>
</tr>
</tbody>
</table>
General Fund

As outlined on page 16, General Fund Reserves are split between non-earmarked reserves (the level of funding available to Stirling Council to manage financial risks and unplanned expenditure) and earmarked reserves, which have been set aside for specific purposes (see note 11).

During 2021/22, the reporting of Service variances to Committee was split between Business As Usual (BAU) activities and Covid-19 impact as outlined in the table below.

Actual outturns against budget for each of the Council’s General Fund Service areas are as follows:

<table>
<thead>
<tr>
<th>Service Area</th>
<th>Budget 2021/22 £000</th>
<th>BAU Outturn 2021/22 £000</th>
<th>BAU Variance 2021/22 £000</th>
<th>Covid-19 Outturn 2021/22 £000</th>
<th>Overall Outturn 2021/22 £000</th>
<th>Overall Variance 2021/22 £000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chief Executive Office</td>
<td>380</td>
<td>380</td>
<td>-</td>
<td>-</td>
<td>380</td>
<td>-</td>
</tr>
<tr>
<td>City Region Deal</td>
<td>341</td>
<td>341</td>
<td>-</td>
<td>-</td>
<td>341</td>
<td>-</td>
</tr>
<tr>
<td>Economic Development &amp; Communities</td>
<td>9,858</td>
<td>9,789</td>
<td>(69)</td>
<td>2,201</td>
<td>11,990</td>
<td>2,132</td>
</tr>
<tr>
<td>Strategic Commissioning &amp; Customer Development</td>
<td>8,626</td>
<td>8,719</td>
<td>93</td>
<td>154</td>
<td>8,873</td>
<td>247</td>
</tr>
<tr>
<td>Children &amp; Families</td>
<td>22,085</td>
<td>21,221</td>
<td>(849)</td>
<td>436</td>
<td>21,657</td>
<td>(428)</td>
</tr>
<tr>
<td>Schools &amp; Learning</td>
<td>73,498</td>
<td>73,235</td>
<td>(263)</td>
<td>160</td>
<td>73,395</td>
<td>(103)</td>
</tr>
<tr>
<td>Balfron PFI &amp; Schools PPP Contracts</td>
<td>16,458</td>
<td>16,502</td>
<td>-</td>
<td>-</td>
<td>16,502</td>
<td>-</td>
</tr>
<tr>
<td>Environment &amp; Place</td>
<td>23,512</td>
<td>24,331</td>
<td>819</td>
<td>1,258</td>
<td>25,589</td>
<td>2,077</td>
</tr>
<tr>
<td>Infrastructure</td>
<td>13,395</td>
<td>13,105</td>
<td>(290)</td>
<td>448</td>
<td>13,553</td>
<td>158</td>
</tr>
<tr>
<td>Housing</td>
<td>2,186</td>
<td>2,044</td>
<td>(142)</td>
<td>50</td>
<td>2,094</td>
<td>(92)</td>
</tr>
<tr>
<td>Finance</td>
<td>2,799</td>
<td>2,800</td>
<td>1</td>
<td>-</td>
<td>2,800</td>
<td>1</td>
</tr>
<tr>
<td>Governance</td>
<td>1,999</td>
<td>1,890</td>
<td>(109)</td>
<td>26</td>
<td>1,916</td>
<td>(83)</td>
</tr>
<tr>
<td>HR, Organisational Development &amp; Change</td>
<td>2,564</td>
<td>2,495</td>
<td>(69)</td>
<td>-</td>
<td>2,495</td>
<td>(69)</td>
</tr>
<tr>
<td><strong>Cost of Services</strong></td>
<td>177,701</td>
<td>176,852</td>
<td>(849)</td>
<td>4,733</td>
<td>181,585</td>
<td>3,884</td>
</tr>
<tr>
<td>Corporate Budgets</td>
<td>12,410</td>
<td>14,419</td>
<td>2,009</td>
<td>350</td>
<td>14,769</td>
<td>2,359</td>
</tr>
<tr>
<td>Government Grants &amp; Non Domestic Rates</td>
<td>(175,608)</td>
<td>(175,689)</td>
<td>(81)</td>
<td>(5,083)</td>
<td>(180,772)</td>
<td>(5,164)</td>
</tr>
<tr>
<td>Council Tax Income</td>
<td>(53,160)</td>
<td>(52,582)</td>
<td>578</td>
<td>-</td>
<td>(52,582)</td>
<td>578</td>
</tr>
<tr>
<td><strong>Net Deficit for Year (excluding HSCP)</strong></td>
<td>(38,657)</td>
<td>(37,000)</td>
<td>1,657</td>
<td>-</td>
<td>(37,000)</td>
<td>1,657</td>
</tr>
<tr>
<td>Clacks &amp; Stirling Health &amp; Social Care Partnership</td>
<td>38,657</td>
<td>38,657</td>
<td>-</td>
<td>-</td>
<td>38,657</td>
<td>-</td>
</tr>
<tr>
<td><strong>Net Deficit for Year (including HSCP)</strong></td>
<td>-</td>
<td>1,657</td>
<td>1,657</td>
<td>-</td>
<td>1,657</td>
<td>1,657</td>
</tr>
<tr>
<td>Uncommitted Reserves 1 April 2021</td>
<td>(11,850)</td>
<td>(11,850)</td>
<td>-</td>
<td>-</td>
<td>(11,850)</td>
<td>-</td>
</tr>
<tr>
<td>Net Deficit for Year</td>
<td>-</td>
<td>1,657</td>
<td>1,657</td>
<td>-</td>
<td>1,657</td>
<td>1,657</td>
</tr>
<tr>
<td>Uncommitted Reserves 31 March 2022</td>
<td>(11,850)</td>
<td>(10,193)</td>
<td>1,657</td>
<td>-</td>
<td>(10,193)</td>
<td>1,657</td>
</tr>
</tbody>
</table>

Non-Earmarked Reserves

**Business As Usual Activities**

Services reported a net underspend of £0.849m from Business As Usual activities. The more significant variances arose in the following Service areas:

- Children and Families reported a net underspend of £0.864m: underspends of £1.1m in relation to vulnerable children care packages helped to offset additional cost pressures in the areas of Children with Disabilities (£0.130m) and Additional Support Needs transport (£0.159m).
- Roads and Land reported a net overspend of £0.708m as a result of fewer road external project works scheduled and completed during 2021/22, which impacted on budgeted income targets. The service also incurred additional costs from increases in the cost of some raw materials due to national shortages or from increases in sub-contractor costs.
Corporate budgets reported a net overspend of £2.009m, arising from loan charges savings of £1.189m, budgeted underspends of £0.012m and £0.098m respectively in relation to contributions to the Valuation Joint Board and compensatory added years pension costs, together with minor redeterminations of general revenue grant of £0.081m. These favourable balances were offset by the allocation of £2m as a contribution to the funding of the 2021/22 General Services Capital Programme as agreed by Council in March 2021, the allocation of a net £0.156m contribution from reserves to the Major Bridges capital budget to fund the repairs to the Branshogle and Catterburn bridges as agreed by Special Council in October 2021, additional workforce costs of £0.152m to support back office functions, and the transfer of £1m to the Transformation Fund in line with the June 2021 Finance & Economy Committee decision.

Council Tax income reported a shortfall of £0.578m against target as a result of the impact of lower than anticipated property new builds together with higher than anticipated Council Tax exemption awards.

**Covid-19 Activities**

Services and Corporate areas of the budget reported net costs of £5.083m from Covid-19 activities with the more significant variances arising in the following Service areas:

- **Economic Development, Culture & Tourism**: Covid-19 pressures amounted to £2.201m, mainly from support to Active Stirling Ltd and loss of income from Wallace Monument, Cultural Venues, Registrars, Libraries and Codebase.

- **Children & Families**: Covid-19 pressures amounted to £0.436m, largely attributable to an increase in the number of residential care packages that have had to be put in place throughout the pandemic.

- **Environment & Place**: Covid-19 pressures amounted to £1.258m, largely attributable to the cost of extending provision of free school meal payments to eligible families, losses to school meal income, additional cleaning costs, lost income from halls and centre bookings, loss of income from fee generating capital projects having to be delayed or postponed, higher waste haulage costs, and additional staff costs to cover Covid-19 absences and shielding staff.

- **Infrastructure**: Covid-19 pressures amounted to £0.448m, largely attributable to loss of fee income from providing professional support to capital projects and loss of income from car parking charges as a result of pandemic travel restrictions.

The above adverse variances were offset by a matching allocation of £5.083m from additional non-recurring COVID-19 general revenue grant monies.

In addition to the Council receiving additional Scottish Government grant support to fund some of the Covid-19 pressures directly impacting on its own activities during the pandemic, additional funding was also received from the Scottish Government to help offset the impact of Covid-19 on communities, businesses and individuals most in need. Using this additional funding, the Council made payments on behalf of the Scottish Government to local businesses who were required to close or operate under restricted conditions, and also made hardship payments to families in need.

The eligibility criteria for these payments was determined by the Scottish Government and issued to Councils, setting out the relevant amounts and who were entitled to receive the monies. As the Council did not control these grants or have discretion over which businesses or individuals received the funding, these have been accounted for as agency payments and have excluded the income and expenditure from these accounts in line with the guidance issued by the Local Authority Accounts Advisory Committee.

Grant payments made during 2021/22 totalled £16.459m, with £17.252m of related grant funding having been received from the Scottish Government as at 31 March 2022. The overpaid balance of £0.793m grant funding due back to the Scottish Government as at 31 March 2022 has been accounted for as a creditor in the Council’s Balance Sheet.

Covid-19 agency grants paid out during 2020/21 totalled £41.554m, with £37.210m of relevant grant funding having been received from the Scottish Government as at 31 March 2021. The outstanding
balance of £4.344m grant funding due from the Scottish Government as at 31 March 2021 was repaid back to the Council during 2021/22.

Summary Position

Overall, uncommitted General Fund reserves from Business As Usual and Covid-19 activities are £10.193m, being 4.5% of General Fund budget and in excess of established target levels.

Reconciliation of Comprehensive Income & Expenditure Statement Deficit to Revenue Budget Deficit

The Deficit on Provision of Services position presented in the Comprehensive Income & Expenditure Statement (CIES) reports the Council’s financial performance for the year in accordance with the requirements of the Local Authority Accounts (Scotland) Regulations 2014 and Section 12 of the Local Government in Scotland Act 2003.

These requirements include accounting for various statutory adjustments and earmarked reserve movements that don’t feature in Revenue Budget outturn position statements reported to Committee.

The following table provides a reconciliation between the Deficit on Provision of Services position presented in the Comprehensive Income & Expenditure Statement and the Budget Outturn deficit as reported to Committee (see page 17).

<table>
<thead>
<tr>
<th>Reconciliation of Comprehensive Income &amp; Expenditure Statement Deficit to Revenue Budget Deficit</th>
<th>£000</th>
<th>£000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deficit on Provision of Services (per CIES)</td>
<td>46,841</td>
<td></td>
</tr>
<tr>
<td>Less Housing Revenue Account (HRA) Deficit</td>
<td>(8,884)</td>
<td></td>
</tr>
<tr>
<td>Deficit on Provision of General Fund Services</td>
<td>37,957</td>
<td></td>
</tr>
<tr>
<td>Remove statutory adjustments that don’t feature in revenue budget outturn:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Depreciation of non-current assets</td>
<td>(29,198)</td>
<td></td>
</tr>
<tr>
<td>Impairment of non-current assets</td>
<td>(510)</td>
<td></td>
</tr>
<tr>
<td>Net gain/loss on disposal of non-current assets</td>
<td>(34)</td>
<td></td>
</tr>
<tr>
<td>Net gain/loss on disposal of investments</td>
<td>(480)</td>
<td></td>
</tr>
<tr>
<td>Revenue expenditure funded from capital (REFCUS)</td>
<td>(246)</td>
<td></td>
</tr>
<tr>
<td>Amortisation of premiums &amp; discounts</td>
<td>80</td>
<td></td>
</tr>
<tr>
<td>Movement in the market value of Investment Properties</td>
<td>7</td>
<td></td>
</tr>
<tr>
<td>Statutory provision for the financing of capital investment</td>
<td>5,791</td>
<td></td>
</tr>
<tr>
<td>Capital expenditure charged to the General Fund</td>
<td>4,121</td>
<td></td>
</tr>
<tr>
<td>Capital grants and contributions applied to capital financing</td>
<td>11,692</td>
<td></td>
</tr>
<tr>
<td>Pension costs adjustments</td>
<td>(27,006)</td>
<td></td>
</tr>
<tr>
<td>Employees’ holiday pay accrual</td>
<td>(1,636)</td>
<td></td>
</tr>
<tr>
<td>Transfers to/from other statutory reserves</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(37,417)</td>
</tr>
<tr>
<td>Movement in General Fund Balance (per Movement in Reserves Statement)</td>
<td>540</td>
<td></td>
</tr>
<tr>
<td>Adjust for Earmarked Reserves Movements:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>To meet Service policy objectives and service delivery initiatives</td>
<td>2,518</td>
<td></td>
</tr>
<tr>
<td>Use of Council Transformation Fund reserves</td>
<td>(444)</td>
<td></td>
</tr>
<tr>
<td>Use of Covid-19 earmarked reserves</td>
<td>(1,137)</td>
<td></td>
</tr>
<tr>
<td>Schools Devolved Budget Management carry forwards to 2022/23</td>
<td>180</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>1,117</td>
</tr>
<tr>
<td>Revenue Budget Deficit (reported to Committee)</td>
<td>1,657</td>
<td></td>
</tr>
</tbody>
</table>
During 2021/22, earmarked reserves moved from £33.121m to £34.238m, representing an increase of £1.117m. The significant movements are outlined in the table on page 19 and also note 11.

Overall, the movement in non-earmarked and earmarked General Fund reserves amounted to a net decrease of £0.540m for 2021/22. Taken together with other reserves’ movements, overall usable reserves reduced by £2.358m as outlined in the Movement in Reserves Statement.

**2021/22 Savings Target**

The General Fund Revenue Budget for 2021/22 was approved with various savings options expected to contribute to the in-year savings target of £0.709m. All savings were delivered on target.
**Capital Outturn 2021/22**

Capital expenditure represents money spent by the Council for buying, upgrading or improving assets such as buildings and roads. The difference between capital and revenue expenditure is that the Council receives the benefit from capital expenditure over a period exceeding one year.

### £58.8m

Actual capital expenditure incurred in 2021/22

### £13.4m

Underspend due to expenditure not meeting the profile assumed in the capital programme. (Net position on General Services & HRA) Further information is provided on Page 63 ‘Capital Commitments’.

### Projects with the largest capital spend in 2021/22:

<table>
<thead>
<tr>
<th>Project</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Investing in Education</td>
<td>£2.3m</td>
</tr>
<tr>
<td>Investing in Roads, Transport &amp; Infrastructure</td>
<td>£11.2m</td>
</tr>
<tr>
<td>Investing in Communities, Sport and the wider Stirling Economy</td>
<td>£4.3m</td>
</tr>
<tr>
<td>Investing in Social Care</td>
<td>£0.6m</td>
</tr>
<tr>
<td>Investment in Housing Stock</td>
<td>£38.1m</td>
</tr>
<tr>
<td>Investing in IT &amp; Digital Transformation</td>
<td>£2.3m</td>
</tr>
</tbody>
</table>

### Funding of the Capital Programme:

- £8.8m General Capital Grant
- £12.8m Specific Scottish Government Grants
- £24.3m Borrowing
- £10.2m from Revenue Contributions
- £2.7m Other Capital grants & Contributions

---
**Balance Sheet Assets and Liabilities**

The Balance Sheet represents a snapshot of Stirling Council’s overall financial position as at 31 March 2022. It brings together the year-end balances of all Stirling Council’s accounts and presents money owed to and by the Council, assets owned and the reserves at the Council’s disposal. More information on its component parts can be seen in the notes to the Accounts.

### Total Assets

<table>
<thead>
<tr>
<th>2021/22</th>
<th>2020/21</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Current</strong></td>
<td><strong>Long Term</strong></td>
</tr>
<tr>
<td>£839.5m</td>
<td>£847.7m</td>
</tr>
<tr>
<td>£37.0m</td>
<td>£53.1m</td>
</tr>
<tr>
<td></td>
<td>£802.5m</td>
</tr>
</tbody>
</table>

Increase in long term assets due to asset revaluations, offset partly by lower long term investments and debtors. Reduction in current assets due to lower cash balances and short term debtors.

### Total Liabilities

<table>
<thead>
<tr>
<th>2021/22</th>
<th>2020/21</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Current</strong></td>
<td><strong>Long Term</strong></td>
</tr>
<tr>
<td>£467.4m</td>
<td>£584.5m</td>
</tr>
<tr>
<td>£79.1m</td>
<td>£78.0m</td>
</tr>
<tr>
<td></td>
<td>£388.3m</td>
</tr>
</tbody>
</table>

Reduction in long term liabilities due to lower pension liability and capital grants received in advance balances. Increase in current liabilities due to higher short term creditors offset partly by lower short term borrowing.

### Total Reserves

<table>
<thead>
<tr>
<th>2021/22</th>
<th>2020/21</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Usable</strong></td>
<td><strong>Unusable</strong></td>
</tr>
<tr>
<td>£372.1m</td>
<td>£263.2m</td>
</tr>
<tr>
<td>£51.3m</td>
<td>£53.6m</td>
</tr>
<tr>
<td>£320.8m</td>
<td>£209.6m</td>
</tr>
</tbody>
</table>

Unusable Reserves relate to revaluation gains or to hold adjustments to reconcile accounting and statutory adjustments. These reserves are not available to fund the day to day running expenses of the Council. Movements in usable reserves are outlined in the Movement in Reserves Statement (page 46). Movements in unusable reserves are outlined in note 24 to the accounts.
## Details of Assets and Liabilities

### Assets

<table>
<thead>
<tr>
<th>Asset Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Council Dwellings</td>
<td>£163.0m</td>
</tr>
<tr>
<td>Vehicles, Plant &amp; Equipment</td>
<td>£37.1m</td>
</tr>
<tr>
<td>Infrastructure Assets</td>
<td>£128.8m</td>
</tr>
<tr>
<td>Other Land &amp; Buildings</td>
<td>£422.2m</td>
</tr>
<tr>
<td>Other Assets</td>
<td>£88.4m</td>
</tr>
</tbody>
</table>

### Liabilities

<table>
<thead>
<tr>
<th>Liability Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Borrowing</td>
<td>£144.4m</td>
</tr>
<tr>
<td>Pensions Liability</td>
<td>£204.9m</td>
</tr>
<tr>
<td>Finance Leases</td>
<td>£47.2m</td>
</tr>
<tr>
<td>Short Term Creditors</td>
<td>£66.1m</td>
</tr>
<tr>
<td>Other Liabilities</td>
<td>£4.7m</td>
</tr>
</tbody>
</table>

- **Borrowing**: The estimated cost to the Council if all pension scheme members’ future pension benefits were payable now.
- **Pensions Liability**: The pension liability figure reduced by £109m from 2020/21, mainly as a result of favourable gains from improved asset returns and updated demographic and pension fund membership longevity assumptions.
- **Finance Leases**: Outstanding borrowing for PFI/PPP funded schools.
- **Short Term Creditors**: £66.1m
- **Other Liabilities**: £4.7m
## Risks and Uncertainties Facing the Council

### COVID-19 Pandemic Recovery

The Covid-19 pandemic has brought unprecedented financial pressure on Stirling Council, as we have faced significant additional costs and lost income as a result of the curtailment of social and economic activity due to Scotland’s efforts to contain the spread of the virus.

In order to help Scottish councils cope with the financial pressures brought about by Covid-19, the UK and Scottish Governments have made available significant additional grant support in 2020/21 and 2021/22 to provide general financial assistance, as well as a large number of funding streams to target particular policy areas.

This additional funding is welcome, but it is certain that there will continue to be an impact on income generation and the need for additional spending on services as we move forward and deliver on our short, medium and longer term Covid recovery plans.

### Financial Pressures on Revenue & Capital Resources

Like all local authorities, Stirling Council is facing a period of unprecedented change with many factors affecting the need to adapt as an organisation. These pressures are only likely to increase as it reacts to future challenges, not least those which have been demonstrated so dramatically by the Covid-19 global pandemic and the current cost of living crisis.

Some of the challenges the Council will face over the next decade include:

1. Budget gap of circa £24M by 2027;
2. Requirement to maintain the physical condition of major capital assets such as roads and schools;
3. Potential declining levels of Scottish Government revenue and capital funding;
4. Increase in Stirling’s population by circa 4,500 people by 2030;
5. Increase in the number of people aged 75+ by 29.6% in Stirling by 2030;
6. Increase in one person households by 1,519 and overall households by 3,409 by 2030;
7. Increase in one person households with a resident aged 75+ by 29.4% by 2030;
8. Potential impact on local economy following Covid-19 for the next decade; and
9. Complex and hard to predict legal, political, economic and sociological factors at local and national levels.

The level of transformation that will be required in order for the Council to be able to address these challenges requires a clear long term vision and goals. The Thriving Stirling strategy outlines this and provides a framework within which transformation can take place in a planned and structured way, supported by a workforce which is valued and enabled, and through co-design with Stirling’s citizens and communities.

### Supply Chain Difficulties

The Council continues to monitor the impact on its capital programmes arising from supply chain difficulties, where there is a risk that adequate levels of supplies/resources will not be available, which can lead to longer lead times and short to medium term price rises.
**City Region Deal**

Signed in February 2020, the City Region Deal commits the Scottish and UK Governments, together with regional partners, to deliver a total investment of £214 million over 10 years to support the economic development of the Stirling and Clackmannanshire city region.

The impact of the pandemic on all partners has been significant. Both Stirling and Clackmannanshire Councils experienced severe pressure to maintain core services while rapidly adapting to deal with the impact of the pandemic on citizens, communities and businesses. Stirling University had to contend with key issues around student attendance and safety, a full move to online teaching, and a major impact on revenue streams as a result of students being unable to take up residence on campus.

Due to the impact on partner and government resources, the process of drafting and reviewing business cases took longer than anticipated. Partners have reviewed and amended implementation plans, milestones and finances across the 10 years of the Deal to take account of the impacts of Covid-19.

Despite the apparent setback, regional partners remain fully committed to delivering real and sustained economic, environmental and social benefits for the people, communities and businesses in our region. There will continue to be challenges for all partners’ resources as we support recovery from the pandemic. However, the importance of, and need for, the benefits to be realised through the Deal cannot be overstated as part of that recovery.

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**Impact of Leaving the European Union**

The Council continues to monitor the financial and economic impacts on its services and citizens from the UK’s decision to leave the European Union. From a financial perspective, the potential impact on future Scottish Government grant funding levels, and from an economic perspective, the potential lack of skilled resource and the impact on the local economy.

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**How the Council Manages Risks**

**Service Risk Registers**

The Service Risk Registers contain operational risks and are managed by each Service Management Team. The Resilience and Risk Team and Corporate Risk Group provide further scrutiny of Service Risks. Service risks with a score above 15 (red) are reported to Audit Committee. Significant Service risks can be escalated to the Strategic Risk Register.

**Strategic Risk Register**

The Strategic Risk Register is managed by the Corporate Management Team which provides assurance through scrutiny and challenge, and ensures that the significant risks facing the Council have been identified and effective treatment actions implemented. It is maintained by the Resilience and Risk Team Leader and submitted to the Corporate Management Team, prior to Audit Committee, for discussion and monitoring. The Strategic Risk Register is reported to each Audit Committee which provides effective scrutiny and challenge as part of the Council’s corporate governance arrangements.
Covid-19 Risk Register

Stirling Council officers have created a Covid-19 Risk Register. This includes all identified risks that have, or are currently, impacting on the local authority, including relevant mitigation measures, together with potential risks likely to impact through the pandemic recovery phase. These will include risks to the Council’s financial sustainability, in what was already a tight financial budget scenario.

Integrity Group

An officer-led Integrity Group ensures the Council remains resilient to crime, fraud and corruption. The Integrity Group promotes the public protection agenda, working with local and regional partners.

Looking Ahead

As we move into 2022/23, the country’s focus has shifted from dealing with the immediate impacts of the pandemic towards medium and longer-term recovery and renewal. However this recovery and renewal process is against a backdrop of economic uncertainty driven by a cost of living crisis with escalating inflation rates, food, fuel and energy price increases. As well as dealing with the direct impact on Council services, the Council will be a key partner in helping our citizens, our communities and our businesses to recover from the harms caused by the pandemic and the cost of living crisis.

As set out in this Management Commentary, the Council continues to utilise the general funding made available to support Covid-19 impacts and recovery and renewal plans.

In addition to the ongoing impacts from the Covid-19 pandemic and cost of living crisis, Stirling Council faces significant pressure over the next decade as, in line with other local authorities, it enters into an era of anticipated fiscal restraints and economic pressures.

The Council awaits the outcome of the Scottish Government’s Resource Spending Review, which will set out the Government’s spending plans and priorities for the next few years. It is becoming clear that changing economic circumstances, including the pandemic, the cost of living crisis, the UK leaving the EU and uncertain levels of growth and productivity in the Scottish economy, could all impact on the overall level of resources available for funding Scottish public services, with future funding for Local Government likely to remain severely constrained.

Whilst the Thriving Stirling strategy sets out a clear direction and vision for the Council over the coming 10 years, the Target Operating Model will provide a detailed roadmap of how the Council will achieve its stated goals and outcomes. This will then thread through Service Plans and the Council’s Transformation programme and be monitored via normal governance and performance management mechanisms.

The Stirling Council Transformation Board (STB) was established by the Chief Executive to set out an agreed Transformation Programme Plan that considers new ways of working through detailed programmes for change, Covid-19 recovery and renewal, and more specifically, to bring together in one place all the programmes of work that will deliver financial sustainability as well as benefit to the people of Stirling and those who visit the local area.

The Thriving Stirling strategy and Target Operating Model will be informed by the Council’s Five Year Business Plan which reflects the Council’s priorities, the agreed local outcomes, political priorities and local circumstances. It works to enable all our citizens and communities to benefit from the drive to strengthen Stirling’s economy and its services. Councillors determine the principles and direction of this, and the Chief Executive and the Corporate Management Team are accountable for its delivery.

A skilled, motivated and committed workforce is central to this plan and critical in ensuring we deliver the best possible services for Stirling. The Stirling Council Workforce Plan is closely aligned to the Five Year Business Plan to ensure we have the correct skills mix, training and development opportunities for all our employees.

A key element of this workforce planning will involve new ways of working, focusing in on the 3 key areas of people, technology and property to develop our future work environment. Hybrid working principles and guidance have been developed and issued to staff and a series of meetings are now being held with
staff and service teams to help design and shape our work space and practices, and how staff will work both remotely and in the office as well as reviewing our accommodation requirements. The Technology workstream is building on the significant work done to allow home-working during the pandemic and enable longer term home and remote working safely and securely, as well as implementing workstation booking systems and video conferencing to enable hybrid home and office based working.

As a Council, our strategic vision is for Stirling to be “somewhere everyone can thrive” based on delivering services centred on our citizens and communities. We will do this in a way that seeks to reduce exclusion by increasing community participation in our decision making through a continuous conversation with citizens and through Participatory Budgeting. We will tailor our approach and design our services to meet the requirements of those who need them most, and will continue to measure and assess our performance in order to improve the services we deliver, seeking to learn what we can from other organisations and working alongside our partners to enhance the customer experience across the Council. This means prioritising resources, leadership and partnership activity in a way that achieves the greatest, measurable success for Stirling.

George Murphy FCCA CPFA
Interim Chief Officer Finance

Carol Beattie
Chief Executive

Cllr Chris Kane
Leader of the Council
**Statement of Responsibilities**

**The Authority’s Responsibilities**

The authority is required to:

- Make arrangements for the proper administration of its financial affairs and to secure that the proper officer of the authority has responsibility for the administration of those affairs (section 95 of the Local Government (Scotland) Act 1973). In this authority, that officer is the Chief Finance Officer, Corporate Operations.

- Manage its affairs to secure economic, efficient and effective use of resources and safeguard its assets.

- Ensure the Annual Accounts are prepared in accordance with legislation (The Local Authority Accounts (Scotland) Regulations 2014) and so far as is compatible with that legislation, in accordance with proper accounting practices (section 12 of the Local Government in Scotland Act 2003).

- Approve the Annual Accounts for signature.

I confirm that these Annual Accounts were approved for signature by the Audit Committee at its meeting on xx November 2022. Signed on behalf of Stirling Council.

Cllr Chris Kane
Leader of the Council

**The Chief Financial Officer’s Responsibilities**

The Chief Finance Officer is responsible for the preparation of the authority’s Annual Accounts in accordance with proper practices as required by legislation and as set out in the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom (the Code).

In preparing the Annual Accounts, the Chief Finance Officer has:

- Selected suitable accounting policies and then applied them consistently.
- Made judgements and estimates that were reasonable and prudent.
- Complied with legislation.
- Complied with the Local Authority Accounting Code (in so far as it is compatible with legislation).

The Chief Finance Officer has also:

- Kept adequate accounting records which were up to date.
- Taken reasonable steps for the prevention and detection of fraud and other irregularities.

I certify that the financial statements give a true and fair view of the financial position of the Local Authority and its group at the reporting date and the transactions of the Local Authority and its group for the year ended 31 March 2022.

George Murphy FCCA CPFA
Interim Chief Officer Finance
Annual Governance Statement

Scope of Responsibility

Stirling Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards and that public money is safeguarded, properly accounted for and used economically, efficiently and effectively. The Council also has a statutory duty, under the Local Government in Scotland Act 2003, to make arrangements to secure best value, through continuous improvement in the performance of its functions. Elected Members and the Corporate Management Team are responsible, in discharging those responsibilities, for putting proper arrangements in place for the governance of the Council’s affairs and for facilitating the effective exercise of its functions, including risk management arrangements.

This Annual Governance Statement relates to the governance framework in place within the Council for the year ended 31 March 2022 and up to the date of signature of the Council’s Annual Accounts for 2021-22.

The Council approved and adopted its current Local Code of Corporate Governance (‘the Code’) in March 2018. The Code is consistent with the best practice and good governance principles set out in the ‘Delivering Good Governance in Local Government: Framework’ and related ‘Guidance Notes for Scottish Authorities’ published in 2016 by the Chartered Institute of Public Finance and Accountancy (CIPFA) and the Society of Local Authority Chief Executives (SOLACE). It also incorporates the requirements of CIPFA’s Statement on The Role of the Chief Financial Officer in Local Government. A copy of the Code is on our website at www.stirling.gov.uk, or can be obtained by writing to: The Chief Officer - Governance, Stirling Council, Old Viewforth, Stirling FK8 2ET.

This Statement explains how the Council has complied with the Code and the Statement itself complies with the CIPFA Code of Practice on Local Authority Accounting in the United Kingdom: Guidance Notes for Practitioners 2021-22, which details the requirements for an Annual Governance Statement. The Statement also complies with the Delivering Good Governance in Local Government Framework and Guidance Notes and the Local Authority Accounts (Scotland) Regulations 2014, both of which require the Council to conduct an annual review of the effectiveness of its system of internal control, to consider and report the findings of that review and to approve an Annual Governance Statement signed by the Chief Executive and Council Leader.

The Governance Framework

The governance framework comprises the systems, processes, culture and values by which the Council is directed and controlled and the activities through which it accounts to, engages with and leads its communities. This enables the Council to monitor achievement of its key strategic goals, outcomes and priorities, as set out in the Council’s 10-Year Strategy 2020-2030 ‘Thriving Stirling’ and in the Five-year Business Plan and to consider whether those objectives have led to the delivery of value for money.

The Council’s system of internal control is a significant part of the governance framework and is designed to manage risk to a tolerable level. Internal control cannot eliminate all risk of failure to achieve policies, aims and objectives and can, therefore, only provide reasonable and not absolute assurance. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of policies, aims and objectives; to evaluate the likelihood of those risks being realised and the impact should they be realised; and to manage those risks efficiently, effectively and economically.

The Council’s governance framework is set out in the Local Code of Corporate Governance, to provide:

- an overview of the governance arrangements in operation within the Council;
- assurance that the Council’s business is run lawfully, accountably and openly; and,
- a focus for the Council’s self-assessment of its governance arrangements.

The Council maintains organisational and management structures to ensure it has the right capacity, competencies, behaviours and governance arrangements to address future opportunities and challenges, including a greater emphasis on: community planning and engagement; health and social care integration; a strategic infrastructure plan; changing customer demands; and ongoing financial challenges.

The Council structure underpins a flexible, service delivery approach based on priorities and outcomes. Decision making and delegation arrangements and organisational structure are kept under review to support the delivery of the Council’s key priorities and objectives. The Council approved a revised decision-making structure on 12 December 2017 and a revised senior management structure on 3 March 2022. Amendments to the Standing Orders and Scheme of Delegation have been approved by the Council during 2021-22 to continue to support its decision-making structures which, in addition to full Council, comprise Panels and Committees, including:
The Council also has an Audit Committee, which is chaired by a member of the Opposition.

Senior management, decision-making and scrutiny arrangements are aligned with Key Priorities and provide an effective framework through which the Council can direct and control its activities and scrutinise its performance in delivering those Priorities. Key elements of the Council’s corporate governance framework include:

- the Stirling Plan 2017-2027 (Local Outcomes Improvement Plan) signed off in February 2018 by the Community Planning Partnership Leadership Group. This is required by the Community Empowerment (Scotland) Act 2015 and sets out the shared objectives of the Council and its Community Planning Partners detailing their vision, strategic priorities and intended outcomes for the Stirling area, its citizens and service users;
- the 10-Year Strategy 2020-2030 (‘Thriving Stirling’), approved by the Council in December 2020. This sets out a clear, long-term, vision and goals for the Council and provides a framework for planned, structured, agile and adaptable transformation that will focus resources on achieving the greatest impact and value for money for Stirling’s communities, citizens and visitors, as well as the Council’s staff and partners;
- a rolling Five-year Business Plan that acts as a guide operationally and financially, helping the Council to prioritise resources, leadership and partnership activity to achieve the vision, goals and outcomes in the Stirling Plan 2017-2027 and in the 10-Year Strategy 2020-2030, ‘Thriving Stirling’, all of which are accessible on the Council’s website;
- governance arrangements for Community Planning that include a Community Planning Partnership (CPP) Executive Board responsible for leading on the shared priorities and outcomes of CPP partners, under the Stirling Plan and supported by a Senior Officer Group representing each Partner;
- the budgeting process, which underpins the 10-Year Strategy 2020-2030, the Five-year Business Plan and the Strategic Workforce Plan. This enables the Council to manage future costs and service demands, aligning service delivery and transformation to address demands and deliver best value;
- formal arrangements for the delivery of strategic transformation programmes and corporate savings options, and the delivery of related projects, governed by the Stirling Transformation Board and the Stirling’s Future Board and Portfolio Planning Group, both of which have clear terms of reference;
- a performance management framework, incorporating internal and public performance reporting, that enables the Council to regularly report on performance in achieving its key priorities. Performance reports include the Annual Report and Accounts and Performance and Strategic Priorities Progress Reports. These are published on the Council’s website and in Council or Committee agenda papers;
- presentation of reports, including findings and recommendations, to the Corporate Management Team, Operational Governance Board, Audit Committee, Decision-Making Committees and Council by Internal Audit, External Audit and other inspectorates;
- Standing Orders, Contract Standing Orders, Schemes of Delegation and Sub-Delegation and Financial Regulations, which define the roles and responsibilities of Elected Members and officers and are subject to regular review;
- the overall responsibilities of:
  - the Chief Executive, as the Head of Paid Service, for all aspects of operational management;
  - the Chief Officer - Finance for keeping proper financial records, maintaining an effective system of internal financial control and ensuring appropriate advice is given to the Council on all financial matters;
  - the Chief Officer - Governance, as Monitoring Officer, for ensuring appropriate legal and other advice is given to the Council and for ensuring compliance with relevant legislation and procedures; and
  - the Audit Service Manager, for reviewing, appraising and reporting to management, the Audit Committee and the Council on the adequacy of internal control, risk management and corporate governance arrangements.
- an Audit Committee that provides the Council with independent assurance of the adequacy of the governance and risk management frameworks and the internal control environment, including through an Annual Report;
- a Risk Management Policy and related procedures that set out the responsibilities of Elected Members, the Audit Committee, management and staff in identifying and managing risks to the Council’s key priorities;
- a Council-wide Strategic Risk Register and Service Risk Registers, which identify risks and treatment actions and are regularly reviewed, updated and reported to the Audit Committee and Corporate Management Team;
- Business Impact Assessment and Recovery Plans, setting out arrangements for service continuity in the event of an emergency or other disruption to critical services;
- the Council’s Personal Growth & Development (PGD) process, which underpins objective setting for staff and management and supports the Council’s Key Priorities through a range of shared behaviours;
- Elected Members’ Registered Interests are declared on the Council website and a Register of Officers’ Interests (for senior officers) is maintained and made available for public inspection;
- a ‘Members’ Remuneration and Expenses Scheme’ consistent with Scottish Government guidance and an Annual Statement of Members’ Allowances & Expenses are published by the Council on its website, outlining the salary, allowances and expenses paid to each Elected Member;
- induction training on roles and responsibilities and ongoing development opportunities are provided for Elected Members;
- codes of conduct that set out the standards of behaviour expected from Elected Members and officers, including the Councillors’ Code of Conduct and the Code of Conduct for the Council’s employees;
- specific Financial Regulations and a Counter-Fraud Strategy set out the responsibilities of officers and Elected Members in relation to fraud and corruption and are reinforced by the Whistleblowing Policy as well as the Codes of Conduct;
- a Local Code of Practice on Following the Public Pound and Funding External Bodies and arrangements for appointments to Boards or management groups of group entities, to ensure proper accountability for Council funds used in the external delivery of services to meet strategic priorities and objectives; and
- a clear governance and reporting framework that provides for regular review and reporting to decision-making committees on the operation of Council ALEOs and other strategically-funded bodies.

Review of Effectiveness

In accordance with best practice set out in the Delivering Good Governance in Local Government Framework and the Local Authority Accounts (Scotland) Regulations 2014 the Council is responsible for conducting, at least once in each financial year, a review of the effectiveness of its governance framework, including the system of internal financial control. The review of the effectiveness of the Council governance framework is informed by:

- the work of the Corporate Management Team, which develops and maintains the governance environment;
- the work of Council managers and finance staff;
- the annual assurance statements on governance arrangements that are provided by senior managers;
- an annual review, by Internal Audit, of compliance with the Council’s Local Code of Corporate Governance;
- the Audit Service Manager’s annual report and Internal Audit reports across the range of Council services;
- reports from the Council’s external auditor; and,
- reports from other external review bodies, agencies and inspectorates.

The annual review of effectiveness is supported by a process of self-assessment and assurance certification by senior managers. Senior managers were asked to identify progress on implementing improvement actions identified as part of their 2021-22 assessments and to identify actions they proposed to take during 2022-23. The Audit Service Manager considered the returns, certifications and improvement action plans from each Service and concluded that these did not highlight any issues of significance that would otherwise impact on the level of assurance over the effectiveness of the Council’s overall governance framework. The self-assessment process enabled Services to identify and plan improvements during 2022-23 to their Service-level governance framework, including:

- a review across the Roads and Land teams to improve the robustness of asset management planning leading to the development of a 3-5 year asset management programme. This will strengthen the links between Council priorities, budget setting, asset planning and asset risk management;
- actions by the Technology team to further improve resilience against cyber security threats through enhancing the security environment; implementation of new endpoint security and vulnerability patching and retaining accreditations for the Public Services Network (PSN) and ‘Cyber Essentials’ security standards;
- development of a ‘Savings and Efficiencies Policy’ by the Procurement team, in conjunction with the Finance team and revised processes to identify, capture and report savings and efficiencies through the Council’s procurement and contracting arrangements;
• action by the Finance team to support the implementation of the new Enterprise Resource Planning system by specifying and maintaining key financial controls for ledger, cash book, accounts payable, accounts receivable, payroll, HR and procurement functionality and for associated feeder systems; and

• a review by the Governance Service of the Civic Government licensing functions and arrangements to ensure compliance with statute and good practice and to improve and modernise policy, practices and procedures.

Internal Audit performed an annual review on the existence, appropriateness and application of key elements of the Council’s Local Code of Corporate Governance during the year to 31 March 2022, concluding that:

• the Code is consistent with CIPFA and SOLACE guidance on the Delivering Good Governance in Local Government Framework and with the International Framework of Good Governance in the Public Sector;

• the key governance arrangements and controls are clearly set out in the Code and there is sufficient, clear, reliable and objective evidence to provide assurance that these exist and are being applied in practice; and

• there is scope to continue to develop and refine corporate governance arrangements. Internal Audit has made a small number of recommendations for improvement, agreed with the Chief Officer - Governance.

In order to comply with the requirements of the Code of Practice on Local Authority Accounting in the United Kingdom: Guidance Notes for Practitioners 2021-22, this Statement incorporates assurance on the governance arrangements and systems of internal financial controls within the consolidated group entities of the Council. The review of the effectiveness of those arrangements is informed by, where appropriate, their Annual Governance Statements, the opinions of their external auditors and work undertaken by relevant internal auditors.

Roles and Responsibilities of the Audit Committee and the Audit Service Manager

The Audit Committee is chaired by a member of the Opposition and operates in accordance with CIPFA’s Audit Committee Principles in Local Authorities in Scotland and Audit Committees: Practical Guidance for Local Authorities. As per the Council’s Scheme of Delegation its role includes:

• to review internal and external audit reports and the main issues arising and to seek assurance that action has been taken where necessary;

• to receive and consider the Audit Service Manager’s annual report, summarising Internal Audit activity and the level of assurance this provides over the arrangements for risk management, governance and internal financial control within the Council;

• to satisfy itself that the Council’s assurance statements, including the Annual Governance Statement, properly reflect the risk environment and any actions required to improve it;

• to keep the Local Code of Corporate Governance under review and ensure arrangements for the publication of a statement in the Council’s Annual Accounts confirming compliance with the Code; and

• to review the Annual Accounts and to consider the external auditor’s report to those charged with governance on issues arising from the audit of the accounts.

The Council’s Audit Service Manager has the responsibilities of the ‘Head of Internal Audit’, as defined in the CIPFA Statement on the Role of the Head of Internal Audit and of the ‘Chief Audit Executive’, as defined in the Public Sector Internal Audit Standards (PSIAS). As required by PSIAS, the Audit Service Manager prepares an annual Internal Audit Plan and undertakes a programme of Internal Audit reviews, which take account of the risks identified in the Council’s risk registers and Internal Audit’s own assessment of risk.

The Audit Committee has delegated authority to approve the annual Internal Audit Plan and programme of work and regularly monitors the performance of Internal Audit. The Audit Service Manager provides an annual report to the Audit Committee containing an independent opinion on the adequacy and effectiveness of the Council’s risk management, internal control and corporate governance arrangements.

Internal Audit reports are provided to Elected Members, to management and to the appointed external auditor. The reports include improvement recommendations and agreed action plans to address these. Management is responsible for responding to those reports and ensuring that appropriate action is taken. Progress made and significant matters, including any non-compliance with agreed actions from Internal Audit work, are reported to the Audit Committee.

Compliance with Best Practice

During 2021-22 the Council continued to develop and to implement financial governance arrangements that enable it to meet the best practice requirements set out in the CIPFA Financial Management Code (the ‘Code’). The Chief Officer – Finance, the Audit Service Manager and their staff also developed and completed a self-assessment framework, based on the Code requirements, to assess and provide evidence of compliance and to identify any
improvements that will, where necessary, be addressed by planned action to maintain the Council’s continued compliance with the Code.

The Council complies with the requirements of CIPFA’s statement on The Role of the Chief Financial Officer in Local Government. The Chief Officer – Finance has overall responsibility for the Council’s financial arrangements and is professionally qualified and suitably experienced to lead the Council’s finance function and staff.

The Council complies with the requirements of CIPFA’s statement on The Role of the Head of Internal Audit in Public Service Organisations. The Audit Service Manager has responsibility for the Council’s Internal Audit service and is professionally qualified and suitably experienced to lead and direct the Internal Audit team.

The Internal Audit service operates in accordance with the Public Sector Internal Audit Standards, as also verified by a 5-yearly external quality assessment performed during 2018 and subsequently reported to the Audit Committee. The next scheduled external quality assessment review will take place during 2022.

The Council complies with the requirements of CIPFA’s Code of Practice on Managing the Risk of Fraud and Corruption. The Audit Service Manager has responsibility for the Council’s Corporate Fraud service. The Audit Service Manager is suitably experienced to lead and direct the Corporate Fraud team, comprising professionally qualified Counter Fraud Officers, in line with the Council’s Counter Fraud Strategy updated in September 2021.

Best Value Assurance

The Accounts Commission published its Best Value Assurance Report for the Council in April 2019 following review work performed by Audit Scotland. The report highlighted key challenges for the Council including cumulative savings required over a 5-year period and made ten recommendations for improvement, including in relation to: public performance reporting against priorities; use of benchmarking to improve service delivery; and leadership in demonstrating a systematic approach to self-evaluation and delivering improvement.

In June 2019, the Council considered the Best Value Assurance Report and an Improvement Action Plan developed by Officers. Since then, both the Council and the Operational Governance Board (OGB) have continued to receive progress reports from Officers on the implementation of agreed improvement actions. The most recent report to the OGB in March 2022 noted that 6 of 10 improvement actions were fully completed and that the remaining 4 actions are significantly advanced towards full implementation, expected by March 2023.

Work is now particularly well-advanced on reflective self-evaluation arrangements. In March 2022 the OGB agreed a process and indicative programme for a phased roll-out of Public Service Improvement Framework (PSIF) self-assessments for final approval by the Corporate Management Team. The Council will work with the Improvement Service on this, which has offered resources to facilitate and to support initial self-assessment exercises across selected Council Services.

Significant Governance Issues: Further Progress and Planned Actions

The Audit Service Manager’s overall opinion on the Council’s arrangements for risk management, governance and control is included within the Internal Audit Annual Assurance Report for 2021-22. In that report the Audit Service Manager concludes that substantial assurance can be provided on arrangements in place during the year to 31 March 2022. Any significant findings arising in the period between 1 April 2022 and the signing of this Statement will be set out in the Audit Service Manager’s update report to the first scheduled meeting of the Audit Committee.

The programme of Internal Audit work undertaken for 2021-22 on which that opinion is based was approved by the Audit Committee in May 2021. In approving the Plan, the Audit Committee noted the impact of Covid-19 on all Council services including Internal Audit and that this impact was expected to continue through the Council’s work on the recovery phase of the pandemic. During 2021/22 Service priorities, resources and capacity continued to evolve and on that basis the Internal Audit Plan was managed in a flexible way to allow Internal Audit resources to be pragmatically deployed.

In January 2022, the Audit Committee was advised that progress with completion of planned audit reviews was broadly in line with expectations and that sufficient Internal Audit work would be completed for 2021/22 to allow a balanced and evidence-based position to be reported in the Internal Audit Annual Assurance Report. The Audit Committee noted that the Internal Audit team had operated since September 2021 with a vacant post due to the secondment of an Internal Auditor to the Enterprise Resource Planning project, as part of the Council’s Transformation Programme. As part of a wider service restructure an additional Senior Internal Auditor was recruited in June 2022 with the seconded Internal Auditor post to be filled in due course.

The assurance opinion above is provided on the basis of a substantively completed Internal Audit Plan, as in previous years, with only a small number of audit reviews carried forward to completion in early 2022/23. All audit reports issued during the year provided at least a ‘substantial assurance’ opinion on the area reviewed.

The nature and impact of any significant changes to the internal control, governance and risk management arrangements continue to be monitored and considered and any relevant issues are included within this Statement,
at the date of signature. They will also be monitored and considered through Internal Audit work and reported, as necessary, in the Annual Governance Statement for 2022-23.

The Council and group entities work to address matters identified during audits and other inspections. Subject to any issues noted in this Statement, monitoring of progress with agreed improvement actions included in the previous Annual Governance Statement Improvement Action Plan has identified that:

- **Enterprise Resource Planning (ERP) System**: In May 2021, Council formally approved the purchase and implementation of an ERP solution to replace the core finance, procurement, HR and payroll and customer management systems; and approved the award of contracts to the software supplier and integration partner. Council also approved related financial provisions including the use of Transformation Fund monies and prudential borrowing. The ERP system implementation is now being overseen and monitored by the Stirling Transformation Board as part of the major transformation programme initiatives known as the 'Vital Few';

- **Transformation Programme**: The Stirling Council Transformation Board was established in June 2021. The Board is chaired by the Chief Executive, includes the Chief Operating Officers and Chief Officers, and manages the 'Vital Few' transformation programme initiatives. The Council’s ‘Target Operating Model’ has now been developed and covers four main work-streams, which will be progressed further in 2022 and beyond. Those are: New Ways of Working (NWOW); Financial Sustainability; Corporate Performance; and Demand Management. Progress is also continuing on the ERP system implementation and on the Covid-19 Recovery Plan, led by the Chief Operating Officer – Communities and Performance;

- **Local Code of Corporate Governance**: The Chief Officer – Governance has reviewed and updated the Local Code of Corporate Governance previously approved by Council in March 2018. The updated ‘Local Code’ was subject to consultation between the Chief Officer – Governance, members of the Corporate Management Team (CMT) and other officers. The updated draft ‘Local Code’ was submitted to the CMT meeting in April 2022. CMT was advised that the draft ‘Local Code’ would be presented for approval to the first meeting of the Audit Committee following local government elections in May 2022;

- **Corporate Complaints Processes**: Local complaint handling processes have been implemented and continue to be refined, and reflect the ‘Model Complaints Handling Process’ published by the Scottish Public Services Ombudsman. Quarterly reports are submitted to the Operational Governance Board in relation to corporate enquiries and complaints, highlighting: volumes of contacts, response performance, actions taken and any further learning identified. Briefing / review sessions for elected members were held in April 2021 and January 2022, with a further session planned for August 2022; and

- **Tenant Participation Strategy and Action Plan**: a number of key actions have been undertaken including: the use of Survey Monkey, with a four-fold increase in response rates for repairs satisfaction from 2021; two additional tenant members recruited to the Stirling Tenants Assembly; and tenant representatives attended the Housing Advisory Group which met five times during 2021/22. Work is continuing with Clackmannanshire Council, Forth Housing Association and Rural Stirling Housing Association to procure the tenant satisfaction survey to be carried out later in 2022 which will inform a refreshed Tenant Participation Strategy in 2023.

The following table sets out some examples of planned developments in the Council’s corporate governance framework and related actions, which will be undertaken or progressed during 2022-23. These have, generally, been the subject of reports to Council or Committees on proposals to extend or improve the effectiveness of the Council’s governance arrangements. These actions may be subject to further review to reflect the outcomes of any decisions taken or changes required as a result of ongoing Covid-19 recovery and renewal activity.

<table>
<thead>
<tr>
<th>Area of Governance (SR = Strategic Risk)</th>
<th>Source</th>
<th>Actions Planned in 2022-23</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enterprise Resource Planning (ERP) System (SR 01 – corporate governance arrangements)</td>
<td>Stirling Council</td>
<td>1. Work will continue on the implementation of the Council’s new ERP software system by April 2023. This is being delivered through a dedicated project team of key Council staff working closely with the appointed software supplier and integration partner. The solution will replace the Council’s current core finance, procurement, HR and payroll and customer contact and management systems. It will drive improved business performance by transforming processes, systems and data, by</td>
</tr>
<tr>
<td>Area of Governance (SR = Strategic Risk)</td>
<td>Source</td>
<td>Actions Planned in 2022-23</td>
</tr>
<tr>
<td>----------------------------------------</td>
<td>--------</td>
<td>-----------------------------</td>
</tr>
<tr>
<td><strong>Transformations Programme</strong>&lt;br&gt;(SR 04 – external cost pressures &amp; reductions in government funding)&lt;br&gt;(SR 05 – effective service delivery and transformational change)</td>
<td>Stirling Council Finance &amp; Economy Committee</td>
<td>2. The Council’s ‘Vital Few’ Transformation Programme includes, as part of its ‘Target Operating Model’, a ‘New Ways of Working’ workstream. This is focussed on the Council’s people, technology and property and, in particular, developing policy and arrangements for effective and flexible hybrid working. Action will continue to be taken during 2022-23 to build on the ‘Hybrid Working Principles’ developed since December 2021 and presented to members in February 2022. Those actions will provide the foundations for the practical implementation of hybrid working and the investment and support required in people, technology and property to enable it.</td>
</tr>
<tr>
<td><strong>Food Standards Capacity and Capability</strong>&lt;br&gt;(SR 01 – corporate governance arrangements)&lt;br&gt;(SR 31 – suitable workers for services)</td>
<td>Environment &amp; Housing Committee</td>
<td>3. The Council agreed a detailed Action Plan in August 2021 with Food Standards Scotland (FSS) in relation to food law enforcement functions, following an audit report from FSS. The report noted that resource, systems and capacity challenges were facing the Council in delivering functions, within a national context of staff resource shortages in the profession. Actions will continue to be taken by the Service during 2022-23, supported by Internal Audit, to monitor, review and further the progress already achieved in improving resources, systems, capacity and capability of the food law enforcement function.</td>
</tr>
<tr>
<td><strong>City Centre Strategy &amp; Action Plan 2022-23</strong>&lt;br&gt;(SR 25 – recover and renew our services)</td>
<td>Finance &amp; Economy Committee</td>
<td>4. A new Stirling City Centre Strategy was approved by the Finance &amp; Economy Committee in February 2022, following consultation between local business partners and the Council’s City Centre Working Group. The Strategy sets out a new vision, strategic objectives and priorities for post-Covid recovery and economic growth and is supported by a detailed Action Plan for 2022-23. Focussed activity will take place during 2022-23 with key partners to deliver Action Plan outcomes and develop an evaluation framework to monitor progress. The Action Plan will be reviewed and refreshed annually.</td>
</tr>
<tr>
<td>Area of Governance (SR = Strategic Risk)</td>
<td>Source</td>
<td>Actions Planned in 2022-23</td>
</tr>
<tr>
<td>----------------------------------------</td>
<td>--------</td>
<td>--------------------------</td>
</tr>
<tr>
<td>Re-establishment of Area Forums (SR 01 – corporate governance arrangements) (SR 27 – engagement with communities)</td>
<td>Community Planning &amp; Regeneration Committee</td>
<td>5. A consultation exercise was conducted with Community Councils, community groups and other interested parties in December 2021 to identify the demand and preference for re-establishing Area Forums. Work will be undertaken during 2022-23 to re-establish Area Forums and to set out their role and influence in relation to local democracy, community engagement and governance. Support for Area Forums thereafter will be provided by the Community Development team.</td>
</tr>
</tbody>
</table>

**Significant Governance Issues: Covid-19 Response, Recovery and Renewal**

The Council has included summarised information below on the actions it has taken during the period to support response, recovery and renewal from the Covid-19 pandemic. Those actions include strategic and operational planning, financial planning and management and revised governance and service-delivery arrangements. The summary information below is consistent with guidance issued in April 2020 by the Chartered Institute of Public Finance and Accountancy on reporting Covid-19 impacts on the Council’s operation and governance.

1. **Covid-19: Response Phase – Summary of Actions**

   In the Annual Governance Statement for 2020-21 the Council summarised the actions it had undertaken from March 2020 onwards during the initial response phase of the pandemic. Information on new or revised services and other arrangement responses that the Council had implemented at pace to support communities, citizens and businesses were set out in that Statement and those continue to be relevant for 2021-22, as follows:

   - **Data and Surveillance**: the collection, collation, analysis and sharing of data and information with partners in national government, health and social care in relation to Covid-19 infection rates and testing;
   - **Cluster and Outbreak Management**: responding to potential and actual Covid-19 cases and outbreaks of clusters and arrangements to prevent and proactively manage them with partners;
   - **Prevent and Precautions (for Care, Education, Communities and Homeless Population)**: supporting care homes and their residents, places of learning and education (including students and staff) and wider communities and those experiencing homelessness;
   - **Detection - Test and Protect**: identifying those infected with virus, tracing close contacts and supporting self-isolation. Support for symptomatic and asymptomatic testing of staff and communities including walk-in and drive-through testing and implementing Contact Tracing under national Test and Protect requirements;
   - **Care for People**: services to care for people and communities and to support vulnerable individuals including: assistance with shopping, medication and other essential tasks, administration of government grant and income support schemes to businesses and individuals, and support for vulnerable families and young people; and
   - **Local Governance**: the Council’s governance and decision-making arrangements were revised. Temporary ‘urgent business’ and delegated decision-making powers were granted by Council to the Chief Executive and the suspension of in-person meetings of Council, Committee and Panels was approved, with new arrangements implemented for ‘virtual’ recorded meetings.


   During 2021 the Council moved actively into the recovery and renewal phase of its management of the Covid-19 pandemic. During 2021-22 key reports submitted to Council included a Covid-19 Recovery Plan and related actions to guide the Council’s recovery and renewal approach, its service delivery and its support for local communities and businesses. The reports that provided relevant information, supported governance and decision-making processes and reported progress with the Covid-19 Recovery Plan were as follows:

   - On 29 April 2021 the Council approved the Terms of Reference for a Member-Officer Group and delegated authority to that Member-Officer Group to make recommendations to the Covid-19 Recovery Operational Group, whose recommendations would be reported to Council on a regular basis. Council also delegated
authority to the Chief Executive to access the available Covid-19 financial resources in order to fund the
provision of the resources necessary to support Covid-19 recovery and renewal work in the Stirling Council
area;
• On 24 June 2021 the Council approved the Covid-19 Recovery Plan developed by the Member-Officer Group
and which set out the Council’s priority actions for recovery for the next 6 months and beyond. The Plan would
also support longer-term recovery, complementing the Council’s 5-Year Business Plan. The Recovery Plan is
flexible and is being delivered in conjunction with the Council’s partners across the public, health and voluntary
sectors and with community support. The Member-Officer Group meets regularly to monitor the progress of
the Recovery Plan and officers report that progress in turn to the Council;
• On 9 December 2021 the Council considered the progress made on the Covid-19 Recovery Plan and associated
actions. The Recovery Plan comprises 14 priority areas that are further specified into a total of 58 discrete
actions of short to mid-term (6-18 months) and longer term duration. The Recovery Plan and all priority areas
and related actions were reported as ‘on target’ against their expected timeframes. Information was set out on
the provision and anticipated use during 2021-22 (and into later years) of funding from the UK and Scottish
Governments and the Council to support the Covid-19 Recovery Plan, with funding to be applied primarily to
provide interim resources and capacity for service delivery prioritised across Council services. The report also
summarised activity undertaken and planned for business recovery and renewal, including the Council’s
revised Economic Strategy and community engagement to help create sustainable and thriving communities;
• On 9 December 2021 the Council considered information and an update on a range of issues that could impact
on the Council’s financial and budget strategy in future years. The report identified that beyond the allocation
of existing funding received from the UK and Scottish Governments, funding required to deal with anticipated
continuing Covid-19 cost pressures, further potential lost income and the costs of recovery measures to the
Council were significant factors that could impact on the Council’s budget and reserves, particularly in 2022-23
and beyond. The report noted the unprecedented financial pressures and their potential future financial
impacts, which had also been reported to the Finance & Economy Committee and to the Covid-19 Member /
Officer Group during the year; and
• On 3 March 2022 the Council considered its revenue budget strategy and approach for 2022-23 and
subsequent years. The Council was again provided with the relevant information in relation to the anticipated
continuing Covid-19 cost pressures and the potential impact on the Council’s future budgets and reserves. The
Council was advised in determining its strategy and budget for 2022-23 that it was imperative that the
balances of general and ‘ring-fenced’ grant support funding provided by the UK and Scottish Governments
were carried forward and retained for use in 2022-23 and beyond to mitigate the costs of the Council’s Covid-
19 recovery activity.

The reports on the Council’s Covid-19 Recovery Plan, on progress made with recovery and renewal actions and
information about the ongoing financial implications for the Council in terms of the Covid-19 recovery and renewal
phase are detailed below and are available at: Stirling Council - Minutes Search

<table>
<thead>
<tr>
<th>Meeting</th>
<th>Date</th>
<th>Report / Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Council</td>
<td>29 April 2021</td>
<td>Covid-19 Recovery Plan Member / Officer Group Update</td>
</tr>
<tr>
<td>Council</td>
<td>9 December 2021</td>
<td>General Fund Budget Strategy Update</td>
</tr>
<tr>
<td>Council (Special Meeting)</td>
<td>3 March 2022</td>
<td>General Fund Revenue Budget and Determination of Council Tax 2022-23</td>
</tr>
</tbody>
</table>

Conclusion
This Annual Governance Statement summarises, openly and transparently, the governance arrangements
established and operated by Stirling Council for 2021-22 and the period to date, including information on the
impact of the Covid-19 pandemic on the Council in terms of its governance and operations and work undertaken to
respond to and recover from the outbreak.

As Leader of the Council and Chief Executive, we have been advised on the implications of the review of the
effectiveness of the governance framework and that the Council’s arrangements continue to be regarded as fit for
purpose in accordance with the governance framework. It is our opinion that reasonable assurance can be placed on the adequacy and effectiveness of the systems of governance operated by the Council and its Group.

The annual review of effectiveness identifies sufficient evidence that the Council’s Local Code of Corporate Governance operates effectively and that the Council and its Group will continue to take steps, in the coming year, to address the above matters to further enhance governance arrangements. We are satisfied that these steps will address the need for improvements that have been identified in the review of effectiveness and will monitor their implementation and operation as part of the next annual review.

Carol Beattie  
Chief Executive

Cllr Chris Kane  
Leader of the Council
Remuneration Report

Introduction
The Remuneration Report has been prepared in accordance with the requirements of the Local Authority Accounts (Scotland) Regulations 2014 (SSI No. 2014/200) and the guidance issued by the Scottish Government (Scottish Government Finance Circulars 8/2011 and 7/2014). The Regulations require various disclosures about the remuneration and pension benefits of Senior Councillors and Senior Employees.

For completeness, the disclosure requirements for the totals of elected members’ salaries, allowances and expenses and for the number of officers whose remuneration in the year was greater or equal to £50,000 grouped in bands of £5,000 have been included in separate tables within this report. All information disclosed in the tables within this Remuneration Report is audited by Stirling Council’s appointed auditor Audit Scotland. The other sections of the Remuneration Report are reviewed by Audit Scotland to ensure that they are consistent with the financial statements.

All salaries and wages earned up to 31 March 2022 are included in the Accounts irrespective of when payment was made. An accrual is made for the cost of holiday entitlements earned by employees not taken before the year-end, but which employees may carry forward into the next financial year.

Remuneration of Council Leader, Provost and Senior Councillors
The Local Governance (Scotland) Act 2004 (Remuneration) Regulations 2007 (SSI No. 2007/183) as amended by SSI No. 2021/18 regulates the remuneration of Councillors. The Regulations provide for the grading of councillors as either the Leader of the Council, the Provost, Senior Councillors or Councillors. The Leader of the Council and the Provost cannot be the same person for the purposes of payment of remuneration. A Senior Councillor is a Councillor who holds a significant position of responsibility in Stirling Council’s political management structure.

For 2021/22 Stirling Council’s Scheme of Elected Members Remuneration, Allowances and Reimbursement of Expenses set the levels of payment in accordance with the Regulations as follows:

- Leader of Stirling Council - maximum salary £31,010 (2020/21, £29,760)
- Senior Councillor - maximum salary is 75 percent of total yearly amount payable to the Leader of the Council - £23,257 (2020/21, £22,320).

Stirling Council is able to exercise local flexibility in the determination of the precise number of Senior Councillors and their salary within these maximum limits. As at 31 March 2022, Stirling Council has 8 Senior Councillors (31 March 2021, 8 Senior Councillors).

The Regulations also permit Stirling Council to pay contributions or other payments as required to the Local Government Pension Scheme in respect of those councillors who elect to become councillor members of the pension scheme.

The total remuneration of the senior elected officials as 31 March 2022 are shown in the table below:

<table>
<thead>
<tr>
<th></th>
<th></th>
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<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>S Farmer</td>
<td>Council Leader</td>
<td>29,732</td>
<td>-</td>
<td>29,732</td>
<td>30,956</td>
<td>-</td>
<td>30,956</td>
</tr>
<tr>
<td>C Simpson</td>
<td>Provost</td>
<td>22,299</td>
<td>-</td>
<td>22,299</td>
<td>23,217</td>
<td>-</td>
<td>23,217</td>
</tr>
<tr>
<td>C Kane</td>
<td>Senior Councillor</td>
<td>22,299</td>
<td>-</td>
<td>22,299</td>
<td>23,217</td>
<td>-</td>
<td>23,217</td>
</tr>
<tr>
<td>J Thomson</td>
<td>Senior Councillor</td>
<td>22,299</td>
<td>-</td>
<td>22,299</td>
<td>23,217</td>
<td>-</td>
<td>23,217</td>
</tr>
<tr>
<td>M Brisley</td>
<td>Senior Councillor</td>
<td>22,299</td>
<td>-</td>
<td>22,299</td>
<td>19,830</td>
<td>-</td>
<td>19,830</td>
</tr>
<tr>
<td>A Laurie</td>
<td>Senior Councillor</td>
<td>22,299</td>
<td>-</td>
<td>22,299</td>
<td>23,217</td>
<td>-</td>
<td>23,217</td>
</tr>
<tr>
<td>E Tweed</td>
<td>Senior Councillor</td>
<td>22,299</td>
<td>-</td>
<td>22,299</td>
<td>19,830</td>
<td>-</td>
<td>19,830</td>
</tr>
<tr>
<td>A MacPherson</td>
<td>Senior Councillor</td>
<td>22,299</td>
<td>-</td>
<td>22,299</td>
<td>23,217</td>
<td>-</td>
<td>23,217</td>
</tr>
<tr>
<td>N Benny</td>
<td>Senior Councillor</td>
<td>22,299</td>
<td>-</td>
<td>22,299</td>
<td>19,830</td>
<td>-</td>
<td>19,830</td>
</tr>
<tr>
<td>D Gibson</td>
<td>Senior Councillor</td>
<td>17,837</td>
<td>-</td>
<td>17,837</td>
<td>18,572</td>
<td>-</td>
<td>18,572</td>
</tr>
</tbody>
</table>

Total Councillors’ Remuneration
In 2021/22, the total remuneration of all Stirling Council’s elected members (including Senior Councillors above) was £471,983, of which £470,548 related to salaries and £1,435 to expenses. The comparative figure for 2020/21 was £458,806 (£458,605 salaries and £201 expenses respectively).

The annual return of Councillors’ salaries and expenses for 2021/22 is available on Stirling Council’s website at http://my.stirling.gov.uk/home.

Pension Entitlements of Council Leader, Provost and Senior Councillors
The pension entitlements of the Council Leader, Provost and Senior Councillors who were in office as at 31 March 2022 is shown in the table below, together with the contribution made by the Council to each Senior Councillor’s pension for the period in question.
## Remuneration of Senior Employees

The salary of senior employees is set by reference to national arrangements. The Scottish Joint Negotiating Committee (SJNC) for Local Authority Services sets the salaries for the Chief Executives of Scottish local authorities. Stirling Council sets the remuneration levels for senior employees. Its role is to ensure the application and implementation of fair and equitable systems for pay and for performance management within the guidelines of and as determined by, the Scottish Ministers and the Scottish Government. In reaching its decisions, Stirling Council has regard to the need to recruit, retain and motivate suitably able and qualified people to exercise their different responsibilities, the Council’s policies for the improvement of the delivery of local public services and the funds available to the Council.

Only one of the following requirements needs to be met for an employee to meet the definition of being a Senior Employee:

- Has responsibility for management of the local authority to the extent that the person has power to direct or control the major activities of the authority (including activities involving the expenditure of money) during the year to which the Report relates, whether solely or collectively with other persons; or
- Holds a post that is politically restricted by reason of section 2(1) (a), (b) or (c) of the Local Government and Housing Act 1989; or
- Annual remuneration including any remuneration from a local authority subsidiary body is £150,000 or more.

The total remuneration of Stirling Council’s senior employees is as follows:

<table>
<thead>
<tr>
<th>Senior Employee</th>
<th>Salary 2020/21</th>
<th>Total Remuneration 2020/21</th>
<th>Salary 2021/22</th>
<th>Total Remuneration 2021/22</th>
</tr>
</thead>
<tbody>
<tr>
<td>C Beattie: Chief Executive</td>
<td>116,550</td>
<td>116,550</td>
<td>119,511</td>
<td>119,511</td>
</tr>
<tr>
<td>B Monaghan: Acting Chief Operating Officer - People Chief Education Officer (from 22 Feb 21, Full Year Salary Equivalent 20/21 £75,727)</td>
<td>4,148</td>
<td>4,148</td>
<td>86,347</td>
<td>86,347</td>
</tr>
<tr>
<td>B Roberts: Chief Operating Officer - Infrastructure &amp; Environment</td>
<td>89,996</td>
<td>89,996</td>
<td>91,992</td>
<td>91,992</td>
</tr>
<tr>
<td>I McKnight: Chief Operating Officer - Communities and Performance</td>
<td>89,996</td>
<td>89,996</td>
<td>91,992</td>
<td>91,992</td>
</tr>
<tr>
<td>M Valente: Senior Manager Children &amp; Families Chief Social Work Officer</td>
<td>87,801</td>
<td>87,801</td>
<td>89,131</td>
<td>89,131</td>
</tr>
<tr>
<td>G Murphy: Interim Chief Officer Finance (from 20 Dec 21, Full Year Salary Equivalent 21/22 £86,311)</td>
<td>-</td>
<td>-</td>
<td>19,983</td>
<td>19,983</td>
</tr>
<tr>
<td>S Oliver: Senior Manager Economic Development, Culture &amp; Tourism</td>
<td>76,194</td>
<td>76,194</td>
<td>79,046</td>
<td>79,046</td>
</tr>
<tr>
<td>J McAfee: Chief Officer Governance</td>
<td>75,727</td>
<td>75,727</td>
<td>79,005</td>
<td>79,005</td>
</tr>
<tr>
<td>D Leslie: Senior Manager Infrastructure</td>
<td>75,727</td>
<td>75,727</td>
<td>77,086</td>
<td>77,086</td>
</tr>
<tr>
<td>S Clark: Chief Officer Housing</td>
<td>75,727</td>
<td>75,727</td>
<td>76,903</td>
<td>76,903</td>
</tr>
</tbody>
</table>

In addition to remuneration received from Stirling Council, the following senior employees received fees in respect of elections held during 2021/22. No elections took place during 2020/21:

<table>
<thead>
<tr>
<th>2021/22 (£)</th>
<th>2021/22 (£)</th>
</tr>
</thead>
<tbody>
<tr>
<td>C Beattie</td>
<td>1,750</td>
</tr>
<tr>
<td>B Roberts</td>
<td>120</td>
</tr>
<tr>
<td>G Murphy</td>
<td>650</td>
</tr>
<tr>
<td>S Oliver</td>
<td>100</td>
</tr>
<tr>
<td>J McAfee</td>
<td>1,750</td>
</tr>
</tbody>
</table>
The remuneration details of those senior employees who left the employment of the Council during 2021/22 are as follows:

<table>
<thead>
<tr>
<th>Employee Description</th>
<th>Salary 2020/21</th>
<th>Total Remuneration 2020/21</th>
<th>Severance Costs 2021/22</th>
<th>Total Remuneration 2021/22</th>
</tr>
</thead>
<tbody>
<tr>
<td>K Johnson: Chief Officer HR &amp; OD (from 1 April 2021 to 13 June 2021, Full Year Salary Equivalent £78,891)</td>
<td>76,656</td>
<td>76,656</td>
<td>19,115</td>
<td>65,261</td>
</tr>
<tr>
<td>J Boyle: Chief Officer Finance (from 1 April 2021 to 16 January 2022, Full Year Salary Equivalent £80,090)</td>
<td>80,057</td>
<td>80,057</td>
<td>67,836</td>
<td>67,836</td>
</tr>
<tr>
<td>B Reekie: Senior Manager Environment &amp; Place (from 1 April 2021 to 4 March 2022, Full Year Salary Equivalent £76,569)</td>
<td>75,727</td>
<td>75,727</td>
<td>75,964</td>
<td>111,126</td>
</tr>
<tr>
<td>B McClure: Senior Manager City Region Deal (from 1 April 2021 to 11 March 2022, Full Year Salary Equivalent £76,569)</td>
<td>75,727</td>
<td>75,727</td>
<td>75,812</td>
<td>77,279</td>
</tr>
</tbody>
</table>

Pension Entitlements of Senior Employees

The pension entitlements of Senior Employees are shown in the table below, together with contributions made by Stirling Council to each Senior Employee’s pension. All are members of the Local Government Pension Scheme (LGPS).

<table>
<thead>
<tr>
<th>Senior Employee</th>
<th>In-Year Pension Contributions For Year to 31 March 2021 £</th>
<th>Accrued Pension Benefits For Year to 31 March 2022 £</th>
<th>Difference from 31 March 2021 Pension £</th>
<th>Difference from 31 March 2021 Lump Sum £</th>
</tr>
</thead>
<tbody>
<tr>
<td>C Beattie: Chief Executive</td>
<td>26,224</td>
<td>26,890</td>
<td>16,000</td>
<td>3,000</td>
</tr>
<tr>
<td>B Monaghan: Acting Chief Operating Officer - People Chief Education Officer (from 22 Feb 2021)</td>
<td>1,260</td>
<td>19,428</td>
<td>2,000</td>
<td>-</td>
</tr>
<tr>
<td>B Roberts: Chief Operating Officer - Infrastructure &amp; Environment</td>
<td>20,249</td>
<td>20,698</td>
<td>39,000</td>
<td>54,000</td>
</tr>
<tr>
<td>I McKnight: Chief Operating Officer - Communities and Performance</td>
<td>20,249</td>
<td>20,698</td>
<td>21,000</td>
<td>3,000</td>
</tr>
<tr>
<td>M Valente: Senior Manager Children &amp; Families Chief Social Work Officer</td>
<td>19,755</td>
<td>20,054</td>
<td>71,000</td>
<td>3,000</td>
</tr>
<tr>
<td>G Murphy: Interim Chief Officer Finance (from 20 Dec 2021)</td>
<td>-</td>
<td>4,496</td>
<td>34,000</td>
<td>58,000</td>
</tr>
<tr>
<td>S Oliver: Senior Manager Economic Development, Culture &amp; Tourism</td>
<td>17,144</td>
<td>17,785</td>
<td>5,000</td>
<td>2,000</td>
</tr>
<tr>
<td>I McAfee: Chief Officer Governance</td>
<td>17,039</td>
<td>17,776</td>
<td>5,000</td>
<td>-</td>
</tr>
<tr>
<td>D Leslie: Senior Manager Infrastructure</td>
<td>17,039</td>
<td>17,344</td>
<td>23,000</td>
<td>16,000</td>
</tr>
<tr>
<td>S Clark: Chief Officer Housing</td>
<td>17,039</td>
<td>17,303</td>
<td>21,000</td>
<td>19,000</td>
</tr>
</tbody>
</table>

The pension entitlements of those senior employees who left the employment of the Council during 2021/22 are as follows:

<table>
<thead>
<tr>
<th>Employee Description</th>
<th>In-Year Pension Contributions For Year to 31 March 2021 £</th>
<th>Accrued Pension Benefits For Year to 31 March 2022 £</th>
<th>Difference from 31 March 2021 Pension £</th>
<th>Difference from 31 March 2021 Lump Sum £</th>
</tr>
</thead>
<tbody>
<tr>
<td>K Johnson: Chief Officer HR &amp; OD</td>
<td>17,248</td>
<td>4,301</td>
<td>33,000</td>
<td>2,000</td>
</tr>
<tr>
<td>J Boyle: Chief Officer Finance</td>
<td>18,013</td>
<td>15,263</td>
<td>43,000</td>
<td>2,000</td>
</tr>
<tr>
<td>B Reekie: Senior Manager Environment &amp; Place</td>
<td>17,039</td>
<td>17,092</td>
<td>26,000</td>
<td>111,126</td>
</tr>
<tr>
<td>B McClure: Senior Manager City Region Deal</td>
<td>17,039</td>
<td>17,058</td>
<td>3,000</td>
<td>77,279</td>
</tr>
</tbody>
</table>
Pension Scheme Contribution Rates

From 1 April 2009 a tiered pension contribution system was introduced with contributions from scheme members being based on how much pay falls into each tier. This is designed to give more equality between the cost and benefits of scheme membership. The respective tiers and contribution rates paid by pension scheme members towards their pensions are as follows:

<table>
<thead>
<tr>
<th>Whole time pay</th>
<th>Range 2020/21</th>
<th>Rate 2020/21</th>
<th>Range 2021/22</th>
<th>Rate 2021/22</th>
</tr>
</thead>
<tbody>
<tr>
<td>On earnings up to and including</td>
<td>£22,200</td>
<td>5.5%</td>
<td>£22,300</td>
<td>5.5%</td>
</tr>
<tr>
<td>On earnings above</td>
<td>£22,201 and up to £27,100</td>
<td>7.25%</td>
<td>£22,301 and up to £27,300</td>
<td>7.25%</td>
</tr>
<tr>
<td>On earnings above</td>
<td>£27,101 and up to £37,200</td>
<td>8.5%</td>
<td>£27,301 and up to £37,400</td>
<td>8.5%</td>
</tr>
<tr>
<td>On earnings above</td>
<td>£37,201 and up to £49,600</td>
<td>9.5%</td>
<td>£37,401 and up to £49,900</td>
<td>9.5%</td>
</tr>
<tr>
<td>On earnings above</td>
<td>£49,601</td>
<td>12%</td>
<td>£49,901</td>
<td>12%</td>
</tr>
</tbody>
</table>

If a person works part time, their contribution rate is determined by comparing their actual pensionable pay to the relevant range banding in the table above.

Employees Earning Over £50,000

The number of Stirling Council employees receiving more than £50,000 remuneration for the year (excluding employer’s pension contributions) is shown in the following table.

<table>
<thead>
<tr>
<th>Remuneration band</th>
<th>2020/21</th>
<th>2021/22</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Non Teaching Employees</td>
<td>Teaching &amp; Education Employees</td>
</tr>
<tr>
<td>£50,000 - £54,999</td>
<td>18</td>
<td>90</td>
</tr>
<tr>
<td>£55,000 - £59,999</td>
<td>11</td>
<td>52</td>
</tr>
<tr>
<td>£60,000 - £64,999</td>
<td>11</td>
<td>25</td>
</tr>
<tr>
<td>£65,000 - £69,999</td>
<td>1</td>
<td>11</td>
</tr>
<tr>
<td>£70,000 - £74,999</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>£75,000 - £79,999</td>
<td>9</td>
<td>3</td>
</tr>
<tr>
<td>£80,000 - £84,999</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>£85,000 - £89,999</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>£90,000 - £94,999</td>
<td>1</td>
<td>-</td>
</tr>
<tr>
<td>£110,000 - £114,999</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>£115,000 - £119,999</td>
<td>1</td>
<td>-</td>
</tr>
<tr>
<td>£120,000 - £124,999</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Total Employees</td>
<td>58</td>
<td>186</td>
</tr>
</tbody>
</table>

The increase in the number of Stirling Council employees falling into the greater than £50,000 remuneration bands for 2021/22 is due to pay award increases from 1 April 2021.

Severance Costs

Stirling Council terminated the contracts of a number of employees in 2020/21 and 2021/22 as part of a voluntary severance exercise.

The following table details, by cost banding, the actual severance costs incurred by the Council, together with an actuarial estimation of future recurring severance costs that may potentially be incurred by Stirling Council up until the age at which the relevant employees are assumed to cease being members of the pension scheme.

Actual severance costs incurred by the Council in each year are allocated across the following four areas:

- Strain Costs, representing the amount which Stirling Council is required to pay to the pension fund because the employee has retired before the assumed retirement age and which would result in a shortfall in contributions up to the assumed retirement age.
- Compensatory Added Years (CAY) Lump Sum, representing the amount that Stirling Council pays to the individual in a one-off lump sum, according to the compensatory added years awarded.
- Redundancy Lump Sums, representing the amount that Stirling Council pays to the individual in a one-off lump sum, where the individual would normally not be entitled to draw pension benefits due to their age (under 50 years).
- Payments In-lieu of Notice, representing the amount that Stirling Council pays to an individual for a period of notice that the individual is not required to work.

In addition to actual severance costs incurred by the Council, the Accounting Code of Practice also requires disclosure of Capitalised Compensatory Added Years Liabilities. These liabilities represent an actuarial estimate of the discounted value of future recurring Compensatory Added Years payments that Stirling Council may be required to pay to the Pension Fund up until the age at which the former employee is assumed to cease being a member of the pension scheme. It should be stressed that these cost assumptions are based on average life expectancies and so may be subject to change based on actual circumstances impacting on individual pension members.
Clackmannanshire and Stirling Integration Joint Board

Under Section 10 of the Public Bodies (Joint Working) (Scotland) Act 2014, a Chief Officer for the IJB has to be appointed with the remuneration terms of the Chief Officer’s employment being approved by the IJB.

A Black has been employed as Chief Officer of the Clackmannanshire and Stirling Integration Joint Board (IJB) from 17 June 2019.

Stirling Council’s share (30%) of the remuneration and pension entitlements of A Black are outlined below:

<table>
<thead>
<tr>
<th>Total Remuneration</th>
<th>In-Year Pension Contributions</th>
<th>Accrued Pension Benefits</th>
<th>Difference from 31 March 2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>£</td>
<td>For Year to 31 March 2021</td>
<td>For Year to 31 March 2022</td>
<td>As at 31 March 2022</td>
</tr>
<tr>
<td>2020/21</td>
<td>£</td>
<td>£</td>
<td>Pension £</td>
</tr>
<tr>
<td></td>
<td>29,752</td>
<td>6,218</td>
<td>tbc</td>
</tr>
<tr>
<td>2021/22</td>
<td>31,555</td>
<td>6,595</td>
<td>tbc</td>
</tr>
</tbody>
</table>

Subsidiary Entities

Stirling Council includes 6 subsidiary entities within its Group Accounts (excluding Common Good and Charitable Trusts). Of these, only Active Stirling Ltd, a charitable Leisure Trust, employs a senior employee (A Bain - Chief Executive). None of the other 5 subsidiary entities employed a senior employee during 2020/21 or 2021/22. None of the 6 subsidiary entities paid remuneration to Councillors of Stirling Council in 2020/21 or 2021/22. The remuneration and pension entitlements of A Bain are as follows:

<table>
<thead>
<tr>
<th>Total Remuneration</th>
<th>In-Year Pension Contributions</th>
<th>Accrued Pension Benefits</th>
<th>Difference from 31 March 2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>£</td>
<td>For Year to 31 March 2021</td>
<td>For Year to 31 March 2022</td>
<td>As at 31 March 2022</td>
</tr>
<tr>
<td>2020/21</td>
<td>£</td>
<td>£</td>
<td>Pension £</td>
</tr>
<tr>
<td></td>
<td>85,000</td>
<td>14,535</td>
<td>33,000</td>
</tr>
<tr>
<td>2021/22</td>
<td>85,000</td>
<td>14,535</td>
<td>37,000</td>
</tr>
</tbody>
</table>

Trade Union Regulations

The Trade Union (Facility Time Publication Requirements) Regulations 2017 came into force on 1 April 2017. The regulations place a legislative requirement on relevant public sector employers to collate and publish, on an annual basis, a range of data on the amount and cost of facility time within their organisation. The data is required to be published on a website maintained by or on behalf of the employer before 31st July each year. The relevant information relating to 2021/22 can be found on the Council’s website at the following link https://www.stirling.gov.uk/jobs-business-investment/jobs/hr-performance-reporting/ and is also shown below for information.

Table 1: Stirling Council employees

What was the total number of employees who were relevant union officials employed during the relevant period?

<table>
<thead>
<tr>
<th>Central Function Employees</th>
<th>Education Function Employees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of employees who were relevant union officials during the relevant period</td>
<td>Full-time equivalent trade union employee number</td>
</tr>
<tr>
<td>39</td>
<td>34.87</td>
</tr>
<tr>
<td>Number of employees who were relevant union officials during the relevant period</td>
<td>Full-time equivalent trade union employee number</td>
</tr>
<tr>
<td>16</td>
<td>14.4</td>
</tr>
</tbody>
</table>
Table 2: Percentage of time spent on facility time

How many employees who were relevant union officials employed during the relevant period spent a) 0%, b) 1%-50%, c) 51%-99% or d) 100% of their working hours on facility time?

<table>
<thead>
<tr>
<th>Percentage of time</th>
<th>Number of employees</th>
<th>Percentage of time</th>
<th>Number of employees</th>
</tr>
</thead>
<tbody>
<tr>
<td>0%</td>
<td>0</td>
<td>0%</td>
<td>0</td>
</tr>
<tr>
<td>1-50%</td>
<td>38</td>
<td>1-50%</td>
<td>15</td>
</tr>
<tr>
<td>51-99%</td>
<td>0</td>
<td>51-99%</td>
<td>0</td>
</tr>
<tr>
<td>100%</td>
<td>1</td>
<td>100%</td>
<td>1</td>
</tr>
</tbody>
</table>

Table 3: Percentage of pay bill spent on facility time

What is the % of total pay bill spent on paying employees who were relevant union officials for facility time during the relevant period?

<table>
<thead>
<tr>
<th>Central Function Employees</th>
<th>Education Function Employees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total cost of facility time</td>
<td>£97,209</td>
</tr>
<tr>
<td>Total pay bill</td>
<td>£95,370,451</td>
</tr>
<tr>
<td>% of total pay bill spent on facility time, calculated as: ((\text{total cost of facility time} / \text{total pay bill}) \times 100)</td>
<td>0.10%</td>
</tr>
</tbody>
</table>

Table 4: Paid trade union activities

How many hours were spent by employees who were relevant union officials during the relevant period on paid trade union activities?

<table>
<thead>
<tr>
<th>Central Function Employees</th>
<th>Education Function Employees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time spent on trade union activities as a % of total paid facility time hours, calculated as: ((\text{totals hours spent on trade union activities by relevant union officials during the relevant period} / \text{total paid facility time hours}) \times 100)</td>
<td>6.28%</td>
</tr>
</tbody>
</table>

Carol Beattie                  Cllr Chris Kane
Chief Executive                Leader of the Council
Comprehensive Income and Expenditure Statement

This statement shows the accounting cost in the year of providing services in accordance with generally accepted accounting practices, rather than the amount to be funded from taxation. Authorities raise taxation to cover expenditure in accordance with statutory requirements; this may be different from the accounting cost. The taxation position is shown in both the Expenditure and Funding Analysis the Movement in Reserves Statement. When income and expenses are material, the nature and amount is disclosed on the Comprehensive Income and Expenditure Statement and in notes to the accounts.

<table>
<thead>
<tr>
<th>2020/21</th>
<th>2020/21</th>
<th>2020/21</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>£000</td>
<td>£000</td>
<td>£000</td>
<td>£000</td>
</tr>
<tr>
<td>438</td>
<td>121</td>
<td>559</td>
<td>Chief Executive Office</td>
</tr>
<tr>
<td>200</td>
<td>(89)</td>
<td>111</td>
<td>City Region Deal</td>
</tr>
<tr>
<td>19,267</td>
<td>(4,672)</td>
<td>14,595</td>
<td>Economic Development, Culture &amp; Tourism</td>
</tr>
<tr>
<td>9,857</td>
<td>(1,433)</td>
<td>8,424</td>
<td>Strategic Commissioning &amp; Customer Development</td>
</tr>
<tr>
<td>27,794</td>
<td>(5,262)</td>
<td>22,532</td>
<td>Children &amp; Families</td>
</tr>
<tr>
<td>99,124</td>
<td>(15,356)</td>
<td>83,768</td>
<td>Schools &amp; Learning</td>
</tr>
<tr>
<td>6,417</td>
<td>-</td>
<td>6,417</td>
<td>Balfron PFI and Schools PPP</td>
</tr>
<tr>
<td>39,372</td>
<td>(3,552)</td>
<td>35,820</td>
<td>Environment &amp; Place</td>
</tr>
<tr>
<td>22,870</td>
<td>(5,413)</td>
<td>17,457</td>
<td>Infrastructure</td>
</tr>
<tr>
<td>7,652</td>
<td>(4,315)</td>
<td>3,337</td>
<td>Housing</td>
</tr>
<tr>
<td>18,878</td>
<td>(14,893)</td>
<td>3,985</td>
<td>Finance</td>
</tr>
<tr>
<td>2,727</td>
<td>(618)</td>
<td>2,109</td>
<td>Governance</td>
</tr>
<tr>
<td>2,641</td>
<td>(61)</td>
<td>2,580</td>
<td>Human Resources &amp; Organisational Dev</td>
</tr>
<tr>
<td>102,660</td>
<td>(64,182)</td>
<td>38,478</td>
<td>Clackmannanshire &amp; Stirling Health &amp; Social Care Partnership</td>
</tr>
<tr>
<td>980</td>
<td>-</td>
<td>980</td>
<td>Central Scotland Valuation Joint Board</td>
</tr>
<tr>
<td>2,289</td>
<td>(2,797)</td>
<td>(508)</td>
<td>Other Operating Income &amp; Expenditure</td>
</tr>
<tr>
<td><strong>363,166</strong></td>
<td><strong>(122,523)</strong></td>
<td><strong>240,643</strong></td>
<td>Net Cost Of General Services</td>
</tr>
<tr>
<td>25,041</td>
<td>(22,177)</td>
<td>2,864</td>
<td>(Surplus)/Deficit on Housing Revenue Account HRA</td>
</tr>
<tr>
<td><strong>388,207</strong></td>
<td><strong>(144,700)</strong></td>
<td><strong>243,507</strong></td>
<td>Net Cost of Services</td>
</tr>
<tr>
<td>(81)</td>
<td>-</td>
<td>(81)</td>
<td>(Gain)/Loss on the Disposal of Non-Current Assets</td>
</tr>
<tr>
<td>-</td>
<td>-</td>
<td>-</td>
<td>(Gain)/Loss on the Disposal of Investments</td>
</tr>
<tr>
<td>14,168</td>
<td>7</td>
<td>14,175</td>
<td>Interest Payable and Similar Charges</td>
</tr>
<tr>
<td>-</td>
<td>(856)</td>
<td>(856)</td>
<td>Interest Receivable and Similar Income</td>
</tr>
<tr>
<td>16,620</td>
<td>-</td>
<td>16,620</td>
<td>Interest Expense on Pension Defined Benefit Obligation</td>
</tr>
<tr>
<td>(11,648)</td>
<td>-</td>
<td>(11,648)</td>
<td>Interest Income on Pension Scheme Assets</td>
</tr>
<tr>
<td>81</td>
<td>-</td>
<td>81</td>
<td>(Gain)/Loss on Investment Property Revaluations</td>
</tr>
<tr>
<td>-</td>
<td>(266,027)</td>
<td>(266,027)</td>
<td>Taxation and Non-Specific Grant Income</td>
</tr>
<tr>
<td><strong>407,347</strong></td>
<td><strong>(411,576)</strong></td>
<td><strong>(4,229)</strong></td>
<td>(Surplus)/Deficit on Provision of Services</td>
</tr>
<tr>
<td>(59,952)</td>
<td></td>
<td></td>
<td>(Surplus)/Deficit Arising on Revaluation of Non-Current Assets</td>
</tr>
<tr>
<td>89,655</td>
<td></td>
<td></td>
<td>Remeasurements of the net defined benefit liability</td>
</tr>
<tr>
<td><strong>29,703</strong></td>
<td></td>
<td></td>
<td>Other Comprehensive (Income) and Expenditure</td>
</tr>
<tr>
<td><strong>25,474</strong></td>
<td></td>
<td></td>
<td>Total Comprehensive (Income) and Expenditure</td>
</tr>
</tbody>
</table>
Movement in Reserves Statement

This statement shows the movement from the start of the year to the end on the different reserves held by the authority, analysed into ‘usable reserves’ (i.e. those that can be applied to fund expenditure or reduce local taxation) and other ‘unusable reserves’. The statement shows how the movements in year of the authority’s reserves are broken down between gains and losses incurred in accordance with generally accepted accounting practices and the statutory adjustments required to return to the amounts chargeable to council tax (or rents) for the year. The Net Increase/Decrease line shows the statutory General Fund Balance and Housing Revenue Account Balance movements in the year following those adjustments.

<table>
<thead>
<tr>
<th>Note</th>
<th>General Fund Balance £000</th>
<th>Housing Revenue Account £000</th>
<th>Capital Receipts Reserve £000</th>
<th>Repairs and Renewals Fund £000</th>
<th>Insurance Fund £000</th>
<th>Total Usable Reserves £000</th>
<th>Unused Reserves £000</th>
<th>Total Council Reserves £000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance b/fwd at 1/4/2020</td>
<td>(28,053)</td>
<td>(986)</td>
<td>(393)</td>
<td>(1,943)</td>
<td>(1,095)</td>
<td>(3,981)</td>
<td>(36,451)</td>
<td>(252,257)</td>
</tr>
</tbody>
</table>

**Movement in Reserves 2020/21**

(Surplus)/deficit on provision of Services CIES (2,551) (1,678) - - - - (4,229) - (4,229)

Other Comprehensive Expenditure/(Income) CIES - - - - - - 0 29,703 29,703

Total Comprehensive Expenditure/(Income) CIES (2,551) (1,678) - - - - (4,229) 29,703 25,474

Adjustments between accounting basis & funding basis under regulations 12 (14,236) 1,678 (463) - - 60 (12,961) 12,961 0

Transfers to/from Other Statutory Reserves (131) - - (106) 237 - 0 - 0

(Increase)/Decrease in 2020/21 (16,918) - (463) (106) 237 60 (17,190) 42,664 25,474

Balance c/fwd at 31/3/2021 (44,971) (986) (856) (2,049) (858) (3,921) (53,641) (209,593) (263,234)

**Movement in Reserves 2021/22**

(Surplus)/deficit on provision of Services CIES 37,957 8,884 - - - - 46,841 - 46,841

Other Comprehensive Expenditure/(Income) CIES - - - - - - 0 (155,706) (155,706)

Total Comprehensive Expenditure/(Income) CIES 37,957 8,884 - - - - 46,841 (155,706) (108,865)

Adjustments between accounting basis & funding basis under regulations 12 (37,419) (8,884) (382) - - 2,202 (44,483) 44,483 0

Transfers to/from Other Statutory Reserves (2) - - (207) 205 - 0 - 0

(Decrease)/Decrease in 2021/22 540 - (382) (207) 205 2,202 2,358 (111,223) (108,865)

Balance c/fwd at 31/3/2022 (44,431) (986) (1,238) (2,256) (653) (1,719) (51,283) (320,816) (372,099)
Balance Sheet

The Balance Sheet shows the value as at the Balance Sheet date of the assets and liabilities recognised by the authority. The net assets of the authority (assets less liabilities) are matched by the reserves held by the authority. Reserves are reported in two categories. The first category of reserves are usable reserves, i.e. those reserves that the authority may use to provide services, subject to the need to maintain a prudent level of reserves and any statutory limitations on their use (e.g. the Capital Receipts Reserve that may only be used to fund capital expenditure or repay debt). The second category of reserves is those that the authority is not able to use to provide services. This category of reserves includes reserves that hold unrealised gains and losses (e.g. the Revaluation Reserve), where amounts would only become available to provide services if the assets are sold; and reserves that hold timing differences shown in the Movement in Reserves Statement line ‘Adjustments between accounting basis and funding basis under regulations’.

<table>
<thead>
<tr>
<th></th>
<th>31 March 2021 £000</th>
<th>Note</th>
<th>31 March 2022 £000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intangible Assets</td>
<td>3,039</td>
<td>3</td>
<td>3,110</td>
</tr>
<tr>
<td>Property, Plant &amp; Equipment</td>
<td>767,543</td>
<td>13</td>
<td>779,588</td>
</tr>
<tr>
<td>Heritage Assets</td>
<td>1,430</td>
<td>17</td>
<td>1,512</td>
</tr>
<tr>
<td>Investment Property</td>
<td>1,177</td>
<td>3</td>
<td>1,183</td>
</tr>
<tr>
<td>Long Term Investments</td>
<td>2,244</td>
<td>3</td>
<td>-</td>
</tr>
<tr>
<td>Long Term Debtors</td>
<td>19,193</td>
<td>18</td>
<td>17,048</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>794,626</strong></td>
<td></td>
<td><strong>802,441</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>31 March 2021 £000</th>
<th>31 March 2022 £000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inventories</td>
<td>1,357</td>
<td>3</td>
</tr>
<tr>
<td>Short Term Debtors</td>
<td>30,111</td>
<td>19</td>
</tr>
<tr>
<td>Short Term Investments</td>
<td>-</td>
<td>3</td>
</tr>
<tr>
<td>Assets Held for Sale</td>
<td>912</td>
<td>3</td>
</tr>
<tr>
<td>Cash and Cash Equivalents</td>
<td>20</td>
<td>20</td>
</tr>
<tr>
<td><strong>Current Assets</strong></td>
<td><strong>53,106</strong></td>
<td></td>
</tr>
<tr>
<td>Short Term Borrowing</td>
<td>(21,854)</td>
<td>26,27</td>
</tr>
<tr>
<td>Short Term Creditors</td>
<td>(54,096)</td>
<td>21</td>
</tr>
<tr>
<td>Donated Inventories Account</td>
<td>(932)</td>
<td>3</td>
</tr>
<tr>
<td>Short Term Provisions</td>
<td>(1,075)</td>
<td>3</td>
</tr>
<tr>
<td><strong>Current Liabilities</strong></td>
<td><strong>(77,957)</strong></td>
<td></td>
</tr>
<tr>
<td>Long Term Borrowing</td>
<td>(135,114)</td>
<td>27</td>
</tr>
<tr>
<td>PFI &amp; PPP Liabilities</td>
<td>(49,724)</td>
<td>22</td>
</tr>
<tr>
<td>Capital Grants Receipts in Advance</td>
<td>(7,008)</td>
<td>3</td>
</tr>
<tr>
<td>Revenue Grants Receipts in Advance</td>
<td>(812)</td>
<td>3</td>
</tr>
<tr>
<td>Other Long Term Liability - Pensions</td>
<td>(313,883)</td>
<td>23</td>
</tr>
<tr>
<td><strong>Long Term Liabilities</strong></td>
<td><strong>(506,541)</strong></td>
<td></td>
</tr>
</tbody>
</table>

| Net Assets           | MIRS                | 372,099            |
|                      | (263,234)           |                   |
| Usable Reserves      | MIRS                | (51,283)           |
| (53,641)             |                     |                   |
| **Total Reserves**   | **(263,234)**      | **(372,099)**      |

The unaudited accounts were issued on 23 June 2022.

George Murphy FCCA CPFA
Interim Chief Officer Finance
Cash Flow Statement

The Cash Flow Statement shows the changes in cash and cash equivalents of the authority during the reporting period. The statement shows how the authority generates and uses cash and cash equivalents by classifying cash flows as operating, investing and financing activities. The amount of net cash flows arising from operating activities is a key indicator of the extent to which the operations of the authority are funded by way of taxation and grant income or from the recipients of services provided by the authority. Investing activities represent the extent to which cash outflows have been made for resources which are intended to contribute to the authority’s future service delivery. Cash flows arising from financing activities are useful in predicting claims on future cash flows by providers of capital (i.e. borrowing) to the authority.

<table>
<thead>
<tr>
<th>2020/21</th>
<th>£000</th>
<th>2021/22</th>
<th>£000</th>
<th>Note</th>
<th>£000</th>
</tr>
</thead>
<tbody>
<tr>
<td>(4,229)</td>
<td>Note</td>
<td>MIRS</td>
<td>46,841</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Adjustment for Non-Cash Movements

<table>
<thead>
<tr>
<th>Note</th>
<th>Description</th>
<th>2020/21</th>
<th>2021/22</th>
</tr>
</thead>
<tbody>
<tr>
<td>(39,027)</td>
<td>Depreciation and impairments</td>
<td>51,828</td>
<td></td>
</tr>
<tr>
<td>(846)</td>
<td>Non current asset adjustments</td>
<td>417</td>
<td></td>
</tr>
<tr>
<td>(10,868)</td>
<td>Retirement benefits</td>
<td>27,965</td>
<td></td>
</tr>
<tr>
<td>(38)</td>
<td>Net movement in stock</td>
<td>134</td>
<td></td>
</tr>
<tr>
<td>9,057</td>
<td>Net movement in debtors</td>
<td>4,857</td>
<td></td>
</tr>
<tr>
<td>(7,000)</td>
<td>Net movement in creditors and provisions</td>
<td>14,028</td>
<td></td>
</tr>
<tr>
<td>(240)</td>
<td>Other Internal accounts adjustments</td>
<td>3,180</td>
<td></td>
</tr>
<tr>
<td>(48,962)</td>
<td></td>
<td>95,781</td>
<td></td>
</tr>
</tbody>
</table>

Adjustments for Items Shown Within Investing and Financing Activities

<table>
<thead>
<tr>
<th>Note</th>
<th>Description</th>
<th>2020/21</th>
<th>2021/22</th>
</tr>
</thead>
<tbody>
<tr>
<td>846</td>
<td>Proceeds from the sale of property, plant and equipment, investment property and intangible assets</td>
<td>12</td>
<td>396</td>
</tr>
<tr>
<td>20,838</td>
<td>Capital grants and contributions applied to capital financing</td>
<td>10</td>
<td>17,871</td>
</tr>
<tr>
<td>5,654</td>
<td>Other payments for financing activities (net contribution to/from NDR Pool)</td>
<td>NDR</td>
<td>161</td>
</tr>
<tr>
<td>27,338</td>
<td></td>
<td></td>
<td>18,428</td>
</tr>
</tbody>
</table>

Net Cash Inflows from Operating Activities *

<table>
<thead>
<tr>
<th>Note</th>
<th>Description</th>
<th>2020/21</th>
<th>2021/22</th>
</tr>
</thead>
<tbody>
<tr>
<td>42,218</td>
<td>Purchase of property, plant and equipment, investment property and intangible assets</td>
<td>57,737</td>
<td></td>
</tr>
<tr>
<td>(846)</td>
<td>Proceeds from the sale of property, plant and equipment, investment property and intangible assets</td>
<td>12</td>
<td>(396)</td>
</tr>
<tr>
<td>(26,366)</td>
<td>Capital grants, receipts and contributions applied to capital financing</td>
<td>(30,772)</td>
<td></td>
</tr>
<tr>
<td>15,006</td>
<td></td>
<td></td>
<td>26,569</td>
</tr>
</tbody>
</table>

Net Cash Outflows from Investing Activities

<table>
<thead>
<tr>
<th>Note</th>
<th>Description</th>
<th>2020/21</th>
<th>2021/22</th>
</tr>
</thead>
<tbody>
<tr>
<td>(29,610)</td>
<td>Cash receipts of short and long-term borrowing</td>
<td>(16,110)</td>
<td></td>
</tr>
<tr>
<td>25,897</td>
<td>Cash repayments of short and long-term borrowing</td>
<td>28,574</td>
<td></td>
</tr>
<tr>
<td>2,785</td>
<td>Cash payments for the reduction of the outstanding liabilities relating to finance leases and on-balance sheet PFI contracts</td>
<td>22</td>
<td>2,531</td>
</tr>
<tr>
<td>(5,654)</td>
<td>Other payments/receipts for financing activities (net contribution to/from NDR Pool)</td>
<td>NDR</td>
<td>(161)</td>
</tr>
<tr>
<td>(6,582)</td>
<td></td>
<td></td>
<td>14,834</td>
</tr>
</tbody>
</table>

Net Cash (In)/Outflows from Financing Activities

<table>
<thead>
<tr>
<th>Note</th>
<th>Description</th>
<th>2020/21</th>
<th>2021/22</th>
</tr>
</thead>
<tbody>
<tr>
<td>(17,429)</td>
<td></td>
<td></td>
<td>10,891</td>
</tr>
<tr>
<td>3,297</td>
<td>Cash and Cash Equivalents at the Beginning of the Reporting Period</td>
<td>20,726</td>
<td></td>
</tr>
<tr>
<td>20,726</td>
<td>Cash and Cash Equivalents at the End of the Reporting Period</td>
<td>20</td>
<td>9,835</td>
</tr>
</tbody>
</table>

* The cash flows from operating activities in 2021/22 include interest received of £0.485m (2020/21, £0.468m) and interest paid of £13.565m (2020/21, £14.168m).
Notes to the Single Entity Financial Statements

1. Expenditure and Funding Analysis

The objective of the Expenditure and Funding Analysis (EFA) is to demonstrate to council tax and rent payers how the funding available to the authority (government grants, rents, fees and charges, council tax and business rates) for the year has been used in providing services in comparison with those resources consumed or earned by the authority in accordance with generally accepted accounting practices.

The EFA is structured in accordance with the Council’s Management structure, whereby it shows how expenditure is allocated for decision making purposes between the authority’s Services. Income and expenditure accounted for under generally accepted accounting practices is presented more fully in the Comprehensive Income and Expenditure Statement.

<table>
<thead>
<tr>
<th>2020/21</th>
<th>2021/22</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expenditure</td>
<td>Expenditure</td>
</tr>
<tr>
<td>£000</td>
<td>£000</td>
</tr>
<tr>
<td>Chief Executive Office</td>
<td>City Region Deal</td>
</tr>
<tr>
<td>536</td>
<td>323</td>
</tr>
<tr>
<td>100</td>
<td>11</td>
</tr>
<tr>
<td>11,233</td>
<td>3,362</td>
</tr>
<tr>
<td>6,659</td>
<td>1,765</td>
</tr>
<tr>
<td>21,604</td>
<td>928</td>
</tr>
<tr>
<td>72,260</td>
<td>11,508</td>
</tr>
<tr>
<td>6,417</td>
<td>-</td>
</tr>
<tr>
<td>27,067</td>
<td>8,753</td>
</tr>
<tr>
<td>14,150</td>
<td>3,307</td>
</tr>
<tr>
<td>2,913</td>
<td>423</td>
</tr>
<tr>
<td>3,757</td>
<td>227</td>
</tr>
<tr>
<td>1,909</td>
<td>200</td>
</tr>
<tr>
<td>2,380</td>
<td>200</td>
</tr>
<tr>
<td>37,186</td>
<td>1,292</td>
</tr>
<tr>
<td>980</td>
<td>-</td>
</tr>
<tr>
<td>1,355</td>
<td>(1,863)</td>
</tr>
<tr>
<td>210,506</td>
<td>30,136</td>
</tr>
<tr>
<td>(2,273)</td>
<td>5,138</td>
</tr>
<tr>
<td>208,233</td>
<td>35,274</td>
</tr>
<tr>
<td>-</td>
<td>(81)</td>
</tr>
<tr>
<td>(Gain)/Loss on Disposal of Non-Current Assets</td>
<td>(Gain)/Loss on Disposal of Investments</td>
</tr>
<tr>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>(856)</td>
<td>(6,719)</td>
</tr>
<tr>
<td>Interest Receivable and Similar Income</td>
<td>Interest Expense on Pension Liabilities</td>
</tr>
<tr>
<td>-</td>
<td>16,620</td>
</tr>
<tr>
<td>(Gain)/Loss on Investment Property Reval</td>
<td>(Gain)/Loss on Investment Property Reval</td>
</tr>
<tr>
<td>(1,164)</td>
<td>(11,468)</td>
</tr>
<tr>
<td>-</td>
<td>81</td>
</tr>
<tr>
<td>245,189</td>
<td>(20,838)</td>
</tr>
<tr>
<td>(16,918)</td>
<td>12,689</td>
</tr>
<tr>
<td>(29,039)</td>
<td>46,301</td>
</tr>
<tr>
<td>(16,918)</td>
<td>(Surplus)/Deficit on Provision of Services</td>
</tr>
<tr>
<td>(45,957)</td>
<td>(540)</td>
</tr>
</tbody>
</table>

* For a split of the reserves between the General Fund and HRA – see the Movement in Reserves Statement.
The following table provides a reconciliation of the main adjustments to Net Expenditure Chargeable to the General Fund and HRA Reserves to arrive at the amounts in the Comprehensive Income and Expenditure Statement.

### 2021/22: Adjustments between Funding and Accounting Basis

<table>
<thead>
<tr>
<th>Adjustments from General Fund to arrive at the Comprehensive Income and Expenditure Statement amounts</th>
<th>Adjustments for Capital Purposes (Note 1)</th>
<th>Net Change for Pensions Adjustments (Note 2)</th>
<th>Other Differences (Note 3)</th>
<th>Total Adjustments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>£000</td>
<td>£000</td>
<td>£000</td>
<td>£000</td>
</tr>
<tr>
<td>Chief Executive Office</td>
<td>-</td>
<td>128</td>
<td>-</td>
<td>128</td>
</tr>
<tr>
<td>Economic Development, Culture &amp; Tourism</td>
<td>-</td>
<td>20</td>
<td>6</td>
<td>26</td>
</tr>
<tr>
<td>Strategic Commissioning &amp; Customer Development</td>
<td>3,613</td>
<td>2,526</td>
<td>(186)</td>
<td>5,953</td>
</tr>
<tr>
<td>People, Planning &amp; Performance</td>
<td>1,579</td>
<td>746</td>
<td>4</td>
<td>2,329</td>
</tr>
<tr>
<td>Children &amp; Families</td>
<td>128</td>
<td>1,796</td>
<td>143</td>
<td>2,067</td>
</tr>
<tr>
<td>Schools &amp; Learning</td>
<td>12,741</td>
<td>1,937</td>
<td>1,436</td>
<td>16,114</td>
</tr>
<tr>
<td>Environment &amp; Place</td>
<td>7,752</td>
<td>8,633</td>
<td>(4)</td>
<td>16,381</td>
</tr>
<tr>
<td>Infrastructure</td>
<td>1,857</td>
<td>1,053</td>
<td>2</td>
<td>2,912</td>
</tr>
<tr>
<td>Housing</td>
<td>75</td>
<td>914</td>
<td>1</td>
<td>990</td>
</tr>
<tr>
<td>Finance</td>
<td>-</td>
<td>691</td>
<td>-</td>
<td>691</td>
</tr>
<tr>
<td>Governance</td>
<td>1</td>
<td>630</td>
<td>3</td>
<td>634</td>
</tr>
<tr>
<td>Human Resources &amp; Organisational Development</td>
<td>-</td>
<td>498</td>
<td>(2)</td>
<td>496</td>
</tr>
<tr>
<td>Clackmannanshire and Stirling Health &amp; Social Care Partnership</td>
<td>298</td>
<td>3,131</td>
<td>15</td>
<td>3,444</td>
</tr>
<tr>
<td>Other Operating Income &amp; Expenditure</td>
<td>(2,211)</td>
<td>(1,981)</td>
<td>216</td>
<td>(3,976)</td>
</tr>
<tr>
<td><strong>Net Cost of General Services</strong></td>
<td><strong>25,833</strong></td>
<td><strong>20,722</strong></td>
<td><strong>1,634</strong></td>
<td><strong>48,189</strong></td>
</tr>
<tr>
<td>Housing Revenue Account</td>
<td>14,109</td>
<td>756</td>
<td>1</td>
<td>14,866</td>
</tr>
<tr>
<td><strong>Net Cost of Services</strong></td>
<td><strong>39,942</strong></td>
<td><strong>21,478</strong></td>
<td><strong>1,635</strong></td>
<td><strong>63,055</strong></td>
</tr>
<tr>
<td>Other Income &amp; Expenditure from the Expenditure and Funding Analysis</td>
<td>(23,161)</td>
<td>6,487</td>
<td>(80)</td>
<td>(16,754)</td>
</tr>
<tr>
<td><strong>Difference between General Fund Surplus/Deficit and Comprehensive Income and Expenditure Statement Surplus/Deficit on the Provision of Services</strong></td>
<td><strong>16,781</strong></td>
<td><strong>27,965</strong></td>
<td><strong>1,555</strong></td>
<td><strong>46,301</strong></td>
</tr>
</tbody>
</table>

The reportable Service segments within “Net Cost of Services” shown above and also within the Comprehensive Income & Expenditure Account follow the Council’s Management structure.

**Note 1: Adjustments for Capital Purposes**

Within ‘Net Cost of Services’, adjustments have been made to add in depreciation and asset impairments and to deduct capital financed from current revenue (CFCR). Within ‘Other Income and Expenditure’, adjustments have been made to:

- Add the net gain/loss on disposal of non current assets and the net gain/loss on revaluation of investment properties;
- Deduct the statutory charges for capital financing (principal repayments) as these are not chargeable under generally accepted accounting practices; and
- Add capital grants receivable in the year without conditions, or for which conditions were satisfied in the year.

**Note 2: Net Change for Pensions Adjustments**

Within ‘Net Cost of Services’, adjustments have been made to remove the actual employer pension contributions made by the authority as allowed by statute and to replace these with actuarial estimates of current service costs and past service costs in accordance with IAS19 Employee Benefits. Within ‘Other Income and Expenditure’, adjustments have been made to include the net interest on the defined benefit liability chargeable to the Comprehensive Income and Expenditure Statement in accordance with IAS19 Employee Benefits.

**Note 3: Other Differences**

Within ‘Net Cost of Services’, adjustments have been made to remove transfers to or from earmarked reserves, i.e. holiday pay, insurance fund, repairs and renewal fund. Within ‘Other Income and Expenditure’, adjustments have been made to recognise the impact on the General Fund from timing differences relating to premiums and discounts.
2020/21: Comparative Adjustments between Funding and Accounting Basis

<table>
<thead>
<tr>
<th>Adjustments from General Fund to arrive at the Comprehensive Income and Expenditure Statement amounts</th>
<th>Adjustments for Capital Purposes (Note 1)</th>
<th>Net Change for Pensions Adjustments (Note 2)</th>
<th>Other Differences (Note 3)</th>
<th>Total Adjustments (Note 4)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chief Executive Office</td>
<td>(2)</td>
<td>23</td>
<td>2</td>
<td>23</td>
</tr>
<tr>
<td>City Region Deal</td>
<td>-</td>
<td>9</td>
<td>2</td>
<td>11</td>
</tr>
<tr>
<td>Economic Development, Culture &amp; Tourism</td>
<td>2,984</td>
<td>552</td>
<td>(174)</td>
<td>3,362</td>
</tr>
<tr>
<td>Strategic Commissioning &amp; Customer Development</td>
<td>1,259</td>
<td>501</td>
<td>5</td>
<td>1,765</td>
</tr>
<tr>
<td>Children &amp; Families</td>
<td>59</td>
<td>894</td>
<td>(25)</td>
<td>928</td>
</tr>
<tr>
<td>Schools &amp; Learning</td>
<td>10,987</td>
<td>1,107</td>
<td>(586)</td>
<td>11,508</td>
</tr>
<tr>
<td>Environment &amp; Place</td>
<td>7,044</td>
<td>1,586</td>
<td>123</td>
<td>8,753</td>
</tr>
<tr>
<td>Infrastructure</td>
<td>2,633</td>
<td>674</td>
<td>-</td>
<td>3,307</td>
</tr>
<tr>
<td>Housing</td>
<td>273</td>
<td>144</td>
<td>6</td>
<td>423</td>
</tr>
<tr>
<td>Finance</td>
<td>(5)</td>
<td>230</td>
<td>2</td>
<td>227</td>
</tr>
<tr>
<td>Governance</td>
<td>1</td>
<td>196</td>
<td>3</td>
<td>200</td>
</tr>
<tr>
<td>Human Resources &amp; Organisational Development</td>
<td>(11)</td>
<td>211</td>
<td>-</td>
<td>200</td>
</tr>
<tr>
<td>Clackmannanshire and Stirling Health &amp; Social Care Partnership</td>
<td>177</td>
<td>1,101</td>
<td>14</td>
<td>1,292</td>
</tr>
<tr>
<td>Other Operating Income &amp; Expenditure</td>
<td>(39)</td>
<td>(2,061)</td>
<td>237</td>
<td>(1,863)</td>
</tr>
<tr>
<td>Net Cost of General Services</td>
<td>25,360</td>
<td>5,167</td>
<td>(391)</td>
<td>30,136</td>
</tr>
<tr>
<td>Housing Revenue Account</td>
<td>4,402</td>
<td>729</td>
<td>7</td>
<td>5,138</td>
</tr>
<tr>
<td>Net Cost of Services</td>
<td>29,762</td>
<td>5,896</td>
<td>(384)</td>
<td>35,274</td>
</tr>
<tr>
<td>Other Income &amp; Expenditure from the Expenditure and Funding Analysis</td>
<td>(27,477)</td>
<td>4,972</td>
<td>(80)</td>
<td>(22,585)</td>
</tr>
<tr>
<td>Difference between General Fund Surplus/Deficit and Comprehensive Income and Expenditure Statement Surplus/Deficit on the Provision of Services</td>
<td>2,285</td>
<td>10,868</td>
<td>(464)</td>
<td>12,689</td>
</tr>
</tbody>
</table>

2. Expenditure and Income Analysis By Nature

The Council’s expenditure and income for 2021/22 can be analysed as follows:

<table>
<thead>
<tr>
<th>Year</th>
<th>Expenditure</th>
<th>Income</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>2020/21</strong></td>
<td><strong>£'000</strong></td>
<td></td>
</tr>
<tr>
<td>Expenditure</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employee Benefit Expenses</td>
<td>165,925</td>
<td></td>
</tr>
<tr>
<td>Other Service Expenses</td>
<td>182,803</td>
<td></td>
</tr>
<tr>
<td>Depreciation, Amortisation &amp; Impairment</td>
<td>38,947</td>
<td></td>
</tr>
<tr>
<td>Interest Payable &amp; Similar Charges</td>
<td>14,168</td>
<td></td>
</tr>
<tr>
<td>(Gain)/Losses on Disposal of Assets</td>
<td>(81)</td>
<td></td>
</tr>
<tr>
<td>(Gain)/Losses on Disposal of Investments</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td><strong>401,762</strong></td>
<td><strong>Total Expenditure</strong></td>
<td></td>
</tr>
<tr>
<td>Income</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fees, Charges &amp; Other Service Income</td>
<td>(139,108)</td>
<td></td>
</tr>
<tr>
<td>Interest &amp; Investment Income</td>
<td>(856)</td>
<td></td>
</tr>
<tr>
<td>Income from Council Tax &amp; Non Domestic Rates</td>
<td>(80,789)</td>
<td></td>
</tr>
<tr>
<td>Government Grants &amp; Contributions</td>
<td>(185,238)</td>
<td></td>
</tr>
<tr>
<td><strong>405,991</strong></td>
<td><strong>Total Income</strong></td>
<td></td>
</tr>
<tr>
<td><strong>(4,229)</strong></td>
<td><strong>(Surplus)/Deficit on Provision of Services</strong></td>
<td></td>
</tr>
</tbody>
</table>
3. General Accounting Policies (where there is no accompanying note)

General Principles

The Statement of Accounts summarises Stirling Council’s transactions for the 2021/22 financial year and its position as at 31 March 2022. Stirling Council is required to prepare an annual Statement of Accounts in accordance with the Local Authority Accounts (Scotland) Regulations 2014. Section 12 of the Local Government in Scotland Act 2003 also requires the Statement of Accounts to be prepared in accordance with proper accounting practices. These practices comprise the Code of Practice on Local Authority Accounting in the United Kingdom 2021/22 (The Code), supported by International Financial Reporting Standards (IFRS) and statutory guidance issued under section 12 of the Local Government in Scotland Act 2003.

The accounting convention adopted in the Statement of Accounts is principally historical cost, modified by the revaluation of certain categories of non-current assets and financial instruments.

Accounting Concepts and Principles

The accounting concepts followed in the application of accounting policies are:

- Accruals - sums due to or from Stirling Council during the year are included, whether or not the cash has actually been received or paid in the year.
- Going concern - this assumes that Stirling Council will continue in existence for the foreseeable future.

The accounting concepts are supported by qualitative characteristics prescribed by the International Accounting Standards Board’s Conceptual Framework for Financial Reporting:

- Two fundamental characteristics (relevance and faithful representation, of which faithful representation has three characteristics - completeness, neutrality and freedom from error); and
- Four enhancement characteristics, which complement the fundamental characteristics (comparable, verifiable, timely and understandable).

Prior Period Adjustments, Changes in Accounting Policies, Estimates and Errors

Prior period adjustments may arise as a result of a change in accounting policies or to correct a material error. Changes in accounting estimates are accounted for prospectively, i.e. in the current and future years affected by the change and do not give rise to a prior period adjustment.

Changes in accounting policies are only made when required by proper accounting practices or the change provides more reliable or relevant information about the effect of transactions, other events and conditions on the Council's financial position or financial performance. Where a change is made, it is applied retrospectively by adjusting opening balances and comparative amounts for the prior period as if the new policy had always been applied.

Material errors discovered in prior period figures are corrected retrospectively by amending opening balances and comparative amounts for the prior year.

Revenue Recognition

Revenue from the sale of goods is recognised when Stirling Council transfers the significant risks and rewards of ownership to the purchaser and it is probable that economic benefits or service potential associated with the transaction will flow to the Council.

Revenue from the provision of services is recognised when Stirling Council can measure reliably the percentage of completion of the transaction and it is probable that economic benefits or service potential associated with the transaction will flow to the Council.

Revenue from Council Tax and Non Domestic Rates is recognised when it is probable that the economic benefits or service potential associated with the transaction will flow to Stirling Council and the amount of revenue can be measured reliably. Revenue is measured at the full amount receivable (net of any impairment losses) as they are non-contractual, non-exchange transactions and there can be no difference between the delivery and payment dates.

Intangible Assets

Expenditure on intangible assets that do not have physical substance but are controlled by Stirling Council as a result of past events (e.g. software licences) is capitalised when it is expected that future economic benefits or service potential will flow from the intangible asset to the Council. The depreciable amount of an intangible asset is amortised over its useful life to the relevant service line(s) in the Comprehensive Income and Expenditure Statement. The carrying value of intangible assets as at 31 March 2022 is £3.110m (31 March 2021, £3.039m).

Surplus Assets

Assets that are not being used to deliver services, but which do not meet the criteria to be classified as Investment Properties or Assets Held for Sale, i.e. Surplus assets, are measured at fair value (at highest and best use) based on the price that would be received to sell an asset in an orderly transaction between market participants at the measurement date.

Investment Properties

Investment properties are those that are used solely to earn rentals and/or for capital appreciation. The definition is not met if the property is used in any way to facilitate the delivery of services or production of goods or is held for sale.

Investment properties are measured initially at cost and subsequently at fair value (highest and best use), based on the price that would be received to sell an asset in an orderly transaction between market participants at the measurement date.
date. Properties are not depreciated but are revalued annually according to market conditions at the year-end. Gains and losses on revaluation and/or disposals are posted to the Comprehensive Income and Expenditure Statement. Rentals received in relation to investment properties are credited to the Comprehensive Income and Expenditure Statement and result in a gain for the General Fund Balance. However, revaluation and disposal gains and losses are not permitted by statutory arrangements to have an impact on the General Fund Balance. The gains and losses are therefore reversed out of the General Fund Balance in the Movement in Reserves Statement and posted to the Capital Adjustment Account with sale proceeds being posted to Capital Receipts Reserve.

Stirling Council currently has 2 investment properties being the Stirling Highland Hotel and the Bio-Reliance Building at Stirling University with a combined carrying value of £1.183m as at 31 March 2022 (£1.177m, 31 March 2021). The investment properties were revalued in 2021/22 with a net gain on revaluation of £0.007m.

Rental income received during 2021/22 from Investment Properties was £0.157m (2020/21, £0.157m). Stirling Council incurred no direct expenses relating to these properties.

**Long & Short Term Investments**

During 2021/22, £1.814m of long term investments were repaid and written down, and an amount of £0.430m re-categorised as a short-term investment.

The £0.480m investment in thinkWhere Ltd was written down as part of the sale of the company.

The £0.430m investment in Stirling Waterfront LLP was re-classified as a short-term investment as part of the wind-up of the company and acquisition of properties by the re-purposed Steadfast Homes Ltd. The £0.430m is due to be repaid upon sale or transfer of the remaining 3 properties which was due to complete early 2022/23.

In agreement with, and supported by grant funding from Scottish Government, Steadfast Homes Ltd acquired 13 properties from the Stirling Waterfront LLP and as part of the re-financing of the original loans, was able to repay the long-term investment of £1.334m.

These values are based on cost and are deemed the most appropriate valuation.

**Inventories**

Inventories are generally included in the Balance Sheet at the lower of cost and net realisable value. Certain inventories have been valued at latest invoice price. The difference between the policy adopted for inventories and that required by the Accounting Code of Practice is not considered material. The carrying value of inventories as at 31 March 2022 is £0.559m (31 March 2021, £1.357m). The significant reduction in the carrying value of inventory from 2020/21 is due to the use of all personal protective equipment during 2021/22 which had been supplied free of charge to local authority social care staff by National Services Scotland (NSS) during 2020/21. As at 31 March 2022, the balance of personal protective equipment stock accounted for within the Council’s Balance Sheet amounts to £nil (£0.932m, 31 March 2021) with a corresponding ‘Donated Inventory Account’ liability also disclosed within the Council’s Balance Sheet.

**Assets Held for Sale**

At the balance sheet date, when it is probable that the carrying amount of an asset will be recovered through a sale transaction, it is reclassified as an Asset Held for Sale. The asset is revalued immediately before reclassification and then carried at the lower of this amount and fair value less costs to sell. Depreciation is not charged on Assets Held for Sale.

If assets no longer meet the criteria to be classified as Assets Held for Sale, they are reclassified back to non-current assets and valued at the lower of their carrying amount before they were classified as held for sale; adjusted for depreciation, amortisation or revaluations that would have been recognised had they not been classified as Held for Sale and their recoverable amount at the date of the decision not to sell. Assets that are to be abandoned or scrapped are not reclassified as Assets Held for Sale. The carrying value of assets held for sale as at 31 March 2022 is £0.285m (31 March 2021, £0.912m).

**Provisions**

Provisions are made where an event has taken place that gives Stirling Council a legal or constructive obligation that probably requires settlement by a transfer of economic benefits or service potential and a reliable estimate can be made of the amount of the obligation. Provisions are charged as an expense to the appropriate service line in the Comprehensive Income and Expenditure Statement in the year that Stirling Council becomes aware of the obligation, based on the best estimate of the likely settlement. When payments are eventually made, they are charged to the provision carried in the Balance Sheet. Estimated settlements are reviewed at the end of each financial year and appropriate adjustments made to the level of provision. Stirling Council has made provision of £1.322m in relation to the self-funded elements of Property, Liability and Motor insurance claims which remain unsettled as at 31 March 2022.

**Revenue & Capital Grants Received in Advance**

Monies advanced as grants and contributions for which conditions have not been satisfied are carried in the Balance Sheet as grants received in advance:

- The carrying value of revenue grants received in advance as at 31 March 2022 is £1.281m (31 March 2021, £0.812m).
- The carrying value of capital grants received in advance as at 31 March 2022 is £2.232m (31 March 2021, £7.008m).
4. **Accounting Standards That Have Been Issued but Have Not Yet Been Adopted**

The Code requires the disclosure of information relating to the impact of an accounting change that will be required by a new standard that has been issued but not yet adopted. The standards introduced by the 2022/23 Code where disclosures are required in the 2021/22 financial statements in accordance with the requirements of paragraph 3.3.4.3 of the Code are:

- IFRS 16 Leases (but only for those local authorities that have decided to adopt IFRS 16 in the 2022/23 year).
- Annual Improvements to IFRS Standards 2018–2020. The annual IFRS improvement programme notes 4 changed standards:
  - IFRS 1 (First-time adoption) – amendment relates to foreign operations of acquired subsidiaries transitioning to IFRS
  - IAS 37 (Onerous contracts) – clarifies the intention of the standard
  - IFRS 16 (Leases) – amendment removes a misleading example that is not referenced in the Code material
  - IAS 41 (Agriculture) – one of a small number of IFRSs that are only expected to apply to local authorities in limited circumstances.
- Property, Plant and Equipment: Proceeds before Intended Use (Amendments to IAS 16).

CIPFA/LASAA: do not envisage any of the above having a significant effect on local authority financial statements.

5. **Critical Judgements in Applying Accounting Policies**

In applying accounting policies, Stirling Council has had to make certain judgements about complex transactions or those involving uncertainty about future events. The critical judgements made in the Statement of Accounts are:

- **Public Sector Funding** - There is a high degree of uncertainty about future funding levels for local government. However, Stirling Council has determined that this uncertainty is not yet sufficient to provide an indication that the assets of the Council might be impaired as a result of a need to close facilities and reduce levels of service provision.

- **Asset Valuations** - The Council employs professional valuers who are registered with the Royal Institution of Chartered Surveyors. These valuers carry out regular reviews of the value of assets reported in the Balance Sheet and any significant changes in value are processed as asset revaluations or impairments. These values are based on their professional opinion using available market information at the time of assessment.

The outbreak of Covid-19 and the intervening period has impacted many aspects of daily life and the global economy, including real estate markets which are now recovering from low levels of transactional activity and liquidity. As at 31 March 2022, property market transaction volumes and other relevant evidence have returned to levels where an adequate quantum of market evidence exists upon which to base opinions of value. Accordingly, the professional valuers are not reporting any ‘material valuation uncertainty’ in determining the valuation of the Council’s assets as at 31 March 2022.

- **Fair Value Measurements** - In measuring fair value, Stirling Council uses valuation techniques that are appropriate in the circumstances and for which sufficient data is available, maximising the use of relevant observable inputs and minimising the use of unobservable inputs. Inputs to the valuation techniques in respect of assets and liabilities for which fair value is measured or disclosed in the authority's financial statements are categorised within a fair value hierarchy as follows:
  - Level 1 – quoted prices (unadjusted) in active markets for identical assets or liabilities that the authority can access at the measurement date.
  - Level 2 – inputs other than quoted prices included within Level 1 that are observable for the asset or liability, either directly or indirectly.
  - Level 3 – unobservable inputs for the asset of liability.

When the fair values of financial assets and financial liabilities cannot be measured based on quoted prices in active markets (i.e. Level 1 inputs), their fair value is measured using valuation techniques (e.g. quoted prices for similar assets or liabilities in active markets or the discounted cash flow (DCF) model). Where possible, the inputs to these valuation techniques are based on observable data, but where this is not possible, judgement is required in establishing fair values. These judgements typically include considerations such as uncertainty and risk. However, changes in the assumptions used could affect the fair value of the authority's assets and liabilities. Where Level 1 inputs are not available, the Authority's internal valuer identifies the most appropriate valuation techniques to determine fair value.

- **Schools PFI and PPP Arrangements** - The Council is deemed to control the services provided for the provision of school buildings, maintenance and other facilities under the Ballfron High School PFI agreement with Ballfron School Services Ltd, and the Stirling Schools PPP Agreement with Stirling Gateway. The accounting policies for PFI and PPP have been applied to these arrangements and the schools (valued at net book value of £146.366m at 31 March 2022) are recognised as Property, Plant and Equipment on the Council's Balance Sheet.

- **Lease Arrangements** - The Council has a number of operating lease arrangements in respect of “leased in” property and vehicles for use by the Council, and “leased out” Council owned property for use by third parties (see note 25).

- **Scottish Government Covid-19 Business Grants** - As part of the Scottish Government’s response to the pandemic, targeted financial support was routed through Councils and paid predominantly to the business community via a wide range of grants under an agency arrangement where the Scottish Government set out the specific parameters of the payments to be made, including the eligibility criteria, through detailed guidance provided to Councils. Grant payments made during 2021/22 totalled £16.459m, with £17.252m of related grant funding having been received from the Scottish Government as at 31 March 2022. The overpaid balance of £0.793m grant funding due back to the Scottish
Government as at 31 March 2022 has been accounted for as a creditor in the Council’s Balance Sheet. Covid-19 agency grants paid out during 2020/21 totalled £41.554m, with £37.210m of relevant grant funding having been received from the Scottish Government as at 31 March 2021. The outstanding balance of £4.344m grant funding due from the Scottish Government as at 31 March 2021 was repaid back to the Council during 2021/22.

6. Future Assumptions and Estimation Uncertainties

The Statement of Accounts contains estimated figures that are based on assumptions made by Stirling Council about the future or that are otherwise uncertain. Estimates are made taking into account historical experience, current trends and other relevant factors. However, because figures cannot be determined with certainty, actual results could be materially different from the assumptions and estimates. The items in Stirling Council’s Balance Sheet at 31 March 2022 for which there is a significant risk of material adjustment in the forthcoming financial year are as follows:

Property, Plant & Equipment

Estimation of the fair values and useful lives of assets are dependent on assumptions about the level of repairs and maintenance that will be incurred in relation to individual assets. This may require Stirling Council to review current spending levels on asset repairs and maintenance, bringing into doubt fair values and useful lives assigned to assets. Assets of significant value which are included in the Balance Sheet at fair value are reviewed annually to ensure that their carrying amount is not materially different from their fair value at year-end. Any significant change in repairs and maintenance spend would require a review of asset lives, thereby impacting directly on asset valuations and depreciation charges to Services. The carrying value of Property, Plant & Equipment assets at 31 March 2022 is £779.588m.

Fair Value Measurements

As outlined in note 5, in measuring fair value, Stirling Council uses valuation techniques that are appropriate in the circumstances and for which sufficient data is available. The valuation techniques that the Authority uses to measure the fair value of its investment properties is disclosed in note 3 (£1.183m, 31 March 2022), with surplus assets (£7.168m, 31 March 2022) and assets held for sale (£0.285m, 31 March 2022) disclosed in note 13. The valuation techniques that the Authority uses to measure the fair value of its financial assets and liabilities (£194.120m, 31 March 2022) are disclosed in note 26. Significant changes in any of the unobservable inputs would result in a significantly lower or higher fair value measurement for these assets and liabilities.

Insurance Provision

Stirling Council has made provision of £1.322m in relation to the self-funded elements of Property, Liability and Motor claims which remain unsettled as at 31 March 2022 (£1.075m, 31 March 2021). Although the current provision is deemed sufficient to cover known liabilities that may arise in the foreseeable future, it is not certain as to the potential extent of future claims that may be received by Stirling Council. Any increase in potential claims over and above the £1.322m provision will have a direct impact on the net cost of services within the Comprehensive Income & Expenditure Statement.

Debtor Provisions

Stirling Council has made provision of £15.206m in relation to outstanding debtor balances (note 19). Based on current collection rates the provision is deemed sufficient to cover all liabilities that may arise in the future. However, in the current economic climate it is not certain that such provisions will continue to be sufficient. If debtor collection rates were to deteriorate, consideration would need to be given to further reviewing the criteria for calculating provisions and the provision levels held.

Pensions Liability

Estimation of the net liability to pay pensions depends on a number of complex judgements relating to the discount rate used, the rate at which salaries are projected to increase, changes in retirement ages, mortality rates and expected returns on pension fund assets. A firm of consulting actuaries (Hymans Robertson) is engaged to provide Stirling Council with expert advice about the assumptions to be applied. The valuation of pension fund assets and liabilities at 31 March 2022 is £689.864m and £903.616m respectively.

The main impacts of the COVID-19 pandemic, and subsequent lockdowns, on the valuation of pension fund assets and liabilities can be summarised as follows:

- Asset returns and values have followed the market movements prompted by the pandemic and lockdowns, among other factors, which will therefore affect the asset share value;
- Bond yields and inflation expectations have also followed market movements, which will therefore affect the value placed on the obligations;
- For life expectancy assumptions, the actuary has not updated baseline longevity tables due to the lack of relevant mortality data and analysis from the period of the pandemic.

The effects on the net pension liability of £204.887m at 31 March 2022 to changes in individual assumptions can be measured as follows:
7. **Contingent Liabilities**

**Guarantor Arrangements**

Stirling Council acts as guarantor in respect of Stirling Technology Project Ltd.’s obligations under its bank loan agreement. At 31 March 2022 the sum guaranteed was £0.466m (31 March 2021, £0.657m). Stirling Council also acts as guarantor in respect of Stirling University Innovation Park Ltd.’s obligations under its bank loan agreement. At 31 March 2022 the sum guaranteed was £nil (31 March 2021, £0.013m).

Active Stirling Ltd, a subsidiary of Stirling Council, has not accounted for its pension costs under Financial Reporting Standard 17 (FRS17) given the pension guarantee provided by Stirling Council - refer to Group Accounts statements and notes for fuller explanation.

8. **Events After the Reporting Period**

Events after the reporting period are those events, both favourable and unfavourable, that occur between the end of the reporting period and the date when the Statement of Accounts is authorised for issue. There are two types of events:

- **Adjusting events** - those that provide evidence of conditions that existed at the end of the reporting period and the Statements are adjusted to reflect such events.
- **Non-adjusting events** - those that are indicative of conditions that arose after the reporting period and the Statements are not adjusted. Where a category of events would have a material effect, disclosure is made in the notes of the nature of the event and its estimated financial effect.

Events taking place after the date of authorisation for issue are not reflected in the Statement of Accounts. Any post balance sheet events requiring disclosure will be included in the audited version of these accounts.

9. **External Audit Costs**

The proposed audit fee for 2021/22 is £0.257m in respect of external audit services carried out by the appointed auditor (£0.252m, 2020/21). The external auditor did not undertake any non-audit work during 2020/21.

10. **Grants and Taxation Income**

Whether paid on account, by instalments or in arrears, government grants, third party contributions and donations are recognised as due to Stirling Council when there is reasonable assurance that the Council will comply with the conditions attached to the payments and the grants or contributions will be received.

Amounts recognised as due to Stirling Council are not credited to the Comprehensive Income and Expenditure Statement until conditions attaching to the grant or contribution have been satisfied. Conditions are stipulations that specify that the future economic benefits or service potential embodied in the asset acquired using the grant or contribution are required to be consumed by the recipient as specified or future economic benefits or service potential must be returned to the transferor.

Monies advanced as grants and contributions for which conditions have not been satisfied are carried in the Balance Sheet as grants received in advance. When conditions are satisfied, the grant or contribution is credited to the relevant service line (attributable revenue grants/contributions) or Taxation and Non-Specific Grant Income (non-ring-fenced revenue grants and all capital grants) in the Comprehensive Income and Expenditure Statement.

Where capital grants are credited to the Comprehensive Income and Expenditure Statement, they are reversed out of the General Fund Balance in the Movement in Reserves Statement. Where the grant has yet to be used to finance capital expenditure, it is posted to the Capital Grants Unapplied Account. Amounts in the Capital Grants Unapplied Account are transferred to the Capital Adjustment Account once they have been applied.

Stirling Council credited the following grants, contributions and taxation income to the Comprehensive Income and Expenditure Statement:
## Credited to Services

<table>
<thead>
<tr>
<th>Description</th>
<th>2020/21 £000</th>
<th>2021/22 £000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Housing Benefit (Rent Allowance &amp; Rent Rebate) Subsidy</td>
<td>(14,422)</td>
<td>(13,994)</td>
</tr>
<tr>
<td>Other Grants, Reimbursements &amp; Contributions (Government)</td>
<td>(23,432)</td>
<td>(34,398)</td>
</tr>
<tr>
<td>Other Grants, Reimbursements &amp; Contributions (Non-Government)</td>
<td>(7,439)</td>
<td>(15,327)</td>
</tr>
<tr>
<td>Housing Benefit/Council Tax Benefit Admin Grant</td>
<td>(229)</td>
<td>(223)</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>(45,522)</td>
<td>(63,942)</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>2020/21 £000</th>
<th>2021/22 £000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Council Tax/Community Charge</td>
<td>(52,163)</td>
<td>(53,024)</td>
</tr>
<tr>
<td>General Government Grant</td>
<td>(164,400)</td>
<td>(163,735)</td>
</tr>
<tr>
<td>Non Domestic Rate Redistribution</td>
<td>(28,626)</td>
<td>(27,158)</td>
</tr>
<tr>
<td>Capital Grants and Contributions</td>
<td>(20,838)</td>
<td>(17,871)</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>(266,027)</td>
<td>(261,788)</td>
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## 11. General Fund Reserves

This note shows General Fund Reserves split between earmarked and uncommitted reserves.

<table>
<thead>
<tr>
<th>Description</th>
<th>Balance at 1 April 2020/21 £000</th>
<th>Use of Reserves 2021/22 £000</th>
<th>New Reserves 2021/22 £000</th>
<th>Balance at 31 March 2022 £000</th>
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</thead>
<tbody>
<tr>
<td>Brexit Support</td>
<td>(75)</td>
<td>75</td>
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<td>0</td>
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<tr>
<td>Budget 22/23 Repurposed Reserves</td>
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<td>-</td>
<td>(1,958)</td>
<td>(1,958)</td>
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<tr>
<td>Car Parking Trading Account</td>
<td>(30)</td>
<td>30</td>
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<tr>
<td>Chief Executive Office Initiatives</td>
<td>(1)</td>
<td>-</td>
<td>(58)</td>
<td>(59)</td>
</tr>
<tr>
<td>Children &amp; Families Initiatives</td>
<td>(1,218)</td>
<td>448</td>
<td>(214)</td>
<td>(985)</td>
</tr>
<tr>
<td>City Region Deal</td>
<td>(189)</td>
<td>2</td>
<td>-</td>
<td>(187)</td>
</tr>
<tr>
<td>Corporate Systems Developments</td>
<td>(372)</td>
<td>221</td>
<td>-</td>
<td>(152)</td>
</tr>
<tr>
<td>Council Tax Discount on 2nd Homes</td>
<td>(318)</td>
<td>-</td>
<td>-</td>
<td>(318)</td>
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<tr>
<td>Covid-19 Pandemic Recovery ***</td>
<td>(17,020)</td>
<td>6,577</td>
<td>(2,777)</td>
<td>(13,219)</td>
</tr>
<tr>
<td>Deposit - Earlburn Windfarm</td>
<td>(318)</td>
<td>-</td>
<td>-</td>
<td>(318)</td>
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<tr>
<td>Economic Development, Culture &amp; Tourism Initiatives</td>
<td>(2,297)</td>
<td>1,049</td>
<td>(2,312)</td>
<td>(3,560)</td>
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<td>Environment and Place Initiatives</td>
<td>(91)</td>
<td>35</td>
<td>(249)</td>
<td>(306)</td>
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<tr>
<td>Finance Initiatives</td>
<td>-</td>
<td>-</td>
<td>(32)</td>
<td>(32)</td>
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<tr>
<td>Future Stirling Elections</td>
<td>(228)</td>
<td>17</td>
<td>-</td>
<td>(211)</td>
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<tr>
<td>Governance Initiatives</td>
<td>-</td>
<td>-</td>
<td>(20)</td>
<td>(20)</td>
</tr>
<tr>
<td>Homeless Prevention</td>
<td>(790)</td>
<td>47</td>
<td>(22)</td>
<td>(765)</td>
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<td>Housing Initiatives</td>
<td>(67)</td>
<td>(33)</td>
<td>-</td>
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<tr>
<td>Infrastructure Initiatives</td>
<td>(503)</td>
<td>152</td>
<td>(199)</td>
<td>(550)</td>
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<tr>
<td>Managed Investment Properties Income</td>
<td>(637)</td>
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<tr>
<td>National Trauma Training Programme</td>
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<td>(50)</td>
<td>(50)</td>
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<tr>
<td>Participatory Budgeting Funding</td>
<td>(175)</td>
<td>43</td>
<td>-</td>
<td>(132)</td>
</tr>
<tr>
<td>Scheme of Devolved Budget Management Within Education</td>
<td>(740)</td>
<td>3</td>
<td>(184)</td>
<td>(920)</td>
</tr>
<tr>
<td>Schools and Learning Initiatives</td>
<td>(2,095)</td>
<td>631</td>
<td>(3,954)</td>
<td>(5,419)</td>
</tr>
<tr>
<td>Stirling Business Investment Fund</td>
<td>(223)</td>
<td>179</td>
<td>-</td>
<td>(44)</td>
</tr>
<tr>
<td>Strategic Commissioning &amp; Customer Development Initiatives</td>
<td>(68)</td>
<td>20</td>
<td>(19)</td>
<td>(67)</td>
</tr>
<tr>
<td>Strategic Housing Account</td>
<td>(752)</td>
<td>-</td>
<td>(144)</td>
<td>(896)</td>
</tr>
<tr>
<td>Transformation Fund Balances</td>
<td>(3,000)</td>
<td>444</td>
<td>-</td>
<td>(2,556)</td>
</tr>
<tr>
<td>Treasury Management Balances</td>
<td>(1,914)</td>
<td>500</td>
<td>-</td>
<td>(1,414)</td>
</tr>
<tr>
<td><strong>Earmarked Reserves</strong></td>
<td>(33,121)</td>
<td>11,109</td>
<td>(12,225)</td>
<td>(34,238)</td>
</tr>
<tr>
<td><strong>Uncommitted Reserves</strong></td>
<td>(11,850)</td>
<td>1,657</td>
<td>-</td>
<td>(10,193)</td>
</tr>
<tr>
<td><strong>Total Reserves</strong></td>
<td>(44,971)</td>
<td>12,766</td>
<td>(12,225)</td>
<td>(44,431)</td>
</tr>
</tbody>
</table>
A detailed analysis of earmarked reserves specifically set aside for Covid-19 Pandemic Recovery is as follows:

<table>
<thead>
<tr>
<th>Description</th>
<th>Balance at 1 April 2021 £000</th>
<th>Use of Reserves 2021/22 £000</th>
<th>New Reserves 2021/22 £000</th>
<th>Balance at 31 March 2022 £000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Covid-19 Business Support Admin</td>
<td>(30)</td>
<td>-</td>
<td>(35)</td>
<td>(65)</td>
</tr>
<tr>
<td>Covid-19 Business Support &amp; Low Income Household</td>
<td>-</td>
<td>-</td>
<td>(1,390)</td>
<td>(1,390)</td>
</tr>
<tr>
<td>Covid-19 Community Justice</td>
<td>(12)</td>
<td>9</td>
<td>-</td>
<td>(3)</td>
</tr>
<tr>
<td>Covid-19 Children &amp; Young People Mental Health</td>
<td>(293)</td>
<td>293</td>
<td>-</td>
<td>0</td>
</tr>
<tr>
<td>Covid-19 CO2 Monitors</td>
<td>-</td>
<td>-</td>
<td>(54)</td>
<td>(54)</td>
</tr>
<tr>
<td>Covid-19 Discretionary Fund Grant</td>
<td>(1,613)</td>
<td>1,529</td>
<td>-</td>
<td>(84)</td>
</tr>
<tr>
<td>Covid-19 Education Monies</td>
<td>(2,576)</td>
<td>3,146</td>
<td>(1,028)</td>
<td>(457)</td>
</tr>
<tr>
<td>Covid-19 Environmental Health Officers</td>
<td>(27)</td>
<td>27</td>
<td>-</td>
<td>0</td>
</tr>
<tr>
<td>Covid-19 Financial Insecurity Flexible Funding</td>
<td>-</td>
<td>-</td>
<td>(27)</td>
<td>(27)</td>
</tr>
<tr>
<td>Covid-19 Food Fund</td>
<td>(40)</td>
<td>40</td>
<td>-</td>
<td>0</td>
</tr>
<tr>
<td>Covid-19 Free School Meals (Easter)</td>
<td>(48)</td>
<td>3</td>
<td>-</td>
<td>(45)</td>
</tr>
<tr>
<td>Covid-19 General Pandemic Recovery &amp; Lost Income</td>
<td>(11,515)</td>
<td>1,273</td>
<td>(136)</td>
<td>(10,378)</td>
</tr>
<tr>
<td>Covid-19 Homeless Prevention</td>
<td>(69)</td>
<td>69</td>
<td>-</td>
<td>0</td>
</tr>
<tr>
<td>Covid-19 Parental Employability Support Fund</td>
<td>(88)</td>
<td>-</td>
<td>-</td>
<td>(88)</td>
</tr>
<tr>
<td>Covid-19 Scottish Welfare Fund</td>
<td>(175)</td>
<td>175</td>
<td>-</td>
<td>0</td>
</tr>
<tr>
<td>Covid-19 Spring Hardship</td>
<td>(186)</td>
<td>-</td>
<td>-</td>
<td>(186)</td>
</tr>
<tr>
<td>Covid-19 Tackling Financial Insecurity</td>
<td>(335)</td>
<td>-</td>
<td>(3)</td>
<td>(338)</td>
</tr>
<tr>
<td>Covid-19 Tenant Grant Fund</td>
<td>-</td>
<td>-</td>
<td>(104)</td>
<td>(104)</td>
</tr>
<tr>
<td>Covid-19 Test and Protect</td>
<td>(13)</td>
<td>13</td>
<td>-</td>
<td>0</td>
</tr>
</tbody>
</table>
### Adjustments Between Accounting Basis and Funding Basis Under Regulations

This note details the adjustments that are made to the total Comprehensive Income and Expenditure recognised by Stirling Council in the year in accordance with proper accounting practice to the resources that are specified by statutory provisions as being available to the Council to meet future capital and revenue expenditure.

#### Adjustments made in 2021/22

<table>
<thead>
<tr>
<th>Note</th>
<th>General Fund Balance £000</th>
<th>Housing Revenue Account £000</th>
<th>Capital Receipts Reserve £000</th>
<th>Capital Grants &amp; Receipts Unapplied £000</th>
<th>Unusable Reserves Movement £000</th>
</tr>
</thead>
<tbody>
<tr>
<td>13</td>
<td>(4,575)</td>
<td>(141)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>4,161</td>
<td>137</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>(480)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>(828)</td>
<td>(96)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>826</td>
<td>95</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>385</td>
<td>11</td>
<td>(396)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>-</td>
<td>-</td>
<td>11</td>
<td>(11)</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>(3)</td>
<td>-</td>
<td>3</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Adjustments 2021/22**

(37,419)  (8,884)  (382)  2,202  44,483
## Comparative adjustments made in 2020/21

<table>
<thead>
<tr>
<th>Note</th>
<th>General Fund Balance £000</th>
<th>Housing Revenue Account £000</th>
<th>Capital Receipts Reserve £000</th>
<th>Capital Grants &amp; Receipts Unapplied £000</th>
<th>Unusable Reserves Movement £000</th>
</tr>
</thead>
<tbody>
<tr>
<td>13</td>
<td>1,038</td>
<td>377</td>
<td>-</td>
<td>-</td>
<td>1,415</td>
</tr>
<tr>
<td>13</td>
<td>737</td>
<td>16</td>
<td>-</td>
<td>-</td>
<td>(753)</td>
</tr>
<tr>
<td>16</td>
<td>(4)</td>
<td>-</td>
<td>379</td>
<td>-</td>
<td>(379)</td>
</tr>
</tbody>
</table>

### Note

PPE non-current assets written off on disposal or sale
PPE depreciation written off on disposal or sale
Current Assets Held For Sale written off on disposal or sale
Sale proceeds from disposal of non-current assets
Capital expenditure met from Capital Receipts Reserve

### Note

Contributed from Capital Receipts Reserve towards administrative costs of non-current asset disposals

<table>
<thead>
<tr>
<th>Movement</th>
<th>General Fund Balance £000</th>
<th>Housing Revenue Account £000</th>
<th>Capital Receipts Reserve £000</th>
<th>Capital Grants &amp; Receipts Unapplied £000</th>
<th>Unusable Reserves Movement £000</th>
</tr>
</thead>
<tbody>
<tr>
<td>69</td>
<td>13,621</td>
<td>7,217</td>
<td>-</td>
<td>-</td>
<td>(20,838)</td>
</tr>
<tr>
<td>10</td>
<td>(447)</td>
<td>(24)</td>
<td>-</td>
<td>-</td>
<td>471</td>
</tr>
<tr>
<td>13</td>
<td>(5,349)</td>
<td>(5,965)</td>
<td>-</td>
<td>-</td>
<td>11,314</td>
</tr>
<tr>
<td>13</td>
<td>5,112</td>
<td>25</td>
<td>-</td>
<td>-</td>
<td>(5,137)</td>
</tr>
<tr>
<td>13</td>
<td>(26,941)</td>
<td>(5,438)</td>
<td>-</td>
<td>-</td>
<td>32,379</td>
</tr>
<tr>
<td>23,24</td>
<td>(27,178)</td>
<td>(11,378)</td>
<td>-</td>
<td>-</td>
<td>38,556</td>
</tr>
</tbody>
</table>

### Note

Net (gain) / loss on disposal of non-current assets

### Note

Capital grants & contributions applied to capital financing
Amortisation of intangible assets
Non-current asset revaluation decreases to CIES
Reversal of non-current asset revaluation decreases to CIES
Non-current asset depreciation charged to CIES
Depreciation and impairment of non-current assets

### Note

Movement in the market value of investment properties

### Note

Reversal of items relating to retirement benefits debited or credited to the ‘Surplus or Deficit on the Provision of Services’ in the CIES

### Note

Employer’s pensions contributions and direct payments to pensioners payable in the year

### Note

Application of grants to capital financing from the Capital Grants Unapplied Account
New Capital Grants Unapplied
Application of grants to capital financing from the Capital Grants Unapplied Account

### Note

Statutory provision for the financing of capital investment

### Note

Capital expenditure charged to the General Fund & HRA

### Note

Amount by which finance costs charged to the CIES are different from finance costs chargeable in the year in accordance with statutory requirements

### Note

Net transfer to / (from) earmarked reserves required by legislation (i.e. holiday pay accrual)

### Note

Total Adjustments 2020/21

<table>
<thead>
<tr>
<th>Note</th>
<th>General Fund Balance £000</th>
<th>Housing Revenue Account £000</th>
<th>Capital Receipts Reserve £000</th>
<th>Capital Grants &amp; Receipts Unapplied £000</th>
<th>Unusable Reserves Movement £000</th>
</tr>
</thead>
<tbody>
<tr>
<td>14,236</td>
<td>1,678</td>
<td>(463)</td>
<td>60</td>
<td>12,961</td>
<td></td>
</tr>
</tbody>
</table>
13. **Property, Plant & Equipment**

Property, Plant and Equipment assets are those that have physical substance and are held for use in the production or supply of goods or services, for rental to others, or for administrative purposes and which are expected to be used during more than one financial year.

**Recognition**

Expenditure on the acquisition, creation or enhancement of Property, Plant and Equipment is capitalised on an accruals basis, provided that it is probable that the future economic benefits or service potential associated with the item will flow to Stirling Council and the cost of the item can be measured reliably. Expenditure that maintains but does not add to an asset’s potential to deliver future economic benefits or service potential is charged as an expense when it is incurred.

**Measurement**

Assets are initially measured at cost, comprising the purchase price and any costs attributable to bringing the asset to the location and condition necessary for it to be capable of operating in the manner intended by management.

The cost of an asset acquired other than by purchase is deemed to be its fair value, unless the acquisition does not have commercial substance (i.e. it will not lead to a variation in the cashflows of the authority).

Property, plant and equipment assets are carried in the Balance Sheet using the following measurement bases:

- Infrastructure, Community Assets and Assets Under Construction - Depreciated historical cost
- Council Dwellings - Existing use value for social housing (EUV-SH)
- Surplus assets - Fair value at highest and best use
- All other assets - if no active market exists for the asset or the asset is specialised, measure at depreciated replacement cost. If an active market exists for the asset, measure at existing use value.

Where non-property assets have short useful lives or low values (or both), depreciated historical cost basis is used as a proxy for fair value.

Stirling Council carries out a rolling programme which ensures that all Property, Plant and Equipment to be measured at fair value, Council Dwellings, Other Land & Buildings and Surplus Assets undergo revaluation at least every five years. Increases in valuations are matched by credits to the Revaluation Reserve to recognise unrealised gains. Exceptionally, gains might be credited to the Comprehensive Income and Expenditure Statement where they arise from the reversal of a loss previously charged to a Service.

The Revaluation Reserve contains revaluation gains recognised since 1 April 2007 only, the date of its formal implementation. Gains arising before that date have been consolidated into the Capital Adjustment Account.

**Depreciation**

Depreciation is provided for on all Property, Plant and Equipment assets by the systematic allocation of their depreciable amounts over their useful lives. An exception is made for assets without a determinable finite useful life (i.e. freehold land and certain Community Assets), Investment Properties and assets not yet available for use (Assets under Construction).

Depreciation is calculated on the following bases:

- Dwellings and other buildings - straight-line allocation over the useful life of the property as estimated by the Stirling Council Valuer.
- Vehicles, plant and equipment – straight-line allocation over the useful life of each assets in the Balance Sheet, as advised by a suitably qualified officer.
- Infrastructure - straight-line allocation over 30-50 years depending on the type of infrastructure asset (e.g. road, bridge etc.).

Services are charged with depreciation, where appropriate, for the use of assets no matter how they are financed.

Depreciation on Stirling Council's non-operational assets is not charged to Service revenue accounts. It is however reflected in the Comprehensive Income and Expenditure Statement through Other Operating Income and Expenditure.

Revaluation gains are also depreciated, with an amount equal to the difference between current value depreciation charged on assets and the depreciation that would have been chargeable based on their historical cost being transferred each year from the Revaluation Reserve to the Capital Adjustment Account.

**Component Accounting**

Where a significant component part of an item of Property, Plant & Equipment (PPE) is expected to wear out more quickly than the overall asset, it is depreciated over a shorter period of time and any subsequent expenditure on restoring or replacing the component is capitalised (with any carrying amount of the replaced component being written off to the Comprehensive Income and Expenditure Statement). It should be noted that council dwellings, other land and buildings and surplus assets are considered for componentisation with no de-minimis thresholds set by Stirling Council.

**Disposals**

When an asset is disposed of or decommissioned, the carrying amount of the asset in the Balance Sheet (whether Property, Plant and Equipment or Assets Held for Sale) is written off to the Comprehensive Income and Expenditure Statement as part of the gain or loss on disposal. Receipts from disposals (if any) are credited to the Comprehensive Income and Expenditure Statement as part of the gain or loss on disposal (i.e. netted off against the carrying value of the asset at the time of disposal). Any revaluation gains accumulated for the asset in the Revaluation Reserve are transferred...
to the Capital Adjustment Account.

All amounts received for a disposal are categorised as capital receipts and require to be credited to the Capital Receipts Reserve and can then only be used for new capital investment or set aside to reduce Stirling Council’s underlying need to borrow (the capital financing requirement). Receipts are appropriated to the Reserve from the General Fund Balance in the Movement in Reserves Statement.

The written-off value of disposals is not a charge against Council Tax, as the cost of non-current assets is fully provided for under separate arrangements for capital financing. Amounts are appropriated to the Capital Adjustment Account from the General Fund Balance in the Movement in Reserves Statement.

**Movements in Property, Plant and Equipment**

The movements in Property, Plant and Equipment during 2021/22 are as follows:

<table>
<thead>
<tr>
<th>Movements 2021/22</th>
<th>Council Dwellings £000</th>
<th>Other Land &amp; Buildings £000</th>
<th>Vehicles, Plant &amp; Equip £000</th>
<th>Infra-Structure Assets £000</th>
<th>Community Assets £000</th>
<th>Surplus Assets £000</th>
<th>Assets Under Construction £000</th>
<th>Total Property, Plant &amp; Equip £000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost or Valuation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>At 1 April 2021</td>
<td>171,049</td>
<td>459,962</td>
<td>52,731</td>
<td>188,125</td>
<td>10,426</td>
<td>5,360</td>
<td>15,640</td>
<td>903,292</td>
</tr>
<tr>
<td>Additions</td>
<td>14,669</td>
<td>3,621</td>
<td>6,359</td>
<td>9,868</td>
<td>427</td>
<td>-</td>
<td>9,366</td>
<td>44,310</td>
</tr>
<tr>
<td>Disposals</td>
<td>(19)</td>
<td>(300)</td>
<td>(361)</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>(679)</td>
</tr>
<tr>
<td>Derecognition</td>
<td>-</td>
<td>(903)</td>
<td>(3,134)</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>(4,037)</td>
</tr>
<tr>
<td>Revaluation increases/ (decreases) recognised through Revaluation Reserve</td>
<td>-</td>
<td>8,960</td>
<td>-</td>
<td>-</td>
<td>(2,407)</td>
<td>(157)</td>
<td>6,395</td>
<td></td>
</tr>
<tr>
<td>Revaluation increases/ (decreases) recognised in the Surplus/Deficit on the Provision of Services</td>
<td>(14,960)</td>
<td>(562)</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>(16)</td>
<td>(1,175)</td>
<td>(16,681)</td>
</tr>
<tr>
<td>Asset Reclassifications (incl. to Investment Properties and Assets Held for Sale)</td>
<td>-</td>
<td>(2,232)</td>
<td>(36)</td>
<td>(371)</td>
<td>(97)</td>
<td>4,199</td>
<td>(8,677)</td>
<td>542</td>
</tr>
<tr>
<td>At 31 March 2022</td>
<td>177,751</td>
<td>468,546</td>
<td>55,560</td>
<td>198,365</td>
<td>10,756</td>
<td>7,168</td>
<td>14,996</td>
<td>933,141</td>
</tr>
</tbody>
</table>

**Accumulated Depreciation and Impairment**

| At 1 April 2021 | (10,906) | (40,296) | (17,351) | (63,378) | (3,818) | - | - | (135,749) |
| Depreciation charge | (3,901) | (19,140) | (4,663) | (6,133) | (515) | (51) | - | (34,040) |
| Disposals         | 19        | -         | 361      | -       | -       | -       | -       | 379 |
| Derecognition     | -         | 784       | 3,134    | -       | -       | -       | -       | 3,919 |
| Depreciation written out to the Revaluation Reserve | - | 12,112 | - | - | 190 | - | 12,302 |
| Asset Reclassifications | - | 145 | 25 | (20) | (11) | (139) | - | - |
| At 31 March 2022  | (14,788) | (46,395) | (18,495) | (65,532) | (4,344) | 0 | 0 | (153,553) |

**Net Book Value:**

| At 31 March 2022 | 162,963 | 422,151 | 37,065 | 128,833 | 6,412 | 7,168 | 14,996 | 779,588 |
| At 31 March 2021 | 160,143 | 419,666 | 35,380 | 124,747 | 6,608 | 5,360 | 15,640 | 767,543 |
### Comparative Movements 2020/21

<table>
<thead>
<tr>
<th></th>
<th>Council Dwellings £000</th>
<th>Other Land &amp; Buildings £000</th>
<th>Vehicles, Plant &amp; Equip £000</th>
<th>Infra-structure Assets £000</th>
<th>Community Assets £000</th>
<th>Surplus Assets £000</th>
<th>Assets Under Construction £000</th>
<th>Total Property, Plant &amp; Equip £000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost or Valuation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>At 1 April 2020</td>
<td>168,209</td>
<td>457,245</td>
<td>43,037</td>
<td>179,131</td>
<td>9,976</td>
<td>6,064</td>
<td>7,288</td>
<td>870,950</td>
</tr>
<tr>
<td>Additions</td>
<td>9,193</td>
<td>4,558</td>
<td>10,432</td>
<td>9,092</td>
<td>410</td>
<td>-</td>
<td>7,453</td>
<td>41,138</td>
</tr>
<tr>
<td>Disposals</td>
<td>(10)</td>
<td>(667)</td>
<td>(738)</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>(1,415)</td>
</tr>
<tr>
<td>Revaluation increases/(decreases) recognised through Revaluation Reserve</td>
<td>(632)</td>
<td>(302)</td>
<td>-</td>
<td>(98)</td>
<td>-</td>
<td>(75)</td>
<td>-</td>
<td>(1,107)</td>
</tr>
<tr>
<td>Revaluation increases/(decreases) recognised in the Surplus/Deficit on the Provision of Services</td>
<td>(5,711)</td>
<td>(447)</td>
<td>-</td>
<td>-</td>
<td>(10)</td>
<td>(5)</td>
<td>-</td>
<td>(6,173)</td>
</tr>
<tr>
<td>Asset Reclassifications (incl. to Investment Properties and Assets Held for Sale)</td>
<td>-</td>
<td>(425)</td>
<td>-</td>
<td>-</td>
<td>40</td>
<td>619</td>
<td>904</td>
<td>(100)</td>
</tr>
<tr>
<td>At 31 March 2021</td>
<td>171,049</td>
<td>459,962</td>
<td>52,731</td>
<td>188,125</td>
<td>10,426</td>
<td>5,360</td>
<td>15,640</td>
<td>903,292</td>
</tr>
</tbody>
</table>

### Accumulated Depreciation and Impairment

<table>
<thead>
<tr>
<th></th>
<th>At 1 April 2020</th>
<th>Depreciation charge</th>
<th>Disposals</th>
<th>Depreciation written out to the Revaluation Reserve</th>
<th>At 31 March 2021</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(7,114)</td>
<td>(3,802)</td>
<td>10</td>
<td>-</td>
<td>(10,906)</td>
</tr>
<tr>
<td></td>
<td>(82,753)</td>
<td>(18,554)</td>
<td>6</td>
<td>61,005</td>
<td>(40,296)</td>
</tr>
<tr>
<td></td>
<td>(14,348)</td>
<td>(3,740)</td>
<td>737</td>
<td>-</td>
<td>(17,351)</td>
</tr>
<tr>
<td></td>
<td>(57,616)</td>
<td>(5,765)</td>
<td>-</td>
<td>3</td>
<td>(63,378)</td>
</tr>
<tr>
<td></td>
<td>(3,331)</td>
<td>(487)</td>
<td>-</td>
<td>31</td>
<td>(3,818)</td>
</tr>
<tr>
<td></td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>(165,162)</td>
<td>(32,379)</td>
<td>753</td>
<td>61,039</td>
<td>(135,749)</td>
</tr>
</tbody>
</table>

### Net Book Value:

<table>
<thead>
<tr>
<th></th>
<th>At 31 March 2021</th>
<th>At 31 March 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>160,143</td>
<td>161,095</td>
</tr>
<tr>
<td></td>
<td>419,666</td>
<td>374,492</td>
</tr>
<tr>
<td></td>
<td>35,380</td>
<td>28,689</td>
</tr>
<tr>
<td></td>
<td>124,747</td>
<td>121,515</td>
</tr>
<tr>
<td></td>
<td>6,608</td>
<td>6,445</td>
</tr>
<tr>
<td></td>
<td>5,360</td>
<td>6,064</td>
</tr>
<tr>
<td></td>
<td>15,640</td>
<td>7,288</td>
</tr>
<tr>
<td></td>
<td>767,543</td>
<td>705,788</td>
</tr>
</tbody>
</table>

### PFI/PPP Assets

The net book value of PFI/PPP assets included in Other Land & Buildings as at 31 March 2022 is £146.366m (31 March 2021, £152.683m).

### Capital Commitments

During 2021/22, the Council had entered into a number of contracts for the construction of Property, Plant & Equipment within its approved Capital Programme. The delivery of the capital programme has continued to be impacted by a worldwide shortage of raw materials and cost increases.

The General Services Capital Programme underspent by £15.827M. However, £9.464M of this amount was already anticipated early in the financial year and re-profiled into the 2022/23 Capital Programme approved on 11 March 2022. A further carry forward of £6.243M was therefore presented to Council in June 2022 to enable existing 2021/22 commitments to be met. The most significant projects being:

- Early Learning & Childcare 1140 Expansion (£2.195M), Solar Canopies at the Peak (£1.921M), Boerstone Primary School extension (£0.843M), Public Realm & Environmental Improvements (Fallin, Plean & Hillpark) (£0.598M), Education Estate Major Investment Priorities (£0.571M), Electric Vehicle & Charging Infrastructure (£0.540M), Secondary School Specialist Provision (£0.498M), Regional District Hub (Cowie Regeneration) (£0.463M).

Housing Services continue to progress with the NEC3 contract in place with Robertson Partnership Homes to build new homes at Raploch. Other significant projects relate to the delivery of 22 new build homes in Cowie (£4.2M) and 12 new build homes in Newpark, St Ninians (£2.0M).
14. **Asset Revaluation Programme**

Stirling Council carries out a rolling programme which ensures that the Property, Plant and Equipment required to be measured at fair value, Council Dwellings, Other Land & Buildings and Surplus Assets, undergoes revaluation at least every five years. Professionally qualified valuers (RICS: Royal Institute of Chartered Surveyors) employed within Stirling Council’s Estates Team carry out valuations of all property-based assets held by the Council. The net value of assets are:

<table>
<thead>
<tr>
<th>Assets Under Construction</th>
<th>Carried at Historic Cost</th>
<th>£000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assets</td>
<td>Carried at Historic Cost</td>
<td>£000</td>
</tr>
<tr>
<td>Values as at</td>
<td>Valuation</td>
<td></td>
</tr>
<tr>
<td>31 March 2022</td>
<td>31 March 2021</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Council Dwellings</th>
<th>Carried at Historic Cost</th>
<th>£000</th>
</tr>
</thead>
<tbody>
<tr>
<td>31 March 2021</td>
<td>14,290</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Other Land &amp; Buildings</th>
<th>Carried at Historic Cost</th>
<th>£000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Secondary Schools</td>
<td>245</td>
<td></td>
</tr>
<tr>
<td>Primary Schools</td>
<td>1,346</td>
<td></td>
</tr>
<tr>
<td>Sports Clubs/Facilities</td>
<td>667</td>
<td></td>
</tr>
<tr>
<td>Land</td>
<td>1,928</td>
<td></td>
</tr>
<tr>
<td>Car Parks</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Community Campus</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Council Offices</td>
<td>1,677</td>
<td></td>
</tr>
<tr>
<td>Community Centres/Halls</td>
<td>91</td>
<td></td>
</tr>
<tr>
<td>Industrial Premises</td>
<td>283</td>
<td></td>
</tr>
<tr>
<td>Art/Entertainment Venues</td>
<td>128</td>
<td></td>
</tr>
<tr>
<td>Hostels</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Nursery Schools</td>
<td>3,102</td>
<td></td>
</tr>
<tr>
<td>Libraries</td>
<td>444</td>
<td></td>
</tr>
<tr>
<td>Other Buildings</td>
<td>934</td>
<td></td>
</tr>
<tr>
<td>Residential Care Homes</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Shops</td>
<td>9</td>
<td></td>
</tr>
<tr>
<td>Depots</td>
<td>35</td>
<td></td>
</tr>
<tr>
<td>Garages/Pitches</td>
<td>934</td>
<td></td>
</tr>
<tr>
<td>Day Care</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>T'port Facilities/Park &amp; Ride</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Fishing Rights</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Special Education Properties</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Public Conveniences</td>
<td>18</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Surplus Assets</th>
<th>Carried at Historic Cost</th>
<th>£000</th>
</tr>
</thead>
<tbody>
<tr>
<td>21</td>
<td>7,168</td>
<td></td>
</tr>
</tbody>
</table>

**Value of Assets Held at Depreciated Historic Cost**

<table>
<thead>
<tr>
<th>Assets Under Construction</th>
<th>Carried at Historic Cost</th>
<th>£000</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Infrastructure Assets</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Bridges</td>
<td>9,895</td>
</tr>
<tr>
<td></td>
<td>Cycle Routes/Footways</td>
<td>7,129</td>
</tr>
<tr>
<td></td>
<td>Roads</td>
<td>106,256</td>
</tr>
<tr>
<td></td>
<td>Lighting</td>
<td>5,553</td>
</tr>
<tr>
<td></td>
<td>Vehicles, Plant &amp; Equipment</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Vehicles</td>
<td>1,917</td>
</tr>
<tr>
<td></td>
<td>Plant &amp; Equipment</td>
<td>35,148</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Community Assets</th>
<th>Carried at Historic Cost</th>
<th>£000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cemeteries/Churchyards</td>
<td>2,323</td>
<td></td>
</tr>
<tr>
<td>Parks, Open Spaces, Play Areas</td>
<td>6,412</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total Cost or Valuation</td>
<td>£000</td>
</tr>
<tr>
<td></td>
<td>Council Dwellings (Existing Use Value – Social Housing)</td>
<td>148,673</td>
</tr>
<tr>
<td></td>
<td>Other Land &amp; Buildings</td>
<td>10,164</td>
</tr>
<tr>
<td></td>
<td>Surplus Assets</td>
<td>7,168</td>
</tr>
<tr>
<td></td>
<td>Total OLB</td>
<td>422,151</td>
</tr>
</tbody>
</table>
15. **Impairments/Downward Revaluations**

Assets subject to a reduction in value as a result of impairment and/or downward revaluation have been accounted for as follows:

- Where there is a balance of revaluation gains for the asset in the Revaluation Reserve, the carrying amount of the asset is written down against that balance (up to the amount of the accumulated gains)
- Where there is no balance in the Revaluation Reserve or insufficient balance, the carrying amount of the asset is written down against the relevant Service line(s) in the Comprehensive Income and Expenditure Statement.

Where a revaluation loss is reversed subsequently, the reversal is credited to the relevant Service line(s) in the Comprehensive Income and Expenditure Statement, up to the amount of the original loss, adjusted for depreciation that would have been charged if the loss had not been recognised.

The following table outlines revaluation losses charged and revaluation reversals credited to the Surplus or Deficit on the Provision of Services.

<table>
<thead>
<tr>
<th>Assets</th>
<th>2020/21 Losses £000</th>
<th>2020/21 Reversals £000</th>
<th>2020/21 Totals £000</th>
<th>2021/22 Losses £000</th>
<th>2021/22 Reversals £000</th>
<th>2021/22 Totals £000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Car Parks</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Community Facilities / Shops / Retail</td>
<td>59</td>
<td>(24)</td>
<td>35</td>
<td>1,308</td>
<td>(293)</td>
<td>1,015</td>
</tr>
<tr>
<td>Office Sites &amp; Depots</td>
<td>1,549</td>
<td>(571)</td>
<td>978</td>
<td>47</td>
<td>(9)</td>
<td>38</td>
</tr>
<tr>
<td>Regeneration / Development Sites</td>
<td>8</td>
<td>(41)</td>
<td>(33)</td>
<td>1,302</td>
<td></td>
<td>1,302</td>
</tr>
<tr>
<td>Residential Accommodation</td>
<td>5,711</td>
<td>(19)</td>
<td>5,692</td>
<td>14,960</td>
<td>(9)</td>
<td>14,960</td>
</tr>
<tr>
<td>Schools / Educational Establishments</td>
<td>3,987</td>
<td>(4,482)</td>
<td>(495)</td>
<td>765</td>
<td>(20)</td>
<td>745</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>11,314</strong></td>
<td><strong>(5,137)</strong></td>
<td><strong>6,177</strong></td>
<td><strong>18,555</strong></td>
<td><strong>(1,823)</strong></td>
<td><strong>16,732</strong></td>
</tr>
</tbody>
</table>

16. **Capital Expenditure and Capital Financing**

The total amount of capital expenditure incurred in the year is shown in the following table, together with the resources that have been used to finance it. Where capital expenditure is to be financed in future years by charges to revenue as assets are used by Stirling Council, the expenditure results in an increase in the Capital Financing Requirement (CFR), a measure of the capital expenditure incurred historically by the Council that has yet to be financed.

<table>
<thead>
<tr>
<th>Opening Capital Financing Requirement</th>
<th>2020/21 £000</th>
<th>2021/22 £000</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Capital Investment</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Property, Plant and Equipment</td>
<td>41,137</td>
<td>44,310</td>
</tr>
<tr>
<td>Intangible Assets</td>
<td>1,660</td>
<td>765</td>
</tr>
<tr>
<td>Revenue Expenditure Funded from Capital under Statute</td>
<td>1,775</td>
<td>1,204</td>
</tr>
<tr>
<td>Long Term Investments</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Long Term Debtor</td>
<td>-</td>
<td>12,524</td>
</tr>
<tr>
<td>Current Assets Held for Sale</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Sources of Finance</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Capital receipts</td>
<td>(379)</td>
<td>(11)</td>
</tr>
<tr>
<td>Capital grants &amp; contributions</td>
<td>(20,167)</td>
<td>(15,843)</td>
</tr>
<tr>
<td>Capital grants (Revenue Expenditure Funded from Capital under Statute)</td>
<td>(1,775)</td>
<td>(957)</td>
</tr>
<tr>
<td>Application of capital grants unapplied/capital grants received in advance</td>
<td>(731)</td>
<td>(7,566)</td>
</tr>
<tr>
<td>Repayment of Long Term Investment</td>
<td>-</td>
<td>(854)</td>
</tr>
<tr>
<td>Repayment of long term debtor</td>
<td>(160)</td>
<td>(11,335)</td>
</tr>
<tr>
<td>Direct revenue contributions</td>
<td>(7,367)</td>
<td>(10,174)</td>
</tr>
<tr>
<td>Loans fund principal</td>
<td>(8,538)</td>
<td>(7,749)</td>
</tr>
<tr>
<td><strong>Closing Capital Financing Requirement</strong></td>
<td><strong>261,171</strong></td>
<td><strong>265,485</strong></td>
</tr>
<tr>
<td><strong>Increase/(decrease) in CFR (unsupported by government financial assistance)</strong></td>
<td><strong>5,455</strong></td>
<td><strong>4,314</strong></td>
</tr>
<tr>
<td>General Services</td>
<td>200,198</td>
<td>192,633</td>
</tr>
<tr>
<td>HRA</td>
<td>60,973</td>
<td>72,852</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>261,171</strong></td>
<td><strong>265,485</strong></td>
</tr>
</tbody>
</table>
17. **Heritage Assets**

Stirling Council holds and conserves various heritage assets for future generations in support of the primary objective of increasing the knowledge, understanding and appreciation of the history of the area of Stirling.

Heritage assets are presented separately in the Balance Sheet from other Property, Plant and Equipment assets and are measured at either historic cost or fair value. Valuations may be made by any method that is appropriate and relevant, including valuations for insurance purposes. Where it is not practicable to obtain a fair value, heritage assets are measured at historical cost.

Depreciation is not charged on heritage assets that have indefinite lives, but the carrying amount is reviewed where there is evidence of impairment e.g. where an item has suffered physical deterioration or breakage or where doubts arise as to authenticity. Any impairment is recognised and measured in accordance with Stirling Council’s general policies on impairment.

The following provides an analysis of the carrying values of heritage assets held by the Council over the past 5 years.

<table>
<thead>
<tr>
<th></th>
<th>Civic Regalia £000</th>
<th>Historical Artefacts £000</th>
<th>Restated Furniture &amp; Artwork £000</th>
<th>Memorials £000</th>
<th>Total Assets £000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Net carrying amount at 31 March 2018</td>
<td>15</td>
<td>1,100</td>
<td>167</td>
<td>56</td>
<td>1,338</td>
</tr>
<tr>
<td>Revaluations</td>
<td>-</td>
<td>28</td>
<td>-</td>
<td>-</td>
<td>32</td>
</tr>
<tr>
<td>Net carrying amount at 31 March 2019</td>
<td>15</td>
<td>1,128</td>
<td>171</td>
<td>56</td>
<td>1,370</td>
</tr>
<tr>
<td>Revaluations</td>
<td>1</td>
<td>28</td>
<td>4</td>
<td>-</td>
<td>33</td>
</tr>
<tr>
<td>Net carrying amount at 31 March 2020</td>
<td>16</td>
<td>1,156</td>
<td>175</td>
<td>56</td>
<td>1,403</td>
</tr>
<tr>
<td>Revaluations</td>
<td>-</td>
<td>23</td>
<td>4</td>
<td>-</td>
<td>27</td>
</tr>
<tr>
<td>Net carrying amount at 31 March 2021</td>
<td>16</td>
<td>1,179</td>
<td>179</td>
<td>56</td>
<td>1,430</td>
</tr>
<tr>
<td>Revaluations</td>
<td>1</td>
<td>71</td>
<td>10</td>
<td>-</td>
<td>82</td>
</tr>
<tr>
<td>Net carrying amount at 31 March 2022</td>
<td>17</td>
<td>1,250</td>
<td>189</td>
<td>56</td>
<td>1,512</td>
</tr>
</tbody>
</table>

Civic Regalia items comprise the Council Mace, Provost Chain, Provost Medal and four Bailie Chains. Historical Artefacts comprise the Wallace Sword and the Old Stirling High School Telescope. Furniture & Artwork comprise those items on display within Council offices. All have been included in the Balance Sheet at updated insurance valuations (as a proxy for fair values) after undergoing an independent valuation during 2017 by Shapes, Fine Art Auctioneers & Valuers. The most significant change in valuation related to the Wallace Sword which was revalued downwards from £3.9m to £1m.

In terms of Memorials, the Council considers that it is not practical to obtain a valuation at a cost commensurate with the benefits to users of the financial statements, and that reliable cost or valuation information cannot be obtained. These include the Wallace Monument, statues, monuments, war memorials, fountains and clock towers. These assets are recognised on the Balance Sheet at a nominal sum of £1 each plus any relevant expenditure incurred.

18. **Long Term Debtors**

The following table provides an analysis of long-term debtors balances payable to Stirling Council:

<table>
<thead>
<tr>
<th></th>
<th>Police Debt £000</th>
<th>Housing Loans £000</th>
<th>National Housing Trusts £000</th>
<th>Total Debtors £000</th>
</tr>
</thead>
<tbody>
<tr>
<td>31 March 2021</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Balance b/fwd as at 1st April</td>
<td>7,540</td>
<td>453</td>
<td>11,200</td>
<td>19,193</td>
</tr>
<tr>
<td>Other Loans &amp; Repayments</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Balance c/fwd as at 31st March</td>
<td>7,431</td>
<td>418</td>
<td>9,199</td>
<td>17,048</td>
</tr>
</tbody>
</table>

(111) Police Debt Due to Loans Fund (109) House Loan Repayments (35) Other Loans & Repayments (2,001)
19. **Short Term Debtors**

The following table provides an analysis of short-term debtors balances payable to Stirling Council:

<table>
<thead>
<tr>
<th></th>
<th>31 March 2021</th>
<th>31 March 2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Central Government Bodies</td>
<td>9,786</td>
<td>4,255</td>
</tr>
<tr>
<td>Other Local Authorities</td>
<td>755</td>
<td>576</td>
</tr>
<tr>
<td>NHS Bodies</td>
<td>1,356</td>
<td>1,381</td>
</tr>
<tr>
<td>Other Entities and Individuals</td>
<td>18,214</td>
<td>19,695</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>30,111</strong></td>
<td><strong>25,907</strong></td>
</tr>
</tbody>
</table>

The above debtors figures represent the position after deducting the following bad debt provisions:

<table>
<thead>
<tr>
<th></th>
<th>31 March 2021</th>
<th>31 March 2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Council Tax</td>
<td>(6,403)</td>
<td>(6,584)</td>
</tr>
<tr>
<td>Council Tax Penalty Charges</td>
<td>(1,247)</td>
<td>(1,293)</td>
</tr>
<tr>
<td>Housing Rents</td>
<td>(1,407)</td>
<td>(1,531)</td>
</tr>
<tr>
<td>Sundry Debtors</td>
<td>(3,167)</td>
<td>(3,571)</td>
</tr>
<tr>
<td>Non Domestic Rates</td>
<td>(1,950)</td>
<td>(1,994)</td>
</tr>
<tr>
<td>Non Domestic Rates Penalty Charges</td>
<td>(215)</td>
<td>(233)</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>(14,389)</strong></td>
<td><strong>(15,206)</strong></td>
</tr>
</tbody>
</table>

20. **Cash and Cash Equivalents**

Cash is represented by cash in hand and deposits with financial institutions repayable without penalty on notice of not more than 24 hours. Cash equivalents are investments that mature in three months or less from the date of acquisition and that are readily convertible to known amounts of cash with insignificant risk of change in values. Cash and cash equivalents include bank overdrafts as they are part of day to day cash management, and are therefore netted of against other cash in line with the Accounting Code of Practice.

Cash and cash equivalents held as at 31 March are as follows:

<table>
<thead>
<tr>
<th></th>
<th>31 March 2021</th>
<th>31 March 2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash Held by Officers</td>
<td>34</td>
<td>34</td>
</tr>
<tr>
<td>Bank Current Accounts</td>
<td>(2,008)</td>
<td>(3,499)</td>
</tr>
<tr>
<td>Short Term Deposits</td>
<td>22,700</td>
<td>13,300</td>
</tr>
<tr>
<td><strong>Total Cash and Cash Equivalents</strong></td>
<td><strong>20,726</strong></td>
<td><strong>9,835</strong></td>
</tr>
</tbody>
</table>

21. **Short Term Creditors**

The following table provides an analysis of short-term creditor balances payable by Stirling Council:

<table>
<thead>
<tr>
<th></th>
<th>31 March 2021</th>
<th>31 March 2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Central Government Bodies</td>
<td>(1,301)</td>
<td>(2,342)</td>
</tr>
<tr>
<td>Other Local Authorities</td>
<td>(880)</td>
<td>(1,109)</td>
</tr>
<tr>
<td>NHS Bodies</td>
<td>(8,236)</td>
<td>(1,556)</td>
</tr>
<tr>
<td>Other Entities and Individuals</td>
<td>(43,679)</td>
<td>(61,060)</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>(54,096)</strong></td>
<td><strong>(66,067)</strong></td>
</tr>
</tbody>
</table>
22. **Private Finance Initiatives (PFI) and Public Private Partnerships (PPP) Contracts**

PFI/PPP contracts are agreements to receive services, where the responsibility for making available the property, plant and equipment needed to provide the services passes to the PFI/PPP contractor. The appropriate treatment of PFI/PPP contracts is based on control of an asset, such as specifying services and the price paid for these services.

Stirling Council is deemed to control the services that are provided under its PFI/PPP schemes and as ownership of the Property, Plant and Equipment will pass to the Council at the end of the contracts for no additional charge, the Council carries the assets used under the contracts on its Balance Sheet as part of Property, Plant and Equipment. Assets recognised on the Balance Sheet are revalued and depreciated in the same way as Property, Plant & Equipment owned by Stirling Council.

A liability is also carried on the Balance Sheet representing payments due for the financing of these assets. The unitary charge paid to the PPP contractor is allocated between operating costs, finance lease principal and interest and any capitalised lifecycle costs.

**Balfron High School PFI Contract**

In March 2000, Stirling Council entered into a PFI contract for the replacement of Balfron High School. The new school became operational in August 2001. Stirling Council makes annual payments under the Balfron High School PFI agreement to Balfron School Services Ltd, a wholly owned subsidiary of Bell Rock Topco Ltd, who operate the school on behalf of the Council. The Council made net Unitary Charge payments of £3.58m in 2021/22 (2020/21, £3.46m). Stirling Council also receives £1.59m of annual support grant from the Scottish Government as part funding for the project.

**Stirling Schools PPP Contract**

On 21st April 2006, Stirling Council concluded the Stirling Schools PPP Project Agreement with Stirling Gateway, a consortium established for the purpose of carrying out a major rebuilding programme covering five secondary schools within the area and a new community campus at Raploch. Construction commenced in May 2006 and was completed by August 2008. Stirling Council makes annual payments under the Stirling Schools PPP agreement to Stirling Gateway Ltd who operate the PPP schools on behalf of the Council. Education Services made net Unitary Charge payments of £12.93m in 2021/22 (2020/21, £12.66m). Stirling Council also receives £4.4m of annual support grant from the Scottish Government as part funding for the project.

Ownership of all schools will pass to Stirling Council when the Balfron and Stirling Schools’ contracts terminate in 2026 and 2039 respectively.

**Payments**

Stirling Council makes agreed payments each year, which are increased by inflation and reduced if the contractor fails to meet availability and performance standards. Payments still to be made under the PFI/PPP contracts at 31 March 2022 (excluding any estimation of inflation and availability/performance deductions) are as follows:

<table>
<thead>
<tr>
<th>Service Charge £000</th>
<th>Interest Charge £000</th>
<th>Principal Charge £000</th>
<th>Contingent Rentals £000</th>
<th>Total £000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balfron High School PFI</td>
<td>2,004</td>
<td>352</td>
<td>584</td>
<td>818</td>
</tr>
<tr>
<td>Payable in 2022/23</td>
<td>2,004</td>
<td>352</td>
<td>584</td>
<td>818</td>
</tr>
<tr>
<td>Payable within 2-5 years</td>
<td>5,257</td>
<td>622</td>
<td>3,557</td>
<td>4,080</td>
</tr>
<tr>
<td>Payable within 6-10 years</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Payable within 11-15 years</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Payable within 16-20 years</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Total</td>
<td>7,261</td>
<td>974</td>
<td>4,141</td>
<td>4,898</td>
</tr>
</tbody>
</table>

Although the payments made to the contractor are described as unitary payments, they have been calculated to compensate the contractor for the fair value of the services they provide, the capital expenditure incurred and interest payable whilst the capital expenditure remains to be reimbursed. The liability outstanding to the contractor for capital expenditure incurred is as follows:

<table>
<thead>
<tr>
<th>2020/21</th>
<th>2021/22</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balfron PFI £000</td>
<td>Schools PPP £000</td>
</tr>
<tr>
<td>5,409</td>
<td>49,631</td>
</tr>
<tr>
<td>811</td>
<td>1,974</td>
</tr>
<tr>
<td>(4,598)</td>
<td>(47,657)</td>
</tr>
</tbody>
</table>

The balance outstanding at year end of £49.724m is split within the Balance Sheet between Finance Lease Liability of £47.172m and Short Term Creditors of £2.552m (total principal charge payable in 2022/23 of £0.584m + £1.968m).
23. **Pension Costs**

Stirling Council participates in two formal pension schemes: the Local Government Pension Scheme (LGPS) administered by Falkirk Council and the Teachers’ Scheme administered by the Scottish Government. Both schemes provide defined benefits to members. However, the liabilities for the teachers’ scheme cannot be identified specifically to Stirling Council, therefore the scheme is accounted for as if it were a defined contributions scheme - Stirling Council does not recognise assets or liabilities related to the Teachers’ Scheme as the liability for payment of pensions rests ultimately with the Scottish Government.

**Teachers**

In 2021/22, Stirling Council paid £10.42m to the Teachers’ Pension Scheme in respect of teachers’ retirement benefits (2020/21, £10.02m), representing an employer contribution rate of 23%. Stirling Council is responsible for the costs of any additional benefits awarded upon early retirement outside of the terms of the Teachers’ Scheme. In 2021/22 these amounted to £0.798m (2020/21, £0.828m). Accrued pension costs at 31 March 2022 amounted to £0.873m (31 March 2021, £0.839m).

**Local Government Pension Scheme (LGPS)**

In accordance with International Accounting Standard 19 (IAS19) Stirling Council is required to account for retirement benefits when it is committed to giving them, even if the giving will be many years into the future. This involves the recognition in the Balance Sheet of Stirling Council’s share of the net pension asset or liability in the LGPS together with a pension reserve. The CIES also recognises changes during the year in the pension asset or liability. Scottish Government regulations require the General Fund to be charged with the amount payable to the pension fund or directly to pensioners in the year, not the amount calculated according to the relevant accounting standards. In the MIRS this means that there are appropriations to and from the Pensions Reserve to remove the notional charges and credits for retirement benefits and replace them with charges for the cash paid to the pension fund and pensioners and any such amounts payable but unpaid at the year end.

Stirling Council also has restricted powers to make discretionary awards of retirement benefits in the event of early retirements. Any liabilities estimated to arise as a result of an award to any member of staff (including Teachers) are accrued in the year of the decision to make the award and accounted for using the same policies as are applied to the LGPS.

The following elements of pension costs are charged to the CIES:

- **Current Service Cost** - the increase in the present value of liabilities expected to arise from employee service in the current period.
- **Past Service Costs** - the increase in liabilities arising from decisions to improve retirement benefits in the current period but which are related to employee service in prior periods.
- **Interest Expense** - the expected increase during the year in the present value of liabilities because the benefits are one year closer to settlement.
- **Expected Return on Assets (including interest income)** - a measure of the expected average rate of return on the investment assets held by the scheme in the year.

The following transactions have been made in the financial statements in accordance with IAS19:

<table>
<thead>
<tr>
<th>Description</th>
<th>2020/21</th>
<th>2021/22</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Comprehensive Income and Expenditure Statement (CIES)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current Service Cost</td>
<td>25,041</td>
<td>41,764</td>
</tr>
<tr>
<td>Past Service Costs (including Curtailments)</td>
<td>-</td>
<td>55</td>
</tr>
<tr>
<td>Interest Expense - Defined Benefit Obligation</td>
<td>16,620</td>
<td>18,777</td>
</tr>
<tr>
<td>Interest Income - Scheme Assets</td>
<td>(11,648)</td>
<td>(12,290)</td>
</tr>
<tr>
<td><strong>Total Net Charges to the Surplus or Deficit on the Provision of Services</strong></td>
<td>30,013</td>
<td>48,306</td>
</tr>
<tr>
<td>Remeasurement of the net defined benefit liability comprising:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Return on Plan Assets (excluding the amount included in the net interest expense)</td>
<td>(101,620)</td>
<td>(68,057)</td>
</tr>
<tr>
<td>Actuarial (gains) and losses arising on changes in demographic assumptions</td>
<td>(7,525)</td>
<td>(7,189)</td>
</tr>
<tr>
<td>Actuarial (gains) and losses arising on changes in financial assumptions</td>
<td>178,782</td>
<td>61,900</td>
</tr>
<tr>
<td>Actuarial (gains) and losses arising from other experience</td>
<td>19,919</td>
<td>185</td>
</tr>
<tr>
<td>Actuarial (gains) and losses arising from business combinations &amp; disposals</td>
<td>99</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Other Post-Employment Benefits Charged to the CIES</strong></td>
<td>89,655</td>
<td>(136,961)</td>
</tr>
<tr>
<td><strong>Total Post-Employment Benefits Charged to the CIES</strong></td>
<td>119,668</td>
<td>(88,655)</td>
</tr>
<tr>
<td><strong>Movement in Reserves Statement</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reversal of net charges made to the Surplus or Deficit on the Provision of Services</td>
<td>(30,013)</td>
<td>(48,306)</td>
</tr>
<tr>
<td>Employer’s Contributions Payable to Falkirk Pension Fund</td>
<td>19,145</td>
<td>20,341</td>
</tr>
</tbody>
</table>
Reconciliation of the Movements in the Fair Value of Pension Fund Assets and Liabilities Shown in the Balance Sheet

<table>
<thead>
<tr>
<th>Liabilities</th>
<th>2020/21 £000</th>
<th>2021/22 £000</th>
<th>Assets</th>
<th>2020/21 £000</th>
<th>2021/22 £000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opening Balance at 1 April</td>
<td>(719,242)</td>
<td>(927,118)</td>
<td>Opening Balance at 1 April</td>
<td>505,882</td>
<td>613,235</td>
</tr>
<tr>
<td>Current Service Cost</td>
<td>(25,041)</td>
<td>(41,764)</td>
<td>Return on Assets</td>
<td>101,620</td>
<td>68,057</td>
</tr>
<tr>
<td>Interest Cost</td>
<td>(16,620)</td>
<td>(18,777)</td>
<td>Interest Income</td>
<td>11,648</td>
<td>12,290</td>
</tr>
<tr>
<td>Contributions by Participants</td>
<td>(4,334)</td>
<td>(4,680)</td>
<td>Contributions by Participants</td>
<td>4,334</td>
<td>4,680</td>
</tr>
<tr>
<td>Actuarial Gain/(Loss)</td>
<td>(183,195)</td>
<td>68,904</td>
<td>Actuarial Gain/(Loss)</td>
<td>(7,981)</td>
<td>-</td>
</tr>
<tr>
<td>Business Combinations/Disposals</td>
<td>(796)</td>
<td>-</td>
<td>Business Combinations/Disposals</td>
<td>697</td>
<td>-</td>
</tr>
<tr>
<td>Benefits Paid</td>
<td>22,110</td>
<td>21,663</td>
<td>Benefits Paid</td>
<td>(22,110)</td>
<td>(21,663)</td>
</tr>
<tr>
<td>Past Service/Curtailment Costs</td>
<td>-</td>
<td>(55)</td>
<td>Employer Contributions</td>
<td>19,145</td>
<td>20,341</td>
</tr>
<tr>
<td>Closing Balance at 31 March</td>
<td>(927,118)</td>
<td>(901,827)</td>
<td>Closing Balance at 31 March</td>
<td>613,235</td>
<td>696,940</td>
</tr>
</tbody>
</table>

Basis for Estimating Assets and Liabilities

**Pension Liabilities**

Pension liabilities are discounted to their value at current prices using a discount rate based on the indicative rate of return on high quality corporate bonds. Pension assets and liabilities included in Stirling Council’s Balance Sheet are as follows:

<table>
<thead>
<tr>
<th>Liabilities</th>
<th>2020/21 £000</th>
<th>2021/22 £000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Present Value of Pension Fund Liabilities*</td>
<td>(927,118)</td>
<td>(901,827)</td>
</tr>
<tr>
<td>Fair Value of Pension Fund Assets</td>
<td>613,235</td>
<td>696,940</td>
</tr>
<tr>
<td><strong>Net Pension Liabilities and Pension Reserve</strong></td>
<td>(313,883)</td>
<td>(204,887)</td>
</tr>
</tbody>
</table>

*Unfunded liabilities included in the figure for present value of liabilities is £56.535m (2020/21, £61.463m).

Liabilities show the underlying commitments that Stirling Council has in the long run to pay post-employment (retirement) benefits. The total liability of £901.827m has a substantial impact on the net worth of Stirling Council as recorded in the Balance Sheet, resulting in a negative overall balance of £204.887m. However, statutory arrangements for funding the deficit mean that the financial position of Stirling Council remains healthy.

The deficit on the LGPS will be made good by increased contributions over the remaining working life of employees (i.e. before payments fall due), as assessed by the scheme actuary. The raising of finance to cover any discretionary benefits is only required when pensions are actually paid.

Stirling Council’s share of the liabilities of the LGPS are included in the Balance Sheet on an actuarial basis using the projected unit method i.e. an assessment of the future payments that will be made in relation to retirement benefits earned to date by employees, based on assumptions about mortality rates, employee turnover rates and projections of earnings for current employees. The LGPS liabilities have been assessed by Hymans Robertson, an independent firm of actuaries and the estimates are based on the latest full valuation of the Fund at 31 March 2020. The main assumptions used by the actuary are:

<table>
<thead>
<tr>
<th>Assumptions</th>
<th>2020/21 £000</th>
<th>2021/22 £000</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Long-Term Expected Rate of Return on Fund Assets:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equity Investments, Property, Bonds &amp; Cash</td>
<td>2.0%</td>
<td>2.7%</td>
</tr>
<tr>
<td><strong>Mortality Assumptions:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Longevity at 65 for Current Pensioners - Male</td>
<td>20.5 years</td>
<td>20.4 years</td>
</tr>
<tr>
<td>Longevity at 65 for Current Pensioners - Female</td>
<td>23.2 years</td>
<td>23.0 years</td>
</tr>
<tr>
<td>Longevity at 65 for Future Pensioners - Male</td>
<td>21.9 years</td>
<td>21.6 years</td>
</tr>
<tr>
<td>Longevity at 65 for Future Pensioners - Female</td>
<td>25.2 years</td>
<td>25.0 years</td>
</tr>
<tr>
<td><strong>Other Assumptions:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rate of Inflation / Rate of Increase in Pensions</td>
<td>2.85%</td>
<td>3.2%</td>
</tr>
<tr>
<td>Rate of Increase in Salaries</td>
<td>3.45%</td>
<td>3.8%</td>
</tr>
<tr>
<td>Rate for Discounting Fund Liabilities</td>
<td>2.0%</td>
<td>2.7%</td>
</tr>
</tbody>
</table>
LGPS liabilities are sensitive to the actuarial assumptions set out in the table above. The sensitivity analyses below have been determined based on reasonably possible changes of the assumptions occurring at the end of the reporting period and assumes for each change that the assumption analysed changes while all the other assumptions remain constant. The methods and types of assumption used in preparing the sensitivity analysis below did not change from this used in the previous period.

<table>
<thead>
<tr>
<th>Change in Assumptions at 31 March 2022</th>
<th>Approx % Increase to Employer Liability</th>
<th>Approx Monetary Amount (£000)</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.1% Decrease in Real Discount Rate</td>
<td>2%</td>
<td>16,889</td>
</tr>
<tr>
<td>1 year increase in member life expectancy</td>
<td>4%</td>
<td>36,073</td>
</tr>
<tr>
<td>0.1% Increase in the Salary Increase Rate</td>
<td>0%</td>
<td>1,615</td>
</tr>
<tr>
<td>0.1% Increase in the Pension Increase Rate</td>
<td>2%</td>
<td>15,143</td>
</tr>
</tbody>
</table>

**McCloud Ruling**

When the Local Government Pension Scheme (LGPS) benefit structure was reformed in 2015, transitional protections were applied to certain older members close to normal retirement age. Following legal proceedings argued in the McCloud and Sargeant cases, the Court of Appeal found that the transitional provisions introduced in the judges and firefighters’ pension schemes in 2015 gave rise to unlawful age discrimination. The UK Government requested leave to appeal this finding but this was refused by the Supreme Court on 27 June 2019. The UK Government has formally accepted the Court’s decision and, recognising the implications for all public sector pension schemes, is engaging with relevant representatives to agree how the discrimination will be remedied.

In July 2020, following the UK Government consultation, the Falkirk Pension Fund’s actuary adjusted the Government Actuary Department’s estimate to better reflect the Council’s local assumptions, particularly withdrawal rates and salary increases. The estimated impact of the McCloud judgement included in the 2018/19 financial statements as a past service cost was estimated at £2.4m. These numbers are a high level estimate based on a combination of scheme and fund level calculations and therefore depend on various key assumptions which may or not be borne out in practice. This had no further impact assessed at 31 March 2022.

**Guaranteed Minimum Pension (GMP)**

Guaranteed Minimum Pension (GMP) was accrued by members of the Local Government Pension Scheme (LGPS) between 6 April 1978 and 5 April 1997. The value of GMP is inherently unequal between males and females, however overall equality of benefits was achieved for public service schemes through the interaction between scheme pensions and the Second State Pension. The introduction of the new Single State Pension in April 2016 disrupted this arrangement and brought uncertainty over the ongoing indexation of GMPs, which could lead to inequalities between men and women’s benefits. The Pension Fund’s actuary has carried out calculations in order to estimate the impact that the GMP indexation changes will have on the liabilities of the Council for financial reporting purposes. The estimate assumes that the permanent solution eventually agreed will be equivalent in cost to extending the interim solution to all members reaching state pension age from 6 April 2016 onwards. This increased liability of £2.4m has been reflected in the annual accounts as a past service cost in 2019/20 and no further impact assessed at 31 March 2022.

**Goodwin Ruling**

There is still uncertainty surrounding the potential remedy to the Goodwin judgement, which is looking at implementing a solution to correct the past underpayment of spouses’ benefits. The Pension Fund Actuary has carried out some approximate analysis across Local Government Pension Scheme clients to understand the potential impact of this remedy. The approximate impact is very small for a typical Pension Fund (c. 0.1% - 0.2% of Pension Fund liabilities), which for Stirling Council would equate to c. £0.9m - £1.8m. The Actuary therefore does not believe there are sufficient grounds to apply an additional adjustment to account for this in Pension Fund disclosures, given the level of additional work and fees that would be involved for the Council, and indeed the highly approximate nature of applying an unknown remedy.

**Pension Assets**

Pension assets attributable to Stirling Council are included in the Balance Sheet at their fair value, principally the bid price for quoted securities and estimated fair value for unquoted securities.

The following table shows the split of pension fund asset investments:
As can be seen from the table above, the Falkirk Pension Fund invests in a wide range of active markets. A large proportion of the assets are invested in equities (61.6%) and bonds (28.1%), together with property (6.2%) and cash (4.1%). The comparative year’s figures are 63.3%, 28.9%, 5.5% and 2.3% respectively.

**Impact on the Authority’s Cash Flow**

The objectives of the Falkirk Pension Fund are to keep employers’ contributions at as constant a rate as possible. Following the most recent triennial valuation as at 31 March 2020, employer’s contributions were agreed at 22.5% for 2021/22 and 2022/23, increasing to 23.0% for 2023/24. The next triennial valuation is due on 31 March 2023. Total contributions expected to be made by Stirling Council to Falkirk Pension Fund in the year to 31 March 2023 is £17.467m.

**Principal Risks to the Pension Scheme**

The principal risks to the Scheme are the longevity assumptions, statutory changes to the Scheme, changes to inflation, bond yields and the performance of the investments held by the Scheme. The long-term funding strategy and the employer’s contribution rates are reviewed triennially and take into account these factors to mitigate the risks.
24. **Unusable Reserves**

<table>
<thead>
<tr>
<th></th>
<th>31 March 2021 £000</th>
<th>31 March 2022 £000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capital Adjustment Account</td>
<td>(334,675)</td>
<td>(321,685)</td>
</tr>
<tr>
<td>Revaluation Reserve</td>
<td>(199,321)</td>
<td>(216,095)</td>
</tr>
<tr>
<td>Financial Instruments Adjustment Account</td>
<td>2,116</td>
<td>2,036</td>
</tr>
<tr>
<td>Employee Statutory Adjustment Account</td>
<td>8,404</td>
<td>10,041</td>
</tr>
<tr>
<td>Pensions Reserve</td>
<td>313,883</td>
<td>204,887</td>
</tr>
<tr>
<td><strong>Total Unusable Reserves</strong></td>
<td>(209,593)</td>
<td>(320,816)</td>
</tr>
</tbody>
</table>

**Capital Adjustment Account**

The Capital Adjustment Account absorbs the timing differences arising from the different arrangements for accounting for the consumption of non-current assets and for financing the acquisition, construction or enhancement of those assets under statutory provisions. The following table shows the movement on the Capital Adjustment Account during the year:

<table>
<thead>
<tr>
<th></th>
<th>2020/21 £000</th>
<th>2021/22 £000</th>
<th>2021/22 £000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance at 1 April</td>
<td>(333,368)</td>
<td></td>
<td>(334,675)</td>
</tr>
<tr>
<td>Reversal of items relating to capital expenditure debited or credited to the Comprehensive Income and Expenditure Statement:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Charges for depreciation of non-current assets – PPE</td>
<td>32,379</td>
<td></td>
<td>34,404</td>
</tr>
<tr>
<td>- Charges for revaluation decreases of non-current assets – PPE</td>
<td>11,314</td>
<td></td>
<td>18,504</td>
</tr>
<tr>
<td>- Reversal of charges for revaluation decreases of non-current assets - PPE</td>
<td>(5,137)</td>
<td></td>
<td>(1,823)</td>
</tr>
<tr>
<td>- Amortisation of intangible assets</td>
<td>471</td>
<td></td>
<td>692</td>
</tr>
<tr>
<td>- PPE non-current assets written off on disposal or sale</td>
<td>1,415</td>
<td></td>
<td>4,716</td>
</tr>
<tr>
<td>- PPE depreciation written off on disposal or sale</td>
<td>(753)</td>
<td></td>
<td>(4,298)</td>
</tr>
<tr>
<td>- Investment assets written off on disposal or sale</td>
<td>(39,789)</td>
<td></td>
<td>52,729</td>
</tr>
<tr>
<td>- AHFS non-current assets written off on disposal or sale</td>
<td>(3,957)</td>
<td></td>
<td>(1,931)</td>
</tr>
<tr>
<td>- Intangible Assets written off on disposal or sale</td>
<td>(100)</td>
<td></td>
<td>51</td>
</tr>
<tr>
<td>- Intangible Assets depreciation written off on disposal or sale</td>
<td>(7,367)</td>
<td></td>
<td>(921)</td>
</tr>
<tr>
<td><strong>Net written out amount of the cost of non-current assets consumed in the year</strong></td>
<td>35,794</td>
<td></td>
<td>50,758</td>
</tr>
</tbody>
</table>

**Capital financing applied in the year:**

<table>
<thead>
<tr>
<th></th>
<th>2021/22 £000</th>
<th>2021/22 £000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use of the Capital Receipts Reserve to finance new capital expenditure</td>
<td>(379)</td>
<td></td>
</tr>
<tr>
<td>Application of grants to capital financing from Capital Grants Unapplied</td>
<td>(659)</td>
<td></td>
</tr>
<tr>
<td>Capital grants and contributions credited to the Comprehensive Income and Expenditure Statement</td>
<td>(20,838)</td>
<td></td>
</tr>
<tr>
<td>Capital grants and contributions moved to Capital Grants Unapplied Account</td>
<td>599</td>
<td></td>
</tr>
<tr>
<td>Statutory provision for the financing of capital investment charged against the General Fund and HRA Reserves</td>
<td>(8,538)</td>
<td></td>
</tr>
<tr>
<td>Capital expenditure charged against the General Fund and HRA Reserves</td>
<td>(7,367)</td>
<td></td>
</tr>
<tr>
<td><strong>Net written out amount of the cost of non-current assets consumed in the year</strong></td>
<td>(37,182)</td>
<td>(37,361)</td>
</tr>
<tr>
<td>Movements in the market value of Investment Properties debited or credited to the Comprehensive Income and Expenditure Statement</td>
<td>81</td>
<td></td>
</tr>
<tr>
<td><strong>Balance at 31 March</strong></td>
<td>(334,675)</td>
<td>(321,685)</td>
</tr>
</tbody>
</table>

**Revaluation Reserve**

The Revaluation Reserve contains the unrealised gains made by Stirling Council arising from increases in the value of its Property, Plant and Equipment. The Reserve contains only revaluation gains accumulated since 1 April 2007, the date that the Reserve was created. The following table shows the movement on the Revaluation Reserve during the year:
<table>
<thead>
<tr>
<th></th>
<th>2020/21 £000</th>
<th>2021/22 £000</th>
<th>2021/22 £000</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Balance at 1 April</strong></td>
<td>(143,364)</td>
<td>(199,321)</td>
<td>(199,321)</td>
</tr>
<tr>
<td>Net revaluation</td>
<td>1,104</td>
<td>(6,446)</td>
<td>(6,446)</td>
</tr>
<tr>
<td>decreases - PPE Assets</td>
<td>(27)</td>
<td>(82)</td>
<td>(82)</td>
</tr>
<tr>
<td>Net revaluation</td>
<td>10</td>
<td>85</td>
<td>85</td>
</tr>
<tr>
<td>decreases - Heritage Assets</td>
<td>(61,039)</td>
<td>(12,302)</td>
<td>(12,302)</td>
</tr>
<tr>
<td>Depreciation written</td>
<td>(199,321)</td>
<td>(216,095)</td>
<td>(216,095)</td>
</tr>
<tr>
<td>out to the Revaluation Reserve - PPE Assets</td>
<td>(59,952)</td>
<td>(18,745)</td>
<td>(18,745)</td>
</tr>
<tr>
<td>Net revaluation</td>
<td>3,957</td>
<td>1,931</td>
<td>1,931</td>
</tr>
<tr>
<td>increases/ decreases - Heritage Assets</td>
<td>(82)</td>
<td>(80)</td>
<td>(80)</td>
</tr>
<tr>
<td>(Surplus)/Deficit on revaluation of non-current assets posted to the Comprehensive Income and Expenditure Statement</td>
<td>2,116</td>
<td>2,036</td>
<td>2,036</td>
</tr>
<tr>
<td>Proportion of premiums incurred in previous financial years to be charged against the General Fund Balance in accordance with statutory requirements</td>
<td>(80)</td>
<td>(80)</td>
<td>(80)</td>
</tr>
<tr>
<td>Amount by which finance costs charged to the Comprehensive Income and Expenditure Statement are different from finance costs chargeable in the year in accordance with statutory requirements</td>
<td>2,116</td>
<td>2,036</td>
<td>2,036</td>
</tr>
</tbody>
</table>

**Financial Instruments Adjustment Account**

The Financial Instruments Adjustment Account (FIAA) absorbs the timing differences arising from the different arrangements for accounting for income and expenditure relating to certain financial instruments. Stirling Council uses the FIAA primarily to manage premiums paid on the early redemption of loans in line with the Treasury Management strategy. Over time the expense is posted to the General Fund balance in accordance with statutory arrangements to spread the burden on Council Tax. The following table shows the movement on the FIAA during the year:

<table>
<thead>
<tr>
<th></th>
<th>2020/21 £000</th>
<th>2021/22 £000</th>
<th>2021/22 £000</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Balance at 1 April</strong></td>
<td>2,196</td>
<td>2,116</td>
<td>2,116</td>
</tr>
<tr>
<td>Proportion of premiums incurred in previous financial years to be charged against the General Fund Balance in accordance with statutory requirements</td>
<td>(80)</td>
<td>(80)</td>
<td>(80)</td>
</tr>
<tr>
<td>Amount by which finance costs charged to the Comprehensive Income and Expenditure Statement are different from finance costs chargeable in the year in accordance with statutory requirements</td>
<td>2,116</td>
<td>2,036</td>
<td>2,036</td>
</tr>
<tr>
<td><strong>Balance at 31 March</strong></td>
<td>2,036</td>
<td>2,036</td>
<td>2,036</td>
</tr>
</tbody>
</table>

**Employee Statutory Adjustment Account**

The Employee Statutory Adjustment Account absorbs the differences that would otherwise arise on the General Fund Balance from accruing for compensated absences earned but not taken in the year. Statutory arrangements require that the impact on the General Fund Balance is neutralised by transfers to or from the Account.

<table>
<thead>
<tr>
<th></th>
<th>2020/21 £000</th>
<th>2021/22 £000</th>
<th>2021/22 £000</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Balance at 1 April</strong></td>
<td>8,919</td>
<td>8,404</td>
<td>8,404</td>
</tr>
<tr>
<td>Settlement or cancellation of accrual made at the end of the preceding year</td>
<td>(8,919)</td>
<td>(8,404)</td>
<td>(8,404)</td>
</tr>
<tr>
<td>Amounts accrued at the end of the current year</td>
<td>8,404</td>
<td>10,041</td>
<td>10,041</td>
</tr>
<tr>
<td>Amount by which officer remuneration charged to the Comprehensive Income and Expenditure Statement on an accruals basis is different from remuneration chargeable in the year in accordance with statutory requirements</td>
<td>(515)</td>
<td>1,637</td>
<td>1,637</td>
</tr>
<tr>
<td><strong>Balance at 31 March</strong></td>
<td>8,404</td>
<td>10,041</td>
<td>10,041</td>
</tr>
</tbody>
</table>

**Pensions Reserve**

The Pensions Reserve absorbs the timing differences arising from the different arrangements for accounting for post-employment benefits and for funding benefits in accordance with statutory provisions. The debit balance on the Pensions Reserve shows a substantial shortfall in the benefits earned by past and current employees and the resources Stirling Council has set aside to meet them. The statutory provisions will ensure that funding will have been set aside by the time the benefits come to be paid.
25. **Leases**

Leases are classified as finance leases where the terms of the lease transfer substantially all the risks and rewards of the ownership of the property, plant or equipment from the lessor to the lessee. All other leases are classified as operating leases. Where a lease covers both land and buildings, these elements are considered separately for classification. Assets acquired by Stirling Council under finance leases are shown in the Balance Sheet together with a liability to pay outstanding rentals. Rental payments are apportioned between the finance charge and the reduction of the outstanding obligation, with the finance charge being allocated and charged to revenue over the term of the lease.

Rental payments made by Stirling Council under operating leases are charged to the Comprehensive Income and Expenditure Statement as an expense of the services benefiting from use of the leased property, plant or equipment. Charges are made on a straight-line basis over the life of the lease. Where Stirling Council grants an operating lease to a lessee over a property or an item of plant or equipment, the asset is retained in the Balance Sheet. Rental income is credited to the Comprehensive Income and Expenditure Statement with credits being made on a straight-line basis over the life of the lease.

### Council as Lessee

**Operating Leases** - Stirling Council has a number of operational lease arrangements in respect of property and vehicles. Minimum lease payments payable under non-cancellable leases in future years are detailed below.

<table>
<thead>
<tr>
<th></th>
<th>31 March 2021</th>
<th>31 March 2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not later than one year</td>
<td>646</td>
<td>641</td>
</tr>
<tr>
<td>Later than one year and not later than five years</td>
<td>723</td>
<td>688</td>
</tr>
<tr>
<td>Later than five years</td>
<td>4,492</td>
<td>4,555</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>5,861</strong></td>
<td><strong>5,884</strong></td>
</tr>
</tbody>
</table>

The expenditure charged to relevant Services in the Comprehensive Income and Expenditure Statement during 2021/22 in relation to these lease payments was £0.666m (2020/21, £0.739m).

**Finance Leases** - During 2021/22, finance lease payments of £2.531m were made in respect of the Balfron PFI and Schools PPP contracts (2020/21, £2.785m) as outlined in note 22. There were no other finance lease payments.

### Council as Lessor

**Operating Leases** - Stirling Council leases out property under operating leases for the following purposes:
- For the provision of community services, such as sports facilities, tourism services and community centres
- For economic development purposes to provide suitable affordable accommodation for local businesses
- For commercial purposes as a means of generating income

Minimum lease payments receivable under non-cancellable leases in future years are as follows:

<table>
<thead>
<tr>
<th></th>
<th>Restated</th>
</tr>
</thead>
<tbody>
<tr>
<td>31 March 2021</td>
<td>31 March 2022</td>
</tr>
<tr>
<td>Not later than one year</td>
<td>(1,817)</td>
</tr>
<tr>
<td>Later than one year and not later than five years</td>
<td>(4,164)</td>
</tr>
<tr>
<td>Later than five years</td>
<td>(14,799)</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>(20,780)</strong></td>
</tr>
</tbody>
</table>

Income credited to relevant Services during 2021/22 in relation to these lease receipts was £2.257m (2020/21, £2.293m restated). There were no finance lease rentals receivable by Stirling Council in 2020/21 or 2021/22.

Comparative 2020/21 lease payments receivable figures have been restated downwards in line with adjusted estimates of rental income streams from Wellgreen Business Centre; Enterprise House, Springkerse; and Forthside Cinema.
26. **Financial Instruments**

**Financial Guarantees**

Stirling Council is a signatory to the Local Government Pension Scheme admission agreement for thinkWhere Ltd and Active Stirling Ltd. The agreements require Stirling Council to make good any pension under-funding position in the event of the companies being wound up.

In order to facilitate the sale of Thinkwhere, Falkirk and Stirling Councils agreed to continue to act as guarantors in respect of the Thinkwhere pension liabilities. This means that at each three yearly valuation, the actuary will assess the funding position of Thinkwhere (noting that they exited the Fund in August last year) and will compare Thinkwhere’s share of Fund assets with its liabilities. Any deficit or indeed any surplus will be shared 50/50 between Falkirk and Stirling and included in the overall funding assessment of the two Councils. In August, the Thinkwhere deficit on this basis amounted to c. £750k to be split in funding terms between Falkirk and Stirling. Had the guarantee not been in place, the deficit would have been calculated as £4.25m.

Active Stirling Ltd has elected not to account for its pension costs under FRS17 given the pension guarantee provided by Stirling Council. Instead, the company accounts for its pension costs under the terms of a defined contribution scheme with pension contributions charged to profit/loss in the period to which they relate. The Group Accounts incorporate the Council’s share of the company’s pension fund liability (under IAS19) which amounts to £6.1m. Further information on this can be found at note 1 to the Group Accounts.

**Financial Assets & Liabilities**

Financial assets are now classified based on a classification and measurement approach that reflects the business model for holding the financial assets and their cashflow characteristics. Financial assets are classified at amortised cost on the basis that the Council’s business model is to collect contractual cashflows and are solely principal and interest (SPPI). Financial assets measured at amortised cost are initially measured at fair value and then carried at amortised cost. Annual credits to the Comprehensive Income and Expenditure Statement (CIES) for interest receivable are based on the carrying amount of the asset multiplied by the effective rate of interest for the instrument. For most financial assets, this means that the amount presented in the Balance Sheet is the outstanding principal receivable (plus accrued interest) and interest credited to the CIES is the amount receivable in the loan agreement.

Financial liabilities are initially measured at fair value and then carried at their amortised cost. Annual charges to the CIES for interest payable are based on the carrying amount of the liability multiplied by the effective interest rate for the instrument. For most of Stirling Council’s borrowing, the amount presented in the Balance Sheet is the outstanding principal repayable (plus accrued interest), with interest charged to the CIES being the amount payable according to the loan agreement.

Where premiums and discounts have been charged to the CIES, regulations allow the impact on the General Fund Balance to be spread over future years. The reconciliation of amounts charged to the CIES to the net charge against the General Fund Balance is managed by a transfer to or from the Financial Instruments Adjustment Account in the Movement in Reserves Statement.

The following categories of Financial Assets and Liabilities are carried in the Balance Sheet:

<table>
<thead>
<tr>
<th>Financial Assets</th>
<th>Non-current</th>
<th>Current</th>
</tr>
</thead>
<tbody>
<tr>
<td>Investments</td>
<td>2021 2022  2022 2022</td>
<td>2021 2022 2021 2022</td>
</tr>
<tr>
<td>Debtors</td>
<td>£000 £000 £000 £000</td>
<td>£000 £000 £000 £000</td>
</tr>
<tr>
<td>Amortised Cost</td>
<td>- - - -</td>
<td>7,090 6,952 6,952</td>
</tr>
<tr>
<td>Total Financial Assets</td>
<td>- - - -</td>
<td>7,090 6,952 6,952</td>
</tr>
</tbody>
</table>

The reclassification of financial assets under IFRS 9 Financial Instruments was effective from 1 April 2018. Prior to this, the financial assets carried at amortised cost above were classified as financial assets carried at contract amounts. This reclassification has had no effect on the Balance Sheet or other financial statements.

<table>
<thead>
<tr>
<th>Financial Liabilities</th>
<th>Non-current</th>
<th>Current</th>
</tr>
</thead>
<tbody>
<tr>
<td>Borrowings</td>
<td>2021 2022  2021 2022</td>
<td>2021 2022 2021 2022</td>
</tr>
<tr>
<td>Creditors</td>
<td>£000 £000 £000 £000</td>
<td>£000 £000 £000 £000</td>
</tr>
<tr>
<td>Amortised Cost</td>
<td>135,114 132,716 49,724 47,172</td>
<td>21,854 11,681 13,735 11,247</td>
</tr>
<tr>
<td>Total Financial Liabilities</td>
<td>135,114 132,716 49,724 47,172</td>
<td>21,854 11,681 13,735 11,247</td>
</tr>
</tbody>
</table>
**Expected Credit Loss Model**

The introduction of the Expected Credit Loss Model under IFRS 9 Financial Instruments requires financial assets to be reviewed for impairment losses to reflect the expectation that the future cashflows might not take place because the borrower could default on their obligations. The model also applies to lease receivables and contract assets. Credit risk plays a crucial part in assessing losses: where risk has increased significantly since an instrument was initially recognised, losses are assessed on a lifetime basis; where risk remains low or has not significantly increased, losses are assessed on the basis of a 12-month expected loss.

The financial assets carried at amortised cost above represent trade receivables (debtors) held by the Council, the loss measurement for which is the simplified approach based on lifetime expected credit losses. The Council relies on past due information and calculates a bad debts provision based on trade receivables that are more than 30 days past due. The Council has reviewed all other contractual cashflows and has determined that there is no significant increase in credit risk, no significant impairments or no impairment due to counterparties being Central Government of other local authority. The Council considers that due diligence is exercised through the compilation of the Investment Strategy in the Treasury Management Financial Strategy in which the Council sets its investment priorities as the security of capital, the liquidity of its investments and the minimisation of risk.

**Income, Expenses, Gains & Losses**

There were no gains or losses arising from financial instruments during the year. Income and expenses associated with financial instruments and included in the (Surplus)/Deficit on the Provision of Services are detailed below:

<table>
<thead>
<tr>
<th>2020/21</th>
<th>2021/22</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial Liabilities</td>
<td>Financial Liabilities</td>
</tr>
<tr>
<td>Amortised Cost £(^{000})</td>
<td>Total £(^{000})</td>
</tr>
<tr>
<td>7,248</td>
<td>7,248</td>
</tr>
<tr>
<td>6,920</td>
<td>6,920</td>
</tr>
<tr>
<td>14,168</td>
<td>14,168</td>
</tr>
</tbody>
</table>

**Fair Value of Assets and Liabilities**

Except for financial assets carried at fair value, all other financial liabilities and financial assets represented by amortised costs are carried on the Balance Sheet at amortised cost. The fair value of financial assets and liabilities is required to be disclosed to enable a comparison to the carrying amounts in the Balance Sheet. Fair value is defined as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date, emphasising that fair value is a market-based measurement, not an authority specific measurement. Fair value does not need to be disclosed when the carrying amount is a reasonable approximation of fair value.

**Fair Value of Financial Assets and Financial Liabilities that are not measured at Fair Value (but for which Fair Value disclosures are required)**

Financial liabilities and financial assets represented by amortised cost are carried on the Balance Sheet at amortised cost. Their fair value can be assessed by calculating the present value of the cash flows that will take place over the remaining term of the instruments (Level 2: inputs other than quoted prices that are observable for the financial asset/liability), using the following assumptions:

- For loans receivable prevailing benchmark market rates have been used to provide the fair value.
- Fair value disclosures are not required for short-term trade payables and receivables as the carrying amount is a reasonable approximation fair value.
- For PWLB loans, fair value has been estimated at the cost of taking out a new loan at PWLB new loan (certainty) rates applicable to existing loans at the Balance Sheet date.
- For non-PWLB loans, fair values have been calculated using PWLB new market loan discount rates.
- For PFI/PPP Liabilities, PWLB Annuity Rates have been used as a proxy rate and fair values estimated using new borrowing (certainty rate) discount rates.
- No early repayment or impairment is recognised.
The fair value of financial liabilities are as follows:

<table>
<thead>
<tr>
<th></th>
<th>31 March 2021</th>
<th>31 March 2022</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Fair Value</td>
<td>Fair Value</td>
</tr>
<tr>
<td></td>
<td>Carrying Amount</td>
<td>£000</td>
</tr>
<tr>
<td></td>
<td>£000</td>
<td>New Borrowing Rate £000</td>
</tr>
<tr>
<td>PWLB Loans</td>
<td>(129,574)</td>
<td>(194,537)</td>
</tr>
<tr>
<td>Non-PWLB Loans</td>
<td>(9,893)</td>
<td>(12,528)</td>
</tr>
<tr>
<td>Temporary Borrowing</td>
<td>(17,501)</td>
<td>(17,501)</td>
</tr>
<tr>
<td>Total Debt</td>
<td>(156,968)</td>
<td>(224,566)</td>
</tr>
<tr>
<td>PFI/PPP Finance Lease Liability</td>
<td>(52,255)</td>
<td>(77,132)</td>
</tr>
<tr>
<td>Total Financial Liabilities</td>
<td>(209,223)</td>
<td>(301,698)</td>
</tr>
</tbody>
</table>

The fair value is greater than the carrying amount because Stirling Council’s borrowing portfolio includes a number of fixed rate loans where the interest rate payable is higher than the comparable loan interest rates at the Balance Sheet date. The difference between the fair value and the carrying value thereby reflects the premiums that would be payable on the early redemption of these fixed rate loans, under a purely hypothetical situation, thereby showing a notional future loss (based on economic conditions at 31 March 2022) arising from a commitment to pay interest to lenders above current market rates.

Stirling Council has a continuing ability to borrow at concessionary rates from the PWLB rather than from the markets, termed the PWLB Certainty interest rates. The fair value figure presented above for PWLB loans is based on new borrowing rates however, the Council cannot settle these loans at this amount as PWLB charge penalties for early repayment, based on a schedule of premature repayment rates. The fair value calculated on this basis results in the carrying amount of £126.629m being valued at £206.734m which represents the amount that would need to be paid to PWLB to settle these loans at 31 March 2022 i.e. a penalty charge for early redemption of £80.105m.

27. **Nature and Extent of Risks Arising from Financial Instruments**

Stirling Council’s activities expose it to a variety of financial risks. The key risks are:

- **Credit risk** - the possibility that other parties might fail to pay amounts due to Stirling Council
- **Re-financing risk** - the possibility that Stirling Council might be required to renew a financial instrument on maturity on disadvantageous interest rates or terms.
- **Liquidity risk** - the possibility that Stirling Council might not have funds available to meet its commitments to make payments
- **Market risk** - the possibility that financial loss might arise for Stirling Council as a result of changes in such measures as interest rates and stock market movements.

Stirling Council’s overall risk management programme focuses on the unpredictability of financial markets and seeks to minimise potential adverse effects on the resources available to fund services. Risk management is carried out by a central treasury team, under policies approved by Stirling Council in the annual Treasury Management Financial Strategy. Stirling Council provides written principles for overall risk management, as well as written policies covering specific areas, such as interest rate risk, credit risk and the investment of surplus cash. The Treasury Management Financial Strategy 2021/22 was approved on 11 March 2021 and is available on Stirling Council’s website (Stirling Council Committee Papers for 11 March 2021).

**Credit Risk**

Credit risk arises from deposits with banks and financial institutions, as well as credit exposures to Stirling Council’s customers. This risk is minimised through the Treasury Management Financial Strategy (Annual Investment Strategy and Counterparty Policy) which requires that deposits are not made with financial institutions unless they meet identified minimum credit criteria and sets maximum monetary and time limits for deposits with financial institutions. For 2021/22, Stirling Council determined that until there was greater stability in the world economy, deposits would only be undertaken with UK financial institutions, with priority given to those with a significant level of government support.

Stirling Council’s maximum exposure to credit risk in relation to its investments in financial institutions cannot be assessed generally as the risk of an institution failing to make interest payments or repay principal sums will be specific to each individual institution. A risk of irrecoverability applies to all of Stirling Council’s deposits but there was no evidence at 31 March 2022 that this was likely to crystallise. Stirling Council’s levels of deposits were held only with UK government backed institutions, and limits were increased on a temporary basis throughout the year to accommodate the cashflows associated with various COVID specific grant income and payments. At 31 March 2022, deposits of £13.3m held with the Debt Management Office and the Royal Bank of Scotland were classed as cash and cash equivalents, being invested only for operational cash flow purposes.

Stirling Council does not generally allow credit for its customers (sundry debtors), such that £3.678m of the £6.952m sundry debtor balance is past its due date for payment. This amount can be analysed by age as follows:
Re-financing Risk
The longer term risk to Stirling Council relates to managing the exposure to replacing financial instruments as they mature: there is a refinancing risk that Stirling Council will be bound to replenish a significant proportion of its debt at a time when market rates may be volatile, uncertain or unfavourable. This risk is addressed in the treasury management strategy and formulation of prudential indicators: the calculation of upper and lower limits regarding the maturity structure of borrowings is designed to avoid large concentrations of debt with the same maturity structure. The maturity profile of financial liabilities is regularly reviewed to identify opportunities to improve the profile through the restructure of existing debt or new borrowing. Stirling Council’s debt portfolio is predominantly PWLB debt and the current practice of a separate schedule of early repayment rates presents a further element of refinancing risk as this will have an impact of the cost effectiveness of debt rescheduling.

The maturity analysis of financial liabilities (principal amounts including accrued interest) is as follows:

<table>
<thead>
<tr>
<th></th>
<th>31 March 2021</th>
<th>31 March 2021</th>
<th>31 March 2022</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>£000</td>
<td>Restated</td>
<td>£000</td>
</tr>
<tr>
<td>Less than 30 days</td>
<td>923</td>
<td>690</td>
<td>941</td>
</tr>
<tr>
<td>31 – 60 days</td>
<td>52</td>
<td>276</td>
<td>152</td>
</tr>
<tr>
<td>61 – 90 days</td>
<td>476</td>
<td>61</td>
<td>82</td>
</tr>
<tr>
<td>More than 90 days</td>
<td>1,285</td>
<td>1,814</td>
<td>2,503</td>
</tr>
<tr>
<td></td>
<td><strong>2,736</strong></td>
<td><strong>2,841</strong></td>
<td><strong>3,678</strong></td>
</tr>
</tbody>
</table>

All trade and other payables are due to be paid in less than one year and are not included in the above table. Temporary Borrowing of £8.00m is included in amounts maturing in less than one year (£17.5m as at 31 March 2021).

Liquidity Risk
Stirling Council has a comprehensive cash flow management system that seeks to ensure that cash is available as needed. If unexpected movements happen, Stirling Council has ready access to borrowings from the money markets and the Public Works Loan Board. Stirling Council is also required to provide a balanced budget under the Local Government Finance Act 1992, which ensures sufficient monies are raised to cover annual expenditure. There is therefore no significant risk that it will be unable to raise finance to meet its commitments under financial instruments.

Market Risk
Stirling Council is exposed to interest rate movements on its borrowings and investments. As Stirling Council’s debt portfolio predominantly comprises fixed rate debt, there is considerable certainty regarding the costs of financing such debt and the subsequent charge to the Comprehensive Income and Expenditure Statement (CI&E). Movements in interest rates have a complex impact on Stirling Council, depending on how variable and fixed interest rates move across differing financial instrument periods. For instance, a rise in interest rates would have the following effects:

- Borrowings at variable rates – the interest expense charged to the CI&E will rise
- Borrowings at fixed rates – the fair value of the liabilities borrowings will fall (no impact on revenue reserves)
- Investments at variable rates – the interest income credited to the CI&E will rise
- Investments at fixed rates – the fair value of the assets will fall (no impact on revenue reserves)

Borrowings are not carried at fair value on the Balance Sheet, so nominal gains and losses on fixed rate borrowings would not impact on the Surplus or Deficit on the Provision of Services or Other Comprehensive Income and Expenditure. However, changes in interest payable and receivable on variable rate borrowings and investments will be posted to the Surplus or Deficit on the Provision of Services and affect the General Fund Balance.

Stirling Council has a number of strategies for managing interest rate risk. The annual treasury management strategy draws together Stirling Council’s prudential and treasury indicators and its expected treasury operations, including expectations of interest rate movements. Treasury Management staff monitor market and forecast interest rates during the year to adjust exposures appropriately.

At 31 March 2022, if interest rates had been 1% higher with all other variables held constant, the financial effect on the Surplus or Deficit on Provision of Services would have been a credit of £0.073m, of which £0.024m relates to HRA. The decrease in the fair value of fixed rate borrowing liabilities using new borrowing rates would be £32.718m. The impact of a 1% fall in interest rates would be the same values but with the movements being reversed.
28. **Related Parties**

Stirling Council is required to disclose material transactions with related parties, being bodies or individuals that have the potential to control or influence the Council or to be controlled or influenced by the Council. Disclosure allows readers to assess the extent to which Stirling Council might have been constrained in its ability to operate independently, or might have secured the means to limit another party’s ability to bargain freely with the Council.

**The Scottish Government**

The Scottish Government has significant influence over the general operations of Stirling Council, being responsible for providing the statutory framework within which the Council operates. The Scottish Government also provides the majority of Stirling Council’s funding in the form of grants and prescribes the terms of many of the transactions that the Council has with other parties (such as Council Tax bills and Housing Benefits). Grants received from the Scottish Government are set out in note 10.

**Officers and Elected Members**

There are no significant related party transactions with Officers of Stirling Council. Elected members of Stirling Council have direct control over the Council's financial and operating policies. The total of members’ allowances paid in 2021/22 is shown in the Remuneration Report. Each member’s registered interests can be found at the following link by clicking on their photograph - https://my.stirling.gov.uk/councillors.

**Entities Controlled or Significantly Influenced by the Council**

Stirling Council has relationships with a number of Companies, Associations, Trusts, Joint Committees and Voluntary Organisations. All of these associations facilitate the discharge of Stirling Council’s functions in terms of Section 69 of the Local Government (Scotland) Act 1973. Where Stirling Council has a controlling and/or significant influence over an entity, the entity is consolidated within the Council’s Group Accounts. Further information relating to these entities is included in the notes to the Group Accounts.

The following table shows significant transactions between Stirling Council and relevant associated entities.

<table>
<thead>
<tr>
<th>Description</th>
<th>2020/21 £000</th>
<th>2021/22 £000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contributions made to Clackmannanshire and Stirling Integration Joint Board</td>
<td>42,854</td>
<td>41,122</td>
</tr>
<tr>
<td>Commissioning income received from Clackmannanshire and Stirling Integration Joint Board</td>
<td>(36,805)</td>
<td>(42,447)</td>
</tr>
<tr>
<td>Requisition payment made to Central Scotland Valuation Joint Board</td>
<td>980</td>
<td>988</td>
</tr>
<tr>
<td>Management fee paid to Active Stirling Ltd **</td>
<td>2,852</td>
<td>2,967</td>
</tr>
</tbody>
</table>

** The Management fee actually paid to Active Stirling Ltd in 2021/22 comprised the contractual fee of £1.367m and additional financial support of £1.6m to help mitigate the loss of income suffered by the charitable trust as a result of the Covid pandemic. The £1.6m financial support payments comprised £0.698m carried over from 2020/21 and £0.902m relating to 2021/22. The total financial support package for 2021/22 was agreed at £1.724m, and the remaining balance of £0.822m will be paid over as required in 2022/23.
# Housing Revenue Account

The HRA Income and Expenditure Statement shows the economic cost in the year of providing housing services in accordance with generally accepted accounting practices, rather than the amount to be funded from rents and government grants. Authorities charge rents to cover expenditure in accordance with regulations; this may be different from the accounting cost. The increase or decrease in the year, on the basis on which rents are raised, is shown in the Movement on the Housing Revenue Account Statement.

## Income

<table>
<thead>
<tr>
<th>2020/21 £’000</th>
<th>2021/22 £’000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Income</td>
<td></td>
</tr>
<tr>
<td>(19,665)</td>
<td>(19,883)</td>
</tr>
<tr>
<td>(445)</td>
<td>(415)</td>
</tr>
<tr>
<td>(56)</td>
<td>(56)</td>
</tr>
<tr>
<td>(2,011)</td>
<td>(2,496)</td>
</tr>
<tr>
<td><strong>(22,177)</strong></td>
<td><strong>(22,850)</strong></td>
</tr>
</tbody>
</table>

## Expenditure

<table>
<thead>
<tr>
<th>2020/21 £’000</th>
<th>2021/22 £’000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expenditure</td>
<td></td>
</tr>
<tr>
<td>8,278</td>
<td>7,213</td>
</tr>
<tr>
<td>4,469</td>
<td>5,330</td>
</tr>
<tr>
<td>11,402</td>
<td>22,120</td>
</tr>
<tr>
<td>215</td>
<td>214</td>
</tr>
<tr>
<td>430</td>
<td>241</td>
</tr>
<tr>
<td>247</td>
<td>305</td>
</tr>
<tr>
<td><strong>25,041</strong></td>
<td><strong>35,423</strong></td>
</tr>
</tbody>
</table>

## Net (Surplus)/Deficit on HRA Services Included in the Comprehensive Income and Expenditure Statement

<table>
<thead>
<tr>
<th>£’000</th>
</tr>
</thead>
<tbody>
<tr>
<td>2,864</td>
</tr>
</tbody>
</table>

## HRA Share of the Operating Income and Expenditure Included in the Comprehensive Income and Expenditure Statement:

<table>
<thead>
<tr>
<th>£’000</th>
</tr>
</thead>
<tbody>
<tr>
<td>(11) (Gain)/Loss on Sale of HRA Non-Current Assets</td>
</tr>
<tr>
<td>2,297  Interest Payable and Similar Charges</td>
</tr>
<tr>
<td>(7,217) Capital Grants &amp; Contributions Applied to Capital Financing</td>
</tr>
<tr>
<td>(24)  Interest and Investment Income</td>
</tr>
<tr>
<td>Pension Past Service Costs (including Curtailments)</td>
</tr>
<tr>
<td>Net Interest Cost/Income on Pension Liabilities/Assets</td>
</tr>
<tr>
<td><strong>(1,678)</strong> (Surplus) / Deficit for the Year on HRA Services</td>
</tr>
<tr>
<td><strong>8,884</strong></td>
</tr>
</tbody>
</table>

## Movement on the Housing Revenue Account Statement

<table>
<thead>
<tr>
<th>2020/21 £’000</th>
<th>Notes</th>
<th>2021/22 £’000</th>
</tr>
</thead>
<tbody>
<tr>
<td>(986) Balance on the HRA at the End of the Previous Year</td>
<td></td>
<td>(986)</td>
</tr>
<tr>
<td>(1,678) (Surplus) / Deficit for the Year on HRA Income and Expenditure Statement</td>
<td></td>
<td>8,884</td>
</tr>
<tr>
<td>1,678 Adjustments Between Accounting Basis and Funding Basis Under Statute</td>
<td>1 (HRA)</td>
<td>(8,884)</td>
</tr>
<tr>
<td>- (Increase)/Decrease in Year on the HRA</td>
<td></td>
<td>-</td>
</tr>
<tr>
<td><strong>(986)</strong> Balance on the HRA at the End of the Current Year</td>
<td></td>
<td>(986)</td>
</tr>
</tbody>
</table>
Housing Revenue Account Disclosures

1. Adjustments between Accounting Basis and Funding Basis under Statute

<table>
<thead>
<tr>
<th></th>
<th>2020/21</th>
<th>2021/22</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>£’000</td>
<td>£’000</td>
</tr>
<tr>
<td>11 Gain/(Loss) on Sale of HRA Non-current Assets</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>7,217 Capital Grants &amp; Contributions Applied to Capital Financing</td>
<td>6,179</td>
<td></td>
</tr>
<tr>
<td>(24) Amortisation of intangible assets</td>
<td>(18)</td>
<td></td>
</tr>
<tr>
<td>(5,940) Non-current asset reval increases/(decreases) to CIES</td>
<td>(16,222)</td>
<td></td>
</tr>
<tr>
<td>(5,438) Non-current asset depreciation charged to CIES</td>
<td>(5,880)</td>
<td></td>
</tr>
<tr>
<td>(2,490) Reversal of items relating to retirement benefits</td>
<td>(1,504)</td>
<td></td>
</tr>
<tr>
<td>1,349 Employer’s pensions contributions</td>
<td>545</td>
<td></td>
</tr>
<tr>
<td>1,899 Repayment of Debt</td>
<td>1,958</td>
<td></td>
</tr>
<tr>
<td>5,101 Capital Expenditure Funded by the HRA</td>
<td>6,053</td>
<td></td>
</tr>
<tr>
<td>(7) Transfer to/from Employee Statutory Adjustment Account</td>
<td>(1)</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>1,678</strong></td>
<td><strong>(8,884)</strong></td>
</tr>
</tbody>
</table>

2. Housing Stock

Stirling Council's housing stock at 31 March 2022 was 5,873 (5,740 at 31 March 2021) in the following categories:

<table>
<thead>
<tr>
<th>Property Type</th>
<th>1 Apt</th>
<th>2 Apt</th>
<th>3 Apt</th>
<th>4 Apt</th>
<th>5 Apt</th>
<th>6 Apt+</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bedsit</td>
<td>21</td>
<td>1</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>22</td>
</tr>
<tr>
<td>Flat in Close</td>
<td>2</td>
<td>596</td>
<td>657</td>
<td>138</td>
<td>1</td>
<td>-</td>
<td>1,394</td>
</tr>
<tr>
<td>Own Door Flat</td>
<td>-</td>
<td>400</td>
<td>464</td>
<td>188</td>
<td>70</td>
<td>-</td>
<td>1,122</td>
</tr>
<tr>
<td>Maisonette</td>
<td>-</td>
<td>-</td>
<td>70</td>
<td>13</td>
<td>1</td>
<td>-</td>
<td>84</td>
</tr>
<tr>
<td>Bungalow</td>
<td>-</td>
<td>320</td>
<td>54</td>
<td>26</td>
<td>2</td>
<td>1</td>
<td>403</td>
</tr>
<tr>
<td>Mid Terrace</td>
<td>-</td>
<td>16</td>
<td>463</td>
<td>451</td>
<td>21</td>
<td>2</td>
<td>953</td>
</tr>
<tr>
<td>End Terrace/Semi</td>
<td>-</td>
<td>23</td>
<td>752</td>
<td>938</td>
<td>166</td>
<td>4</td>
<td>1,883</td>
</tr>
<tr>
<td>Detached</td>
<td>-</td>
<td>-</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>12</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>23</strong></td>
<td><strong>1,356</strong></td>
<td><strong>2,463</strong></td>
<td><strong>1,757</strong></td>
<td><strong>264</strong></td>
<td><strong>10</strong></td>
<td><strong>5,873</strong></td>
</tr>
</tbody>
</table>

3. Rent Arrears

Rent arrears relating to current tenants in Council dwellings and lockups totalled £1.352m as at 31 March 2022 (£1.480m as at 31 March 2021). Rent arrears relating to former tenants in Council dwellings and lockups totalled £0.888m as at 31 March 2022 (£0.814m as at 31 March 2021). Arrears of £0.038m were written off during the year, which mainly related to former housing tenants.

4. Movement in the Allowance for Bad Debts

An accumulated total provision of £1.531m has been made for Bad and Doubtful Debts, of which £1.491m is for dwellings and lockups, with the balance of £0.040m relating to other debtors. This is compared to a total of £1.407m in 2020/21, of which £1.353m was for dwellings and lockups with the balance of £0.054m relating to other debtors.

5. Rent Lost Due To Empty Properties

Rent lost as a result of empty properties during the year was £0.405m (2020/21, £0.243m).
Council Tax Income Account

The council tax income account shows the gross income raised from council taxes levied and deductions made under statute. The resultant net income is transferred to the Comprehensive Income and Expenditure Statement of the authority. The Council raises taxes from its residents through the Council Tax, which is a property tax linked to property values. Each dwelling in the Stirling Council area is placed into one of eight valuation bands (A to H). The Council determines the annual tax for a band D property and all other properties are charged a proportion of this, with lower valued properties (Bands A to C) paying less and higher valued properties (D to F) paying more. Properties can be exempt from Council Tax if they are unoccupied or occupied by certain categories of occupant. A reduction may be applied if a resident is disabled and the property adapted. A discount of 25% is available for properties occupied by one liable person aged 18 years and over.

<table>
<thead>
<tr>
<th>2020/21</th>
<th>2021/22</th>
</tr>
</thead>
<tbody>
<tr>
<td>£000</td>
<td>£000</td>
</tr>
<tr>
<td>(66,602)</td>
<td>(67,238)</td>
</tr>
<tr>
<td>Gross Council Tax Levied and Contributions in Lieu</td>
<td>Adjusted for:</td>
</tr>
<tr>
<td>4,596 Council Tax Reduction Scheme</td>
<td>4,414</td>
</tr>
<tr>
<td>9,294 Other Discounts and Reductions</td>
<td>9,390</td>
</tr>
<tr>
<td>549 Write-off of uncollectable debts and allowance for impairment</td>
<td>410</td>
</tr>
<tr>
<td><strong>(52,163)</strong> Net Council Tax Income per the Comprehensive Income and Expenditure Statement</td>
<td><strong>(53,024)</strong></td>
</tr>
</tbody>
</table>

Calculation of the Council Tax Base 2021/22

<table>
<thead>
<tr>
<th>No of Dwellings</th>
<th>Long Term Empty Premium</th>
<th>Exempt Dwellings</th>
<th>Disabled Relief</th>
<th>Discounts 25%</th>
<th>Discounts 50%</th>
<th>Total Dwellings</th>
<th>Ratio to Band D</th>
<th>Band D Equivalents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Band A*</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>14</td>
<td>5/9</td>
<td>8</td>
</tr>
<tr>
<td>Band A</td>
<td>5,988</td>
<td>36</td>
<td>(549)</td>
<td>21</td>
<td>(714)</td>
<td>(5)</td>
<td>6/9</td>
<td>3,185</td>
</tr>
<tr>
<td>Band B</td>
<td>8,761</td>
<td>59</td>
<td>(638)</td>
<td>(11)</td>
<td>(948)</td>
<td>(5)</td>
<td>7/9</td>
<td>5,614</td>
</tr>
<tr>
<td>Band C</td>
<td>4,648</td>
<td>38</td>
<td>(538)</td>
<td>4</td>
<td>(486)</td>
<td>(7)</td>
<td>8/9</td>
<td>3,253</td>
</tr>
<tr>
<td>Band D</td>
<td>4,988</td>
<td>37</td>
<td>(376)</td>
<td>28</td>
<td>(487)</td>
<td>(8)</td>
<td>1</td>
<td>4,183</td>
</tr>
<tr>
<td>Band E</td>
<td>6,546</td>
<td>42</td>
<td>(266)</td>
<td>(14)</td>
<td>(488)</td>
<td>(7)</td>
<td>7/9</td>
<td>5,613</td>
</tr>
<tr>
<td>Band F</td>
<td>5,351</td>
<td>19</td>
<td>(153)</td>
<td>8</td>
<td>(291)</td>
<td>(6)</td>
<td>1</td>
<td>4,183</td>
</tr>
<tr>
<td>Band G</td>
<td>5,469</td>
<td>9</td>
<td>(78)</td>
<td>(45)</td>
<td>(213)</td>
<td>(4)</td>
<td>7/9</td>
<td>10,063</td>
</tr>
<tr>
<td>Band H</td>
<td>740</td>
<td>2</td>
<td>(19)</td>
<td>(5)</td>
<td>(20)</td>
<td>(1)</td>
<td>8/9</td>
<td>1,708</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>43,660</strong></td>
<td></td>
<td><strong>39,545</strong></td>
</tr>
</tbody>
</table>

Class 17 dwellings (MoD): 14
Provision for non-collection: (807)
Council Tax Reduction Scheme: (3,322)
Council Tax Base: 39,545

Dwellings fall within a valuation band between A to H, which is determined by the Assessor. The Council Tax charge is calculated using the Council Tax Base i.e. Band D equivalents. This value is then increased or decreased depending on the band. Based on the Council Tax base available to Stirling Council, the band D charge for 2021/22 was £1,344 (2020/21, £1,344).

Stirling Council charges per band for 2021/22:

<table>
<thead>
<tr>
<th>Band</th>
<th>Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>£896</td>
</tr>
<tr>
<td>B</td>
<td>£1,046</td>
</tr>
<tr>
<td>C</td>
<td>£1,195</td>
</tr>
<tr>
<td>D</td>
<td>£1,344</td>
</tr>
<tr>
<td>E</td>
<td>£1,766</td>
</tr>
<tr>
<td>F</td>
<td>£2,184</td>
</tr>
<tr>
<td>G</td>
<td>£2,633</td>
</tr>
<tr>
<td>H</td>
<td>£3,294</td>
</tr>
</tbody>
</table>

Council Tax Discount on Second Homes and Long-Term Empty Properties

From 1 April 2013, local authorities were granted discretion to levy an additional charge of up to 100% of the Council Tax on properties that were empty in excess of 12 months, except in certain circumstances. Stirling Council introduced the full 100% levy from 1 July 2014. The additional income generated from the additional charge has to be retained locally for the provision of new-build affordable social housing to meet locally determined priorities.
Non-Domestic Rates Income Account

Local authorities collect Non Domestic Rates (NDR) income which is remitted to the Scottish Government, pooled nationally and re-distributed back to local authorities along with the General Revenue Grant. As local authorities act as an agent of the Scottish Government when collecting NDR, the Code requires that local authorities only recognise a net NDR creditor or debtor due to or from the Scottish Government in the Balance Sheet. The table below outlines the actual levels of NDR collected by Stirling Council and the overall increase/decrease between the rates collected and the amount that Stirling Council is entitled to receive under the National Pooling arrangement.

<table>
<thead>
<tr>
<th></th>
<th>2020/21 £000</th>
<th>2020/21 £000</th>
<th>2021/22 £000</th>
<th>2021/22 £000</th>
</tr>
</thead>
<tbody>
<tr>
<td>(62,230) Gross rates levied and contributions in lieu</td>
<td>(60,800)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>37,482 Reliefs and other deductions</td>
<td>30,721</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>579 Provision for bad and doubtful debts</td>
<td>615</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(4) Other adjustments</td>
<td>(19)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>38,057</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(24,173) Net Non Domestic Rate Income</td>
<td>(29,483)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1,355 Adjustment to Previous Years Non Domestic Rates</td>
<td>2,650</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(134) Discretionary Relief charged to General Fund</td>
<td>(164)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(22,972) Total Non Domestic Rate Income (before authority retentions)</td>
<td>(26,997)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Non Domestic Rate Income Retained By Authority (BRIS)**</td>
<td>-</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(22,972) Income for Contribution to National Non Domestic Rate Pool</td>
<td>(26,997)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>22,972 Contribution to National Non Domestic Rate Pool</td>
<td>26,997</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(28,626) Distribution from National Non Domestic Rate Pool</td>
<td>(27,158)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(5,654) Net Contribution to/(from) National Non Domestic Rate Pool</td>
<td>(161)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Non Domestic Rate Income Retained By Authority (BRIS)**</td>
<td>-</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(28,626) Net Non Domestic Rate Income to Comprehensive Income and Expenditure Statement</td>
<td>(27,158)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**The Business Rate Incentivisation Scheme (BRIS) permits the authority to retain half of the NDR income which exceeds the income target set by the Scottish Government.

Net Rateable Value Calculation

The amount paid for NDR is determined by the rateable value placed on the property by the Assessor multiplied by the rate per £, which is determined each year by the Scottish Government. The NDR poundage rate set by the Scottish Government for 2021/22 was 49.0p (2020/21, 49.8p). Properties with a rateable value greater than £51,000 are charged a supplement of 1.3p per £, with properties with a rateable value greater than £95,000 being charged a supplement of 2.6p per £. Properties with a rateable value of £18,000 or less may be eligible for Small Business Bonus relief.

The rateable values and numbers of rateable subjects as at 1 April 2021 were:

<table>
<thead>
<tr>
<th>Subject Classification</th>
<th>No. of Subjects</th>
<th>% Rateable Value (£000)</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commercial</td>
<td>3,390</td>
<td>70,094</td>
<td>56.61%</td>
</tr>
<tr>
<td>Industrial</td>
<td>1,029</td>
<td>16,256</td>
<td>13.13%</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>1,686</td>
<td>29,348</td>
<td>23.71%</td>
</tr>
<tr>
<td>Formula Valued Subjects</td>
<td>84</td>
<td>8,113</td>
<td>6.55%</td>
</tr>
<tr>
<td></td>
<td>6,189</td>
<td>123,811</td>
<td>100.00%</td>
</tr>
</tbody>
</table>

The comparative rateable values and numbers of rateable subjects as at 1 April 2020 were:

<table>
<thead>
<tr>
<th>Subject Classification</th>
<th>No. of Subjects</th>
<th>% Rateable Value (£000)</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commercial</td>
<td>3,372</td>
<td>70,496</td>
<td>56.81%</td>
</tr>
<tr>
<td>Industrial</td>
<td>985</td>
<td>15,958</td>
<td>12.86%</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>1,695</td>
<td>29,612</td>
<td>23.86%</td>
</tr>
<tr>
<td>Formula Valued Subjects</td>
<td>80</td>
<td>8,026</td>
<td>6.47%</td>
</tr>
<tr>
<td></td>
<td>6,132</td>
<td>124,092</td>
<td>100.00%</td>
</tr>
</tbody>
</table>
**Common Good Funds**

Stirling Council administers the Stirling, Bridge of Allan, Callander and Dunblane Common Good Funds. The respective Common Good Funds must be used for the benefit of the communities of each area. Each of the Funds is a registered charity and detailed accounts of each Common Good Fund are submitted to the Scottish Charity Regulator (OSCR) and are available separately. Common Good Funds do not represent assets of Stirling Council and are not included in Stirling Council’s Balance Sheet, but are included in Stirling Council’s Group Accounts.

The following tables summarise the income and expenditure of the Common Good Funds for the year, together with net assets as at 31 March 2022.

### Statement of Financial Activities for the Year Ended 31 March 2022

<table>
<thead>
<tr>
<th></th>
<th>2020/21 £000</th>
<th>2021/22 £000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Income From:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(6) Interest and Investment Income</td>
<td>(1)</td>
<td></td>
</tr>
<tr>
<td>(16) Rents and Service Charges</td>
<td>(16)</td>
<td></td>
</tr>
<tr>
<td>(22) Total Income</td>
<td>(17)</td>
<td></td>
</tr>
<tr>
<td>Expenditure On:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7 Smith Art Gallery Grant</td>
<td>7</td>
<td></td>
</tr>
<tr>
<td>1 Upkeep of Property</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>3 Depreciation of Property</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>(11) Total Expenditure</td>
<td>11</td>
<td></td>
</tr>
<tr>
<td>(11) Net (Income)/Expenditure</td>
<td>(6)</td>
<td></td>
</tr>
<tr>
<td>(24) Gain on Revaluation of Fixed Assets</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>(35) Net Movement in Funds</td>
<td>(6)</td>
<td></td>
</tr>
<tr>
<td>(1,244) Total Funds B/fwd</td>
<td>(1,279)</td>
<td></td>
</tr>
<tr>
<td>(1,279) Total Funds C/fwd</td>
<td>(1,285)</td>
<td></td>
</tr>
</tbody>
</table>

### Balance Sheet as at 31 March 2022

<table>
<thead>
<tr>
<th></th>
<th>2021 £000</th>
<th>2022 £000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Property, Plant &amp; Equipment</td>
<td>138</td>
<td>137</td>
</tr>
<tr>
<td>Long Term Assets</td>
<td>138</td>
<td>135</td>
</tr>
<tr>
<td>Debtors</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>Cash &amp; Cash Equivalents</td>
<td>1,139</td>
<td>1,156</td>
</tr>
<tr>
<td>Current Assets</td>
<td>1,142</td>
<td>1,157</td>
</tr>
<tr>
<td>Creditors</td>
<td>(1)</td>
<td>(7)</td>
</tr>
<tr>
<td>Current Liabilities</td>
<td>(1)</td>
<td>(7)</td>
</tr>
<tr>
<td>Net Assets</td>
<td>1,279</td>
<td>1,285</td>
</tr>
<tr>
<td>Revaluation Reserve</td>
<td>(38)</td>
<td>(38)</td>
</tr>
<tr>
<td>Usable Reserves</td>
<td>(1,241)</td>
<td>(1,247)</td>
</tr>
<tr>
<td>Total Reserves</td>
<td>(1,279)</td>
<td>(1,285)</td>
</tr>
</tbody>
</table>

Property, Plant & Equipment comprises the Steeple building, King Street, Stirling and Laighills Park, Dunblane. Cash & Cash Equivalents comprise monies held with Stirling Council Loans Fund.
**Trust Funds**

Stirling Council currently administers 11 Charitable Trusts which have arisen mainly as a result of gifts, bequests or donations to be used for the benefit of citizens within the Stirling Council area.

The Council is currently conducting a review of the smaller charitable trusts which it administers with the objective of either reorganising these into fewer charities, or transferring the reserves held to external charitable organisations who may be better placed to meet the purposes for which the trusts were originally established.

Reserves held in the Charitable Trusts have been consolidated within Stirling Council’s Group Accounts in accordance with required accounting practice. Detailed accounts of each Charitable Trust are submitted to OSCR on an annual basis and are available from the Chief Officer Finance, Stirling Council.

The figures below summarise the Income and Expenditure arising during the year and the aggregate Assets and Liabilities of the Charitable Trusts at the year end.

**Statement of Financial Activities for the year ended 31 March 2022**

<table>
<thead>
<tr>
<th></th>
<th>2020/21 £000</th>
<th>2021/22 £000</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Incoming Resources from Generated Funds</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(1) Investment Income</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Incoming Resources</strong></td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Resources Expended - Charitable Activities</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 Repairs/Energy/Upkeep of Grounds</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total Resources Expended</strong></td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td><strong>Net Movement In Funds</strong></td>
<td>-191</td>
<td>-190</td>
</tr>
<tr>
<td>(1) Total Funds B/fwd</td>
<td>-190</td>
<td>-189</td>
</tr>
<tr>
<td><strong>Total Funds C/fwd</strong></td>
<td>-189</td>
<td>-189</td>
</tr>
</tbody>
</table>

**Balance Sheet as at 31 March 2022**

<table>
<thead>
<tr>
<th></th>
<th>31 March 2021 £000</th>
<th>31 March 2022 £000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Property, Plant &amp; Equipment</td>
<td>374</td>
<td>355</td>
</tr>
<tr>
<td>Long Term Assets</td>
<td>374</td>
<td>355</td>
</tr>
<tr>
<td>Cash &amp; Cash Equivalents</td>
<td>190</td>
<td>189</td>
</tr>
<tr>
<td>Current Assets</td>
<td>190</td>
<td>189</td>
</tr>
<tr>
<td>Net Assets</td>
<td>564</td>
<td>544</td>
</tr>
<tr>
<td>Revaluation Reserve</td>
<td>(374)</td>
<td>(355)</td>
</tr>
<tr>
<td>Usable Reserves</td>
<td>(190)</td>
<td>(189)</td>
</tr>
<tr>
<td><strong>Total Reserves</strong></td>
<td>(564)</td>
<td>(544)</td>
</tr>
</tbody>
</table>

Property, Plant & Equipment comprises the Village Club building, Strathblane. Cash & Cash Equivalents comprise monies held with Stirling Council Loans Fund.

Stirling Council also administers 15 Other Trusts. Funds held in these Trusts do not represent assets of Stirling Council and are not included in Stirling Council’s Balance Sheet, nor are they included in Stirling Council’s Group Accounts. Other Trust Fund revenue reserves held as at 31 March 2022 are as follows:

<table>
<thead>
<tr>
<th></th>
<th>31 March 2021 £000</th>
<th>31 March 2022 £000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welfare Bequests (2 Trusts)</td>
<td>(9)</td>
<td>(9)</td>
</tr>
<tr>
<td>Education Bequests (7 Trusts)</td>
<td>(40)</td>
<td>(37)</td>
</tr>
<tr>
<td>Social Services Funds (6 Trusts)</td>
<td>(30)</td>
<td>(29)</td>
</tr>
<tr>
<td><strong>Total Other Trusts</strong></td>
<td>(79)</td>
<td>(75)</td>
</tr>
</tbody>
</table>
Group Comprehensive Income and Expenditure Statement

The Group Comprehensive Income and Expenditure Statement combines the Income and Expenditure figures of Stirling Council with Stirling Council’s share of the operating results of those entities in which it has a financial interest.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>438 Chief Executive Office</td>
<td>523 (72)</td>
<td>451</td>
<td></td>
<td>438</td>
<td>121</td>
<td>559</td>
</tr>
<tr>
<td>200 City Region Deal</td>
<td>527 (159)</td>
<td>368</td>
<td></td>
<td>200</td>
<td>(89)</td>
<td>111</td>
</tr>
<tr>
<td>23,805 Economic Development, Culture &amp; Tourism</td>
<td>30,098 (11,027)</td>
<td>19,071</td>
<td></td>
<td>23,805</td>
<td>(10,258)</td>
<td>13,547</td>
</tr>
<tr>
<td>9,857 Strategic Commissioning &amp; Customer Development</td>
<td>12,457 (1,254)</td>
<td>11,203</td>
<td></td>
<td>9,857</td>
<td>(1,433)</td>
<td>8,424</td>
</tr>
<tr>
<td>27,794 Children &amp; Families</td>
<td>29,062 (4,791)</td>
<td>24,271</td>
<td></td>
<td>27,794</td>
<td>(5,261)</td>
<td>22,533</td>
</tr>
<tr>
<td>99,124 Schools &amp; Learning</td>
<td>107,939 (17,238)</td>
<td>90,701</td>
<td></td>
<td>99,124</td>
<td>(15,356)</td>
<td>83,768</td>
</tr>
<tr>
<td>6,417</td>
<td>7,364 -</td>
<td>7,364</td>
<td></td>
<td>6,417</td>
<td>-</td>
<td>6,417</td>
</tr>
<tr>
<td>39,372 Environment &amp; Place</td>
<td>47,737 (5,272)</td>
<td>42,465</td>
<td></td>
<td>39,372</td>
<td>(3,552)</td>
<td>35,820</td>
</tr>
<tr>
<td>22,870 Infrastructure</td>
<td>22,467 (5,991)</td>
<td>16,476</td>
<td></td>
<td>22,870</td>
<td>(5,413)</td>
<td>17,457</td>
</tr>
<tr>
<td>7,651 Housing</td>
<td>8,400 (4,950)</td>
<td>3,450</td>
<td></td>
<td>7,651</td>
<td>(4,315)</td>
<td>3,336</td>
</tr>
<tr>
<td>18,877 Finance</td>
<td>20,234 (16,172)</td>
<td>4,062</td>
<td></td>
<td>18,877</td>
<td>(14,893)</td>
<td>3,984</td>
</tr>
<tr>
<td>2,726 Governance</td>
<td>3,514 (968)</td>
<td>2,546</td>
<td></td>
<td>2,726</td>
<td>(617)</td>
<td>2,109</td>
</tr>
<tr>
<td>2,641</td>
<td>2,931 -</td>
<td>2,991</td>
<td></td>
<td>2,641</td>
<td>(61)</td>
<td>2,580</td>
</tr>
<tr>
<td>102,660 Clackmannashire and Stirling Health &amp; Social Care Partnership</td>
<td>107,362 (62,305)</td>
<td>45,057</td>
<td></td>
<td>102,660</td>
<td>(64,182)</td>
<td>38,478</td>
</tr>
<tr>
<td>980 Central Scotland Valuation Joint Board</td>
<td>988 -</td>
<td>988</td>
<td></td>
<td>980</td>
<td>-</td>
<td>980</td>
</tr>
<tr>
<td>2,288 Other Operating (Income) &amp; Expenditure</td>
<td>8,709 (2,816)</td>
<td>5,893</td>
<td></td>
<td>2,288</td>
<td>(2,797)</td>
<td>(509)</td>
</tr>
<tr>
<td>13 Share of Operating Results of Common Good &amp; Charitable Trusts</td>
<td>12 (16)</td>
<td>(4)</td>
<td></td>
<td>13</td>
<td>(16)</td>
<td>(3)</td>
</tr>
<tr>
<td>- Net Operating Expenditure/(Income) from Associates, Joint Ventures and Joint Operations</td>
<td>- (3,581)</td>
<td>(3,581)</td>
<td></td>
<td>-</td>
<td>(3,034)</td>
<td>(3,034)</td>
</tr>
<tr>
<td>367,713 Net Cost Of General Services</td>
<td>410,324 (136,552)</td>
<td>273,772</td>
<td></td>
<td>367,713</td>
<td>(131,156)</td>
<td>236,557</td>
</tr>
<tr>
<td>25,041 Housing Revenue Account</td>
<td>35,423 (22,850)</td>
<td>12,573</td>
<td></td>
<td>25,041</td>
<td>(22,177)</td>
<td>2,864</td>
</tr>
<tr>
<td>392,754 Net Cost of Services</td>
<td>445,747 (159,402)</td>
<td>286,345</td>
<td></td>
<td>392,754</td>
<td>(153,333)</td>
<td>239,421</td>
</tr>
<tr>
<td>81 Other Operating Expenditure</td>
<td>508 -</td>
<td>508</td>
<td></td>
<td>81</td>
<td>-</td>
<td>81</td>
</tr>
<tr>
<td>19,908 Financing &amp; Investment (Income)/Expenditure</td>
<td>20,850 (791)</td>
<td>20,059</td>
<td></td>
<td>19,908</td>
<td>(864)</td>
<td>19,044</td>
</tr>
<tr>
<td>- Taxation and Non-Specific Grant Income</td>
<td>- (261,788)</td>
<td>(261,788)</td>
<td></td>
<td>-</td>
<td>(266,027)</td>
<td>(266,027)</td>
</tr>
<tr>
<td>39 - Tax Expenses</td>
<td>50 -</td>
<td>50</td>
<td></td>
<td>39</td>
<td>-</td>
<td>39</td>
</tr>
<tr>
<td>- Minority Interests</td>
<td>1 -</td>
<td>1</td>
<td></td>
<td>-</td>
<td>-</td>
<td>1</td>
</tr>
<tr>
<td>412,621 Other Comprehensive (Income)/Expenditure MIRS</td>
<td>467,156 (421,981)</td>
<td>45,175</td>
<td></td>
<td>412,621</td>
<td>(420,224)</td>
<td>(7,603)</td>
</tr>
<tr>
<td>35,346 Remeasurements of the Net Pension Liability (Stirling Council)</td>
<td>(18,745)</td>
<td>20</td>
<td></td>
<td>35,346</td>
<td>(136,961)</td>
<td>(89,655)</td>
</tr>
<tr>
<td>5,646 Remeasurements of the Net Pension Liability (Group Entities)</td>
<td>(3,128)</td>
<td></td>
<td></td>
<td>5,646</td>
<td>(3,034)</td>
<td>(3,034)</td>
</tr>
<tr>
<td>27,743 Total Comprehensive (Income)/Expenditure MIRS</td>
<td>(158,814)</td>
<td></td>
<td></td>
<td>27,743</td>
<td>(113,639)</td>
<td>(413,027)</td>
</tr>
</tbody>
</table>
The Group Movement in Reserves Statement shows the movement in the year on the different reserves held by Stirling Council, together with the movement in Stirling Council’s share of those entities in which it has a financial interest.

<table>
<thead>
<tr>
<th>Note</th>
<th>Stirling Council Usable Reserves £000</th>
<th>Group Entities Usable Reserves £000</th>
<th>Total Group Usable Reserves £000</th>
<th>Stirling Council Unusable Reserves £000</th>
<th>Group Entities Unusable Reserves £000</th>
<th>Total Group Unusable Reserves £000</th>
<th>Total Group Reserves £000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance b/fwd at 1 April 2020</td>
<td>(36,451)</td>
<td>(4,552)</td>
<td>(41,003)</td>
<td>(252,257)</td>
<td>5,259</td>
<td>(246,998)</td>
<td>(288,001)</td>
</tr>
</tbody>
</table>

**Restated Movement in Reserves 2020/21**

(Surplus)/deficit on provision of services

| | CIES | (4,229) | (3,374) | (7,603) | - | - | - | (7,603) |
| Other Comprehensive Expenditure/(Income) | CIES | - | - | - | 29,703 | 5,643 | 35,346 | 35,346 |
| Total Comprehensive Expenditure/(Income) | CIES | (4,229) | (3,374) | (7,603) | 29,703 | 5,643 | 35,346 | 27,743 |

Adjustments between accounting basis & funding basis under regulations

| | (12,961) | (644) | (13,605) | 12,961 | 644 | 13,605 | - |

(Increase)/Decrease in 2020/21

| | (17,190) | (4,018) | (21,208) | 42,664 | 6,287 | 48,951 | 27,743 |
| Balance at 31 March 2021 | 5 | (53,641) | (8,570) | (62,211) | (209,593) | 11,546 | (198,047) | (260,258) |

**Movement in Reserves 2021/22**

Restatement to Opening Balances b/fwd from 2020/21

Restated Balance b/fwd at 1 April 2021

| | (53,641) | (8,570) | (62,211) | (209,593) | 11,546 | (198,047) | (260,451) |

(Surplus)/deficit on provision of services

| | CIES | 46,841 | (1,666) | 45,175 | - | - | - | 45,175 |
| Other Comprehensive Expenditure/(Income) | CIES | - | - | - | (155,706) | (3,108) | (158,814) | (158,814) |
| Total Comprehensive Expenditure/(Income) | CIES | 46,841 | (1,668) | 45,175 | (155,706) | (3,108) | (158,814) | (113,639) |

Adjustments between accounting basis & funding basis under regulations

| | (44,483) | (1,495) | (45,978) | 44,483 | 1,495 | 45,978 | - |

(Increase)/Decrease in 2021/22

| | 2,358 | (3,161) | (803) | (111,223) | (1,613) | (112,836) | (113,639) |
| Balance at 31 March 2022 | 5 | (51,283) | (11,731) | (63,014) | (320,816) | 9,740 | (311,076) | (374,090) |

The “Restatement to Opening Balances” figures b/fwd from 2020/21 includes the disposal of Stirling Council’s entire shareholding in thinkWhere Ltd on 11 August 2021.
# Group Balance Sheet

The Group Balance Sheet shows as at 31 March the assets and liabilities of the Group and combines Stirling Council’s assets and liabilities with its share of the assets and liabilities of those entities in which it has a financial interest.

<table>
<thead>
<tr>
<th>Restated 31 March 2021</th>
<th>Note</th>
<th>31 March 2022</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>£000</strong></td>
<td></td>
<td><strong>£000</strong></td>
</tr>
<tr>
<td>3,039</td>
<td></td>
<td>3,110</td>
</tr>
<tr>
<td>Intangible Assets</td>
<td></td>
<td></td>
</tr>
<tr>
<td>780,711</td>
<td></td>
<td>794,037</td>
</tr>
<tr>
<td>Property, Plant &amp; Equipment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1,430</td>
<td></td>
<td>1,512</td>
</tr>
<tr>
<td>Heritage Assets</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1,177</td>
<td></td>
<td>1,183</td>
</tr>
<tr>
<td>Investment Property</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2,294</td>
<td></td>
<td>63</td>
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<td>Long Term Investments</td>
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<td></td>
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<td>3,658</td>
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<td>7,207</td>
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<tr>
<td>Investments in Associates and Joint Ventures</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>9,562</td>
<td></td>
<td>4,524</td>
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<td>801,871</td>
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<td>811,636</td>
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<tr>
<td>1,376</td>
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<td>578</td>
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<tr>
<td>Inventories</td>
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<td>32,518</td>
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<td>27,259</td>
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<tr>
<td>-</td>
<td></td>
<td>430</td>
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<tr>
<td>Short Term Investments</td>
<td></td>
<td></td>
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<tr>
<td>912</td>
<td></td>
<td>285</td>
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<tr>
<td>Assets Held for Sale</td>
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<td></td>
</tr>
<tr>
<td>24,568</td>
<td></td>
<td>14,443</td>
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<tr>
<td>Cash and Cash Equivalents</td>
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<tr>
<td>59,374</td>
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<td>42,995</td>
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<td>Current Assets</td>
<td></td>
<td></td>
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<tr>
<td>(21,854)</td>
<td></td>
<td>(11,681)</td>
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<tr>
<td>Short Term Borrowing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(57,607)</td>
<td></td>
<td>(68,911)</td>
</tr>
<tr>
<td>Short Term Creditors</td>
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<tr>
<td>(932)</td>
<td></td>
<td>-</td>
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<td>Donated Inventories Account</td>
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<td>(1,076)</td>
<td></td>
<td>(1,323)</td>
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<tr>
<td>Short Term Provisions</td>
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<tr>
<td>(81,469)</td>
<td></td>
<td>(81,915)</td>
</tr>
<tr>
<td>Current Liabilities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(135,114)</td>
<td></td>
<td>(132,716)</td>
</tr>
<tr>
<td>Long Term Borrowing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(49,724)</td>
<td></td>
<td>(47,172)</td>
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<tr>
<td>Finance Lease Liability</td>
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<td></td>
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<tr>
<td>(7,008)</td>
<td></td>
<td>(2,232)</td>
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<tr>
<td>Capital Grants Receipts in Advance</td>
<td></td>
<td></td>
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<tr>
<td>(812)</td>
<td></td>
<td>(1,281)</td>
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<tr>
<td>Revenue Grants Receipts in Advance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(539)</td>
<td></td>
<td>(273)</td>
</tr>
<tr>
<td>Long Term Creditors</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(3,646)</td>
<td></td>
<td>(3,921)</td>
</tr>
<tr>
<td>Liabilities of Associates and Joint Ventures</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>(322,652)</td>
<td></td>
<td>(211,007)</td>
</tr>
<tr>
<td>Other Long Term Liability - Pensions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(519,495)</td>
<td></td>
<td>(398,602)</td>
</tr>
<tr>
<td>Long Term Liabilities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>260,281</td>
<td></td>
<td>374,114</td>
</tr>
<tr>
<td>Net Assets</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(209,593)</td>
<td></td>
<td>MIRS</td>
</tr>
<tr>
<td>Stirling Council Unusable Reserves</td>
<td></td>
<td>(320,816)</td>
</tr>
<tr>
<td>(53,641)</td>
<td></td>
<td>MIRS</td>
</tr>
<tr>
<td>Stirling Council Usable Reserves</td>
<td></td>
<td>(51,283)</td>
</tr>
<tr>
<td>2,976</td>
<td></td>
<td>MIRS,2</td>
</tr>
<tr>
<td>Group Entities’ Reserves</td>
<td></td>
<td>(1,991)</td>
</tr>
<tr>
<td>(260,258)</td>
<td></td>
<td>MIRS,2</td>
</tr>
<tr>
<td>Total Group Reserves</td>
<td></td>
<td>(374,090)</td>
</tr>
<tr>
<td>(23)</td>
<td></td>
<td>(24)</td>
</tr>
<tr>
<td>Minority Interests</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(260,281)</td>
<td></td>
<td>Total Reserves</td>
</tr>
<tr>
<td>374,114</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The unaudited accounts were issued on 23 June 2022.

George Murphy FCCA CPFA
Interim Chief Officer Finance
# Group Cash Flow Statement

The Group Cash Flow Statement shows the change in the year of cash and cash equivalents of Stirling Council and those entities in which it has a financial interest.

<table>
<thead>
<tr>
<th>Description</th>
<th>Restated 2020/21 £000</th>
<th>2021/22 £000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Net (Surplus)/Deficit on the Provision of Services</td>
<td>(7,603)</td>
<td>45,175</td>
</tr>
<tr>
<td>Adjust for entities included in the net deficit on the provision of services</td>
<td>2,436</td>
<td>2,080</td>
</tr>
<tr>
<td>Adjust net deficit on the provision of services for non-cash movements</td>
<td>(46,850)</td>
<td>(97,162)</td>
</tr>
<tr>
<td>Adjust for items included in the net deficit on the provision of services</td>
<td>27,338</td>
<td>18,427</td>
</tr>
</tbody>
</table>

## Operating Activities

<table>
<thead>
<tr>
<th>Description</th>
<th>2021/22 £000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Net Cash Inflows from Operating Activities</td>
<td>(31,480)</td>
</tr>
<tr>
<td>Purchase of property, plant and equipment, investment property and intangible assets</td>
<td>57,737</td>
</tr>
<tr>
<td>Proceeds from the sale of property, plant and equipment, investment property and intangible assets</td>
<td>(396)</td>
</tr>
<tr>
<td>Other receipts from investing activities</td>
<td>(30,761)</td>
</tr>
</tbody>
</table>

## Investing Activities

<table>
<thead>
<tr>
<th>Description</th>
<th>2021/22 £000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Net Cash Outflows from Investing Activities</td>
<td>26,580</td>
</tr>
<tr>
<td>Cash receipts of short and long-term borrowing</td>
<td>(16,110)</td>
</tr>
<tr>
<td>Cash repayments of short and long-term borrowing</td>
<td>28,764</td>
</tr>
<tr>
<td>Cash payments for the reduction of the outstanding liabilities relating to finance leases and on-balance sheet PFI contracts</td>
<td>2,531</td>
</tr>
<tr>
<td>Other payments/receipts for financing activities (net contribution to/from NDR Pool)</td>
<td>(160)</td>
</tr>
</tbody>
</table>

## Financing Activities

<table>
<thead>
<tr>
<th>Description</th>
<th>2021/22 £000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Net Cash (In)/Outflows from Financing Activities</td>
<td>15,025</td>
</tr>
<tr>
<td>Net (Increase)/Decrease in Cash and Cash Equivalents</td>
<td>10,125</td>
</tr>
<tr>
<td>Group cash and cash equivalents at the beginning of the reporting period</td>
<td>24,568</td>
</tr>
</tbody>
</table>

## Cash Flows for the Reporting Period

<table>
<thead>
<tr>
<th>Description</th>
<th>2021/22 £000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group Cash and Cash Equivalents at the End of the Reporting Period</td>
<td>14,443</td>
</tr>
</tbody>
</table>

The impact of adding Subsidiary Companies, Charitable Trusts and the Stirling, Callander and Bridge of Allan Common Good Funds to the Stirling Council single entity results within the Group Cash Flow Statement is to increase the Cash & Cash Equivalents at the end of the reporting period by £4.608m (2020/21 £3.842m).
Notes to the Group Financial Statements

1. Restatement of Prior Year Figures

The 2020/21 comparative figures within the Group Financial Statements have been restated to reflect minor changes made to originally reported figures in relation to Active Stirling Ltd and Stirling University Innovation Park Ltd.

2. Group Accounting Policies

The Financial Statements in the Group Accounts have been prepared in accordance with Stirling Council’s accounting policies. Stirling Council has adopted the recommendations of the Code, which requires local authorities to consider their interests in all types of entity to incorporate into Group Accounts.

Stirling Council has accounted for its interest in each Subsidiary using the acquisition method of accounting. Stirling Council’s interest in each Associate has been accounted for using the equity method of accounting. With regard to the Central Scotland Valuation Joint Board, Stirling Council’s interest reflects the requisition share paid by Stirling Council. Stirling Council has accounted for its interest in each Joint Venture using the gross equity method of accounting. Uniform accounting policies have been adopted by all group entities with the exception of the basis for accounting for pension fund costs under FRS17/IAS19.

Active Stirling Ltd has not accounted for its pension costs under Financial Reporting Standard 17 (FRS17) given the pension guarantee provided by Stirling Council. Instead, the company accounts for its pension costs under the terms of a defined contribution scheme. As at 31 March 2022 and in respect of their pensions obligations held in the Falkirk Council Pension Fund only, the value of the Defined Benefit Obligation of Active Stirling Ltd was £23.2m (2020/21, £23.4m) and the Fair Value of Plan Assets was £17.1m (2020/21, £14.6m). The Net Liability was therefore £6.1m (2020/21, £8.8m) with Stirling Council’s share as sole member represented by these sums. These figures have been calculated using the same assumptions and methodology underlying the provision of Stirling Council’s pension obligations. Stirling Council has accounted for the Active Stirling Ltd pension liability and corresponding pension reserve in the Group Balance Sheet, together with relevant adjustments in the Group Comprehensive Income and Expenditure Statement.

Combining Entities

Recognition has been made of Stirling Council’s controlling interest in six Subsidiary companies. Active Stirling Ltd is treated as a subsidiary on account of it being a Charitable Leisure Trust over which Stirling Council is the sole member. Raploch URC Ltd and Stirling Community Enterprise Ltd (formerly Raploch URC (Landholdings) Ltd) have also been consolidated as Subsidiaries as Stirling Council is the sole Member on the Board of Directors and therefore has effective control. Stirling Council also has effective control over the Stirling, Callander, Bridge of Allan and Dunblane Common Good Funds and a number of Charitable Trusts, which it administers as sole trustee and, as such, these are also treated as Subsidiaries in the Group Accounts. Stirling Council also consolidates its interests in one Associate and three Joint Ventures. The Accounting period end for all entities is the 31 March 2022. Copies of the most recent audited accounts of the combining entities are available from the Chief Finance Officer, Stirling Council. The % share of each combining entity’s financial results (after taking account of Minority Interests) is as follows:

<p>| Basis for | Group Share | Group Share | Group Share | Group Share |</p>
<table>
<thead>
<tr>
<th>Treatment</th>
<th>2020/21</th>
<th>2020/21</th>
<th>2020/21</th>
<th>2020/21</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subsidiaries</td>
<td>%</td>
<td>£000</td>
<td>£000</td>
<td>%</td>
</tr>
<tr>
<td>Active Stirling Ltd</td>
<td>Sole Member</td>
<td>100%</td>
<td>4,857</td>
<td>(8,759)</td>
</tr>
<tr>
<td>Raploch URC Ltd</td>
<td>Sole Member</td>
<td>100%</td>
<td>(561)</td>
<td>1,320</td>
</tr>
<tr>
<td>Stirling Community Enterprise Ltd</td>
<td>Sole Member</td>
<td>100%</td>
<td>7</td>
<td>47</td>
</tr>
<tr>
<td>Steadfast Homes LLP</td>
<td>Voting Rights</td>
<td>100%</td>
<td>(12)</td>
<td>1,412</td>
</tr>
<tr>
<td>Stirling Business Centre Ltd</td>
<td>Voting Rights</td>
<td>91.45%</td>
<td>(11)</td>
<td>263</td>
</tr>
<tr>
<td>Stirling Technology Projects Ltd</td>
<td>Sole Member</td>
<td>100%</td>
<td>11</td>
<td>909</td>
</tr>
<tr>
<td>Common Good Funds</td>
<td>Sole Trustee</td>
<td>100%</td>
<td>(34)</td>
<td>1,279</td>
</tr>
<tr>
<td>Charitable Trust Funds</td>
<td>Sole Trustee</td>
<td>100%</td>
<td>22</td>
<td>565</td>
</tr>
<tr>
<td>Associates</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Central Scotland Valuation Joint Board</td>
<td>Requisition</td>
<td>35.4%</td>
<td>1,026</td>
<td>(2,888)</td>
</tr>
<tr>
<td>thinkWhere Ltd</td>
<td>Voting Rights</td>
<td>50%</td>
<td>82</td>
<td>(758)</td>
</tr>
<tr>
<td>Joint Ventures</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stirling Development Agency Ltd</td>
<td>Voting Rights</td>
<td>50%</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Stirling University Innovation Park Ltd</td>
<td>Voting Rights</td>
<td>50%</td>
<td>11</td>
<td>104</td>
</tr>
<tr>
<td>Clackmannshire and Stirling IJB</td>
<td>Voting Rights</td>
<td>25%</td>
<td>(3,129)</td>
<td>3,553</td>
</tr>
<tr>
<td>Total Consolidated Group Entities</td>
<td></td>
<td>2,269</td>
<td>(2,953)</td>
<td>4,774</td>
</tr>
<tr>
<td>Stirling Council</td>
<td></td>
<td>25,474</td>
<td>263,234</td>
<td>(108,865)</td>
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<td>Total Consolidated Group Financial Statements</td>
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<td>27,743</td>
<td>260,281</td>
<td>(113,639)</td>
</tr>
<tr>
<td>Minority Interests</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Group Entities’ Reserves</td>
<td></td>
<td>(2,976)</td>
<td>1,991</td>
<td></td>
</tr>
</tbody>
</table>
Subsidiaries

Active Stirling Limited
Since 31 March 2006, Active Stirling Ltd, being a company limited by guarantee and having charitable status, has operated and managed Stirling Council’s sport and leisure facilities including leisure centres, pavilions and sports pitches in accordance to a service level agreement with Stirling Council. The main venue is the Stirling Sports Village and Peak Facility at Forthbank. The land and buildings operated and managed by Active Stirling remain in Stirling Council’s ownership.

Raploch Urban Regeneration Company Ltd
The principal activity of the company is the promotion for the public benefit of urban regeneration in areas of social and economic deprivation, in particular within the area of Raploch, Stirling. The company is limited by guarantee and has been granted tax exemption status as a charity by the Inland Revenue. The company has one wholly owned subsidiary, Stirling Community Enterprise Ltd (formerly Raploch Urban Regeneration Company Landholdings Ltd).

Stirling Community Enterprise Ltd (formerly Raploch Urban Regeneration Company Landholdings Ltd)
Stirling Community Enterprise Ltd is a wholly owned subsidiary of Raploch Urban Regeneration Company Ltd. The Board revisited the company’s objectives as part of a 10 year business planning exercise and agreed that the main focus of the company would transfer to social and economic rather than physical regeneration, with a strong emphasis on the provision of education and skills training to support clients towards and into the workplace. Following negotiations with Stirling Council, the company secured a 4 year contract from July 2017, to provide employability and skills training in the Stirling and wider area.

As part of this arrangement, the company transferred the vast majority of its landholdings to Stirling Council, leaving one site in development and another potential development site at the planning stage. To reflect the nature of the company’s business it was decided that the company should change its name, effective from 22 January 2018.

Steadfast Homes LLP
Steadfast Homes LLP (“Steadfast”) is a limited liability partnership, originally constituted between Stirling Council and the Scottish Futures Trust (SFT), supported by the Scottish Government as guarantor, to deliver Mid-Market rent properties within the local authority area. Stirling Council also had a similar arrangement under Stirling Waterfront NHT 2011 LLP (“Waterfront”) whereby the intention was that this LLP would only remain in existence for a period of up to 10 years, as the properties held would be sold by this point.

The original governance documents for both Steadfast and Waterfront always envisaged an exit by SFT and during 2021/22 this exit was implemented by the parties. This involved the re-financing of existing borrowing by Steadfast and the transfer of assets held by Waterfront to Steadfast, and the subsequent winding up of Waterfront. As a LLP, corporate law requires a minimum of 2 members therefore, it was agreed that the rights and obligations held by SFT would be transferred to a new company, Strevelin Homes Ltd. Strevelin Homes Ltd is a sole member company, with shares held by the Council.

On completion of the above transactions, the Council’s mid-market rent portfolio is now held in Steadfast Homes LLP, which is ultimately controlled by the Council.

Stirling Business Centre Limited
The company’s principal activity is to promote and encourage industrial and commercial activity and enterprise in Stirling district and to make available accommodation for letting. Stirling Council has entered into a lease with the company of the Stirling Business Centre at Wellgreen Road, Stirling and of Enterprise House at Springkerse Business Park, Stirling.

Stirling Technology Projects Limited
The company was formed for the single purpose of providing an extension to the building occupied by BioReliance Ltd at Stirling University Innovation Park and thereafter leasing the whole building to BioReliance Ltd. BioReliance Ltd took entry to the building provided by the company in May 1999 at which point the company began to trade. Stirling Council acts as guarantor in respect of the company’s obligations under its bank loan agreement. At 31 March 2022 the sum guaranteed was £0.466m (31 March 2021, £0.657m).

Associates

Central Scotland Valuation Joint Board
Central Scotland Valuation Joint Board is the statutory body responsible for maintaining the electoral, council tax and non-domestic rate registers for Stirling, Falkirk and Clackmannanshire Councils.

thinkWhere Ltd
The principal activity of the company is the provision of corporate Geographical Information Services. Stirling Council disposed of its entire shareholding in the company on 11 August 2021.

Joint Ventures

Stirling Development Agency Ltd
This is a joint venture company whose principal activity is the development and refurbishment of commercial, industrial and residential properties. The company was formed in March 2008 as a result of the restructuring of City of Stirling Business Parks (Investments) Limited.

Stirling University Innovation Park Ltd
The principal activity of the company is the development, promotion, marketing, use and management of Stirling University Innovation Park. Stirling Council acts as guarantor in respect of the company’s obligations under the bank facility it acquired to
assist in the purchase of the head lease interests in the Alpha and Beta Centres. The bank loan amounted to £nil at 31 March 2022 (31 March 2021, £0.013m).

**Clackmannanshire and Stirling Integration Joint Board**

Clackmannanshire and Stirling Integration Joint Board (IJBJ) is a statutory body established to integrate health and social care services between Clackmannanshire Council, Stirling Council and NHS Forth Valley. The contribution provided by Stirling Council to the IJB in 2021/22 was £41.1m, of which £40.3m was funded from General Fund and £0.8m from Housing Revenue Account. The comparative 2020/21 figures were a contribution of £42.9m, of which £42.1m was funded from General Fund and £0.8m from Housing Revenue Account. The IJB Board comprises twelve voting members with three (25%) made up of Stirling Council Elected Members.

3. **Non-Consolidation Interests in Other Entities**

The principal activity of **Stirling Enterprise Park Ltd**, is to promote and encourage industrial and commercial activity and enterprise and to make available accommodation for letting.

Stirling Council holds the majority of equity capital (83.9% of allotted shares) in Stirling Enterprise Park Ltd, but under normal practices it does not control the majority of voting rights (3 directors out of 8, or 37.5%), nor does it have the right to appoint the majority of the governing board. However, in the event of a poll being demanded at a Board meeting (by 2 Directors), Stirling Council would have ultimate control being the major shareholder, as it is entitled to one vote for each share held, in accordance with the Company’s Articles of Association. Under these circumstances it would have been appropriate to account for Stirling Enterprise Park Ltd as a Subsidiary within the group accounts of Stirling Council. However, the reason for exclusion from consolidation is that Stirling Council has neither access to future economic benefits, nor access to benefits in the form of service potential through its interest in Stirling Enterprise Park Ltd.

In accordance with the Memorandum of Association of Stirling Enterprise Park Ltd, Stirling Council does not have the power to extract distributions of assets from the Company. Also, in accordance with the Company’s Articles of Association, although Stirling Council has the power to dissolve the Company, it does not however have power to obtain a significant level of the residual economic benefits and is not exposed to the risks inherent in those benefits.

Stirling Council also has an interest in **McLaren Community Leisure Centre (Trading) Ltd**, which operates the McLaren Leisure Centre in Callander. However, due to the immaterial nature of Stirling Council’s participation and the fact that it is unable to exert a significant influence over the entity, the decision has been taken not to consolidate.

4. **Financial Results of Associates and Joint Ventures**

The aggregate amounts of assets, liabilities, gross income and surplus or deficit for the year of Stirling Council’s Associates and Joint Ventures are shown in the following table.

<table>
<thead>
<tr>
<th>31 March 2021</th>
<th>31 March 2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aggregate of Associates and Joint Ventures</td>
<td>Aggregate of Associates and Joint Ventures</td>
</tr>
<tr>
<td>Results</td>
<td>Share</td>
</tr>
<tr>
<td>£000</td>
<td>£000</td>
</tr>
<tr>
<td>304</td>
<td>142</td>
</tr>
<tr>
<td>15,840</td>
<td>4,205</td>
</tr>
<tr>
<td>(1,541)</td>
<td>(678)</td>
</tr>
<tr>
<td>(585)</td>
<td>(292)</td>
</tr>
<tr>
<td>(9,272)</td>
<td>(3,365)</td>
</tr>
<tr>
<td>4,746</td>
<td>12</td>
</tr>
<tr>
<td>(194,499)</td>
<td>(48,997)</td>
</tr>
<tr>
<td>(12,187)</td>
<td>(2,985)</td>
</tr>
<tr>
<td>2,755</td>
<td>975</td>
</tr>
<tr>
<td>(9,432)</td>
<td>(2,010)</td>
</tr>
</tbody>
</table>

The ‘Stirling Council share of ‘Net Assets/(Liabilities)’ figure shown above represent the sum of two figures disclosed in the Group Balance Sheet: ‘Investment in Associates and Joint Ventures’ and ‘Liabilities of Associates and Joint Ventures’ as follows:

<table>
<thead>
<tr>
<th>31 March 2021</th>
<th>31 March 2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>£000</td>
<td>£000</td>
</tr>
<tr>
<td>3,658</td>
<td>Investment in Associates and Joint Ventures</td>
</tr>
<tr>
<td>(3,646)</td>
<td>Liabilities of Associates and Joint Ventures</td>
</tr>
<tr>
<td>12</td>
<td>3,286</td>
</tr>
</tbody>
</table>
The Pension Liabilities figures outlined above can be broken down between individual entities as follows:

<table>
<thead>
<tr>
<th></th>
<th>31 March 2021</th>
<th>31 March 2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aggregate of</td>
<td>£000</td>
<td>£000</td>
</tr>
<tr>
<td>Associates &amp;</td>
<td>(£8,705)</td>
<td>(£11,736)</td>
</tr>
<tr>
<td>JVs Results</td>
<td>(£3,082)</td>
<td>(£4,155)</td>
</tr>
<tr>
<td>Stirling Council</td>
<td>(£567)</td>
<td>(£283)</td>
</tr>
<tr>
<td>Share</td>
<td>(£9,272)</td>
<td>(£11,736)</td>
</tr>
<tr>
<td>Central Scotland</td>
<td>(£11,736)</td>
<td>(£4,155)</td>
</tr>
<tr>
<td>Valuation Joint</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Board</td>
<td></td>
<td></td>
</tr>
<tr>
<td>thinkWhere Ltd</td>
<td>(£)</td>
<td>(£)</td>
</tr>
<tr>
<td>Pension Liabilities</td>
<td>(£)</td>
<td>(£)</td>
</tr>
</tbody>
</table>

5. Financial Impact of Group Consolidation

The effect of including the group entities on the Group Comprehensive Income and Expenditure Statement is to reduce the Deficit on Provision of Services by £1.666m (2020/21, increase surplus by £3.374m) as follows:

<table>
<thead>
<tr>
<th></th>
<th>2020/21 £000</th>
<th>2021/22 £000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fees, Charges &amp; Other Service Income</td>
<td>(5,602)</td>
<td>(5,106)</td>
</tr>
<tr>
<td>Net Operating Income from Associates and Joint Ventures</td>
<td>(3,034)</td>
<td>(3,581)</td>
</tr>
<tr>
<td>Interest and Investment Income</td>
<td>(8)</td>
<td>(1)</td>
</tr>
<tr>
<td><strong>Total Income</strong></td>
<td><strong>(8,644)</strong></td>
<td><strong>(8,688)</strong></td>
</tr>
<tr>
<td>Service Expenses</td>
<td>5,210</td>
<td>6,968</td>
</tr>
<tr>
<td>Interest Payments</td>
<td>11</td>
<td>8</td>
</tr>
<tr>
<td>Net Non-Operating Expenditure from Associates and Joint Ventures</td>
<td>49</td>
<td>46</td>
</tr>
<tr>
<td><strong>Total Expenditure</strong></td>
<td><strong>5,270</strong></td>
<td><strong>7,022</strong></td>
</tr>
<tr>
<td>(Surplus)/Deficit on the Provision of Services (Group Entities)</td>
<td>(3,374)</td>
<td>(1,666)</td>
</tr>
<tr>
<td>(Surplus)/Deficit on the Provision of Services (Stirling Council)</td>
<td>(4,229)</td>
<td>46,841</td>
</tr>
<tr>
<td>(Surplus)/Deficit on the Provision of Services (Group CIES)</td>
<td>(7,603)</td>
<td>45,175</td>
</tr>
</tbody>
</table>

The effect of including the group entities on the Group Balance Sheet is to increase both Reserves and Net Assets (excluding minority interests) by £1.991m (reduce by £2.976m, 2020/21) as follows:

<table>
<thead>
<tr>
<th></th>
<th>31 March 2021 £000</th>
<th>31 March 2022 £000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unusable Reserves</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(189) Capital</td>
<td></td>
<td>(156)</td>
</tr>
<tr>
<td>Adjustment Account</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(412) Revaluation</td>
<td></td>
<td>(393)</td>
</tr>
<tr>
<td>Reserve</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12,134 Pension</td>
<td></td>
<td>10,275</td>
</tr>
<tr>
<td>Reserve</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13 Employee Statutory</td>
<td></td>
<td>14</td>
</tr>
<tr>
<td>Adjustment Account</td>
<td></td>
<td>(Employee Benefits)</td>
</tr>
<tr>
<td>(11,546) Group</td>
<td></td>
<td>9,740</td>
</tr>
<tr>
<td>Entities’ Unusable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reserves</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Usable Reserves</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(8,570) Revenue</td>
<td>(8,570) Group</td>
<td></td>
</tr>
<tr>
<td>Entities’ Usable</td>
<td>(8,570)</td>
<td>(11,731)</td>
</tr>
<tr>
<td>Reserves</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2,976 Total</td>
<td></td>
<td>(1,991)</td>
</tr>
<tr>
<td>Group Entities’</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reserves</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Glossary of Terms

While much of the terminology used in this document is intended to be self-explanatory, the following additional definitions and interpretation of terms may be of assistance.

1. **Accounting Period**
The period of time covered by the accounts, normally a period of twelve months commencing on 1 April.

2. **Actuarial Gains and Losses (Pensions)**
Changes in actuarial deficits or surpluses that arise because events have not coincided with previous actuarial assumptions or actuarial assumptions have changed.

3. **Asset**
An asset is categorised as either current or non-current. A current asset will be consumed or cease to have material value within the next financial year (e.g. cash and stock). A non-current asset will provide benefit to Stirling Council and to the Services it provides for a period of more than one year.

4. **Associate**
An entity in which Stirling Council has a participating interest or over whose operating and financial policies Stirling Council is able to exercise significant influence.

5. **Capital Adjustment Account**
The Capital Adjustment Account relates to amounts set aside from capital resources to meet past expenditure.

6. **Capital Expenditure**
Expenditure on the acquisition of a non-current asset, which will be used in providing services beyond the current accounting period, or expenditure which adds to and not merely maintains the value of an existing non-current asset.

7. **Capital Financing**
The various methods used to finance capital expenditure such as borrowing, leasing, capital receipts, capital grants and use of revenue funding.

8. **Capital Grants Unapplied Account**
The Capital Grants Unapplied Account holds the grants and contributions received towards capital projects for which Stirling Council has met the conditions that would otherwise require repayment of the monies but which have yet to be applied to meet expenditure.

9. **Capital Receipt**
Proceeds from the disposal of land or other non-current assets.

10. **Capital Receipts Reserve**
The Capital Receipts Reserve represents the proceeds from non-current asset disposals not yet used and are available to meet future capital investment.

11. **Community Assets**
Assets that Stirling Council intends to hold in perpetuity, that have no determinable useful life and that may have restrictions on their disposal, such as municipal parks.

12. **Corporate and Democratic Core**
The Corporate and Democratic Core comprises all activities, which local authorities engage in specifically because they are elected multi-purpose authorities. The cost of these activities are therefore over and above those which would be incurred by a series of independent, single purpose, nominated bodies managing the same service.

13. **Creditor**
Amounts owed by Stirling Council for work done, goods received or services rendered within the accounting period, but for which payment has not been made by the end of that accounting period.

14. **Current Service Cost (Pensions)**
The increase in the present value of a defined benefit scheme’s liabilities, expected to arise from employee service in the current period.

15. **Debtor**
Amount owed to Stirling Council for works done, goods received or services rendered within the accounting period, but for which payment has not been received by the end of that accounting period.

16. **Defined Benefit Pension Scheme**
Pension schemes in which the benefits received by the participants are independent of the contributions paid and are not directly related to the investments of the scheme.

17. **Depreciation**
The measure of the cost of wearing out, consumption or other reduction in the useful economic life of Stirling Council’s non-current assets during the accounting period, whether from use, the passage of time or obsolescence through technical or other changes.

18. **Discretionary Benefits (Pensions)**
Retirement awards, which the employer has no legal, contractual or constructive obligation to award and are awarded under Stirling Council’s discretionary powers.
19. Employee Statutory Adjustment Account
The Employee Statutory Adjustment Account, which absorbs the differences that would otherwise arise on the General Fund Balance from accruing for compensated absences earned but not taken in the year. Statutory arrangements require that the impact on the General Fund Balance is neutralised by transfers to or from the Account.

20. Entity
A body corporate, partnership, trust, unincorporated association, or statutory body that is delivering a service or carrying on a trade or business with or without a view to profit. It should have a separate legal personality and is legally required to prepare its own single entity accounts.

21. Events after the Balance Sheet Date
Are those events both favourable and unfavourable that occur between the Balance Sheet date and the date when the Annual Accounts are signed.

22. Fair Value
The fair value of an asset is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date.

23. Financial Instruments Adjustment Account
The Financial Instruments Adjustment Account is a balancing account to allow for differences in statutory requirements and proper accounting practices for lending and borrowing by Stirling Council.

24. Finance Lease
A lease that transfers substantially all the risks and rewards of ownership of a non-current asset to the lessee.

25. Government Grants
Grants made by the Government towards either revenue or capital expenditure in return for past or future compliance with certain conditions relating to the activities of Stirling Council. These grants may be specific to a particular scheme or may support the revenue or capital spend of Stirling Council in general.

26. Gross Expenditure
This includes all expenditure attributable to the service and activity including employee costs, expenditure relating to premises and transport, supplies and services, third party payments, support services and capital charges.

27. Gross Income
This includes grant income and all charges to individuals and organisations for the direct use of Stirling Council’s services.

28. Heritage Asset
An asset with historical, artistic, scientific, technological, geophysical or environmental qualities that is held and maintained principally for its contribution to knowledge and culture.

29. Impairment
A reduction in the value of a non-current asset to below its carrying amount on the Balance Sheet.

30. Infrastructure Assets
Assets belonging to Stirling Council represented by highways, footpaths and bridges.

31. Insurance Fund
The Insurance Fund covers the main classes of insurance and is earmarked for insurance purposes.

32. Interest Cost (Pensions)
For a defined benefit scheme, the expected increase during the period of the scheme liabilities because the benefits are one period closer to settlement.

33. Inventories
Items of raw materials and stock Stirling Council has procured and holds in expectation of future use. Examples are consumable stores, raw materials and products and services in intermediate stages of completion.

34. Joint Venture
An entity in which Stirling Council has an interest on a long-term basis and is jointly controlled by Stirling Council and one or more entities under a contractual or other binding agreement.

35. Liability
A liability is where Stirling Council owes payment to an individual or another organisation. A current liability is an amount which will become payable or could be called in within the next accounting period e.g. creditors or cash overdrawn. A long-term liability is an amount which by arrangement is payable beyond the next year at some point in the future or to be paid off by an annual sum over a period of time.

36. National Non-Domestic Rates Pool
All Non Domestic Rates collected by local authorities are remitted to the national pool and thereafter distributed to Councils by the Scottish Government.

37. Net Book Value
The amount at which non-current assets are included in the Balance Sheet, i.e. their historical cost or current value less the cumulative amounts provided for depreciation.

38. Non-Current Assets
These are created by capital expenditure incurred by Stirling Council. They include property, vehicles, plant, machinery, roads, computer equipment, etc.
39. Non-Distributed Costs
Costs that cannot be allocated to specific services and are, therefore, excluded from the total cost relating to Service activity in accordance with the Service Reporting Code of Practice. Charges for added pension years and early retirement are examples of these costs.

40. Operating Lease
A lease where the ownership of a non-current asset remains with the lessor.

41. Past Service Cost (Pensions)
For a defined benefit scheme, the increase in the present value of the scheme liabilities relating to employee service in prior periods arising in the current period as a result of the introduction of, or improvement to retirement benefits.

42. Pension Reserve
The Pension Reserve arises from the AIS19 accounting disclosures for retirement benefits and recognises Stirling Council’s share of actuarial gains and losses in the Falkirk Pension Fund and the change in Stirling Council’s share of the Pension Fund net liability chargeable to the Comprehensive Income and Expenditure Statement.

43. Pension Scheme Liabilities
The liabilities of a defined benefit pension scheme for outgoings due after the valuation date. The scheme liabilities, measured using the “projected unit method” reflect the benefits that the employer is committed to provide for service up to the valuation date.

44. Post Employment Benefits
All forms of consideration given by an employer in exchange for services rendered by employees that are payable after the completion of employment (e.g. pensions in retirement).

45. Prior Year Adjustment
Material adjustments applicable to previous years arising from changes in accounting policies or from the correction of fundamental errors. This does not include normal recurring corrections or adjustments of accounting estimates made in prior years.

46. Provision
An amount put aside in the accounts for future liabilities or losses which are certain or very likely to occur but the amounts or dates of when they will arise are uncertain.

47. Public Works Loan Board (PWLB)
A Central Government Agency, which provides loans for one year and above to Councils at interest rates only based on those at which the Government can borrow itself.

48. Rateable Value
The annual assumed rental of a non-housing property, which is for national Non Domestic Rates purposes.

49. Related Parties
Entities or individuals that have the potential to control or influence Stirling Council, or to be controlled or influenced by Stirling Council.

50. Remuneration
All sums paid to or receivable by an employee and sums due by way of expenses allowances (as far as these sums are chargeable to UK income tax) and the money value of any other benefits received other than in cash.

51. Repairs and Renewal Fund
The Repairs and Renewal Fund provides for major repairs to the Waste Transfer Station at Lower Polmaise and Stirling Council’s sports facilities.

52. Reserves
The accumulation of surpluses, deficits and appropriation over past years. Reserves of a revenue nature are available and can be spent or earmarked at the discretion of Stirling Council. Some capital reserves such as the Revaluation Reserve cannot be used to meet current expenditure.

53. Residual Value
The net realisable value of an asset at the end of its useful life.

54. Revaluation Reserve
The Revaluation Reserve represents the store of gains on revaluation of non current assets not yet realised through sales.

55. Revenue Expenditure
The day-to-day running costs associated with the provision of services.

56. Significant Interest
The reporting authority is actively involved and is influential in the direction of an entity through its participation in policy and/or operational decisions.

57. Soft Loan
A loan made by Stirling Council to another entity at an interest rate significantly below market interest rates.

58. Subsidiary
An entity over which Stirling Council has overall control through the power to govern its financial and operating policies so as to obtain benefits from the entity’s activities.
Purpose & Summary
This report provides details of the 2021/22 Treasury Management performance and presents the actual prudential indicators for this period to confirm compliance with the approved Treasury Management Strategy for 2021/22. The report is being presented to Elected Members in line with the requirements of the CIPFA Treasury Management in the Public Services Code (2017 edition).

Recommendations
Council is asked to:
1. consider and comment on the Treasury Management performance, including prudential indicators, for 2021/22.

Resource Implications
In accordance with the approved strategy, treasury management activity continues to maintain the Council's loan portfolio on a strong, low-risk, long-term basis with due consideration of budget requirements to minimise the cost of debt. Prudent cash-flow management with on-going short-term, operational, investment of surpluses together with the phasing of capital expenditure, favourable terms for temporary borrowing and the deferring on new long-term borrowing has resulted in loans fund savings.

For 2021/22, the loans fund pooled rate was 3.32% (3.87% in 2020/21) and resulted in savings against loans charges of £1.189M for General Services and £0.030M for the Housing Revenue Account.

Legal & Risk Implications
Following consideration of the risk implications of this report, no further relevant issues have been identified. The Treasury Management Strategy for 2021/22 identified any associated risks inherent within the Council's treasury management activities and the management of such risks.
1. Background

1.1. The CIPFA Treasury Management in the Public Services Code (2017 edition) recommends that Members receive reports on the Council’s Treasury Management policies, practices and activities, including as a minimum, an annual strategy report, a mid-year report and an annual performance report.

1.2. The Treasury Management Strategy is prepared in accordance with the Local Government in Scotland Act 2003, the CIPFA Treasury Management in the Public Services Code (2017 edition), the CIPFA Prudential Code for Capital Finance in Local Authorities (2017 edition), the Local Government Investment Regulations (Scotland) 2010 and the Local Authority (Capital Financing and Accounting) (Scotland) Regulations 2016.

1.3. The Prudential Indicators for 2021/22 and Treasury Management Strategy 2021/22 were approved by Stirling Council on 11 March 2021.

2. Considerations

Interest Rate Update – Bank of England Base Rate

2.1. The 2021/22 strategy anticipated that the Bank of England Base Rate would remain at 0.10% until at least March 2022.

2.2. The Bank of England’s Monetary Policy Committee (MPC) sets monetary policy to meet the 2% inflation target, and thereby helps sustain growth and employment.

2.3. The Base Rate was reduced to 0.10% in March 2020 in response to the extraordinary circumstances arising from the impact of COVID 19 and to support businesses and households through the associated economic disruption. Since December 2021, the rate has increased steadily in response to (global) inflationary pressures:

<table>
<thead>
<tr>
<th>Date</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 2020</td>
<td>0.10%</td>
</tr>
<tr>
<td>December 21</td>
<td>0.25%</td>
</tr>
<tr>
<td>February 22</td>
<td>0.50%</td>
</tr>
<tr>
<td>March 22</td>
<td>0.75%</td>
</tr>
<tr>
<td>May 22</td>
<td>1.00%</td>
</tr>
</tbody>
</table>

Treasury Management Performance in 2021/22

Investment & Counterparties

2.4. Consistent with the approved strategy for 2021/22, the Council’s investment priorities were the security of capital, the liquidity of investments and the minimisation of risk. This cautious approach meant investments continued to be dominated by low counterparty risk considerations resulting in relatively low returns.

2.5. Investment of surplus cash balances on a very short-term basis, for operational cash flow purposes, was undertaken throughout the year.
2.6 Treasury Management policies and practices were followed consistently to ensure that deposits were placed only with those financial institutions meeting the Council’s investment criteria, within approved limits and durations.

2.7 Operational Investments were only undertaken with UK financial institutions, with priority given to nationalised/part-nationalised financial institutions with significant government support. The Debt Management Office account deposit facility (DMADF) continued to offer a safe, low-risk investment option, although interest rates were lower than market rates, and on occasion, the account offered only negative interest rates.

2.8 In line with previously granted delegation, and in view of the treasury strategy investment priorities (i.e. the security of capital, liquidity of investments, minimisation of risk and specific provisions regarding the prioritisation of institutions with significant government support), the Chief Officer Finance continued to temporarily increase when required, the existing lending limits for The Royal Bank of Scotland Business Reserve Account (RBS) and the DMADF, respectively £5M and £10M.

2.9 Full details of the daily balances held with these institutions for the period October 2021 to March 2022 are detailed in Appendix 2. The period April 2021 to September 2021 was previously reported to Finance & Economy Committee on 25 November 2021.

2.10 Outstanding investments were reported on a weekly basis through the Member’s Information Bulletin.

2.11 The Local Government Investment (Scotland) Regulations 2010 (and accompanying Finance Circular 5/2010) permit Scottish local authorities to invest for periods longer than 364 days. The Council, consistent with its strategy, did not make any investments for such periods.

Borrowing

2.12 Full details of the borrowing position at 31 March 2022 is included in the Treasury Indicators section of Appendix 1c.

2.13 Total Borrowing was £143.116M, with an average rate of 4.66%. This is higher than the loans fund pooled rate of 3.32%, the reason being that the loans fund pooled rate is an in-year rate, the calculation of which is determined by the level of capital expenditure in the year, and consolidates and offsets interest paid on loans with investment income and other loans fund expenses.

2.14 In 2021/22 loans repaid to the PWLB totalled £2.945M (average rate 8.54%) No new loans were undertaken during the year.

2.15 There were no beneficial opportunities for debt rescheduling.

The Prudential & Treasury Indicators 2021/22

2.16 The Council’s capital expenditure plans are the key driver of treasury management activity. Prudential and Treasury Indicators are relevant for the purposes of setting an integrated treasury management strategy, the objective being to ensure, within a clear framework, that the capital investment plans are affordable, prudent and sustainable, and that treasury management decisions are taken in accordance with good professional practice.
2.17 The actual prudential indicators are detailed in Appendix 1 (a-c).

**Indicators of Prudence (Appendix 1a)**

2.18 The Council’s capital expenditure for 2021/22 and Capital Financing Requirement as at 31 March 2022 is detailed in Appendix 1a.

2.19 The Council maintained its under-borrowed position. This means that the capital borrowing need has not been fully funded with loan debt as cash supporting the Council’s reserves, balances and cash flow has been used as a temporary measure and supplemented by a level of temporary borrowing which was readily available within the markets and at comparatively lower rates than PWLB new loan rates.

2.20 This strategy of effectively delaying new long-term borrowing by prioritising internal and temporary borrowing has served well at a time when comparatively cheaper temporary borrowing is readily available, counterparties meeting the investment criteria are limited and historically low investment returns generate significant carrying costs for any new long-term borrowing undertaken. However, it does only provide a short-term advantage in terms of delivering short-term savings and will be reviewed closely given recent interest rate increases.

2.21 The level of gross debt remained below the Capital Financing Requirement, confirming that there was no borrowing in advance of need.

2.22 The actual level of debt remained within the authorised external borrowing limit and operational boundary.

**Indicators of Affordability (Appendix 1b)**

2.23 Indicators of affordability address the revenue implications of the Council’s financial strategy since, as a fundamental principal, all the borrowings of an authority are secured on its future revenue income. The fundamental objective in consideration of affordability is to ensure that the level of investment in capital assets remains within sustainable limits.

2.24 The ratio of financing costs to net revenue for both General Fund and Housing Revenue Account remained within the estimated limits.

2.25 The gearing ratio, whilst not an official indicator, provides a useful indication of the Council’s financial risk and affordability. The Capital Financing Requirement represents the borrowing need and gives a ratio of 33% when compared to the value of assets. As the Council is maintaining an under-borrowed position, the ratio when comparing to actual debt is slightly lower.

2.26 Traditionally, a high ratio would reflect a high proportion of debt and a perception of a higher risk in terms of ability to repay debt.

2.27 In terms of the Council’s position, the ratio represents a prudent approach to capital investment in terms of minimising debt servicing costs and reflects a capital programme that has been financed by capital grants and resources with no significant borrowing requirement. This is a positive position and is managed within the overall treasury management strategy to ensure borrowing is affordable and sustainable.

**Treasury Indicators (Appendix 1c)**

2.28 The treasury management function ensures that the Council’s borrowing and investments are organised to ensure adequate liquidity for the Council’s revenue and capital activities, security for investments and to manage risks within all treasury management activities.
2.29 The calculation of upper and lower limits in respect of the maturity structure of borrowings is designed to manage the risk of having to refinance debt at a time in the future when interest rates may be volatile or uncertain and avoid large concentrations of fixed rate debt within the same maturity structure.

2.30 The maturity structure of the Council’s borrowing portfolio is detailed in Appendix 1c. The maturity structure of the portfolio is within all approved limits and the average years to maturity is 26.7 years.

**Investments**

2.31 The Council’s investment policy is governed by the Local Government Investment (Scotland) Regulations 2010 (and accompanying Finance Circular 5/2010 The Investment of Money by Scottish Local Authorities). The Council’s permitted investments for 2020/21 were set out in the Annual Investment Strategy contained within the Treasury Management Financial Strategy 2021/22.

2.32 Investment activity during 2021/22 conformed to the approved strategy; no activities were considered ultra vires. Full details are provided in Appendix 3.

**Statutory Repayment of Loans Fund Advances (Appendix 4)**

2.33 The Local Authority (Capital Finance and Accounting) (Scotland) Regulations 2016 ("the 2016 Regulations) require the Council to maintain a statutory loans fund which is to be administered in accordance with the 2016 Regulations, proper accounting practices and prudent financial management.

2.34 The statutory loans fund reflects the Council’s underlying need to finance, by borrowing money, the expenditure incurred in any financial year on those purposes set out in the 2016 Regulations: the balance at 31 March each year will represent the amount of past expenditure financed by borrowing money that the Council has a liability to meet from future revenue budgets.

2.35 In line with the General Fund Revenue Budget and Determination of Council Tax 2021/22 paper presented to Council on 11 March 2021, new loans fund advances for 2021/22 were made using a 5% weighted average annuity basis, over a 40 year life.

2.36 The loans fund balances at 31 March 2022, and associated breakdown of such, for General Services and HRA, are detailed in Appendix 4. The actual figures differ from estimates due to the actual outturn achieved on the capital programme, and the actual profile of repayments.

**External Service Providers**

2.37 The Council continues to ensure that undue reliance is not placed upon Link Asset Services in their capacity as the Council’s external treasury management advisor. Officers continue to communicate with Link Asset Services through email and remote strategy meetings and training seminars.

2.38 The Council continues to liaise and communicate with the Royal Bank of Scotland on any operational issues that may arise, to ensure best value for money is achieved and ensure the Council makes best use of any services and developments in banking services and technology.

2.39 During 2021/22 a tender exercise was undertaken to procure banking services for Stirling Council for an initial three year period starting June 2022, with the contract being awarded to the Royal Bank of Scotland.

2.40 The Council continues to use brokers to facilitate short-term investments and temporary borrowing via the money markets, as required.
Treasury Management Policies and Practices

2.41 The Treasury Management Policies and Practices continued to be reviewed, revised, streamlined and updated to ensure they reflected all current operational practices and the requirements of the Treasury Management Code of Practice.

3. Implications

Equalities Impact

3.1 The contents of this report were assessed under the Council’s Equality Impact Assessment process. It was determined that an Equality Impact Assessment was not required as this is a technical report to provide a mid-year update and performance review of Treasury Management activities.

Fairer Scotland Duty

3.2 The contents of this report were considered in terms of the Fairer Scotland Duty and were determined not to be of strategic importance.

Climate Change, Sustainability and Environmental Impact

3.3 There is no direct climate change, sustainability or environmental impact as a result of this report.

Other Policy Implications

3.4 Following consideration of the policy implications of this report no relevant issues have been identified. The strategy in itself sets out the impact and ascertains the Council’s Treasury Management Strategy and associated risks.

Consultations

3.5 The Council undertakes regular consultation with its Treasury Management Advisors.

4. Background Papers

4.1 EqIA Relevance Check.


5. Appendices

5.1 Appendix 1 – 2021/22 Prudential & Treasury Indicators.

5.2 Appendix 2 – Short Term Investment Balances October 2021 to March 2022.

5.3 Appendix 3 – 2021/22 Permitted Investments.

5.4 Appendix 4 – Loans Fund Balance and Repayments at 31 March 2022.
## Author(s)

<table>
<thead>
<tr>
<th>Name</th>
<th>Designation</th>
<th>Telephone Number/E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Linda Devine</td>
<td>Finance Team Leader</td>
<td>01786 233344 <a href="mailto:devinel@stirling.gov.uk">devinel@stirling.gov.uk</a></td>
</tr>
</tbody>
</table>

## Approved by

<table>
<thead>
<tr>
<th>Name</th>
<th>Designation</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>George Murphy</td>
<td>Interim Chief Officer Finance</td>
<td>27 May 2022</td>
</tr>
</tbody>
</table>

## Details of Convener(s), Vice Convener(s), Portfolio Holder and Depute Portfolio Holders (as appropriate) consulted on this report:

- Cllr Dodds
- Cllr Nunn

## Wards affected:

## Key Priorities:

D - We will deliver inclusive economic growth and promote prosperity. We will deliver a City Region Deal and pursue policies and solutions that encourage high quality, high paying jobs into all of Stirling's communities.

## Key Priority Considerations:

## Stirling Plan Priority Outcomes:

Prosperous - People are part of a prosperous economy that promotes inclusive growth opportunities across our communities.
APPENDIX 1.a

2021/22 PRUDENTIAL & TREASURY INDICATORS

Indicators of Prudence

1. Capital Expenditure as at 31 March 2022

<table>
<thead>
<tr>
<th></th>
<th>Actual Outturn</th>
<th>Final Budget</th>
<th>Estimated Expenditure</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Services</td>
<td>£33.219M</td>
<td>£49.046M</td>
<td>£29.2410M</td>
</tr>
<tr>
<td>Housing Revenue Account</td>
<td>£25.584M</td>
<td>£23.237M</td>
<td>£23.237M</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>£58.803M</strong></td>
<td><strong>£72.283M</strong></td>
<td><strong>£52.547M</strong></td>
</tr>
</tbody>
</table>

The Council’s capital expenditure plans are the key driver of treasury management activity. The objective of the Prudential and Treasury Indicators is to ensure that the capital investment plans are affordable, prudent and sustainable. This indicator provides a summary of the Council’s capital expenditure for General Services and HRA. The extent to which the expenditure is financed will influence the borrowing need and the Capital Financing Requirement.

When the Council undertakes capital expenditure, this may be financed immediately through the application of capital or revenue resources, which has no resultant impact on the Council’s borrowing need. If not fully resourced, the capital expenditure will give rise to a borrowing need.

2. Capital Financing Requirement as at 31 March 2022

<table>
<thead>
<tr>
<th></th>
<th>Actual</th>
<th>Estimated</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Services</td>
<td>£200.196M</td>
<td>£215.052M</td>
</tr>
<tr>
<td>Housing Revenue Account</td>
<td>£60.974M</td>
<td>£71.965M</td>
</tr>
<tr>
<td><strong>Total Capital Financing Requirement</strong></td>
<td><strong>£261.170M</strong></td>
<td><strong>£287.017M</strong></td>
</tr>
<tr>
<td>PFI/PPP Liability</td>
<td>(£49.724M)</td>
<td>(£49.724M)</td>
</tr>
<tr>
<td><strong>Underlying Borrowing Requirement</strong></td>
<td><strong>£208.442M</strong></td>
<td><strong>£237.293M</strong></td>
</tr>
</tbody>
</table>

The Capital Financing Requirement (CFR) is the Council’s underlying need to borrow for capital expenditure. It is the difference between the (historic) capital expenditure and the revenue or capital resources set aside to finance that spend.

The term ‘financing’ refers to the resources (capital grants, receipts and contributions or direct charges to revenue) that are applied to ensure that any underlying amount arising from capital expenditure is dealt with absolutely, whether at the point of spend, or over the longer term.

The Council’s CFR will therefore increase whenever capital expenditure is incurred but not resourced immediately and will reduce by applications of capital grants, receipts and contributions or future charges to revenue.

The CFR includes other long-term liabilities in respect of PFI/PPP schemes and finance leases. Whilst these increase the Council’s CFR and therefore the overall borrowing requirements, these contracts include a
borrowing facility and the Council is not required to separately borrow for such. Removing these from the CFR gives the Underlying Borrowing Requirement.

<table>
<thead>
<tr>
<th>3. Gross Debt and the Capital Financing Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Long-Term Borrowing</td>
</tr>
<tr>
<td>Temporary Borrowing</td>
</tr>
<tr>
<td>Gross Borrowing</td>
</tr>
<tr>
<td>Other Long-Term Liabilities (PF/PPP)</td>
</tr>
<tr>
<td>Gross Debt</td>
</tr>
<tr>
<td>Actual Capital Financing Requirement</td>
</tr>
<tr>
<td>Under-Borrowed Position</td>
</tr>
</tbody>
</table>

The over-arching objective is to ensure that gross debt (i.e. the sum of external borrowing and other long-term liabilities relating to the financing of capital expenditure) is kept within sustainable, prudent limits.

In order to ensure that over the medium terms debt will only be for a capital purpose, the Council should ensure that gross debt does not, except in the short-term, exceed the total of the CFR in the preceding year, plus the estimates of any additional CFR for the current and next two financial years.

This allows some flexibility for limited early borrowing for future years, but also ensures that borrowing is not undertaken for revenue purposes.

For 2021/22, gross debt was less than the CFR so there was no borrowing in advance of need.

<table>
<thead>
<tr>
<th>4. Authorised Limit &amp; Operational Boundary for External Debt</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authorised Limit for External Debt (approved)</td>
</tr>
<tr>
<td>Operational Boundary for External Debt (approved)</td>
</tr>
<tr>
<td>Long-Term Borrowing</td>
</tr>
<tr>
<td>Temporary Borrowing</td>
</tr>
<tr>
<td>Other Long-Term Liabilities</td>
</tr>
<tr>
<td>Actual External Debt:</td>
</tr>
</tbody>
</table>

The Authorised limit is a statutory limit for external debt that reflects a level of debt, which whilst not desired, could be affordable in the short-term but may not be sustainable in the longer term.

In effect, it is the outer boundary of the Council’s debt but should not be treated as an upper limit for capital expenditure alone as it must also encompass temporary borrowing requirements.

The Operational boundary for external debt is an estimate of the most likely i.e. prudent, but not worse case scenario and represents the limit beyond which external debt is not normally expected to exceed.
APPENDIX 1.b

Indicators of Affordability

5. Ratio of Financing Costs to Net Revenue Stream

<table>
<thead>
<tr>
<th></th>
<th>Actual</th>
<th>Estimated</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Services</td>
<td>7%</td>
<td>8%</td>
</tr>
<tr>
<td>Housing Revenue Account</td>
<td>19%</td>
<td>22%</td>
</tr>
</tbody>
</table>

The main objective in the consideration of affordability is to ensure that the level of investment in capital assets remains within sustainable limits.

The ratio of financing costs to net revenue stream is an affordability measure of the proportion of the budget that is allocated to the financing of capital expenditure.

For General Services, it is the ratio of financing costs of borrowing against net expenditure financed by government grants and local taxpayers.

For HRA, it is the ratio of financing costs to housing rent income.

6. Gearing Ratio

<table>
<thead>
<tr>
<th></th>
<th>Total Value of Assets per Balance Sheet</th>
<th>£795.726M</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gross Borrowing</td>
<td></td>
<td>£143.116M</td>
</tr>
<tr>
<td>Other Long-Term Liabilities (PFI/PPP)</td>
<td></td>
<td>£49.724M</td>
</tr>
<tr>
<td>Gross Debt</td>
<td></td>
<td>£192.840M</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Actual Capital Financing Requirement</th>
<th>£261.1705.484M</th>
</tr>
</thead>
<tbody>
<tr>
<td>Under-Borrowed Position</td>
<td></td>
<td>£72.6463.225M</td>
</tr>
</tbody>
</table>

Gearing (Capital Financing Requirement) 33%

Gearing (Actual gross debt) 265.24%

The Capital Financing Requirement represents the council’s borrowing need and gives a ratio of 33% when compared to the value of assets. [Capital Financing Requirement / Asset Value]

As the Council is maintaining an under-borrowed position, the ratio when comparing actual debt is slightly lower. [Actual Debt / Asset Value]
### Treasury Indicators

<table>
<thead>
<tr>
<th>Borrowing Portfolio at 31 March 22</th>
<th>Average %</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Long-Term</strong></td>
<td></td>
</tr>
<tr>
<td>PWLB Maturity</td>
<td>£125.352M</td>
</tr>
<tr>
<td>L1 Renewables Financing</td>
<td>£9.758M</td>
</tr>
<tr>
<td>SALIX Interest Free Loans</td>
<td>£0.006M</td>
</tr>
<tr>
<td><strong>Temporary</strong></td>
<td>£8.000M</td>
</tr>
<tr>
<td><strong>Total Borrowing</strong></td>
<td>£143.116M</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Long-Term Borrowing at 31 March 21</th>
<th>£138.189M</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>New Loans</strong></td>
<td>Loans Repaid</td>
</tr>
<tr>
<td>PWLB Maturity</td>
<td>Nil</td>
</tr>
<tr>
<td>L1 Renewables Financing</td>
<td>Nil</td>
</tr>
<tr>
<td>SALIX Interest Free Loans</td>
<td>nil</td>
</tr>
<tr>
<td><strong>Long-Term Borrowing at 31 March 22</strong></td>
<td>£135.116M</td>
</tr>
</tbody>
</table>
## Maturity Structure of Long-Term Borrowings

<table>
<thead>
<tr>
<th></th>
<th>Excluding Temporary</th>
<th>Including Temporary</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Approved upper limit</td>
<td>Amount</td>
</tr>
<tr>
<td>Under 1 year</td>
<td>30%</td>
<td>£2.4021M</td>
</tr>
<tr>
<td>1 – 2 years</td>
<td>30%</td>
<td>£3.165M</td>
</tr>
<tr>
<td>2 – 5 years</td>
<td>30%</td>
<td>£19.689M</td>
</tr>
<tr>
<td>5 – 10 years</td>
<td>40%</td>
<td>£9.609M</td>
</tr>
<tr>
<td>10 – 20 years</td>
<td>45%</td>
<td>£13.181M</td>
</tr>
<tr>
<td>20 – 30 years</td>
<td>45%</td>
<td>£21.161M</td>
</tr>
<tr>
<td>30 – 40 years</td>
<td>45%</td>
<td>£592.908M</td>
</tr>
<tr>
<td>40 years &amp; over</td>
<td>100%</td>
<td>£275.000M</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>£135.116M</strong></td>
</tr>
</tbody>
</table>

Approved lower limit for all is 0%

<table>
<thead>
<tr>
<th></th>
<th>Excluding Temporary</th>
<th>Including Temporary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Average years to maturity</td>
<td>26.70 years</td>
<td>25.23 years</td>
</tr>
<tr>
<td>Maximum amount of debt maturing in one year</td>
<td>18% (2057/58)</td>
<td>17% (2057/58)</td>
</tr>
</tbody>
</table>

The calculation of upper and lower limits in respect of the maturity structure of borrowings is designed to manage the risk of having to refinance debt at a time in the future when interest rates may be volatile or uncertain and avoid large concentrations of fixed rate debt within the same maturity structure.

### Limit for Principal Sums invested for longer than 1 year

This indicator seeks to support control of liquidity risk and reduce the potential need to have to make an early exit from an investment in order to recover funds.

As part of the Treasury Management Strategy, no funds are invested for a period of more than 1 year: surplus cash balances are invested only for operational purposes and deposits are very short-term.
543
SHORT TERM INVESTMENT BALANCES OCTOBER 2021 TO MARCH 2022

OCT

DMO

RBS

£000

£000

NOV

DMO

RBS

£000

£000

APPENDIX 2

DEC

DMO

RBS

£000

£000

01/10/21

8,300

10,000

01-Nov

12,300

10,000

01-Dec

9,300

9,200

02/10/21

8,300

10,000

02-Nov

13,300

10,000

02-Dec

9,300

9,200

03/10/21

8,300

10,000

03-Nov

16,600

10,000

03-Dec

5,200

11,700

04/10/21

8,300

10,000

04-Nov

16,600

10,000

04-Dec

5,200

11,700

05/10/21

9,300

10,000

05-Nov

14,800

9,000

05-Dec

5,200

11,700

06/10/21

12,800

10,000

06-Nov

14,800

9,000

06-Dec

5,200

12,700

07/10/21

12,800

9,800

07-Nov

14,800

9,000

07-Dec

5,200

11,250

08/10/21

11,000

9,800

08-Nov

14,800

9,300

08-Dec

5,200

15,750

09/10/21

11,000

9,800

09-Nov

14,800

9,000

09-Dec

5,200

15,750

10/10/21

11,000

9,800

10-Nov

14,800

12,500

10-Dec

1,100

15,650

11/10/21

11,000

9,800

11-Nov

14,800

12,500

11-Dec

1,100

15,650

12/10/21

11,000

9,800

12-Nov

14,800

3,900

12-Dec

1,100

15,650

13/10/21

14,300

9,800

13-Nov

14,800

3,900

13-Dec

1,100

15,650

14/10/21

13,300

9,400

14-Nov

14,800

3,900

14-Dec

1,100

15,300

15/10/21

6,500

9,150

15-Nov

14,800

1,800

15-Dec

1,100

13,750

16/10/21

6,500

9,150

16-Nov

14,800

1,800

16-Dec

1,100

13,750

17/10/21

6,500

9,150

17-Nov

14,800

6,300

17-Dec

0

12,200

18/10/21

6,500

10,000

18-Nov

14,800

6,300

18-Dec

0

12,200
12,200

19/10/21

4,500

10,000

19-Nov

14,800

1,000

19-Dec

0

20/10/21

7,500

10,000

20-Nov

14,800

1,000

20-Dec

0

9,400

21/10/21

9,300

10,000

21-Nov

14,800

1,000

21-Dec

0

9,250

22/10/21

4,800

8,900

22-Nov

11,800

800

22-Dec

0

9,100

23/10/21

4,800

8,900

23-Nov

11,800

800

23-Dec

0

9,100

24/10/21

4,800

8,900

24-Nov

11,800

800

24-Dec

0

5,100

25/10/21

4,800

8,850

25-Nov

11,800

800

25-Dec

0

5,100

26/10/21

4,800

8,850

26-Nov

9,300

800

26-Dec

0

5,100

27/10/21

4,800

9,250

27-Nov

9,300

800

27-Dec

0

5,100

28/10/21

4,800

9,250

28-Nov

9,300

800

28-Dec

0

5,100

29/10/21

3,800

9,250

29-Nov

9,300

1,400

29-Dec

0

5,100

30/10/21

3,800

9,250

30-Nov

9,300

2,100

30-Dec

0

5,100

31/10/21

3,800

9,250

31-Dec

0

5,100

JAN

DMO

RBS

£000

£000

01-Jan

0

5,100

01-Feb

0

7,650

01-Mar

0

4,350

02-Jan

0

5,100

02-Feb

2,000

9,650

02-Mar

0

7,650

FEB

DMO

RBS

£000

£000

MAR

DMO

RBS

£000

£000

03-Jan

0

5,100

03-Feb

2,000

9,500

03-Mar

0

7,650

04-Jan

0

5,100

04-Feb

2,000

5,800

04-Mar

1,000

4,550

05-Jan

7,000

8,100

05-Feb

2,000

5,800

05-Mar

1,000

4,550

06-Jan

7,000

8,100

06-Feb

2,000

5,800

06-Mar

1,000

4,550

07-Jan

7,000

5,600

07-Feb

2,000

4,700

07-Mar

1,000

3,600

08-Jan

7,000

5,600

08-Feb

2,000

4,700

08-Mar

1,000

3,600

09-Jan

7,000

5,600

09-Feb

4,000

6,900

09-Mar

3,800

5,000

10-Jan

7,000

5,600

10-Feb

4,000

6,900

10-Mar

3,800

5,000

11-Jan

7,000

5,600

11-Feb

2,000

5,000

11-Mar

1,100

4,050

12-Jan

10,000

5,600

12-Feb

2,000

5,000

12-Mar

1,100

4,050

13-Jan

10,000

5,600

13-Feb

2,000

5,000

13-Mar

1,100

4,050

14-Jan

3,000

4,250

14-Feb

2,000

3,800

14-Mar

0

4,050

15-Jan

3,000

4,250

15-Feb

0

3,650

15-Mar

0

650

16-Jan

3,000

4,250

16-Feb

0

6,550

16-Mar

0

3,550

17-Jan

3,000

7,750

17-Feb

0

6,550

17-Mar

0

3,550

18-Jan

3,000

7,750

18-Feb

0

3,050

18-Mar

0

2,250

19-Jan

3,000

7,750

19-Feb

0

3,050

19-Mar

0

2,250

20-Jan

3,000

7,750

20-Feb

0

3,050

20-Mar

0

2,250

21-Jan

0

4,750

21-Feb

0

2,950

21-Mar

0

2,100

22-Jan

0

4,750

22-Feb

0

850

22-Mar

0

1,200

23-Jan

0

4,750

23-Feb

0

1,750

23-Mar

6,000

5,000

24-Jan

0

1,750

24-Feb

0

1,750

24-Mar

8,800

5,000

25-Jan

0

1,250

25-Feb

0

3,050

25-Mar

2,800

4,700

26-Jan

0

1,250

26-Feb

0

3,050

26-Mar

2,800

4,700

27-Jan

0

3,250

27-Feb

0

3,050

27-Mar

2,800

4,700

28-Jan

0

3,250

28-Feb

0

3,050

28-Mar

2,800

5,000

29-Jan

0

3,250

29-Mar

2,800

5,000

30-Jan

0

3,250

30-Mar

9,800

5,000

31-Jan

0

3,750

31-Mar

8,400

4,900


2021/22 PERMITTED INVESTMENTS

Permitted Investments at 31 March 2022

<table>
<thead>
<tr>
<th>Treasury Investments</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Deposits with UK full / part nationalised institutions</td>
<td>£4.900M</td>
<td></td>
</tr>
<tr>
<td>Deposits with Debt Management Office (Debt Management</td>
<td>£8.400M</td>
<td></td>
</tr>
<tr>
<td>Account Deposit Facility)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Non-Treasury Investments</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Investment properties (net book value of assets at 31/03/22)</td>
<td>£1.183M</td>
<td></td>
</tr>
<tr>
<td>Home Loans</td>
<td>£0.418M</td>
<td></td>
</tr>
<tr>
<td>Loans to third parties [Steadfast Homes LLP]</td>
<td>£9.199M</td>
<td></td>
</tr>
<tr>
<td>Long-Term Investments</td>
<td>£0.430M</td>
<td></td>
</tr>
<tr>
<td>Subsidiaries, Associates &amp; Joint Ventures consolidated in the Council’s Accounts</td>
<td></td>
<td>See table below</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Subsidiaries</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stirling Ltd</td>
<td>Sole Member</td>
<td>100%</td>
<td>4,857</td>
<td>(8,759)</td>
<td>100%</td>
<td>(2,649)</td>
</tr>
<tr>
<td>Raploch URC Ltd</td>
<td>Sole Member</td>
<td>100%</td>
<td>(561)</td>
<td>1,320</td>
<td>100%</td>
<td>436</td>
</tr>
<tr>
<td>Community Enterprise Ltd</td>
<td>Sole Member</td>
<td>100%</td>
<td>7</td>
<td>47</td>
<td>100%</td>
<td>(80)</td>
</tr>
<tr>
<td>Steadfast Homes LLP</td>
<td>Voting Rights</td>
<td>100%</td>
<td>(12)</td>
<td>1,412</td>
<td>100%</td>
<td>43</td>
</tr>
<tr>
<td>Stirling Business Centre Ltd</td>
<td>Voting Rights</td>
<td>91.45%</td>
<td>(11)</td>
<td>263</td>
<td>91.45%</td>
<td>(9)</td>
</tr>
<tr>
<td>Stirling Technology Projects Ltd</td>
<td>Sole Member</td>
<td>100%</td>
<td>11</td>
<td>909</td>
<td>100%</td>
<td>30</td>
</tr>
<tr>
<td>Common Good Funds</td>
<td>Sole Trustee</td>
<td>100%</td>
<td>(34)</td>
<td>1,279</td>
<td>100%</td>
<td>(6)</td>
</tr>
<tr>
<td>Charitable Trust Funds</td>
<td>Sole Trustee</td>
<td>100%</td>
<td>22</td>
<td>565</td>
<td>100%</td>
<td>21</td>
</tr>
<tr>
<td>Associates</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Central Scotland Valuation Joint</td>
<td>Requisition</td>
<td>35.4%</td>
<td>1,026</td>
<td>(2,888)</td>
<td>35.4%</td>
<td>990</td>
</tr>
<tr>
<td>thinkWhere Ltd</td>
<td>Voting Rights</td>
<td>50%</td>
<td>82</td>
<td>(758)</td>
<td>0%</td>
<td>-</td>
</tr>
<tr>
<td>Joint Ventures</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stirling Development Agency Ltd</td>
<td>Voting Rights</td>
<td>50%</td>
<td>-</td>
<td>-</td>
<td>50%</td>
<td>-</td>
</tr>
<tr>
<td>University Innovation Park Ltd</td>
<td>Voting Rights</td>
<td>50%</td>
<td>11</td>
<td>104</td>
<td>50%</td>
<td>11</td>
</tr>
<tr>
<td>Clackmannanshire and Stirling UBP</td>
<td>Voting Rights</td>
<td>25%</td>
<td>(3,129)</td>
<td>3,553</td>
<td>25%</td>
<td>(3,561)</td>
</tr>
<tr>
<td>Total Consolidated Group Entities</td>
<td></td>
<td></td>
<td>2,269</td>
<td>(2,953)</td>
<td>(4,774)</td>
<td>2,015</td>
</tr>
<tr>
<td>Stirling Council</td>
<td>25,474</td>
<td>263,234</td>
<td>(108,865)</td>
<td>372,099</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Group Financial Statements</td>
<td>27,743</td>
<td>260,281</td>
<td>(113,639)</td>
<td>374,114</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Consolidated Group Entities (as above)</td>
<td>(2,953)</td>
<td>2,015</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Minority Interests</td>
<td>(23)</td>
<td>(24)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Group Entities’ Reserves</td>
<td>(2,976)</td>
<td>1,991</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
LOANS FUND BALANCE AND REPAYMENTS AS AT 31 MARCH 2022

<table>
<thead>
<tr>
<th></th>
<th>2020/21 Actual</th>
<th>2021/22 Estimate</th>
<th>2021/22 Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>General Services (GS)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Opening Balance 1 April</td>
<td>135,124,374</td>
<td>139,662,465</td>
<td>139,662,465</td>
</tr>
<tr>
<td>New Advances</td>
<td>8,392,036</td>
<td>10,142,778</td>
<td>10,910,980</td>
</tr>
<tr>
<td>Repayments</td>
<td>(3,853,945)</td>
<td>(3,235,928)</td>
<td>(14,449,617)</td>
</tr>
<tr>
<td><strong>Closing Balance 31 March</strong></td>
<td>139,662,465</td>
<td>146,569,315</td>
<td>136,123,829</td>
</tr>
<tr>
<td><strong>HRA</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Opening Balance 1 April</td>
<td>57,318,551</td>
<td>61,148,855</td>
<td>61,148,855</td>
</tr>
<tr>
<td>New Advances</td>
<td>5,760,547</td>
<td>10,703,000</td>
<td>13,340,742</td>
</tr>
<tr>
<td>Repayments</td>
<td>(1,930,243)</td>
<td>(1,950,600)</td>
<td>(3,326,627)</td>
</tr>
<tr>
<td><strong>Closing Balance 31 March</strong></td>
<td>61,148,855</td>
<td>69,901,255</td>
<td>71,162,971</td>
</tr>
</tbody>
</table>

Balance at 31 March 2021

<table>
<thead>
<tr>
<th></th>
<th>GS (NHT)</th>
<th>GS</th>
<th>HRA</th>
</tr>
</thead>
<tbody>
<tr>
<td>within 1 year</td>
<td>82,545</td>
<td>824,330</td>
<td>752,698</td>
</tr>
<tr>
<td>1 - 2 years</td>
<td>74,213</td>
<td>966,341</td>
<td>804,105</td>
</tr>
<tr>
<td>2 - 5 years</td>
<td>233,039</td>
<td>3,767,628</td>
<td>2,747,110</td>
</tr>
<tr>
<td>5 - 10 years</td>
<td>425,529</td>
<td>13,308,122</td>
<td>5,873,506</td>
</tr>
<tr>
<td>10 - 15 years</td>
<td>476,768</td>
<td>24,008,870</td>
<td>7,876,751</td>
</tr>
<tr>
<td>15 - 20 years</td>
<td>534,178</td>
<td>30,642,078</td>
<td>10,433,455</td>
</tr>
<tr>
<td>20 - 25 years</td>
<td>598,500</td>
<td>23,325,414</td>
<td>13,696,529</td>
</tr>
<tr>
<td>25 - 30 years</td>
<td>670,567</td>
<td>15,357,491</td>
<td>15,136,277</td>
</tr>
<tr>
<td>30 - 35 years</td>
<td>751,312</td>
<td>10,764,821</td>
<td>9,249,293</td>
</tr>
<tr>
<td>35 - 40 years</td>
<td>841,779</td>
<td>3,959,997</td>
<td>4,593,248</td>
</tr>
<tr>
<td>40 - 45 years</td>
<td>943,141</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>45 - 50 years</td>
<td>1,056,707</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>50 - 55 years</td>
<td>1,183,949</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>55 - 60 years</td>
<td>1,326,511</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>9,198,737</td>
<td>126,925,092</td>
<td>71,162,971</td>
</tr>
</tbody>
</table>

For General Services, New Advances and Repayments include the re-financing of loans to Steadfast NHT, comprising repayment of £11.190M of the original loans and replacing these with £9.188M of new loans. Scottish Government consent to borrow requires these to be accounted for in the loans fund.
Stirling Council
Agenda Item No. 13
Stirling Council
Date of Meeting:  23 June 2022
Not Exempt

General Services Capital Programme 2021/22 Outturn Report
General Services Capital Programme 2022/23 Amendments

Purpose & Summary
The purpose of this report is to provide Council with the outturn position of the General Services capital programme for 2021/22, and to provide Council with details of proposed changes to the approved 2022/23 General Services capital programme. The report aims to increase the governance, scrutiny and visibility of the programme to Elected Members and to improve the implementation of the programme.

The purpose of this report is also to seek approval from Council to commence the procurement process for the construction contract for the extension of Borestone Primary School, in accordance with paragraph 14.3 of Contract Standing Orders, as the estimated contract value is in excess of £1M.

Recommendations
Council is asked to:
1. note and comment on the outturn position on the delivery of the 2021/22 programme;
2. note the core funded programme is £6.846M underspent;
3. note the overall capital programme is £15.827M underspent and of this amount, £9.464M was already anticipated and built into the 2022/23 capital programme;
4. approve additional carry forward of £6.342M to the 2022/23 programme to enable existing 2021/22 commitments to be met from carry forward of the 2021/22 budget;
5. note that the £6.342M carry forward includes projects to be funded by external grants and contributions where amounts have not yet been received/require grant to be claimed and will be subject to receipt of such;
6. note additional grant awards added to the capital programme for 2022/23;
7. note the approved General Services Capital Programme for 2022/23;
8. approve additional amendments to the General Services Capital Programme for 2022/23;
9. agree that Officers will undertake a comprehensive review of the 2022/23 Capital Programme given the on-going global supply chain issues, and to bring a report to the next Council or Finance & Economy Committee meetings as appropriate, to provide confirmation of deliverability of projects in 2022/23, and an indication of projects that will not be delivered by end of the financial year, identifying project slippage and/or resources available for potential re-direction in the current financial year.

10. note that the ASN Primary School Adaptations (Bannockburn PS only) budget allocation of £0.300M will also support ASN requirements at Riverside Primary School.

11. approve the commencement of the procurement process for the construction contract for the extension of Borestone Primary School as set out in paragraphs 2.16 to 2.19 of this report, in accordance with paragraph 14.3 of contract standing orders; and

12. note and comment on the Housing Revenue Account Investment Programme 2021/22 outturn position.

Resource Implications
This report sets out the capital resource availability for the financial year of 2022/23, amended for the additional grant awards detailed in this report, and the carry forward of resources from 2021/22.

Legal & Risk Implications
A worldwide shortage of raw materials and cost increases, has resulted in difficulties in delivery of the capital programme for 2021/22. There remains continued uncertainty about the full impact of the pandemic on contractors and supply chains to deliver the diverse nature of the Council’s capital programme.

Officers will continue to keep the delivery of individual projects under close review. At the time of writing this report, it is not possible to provide full and complete certainty over the anticipated delivery phases of all projects due to the continued risk and impact of the pandemic, shortages of raw materials and increased costs.

Capital Programme risks are documented on Project Risk Registers managed by Officers at individual project/programme level on an ongoing basis. Issues and risks are escalated to Capital Delivery Group, Operational Governance Board and Committees as appropriate.

The management of specific project delivery risks will be managed at an individual project level within the relevant services. The Capital Delivery Group will monitor risks at a programme level, reporting any issues to the Corporate Management Team and Finance & Economy Committee as appropriate.

Paragraph 14.3 of Contract Standing Orders requires approval by Council or the relevant Committee to proceed to market where the value of a contract is in excess of £1M. The proposed contract for the Borestone Primary School extension exceeds this figure therefore a report to and approval by Council is required prior to commencement of the procurement process.
1. Background

1.1. The General Services capital programme delivers significant investment in Stirling’s infrastructure, enabling key projects that are required to support economic growth, support and develop our communities, improve public infrastructure and assets and improve the services the Council delivers.

1.2. The capital programme budget for 2021/22 and carry forwards from 2020/21 were approved by Council on 11 March 2021 and 17 June 2021 respectively to give a total budget of £36.636M as detailed in the following table:

<table>
<thead>
<tr>
<th>Capital Programme Budget Approved 11 March 2021</th>
<th>£26.615M</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved Carry Forward (Council Budget / Borrowing)</td>
<td>£2.208M</td>
</tr>
<tr>
<td>Approved Carry Forward (External Grants &amp; Contributions - received)</td>
<td>£5.849M</td>
</tr>
<tr>
<td>Approved Carry Forward (External Grants &amp; Contributions – not yet received)</td>
<td>£1.964M</td>
</tr>
<tr>
<td><strong>£36.636M</strong></td>
<td></td>
</tr>
</tbody>
</table>

1.3. The capital programme budget for 2021/22 was further updated during the year to reflect any additional or revised position on grants or contributions and the use of Capital Funded from Current Revenue (CFCR). Updates to the Capital Programme budget were reported within the progress reports presented to Finance & Economy Committee during the year. Full details are provided in Appendix 1a.

1.4. The progress of the General Services Capital Programme is reported through a system of GREEN, AMBER and RED status updates. The overall programme is assessed as:

<table>
<thead>
<tr>
<th>Overall programme</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>GREEN</td>
<td>Variance is less than 10% of profile</td>
</tr>
<tr>
<td>AMBER</td>
<td>Variance of between 10-20%</td>
</tr>
<tr>
<td>RED</td>
<td>Variance is greater than 20% of profile</td>
</tr>
</tbody>
</table>

Supply Chain Issues

1.5. During 2021/22, the much-publicised issues around supply of materials, suppliers and contractors, and recruitment were felt by Stirling Council. This pressure and risk to the Council’s capital programme has been monitored within Services, Procurement and at Capital Delivery Group.

1.6. The construction materials shortage can in part be traced back to increased building and home improvement activity in 2020, particularly during the first lockdown. This led to a slowdown in the production of materials from some factories in the EU and supply chains have remained stretched ever since.

1.7. As a result of Brexit and EU based workforce, we are also seeing impacts on recruitment within the Council, the supply chain and labour markets across many sectors including construction, logistics and finished goods supply and social care provision. In addition to this, a shortage of shipping containers worldwide is having an impact on lead times and prices.
1.8. There is currently a global shortage of raw materials, stemming from global demand and other external factors (including the slowdown and in some instances, factory closures, outside the UK), which continues to constrain production of certain products, such as insulation, paints and adhesives, as well as packaging for products.

1.9. During 2021/22, the UK Government asked the Construction Leadership Council to monitor the situation, and this saw the establishment of the Products Availability Taskforce. In the months since it was founded, it has added more and more items to its list of products facing constraints.

1.10. The Scottish Procurement Centre of Excellence (Scotland Excel) also set up a short life working group to monitor the impact and are reporting significant price increase requests coming from a range of suppliers on their frameworks, with raw material shortages, shipping costs and increased lead times all being cities as justification.

1.11. In November 2021, CoSLA issued an update on their work in this area which contained the statement: "At present, there is high consensus around the difficulty of identifying impacts specifically resulting from EU exit, due to the ongoing Covid pandemic. Covid has affected the capacity of councils to give specific attention to EU exit, either due to prioritisation of Covid measures across council services or by market restraints caused by Covid obscuring effects. It is widely suggested that the UK is still in the early stages of experiencing local impacts associated with exit, with the full effect uncertain".

1.12. The Council set up a working group led by Procurement, in conjunction with services across the Council, to look at the impact of materials lead times, shortages and price volatility. This group has primarily been focused on what mitigating actions the Council can take, as a proactive step, to minimise the impacts to Stirling Council and its Capital Delivery Plan.

2. Considerations

2021/22 Year-End Programme Status

2.1 The financial information provided in this report is based on the year-end position as at end of March 2022, and measured against the revised budget position outlined at paragraph 2.2:

<table>
<thead>
<tr>
<th>CORE PROGRAMME</th>
<th>Position at end March 2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Actual Expenditure (including amounts accrued)</td>
<td>£10.394M</td>
</tr>
<tr>
<td>Overall Core Budget</td>
<td>£17.240M</td>
</tr>
<tr>
<td>Actual expenditure as a percentage of budget</td>
<td>60%</td>
</tr>
<tr>
<td>Actual variance - year-end underspend</td>
<td>(£6.846M)</td>
</tr>
<tr>
<td>Overall Programme Status (variance vs budget)</td>
<td>40% underspend</td>
</tr>
</tbody>
</table>
2.2 Appendix 1b provides details of the outturn position for each of the individual projects within the 2021/22 capital programme and Appendix 1d provides an Officer narrative update on each project.

2.3 Overall, the programme presents an underspend of £15.827M. However, an amount of £9.464M was already anticipated and provided for in the 2022/23 capital programme budget setting. The movement in the final outturn position is therefore £6.342M.

2.4 All projects have been reviewed, and as per the narrative update on each one, it has been determined that an additional carry forward of £6.342M to the 2022/23 programme is required to enable existing 2021/22 commitments to be met. An amount of £0.021M is not required to be carried forward.

2.5 The position is summarised in the following table:

<table>
<thead>
<tr>
<th>Capital Programme Outturn: Underspend</th>
<th>(£15.827M)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carry Forward approved and included in 2022/23 programme (3 March 2022)</td>
<td>£9.464M</td>
</tr>
<tr>
<td>Amounts not required to be carried forward (see Appendix 1c)</td>
<td>£0.021M</td>
</tr>
<tr>
<td>Additional Carry Forward recommended for approval</td>
<td>(£6.342M)</td>
</tr>
</tbody>
</table>

2.6 The additional carry forward will be financed by resources already factored into the 2021/22 capital programme budget that will also be carried forward to support this expenditure, of which an amount of £1.400M is expected from external grants and contributions which have not yet been received.

2.7 During 2021/22, capital receipts of £0.072M were received from the sale of vehicles, plant & equipment, and have been transferred to the Capital Receipts Reserve.

2.8 Developer contributions received and unspent during the year have been added to prior year balances held in the Balance Sheet to give a cumulative balance of £2.305M.

Other:

| Developer Contributions (to be utilised in future years per legal agreement) | (£2.305M) |
| Capital Receipts (VPE) (to be utilised by services in future years) | (£0.072M) |

| (£2.377M) |
2021/22 Capital Programme Budget Updates

2.9 The final capital programme budget is £49.046M, an increase of £12.410M when compared to the approved budget and project carry forward as at March 2021.

2.10 The movements in budget are detailed in the following table (changes are detailed in Appendix 1a):

<table>
<thead>
<tr>
<th>Capital Programme Budget &amp; Carry Forward</th>
<th>£36.636M</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revision to budgeted / carry forward grant assumptions / application of grants</td>
<td>(£0.954M)</td>
</tr>
<tr>
<td>New Grants and Contributions</td>
<td>£2.081M</td>
</tr>
<tr>
<td>Capital Funded from Current Revenue (CFCR)</td>
<td>£2.014M</td>
</tr>
<tr>
<td>Specific Prudential Borrowing</td>
<td>£9.269M</td>
</tr>
<tr>
<td><strong>Current Capital Programme Budget</strong></td>
<td><strong>£49.046M</strong></td>
</tr>
<tr>
<td>Developer Contributions (to be utilised in future years per legal agreement)</td>
<td>£2.305M</td>
</tr>
<tr>
<td>Capital Receipts (to be utilised by services in future years)</td>
<td>£0.072M</td>
</tr>
<tr>
<td><strong>Current Capital Programme including developer and receipts</strong></td>
<td><strong>£51.423M</strong></td>
</tr>
</tbody>
</table>

22-23 Capital Programme Budget Update

2.11 At the budget setting on 3 March 2022, a General Services capital programme budget of £37.890M was approved.

2.12 Carry forward requested, and approved, at budget setting in March 2022 was based on best estimates of project outturn by 31 March 2022, based on best information at this time. Where the year-end outturn varies from this estimate additional carry forward, or a reduction in previously approved carry forward, may be requested to enable the Council to meet its commitments on each project. These changes are summarised in the table below, and detailed in Appendix 2a and 2b.

<table>
<thead>
<tr>
<th>2022/23 (£M)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposed Capital Programme</td>
<td>£28.426M</td>
</tr>
<tr>
<td>Less: Advancement of Expenditure to 2021/22</td>
<td>(£1.444M)</td>
</tr>
<tr>
<td>Add: Slippage from 2021/22</td>
<td>£10.908M</td>
</tr>
<tr>
<td><strong>Total Approved Capital Programme Expenditure (3 Mar 2022)</strong></td>
<td><strong>£37.890M</strong></td>
</tr>
<tr>
<td>Add: Reduction of Advancement of Expenditure to 2021/22</td>
<td>£0.286M</td>
</tr>
<tr>
<td>Add: Additional slippage from 2021/22</td>
<td>£6.056M</td>
</tr>
<tr>
<td>Add: Additional / revised grant awards for 2022/23</td>
<td>£0.989M</td>
</tr>
<tr>
<td><strong>Proposed Capital Programme Expenditure</strong></td>
<td><strong>£45.221M</strong></td>
</tr>
</tbody>
</table>
2.13 The table below outlines the resource implications for the 2022/23 capital programme:

<table>
<thead>
<tr>
<th>Resource</th>
<th>2022/23 (£M)</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Capital Grant (Scottish Government)</td>
<td>£10.886M</td>
</tr>
<tr>
<td>Capital Grants &amp; Contributions (incl. SG specific &amp; carry forwards)</td>
<td>£20.551M</td>
</tr>
<tr>
<td>Capital financed from current revenue (CFCR)</td>
<td>£2.679M</td>
</tr>
<tr>
<td>Prudential Borrowing - general</td>
<td>£5.297M</td>
</tr>
<tr>
<td>Prudential Borrowing - specific</td>
<td>£2.808M</td>
</tr>
<tr>
<td>Capital Receipts</td>
<td>£3.000M</td>
</tr>
<tr>
<td><strong>Total Funding Resources</strong></td>
<td><strong>£45.221M</strong></td>
</tr>
</tbody>
</table>

2.14 For presentation, and simpler project management, the School Hardware Replacement project of £0.700M, is an amalgamation of the previously approved Chromebook Replacement in Schools (£0.650M) and Digital Investment in Education – Interactive Whiteboards (£0.050M).

2.15 ASN Primary School Adaptations (Bannockburn PS only). The £0.300M allocation was intended to deliver ASN provision at Bannockburn Primary School. Bespoke solutions are required at Bannockburn and Riverside Primary Schools to support children with ASD to allow an inclusive environment within the Primary School Estate. Initial cost indications suggest both projects could be accommodated within this budget allocation.

**Contract Standing Orders – Approval of Procurement Process**

2.16 Borestone Primary School extension project is approved in the current capital programme with an allocation of £0.914M in 2022/23 and £1.220M in 2023/24. This budget will fund the construction of additional classroom facilities, hall and other pupil and staff accommodation to address the emerging capacity pressures at the school. The school roll is rising primarily as a result of house building in the catchment area and this expansion project has been identified in the Local Development Plan. The school extension is required to be operational for August 2023.

2.17 The fully designed project now requires to be tendered to allow the appointment of a competent Main Contractor to deliver the construction works and Officers seek approval to take this contract opportunity to the market in summer 2022. This is with a view to making a contract award in early autumn 2022 and commencing construction works later this year.

2.18 A pre tender estimate has recently been undertaken that indicates that the project will be affordable from the current budget allocation. Paragraph 14.3 of Contract Standing Orders require that Council approve delegated authority for officers to procure any contracts in excess of £1.0M prior to advertisement of the opportunity being taken to market.

2.19 Should approval be given, the procurement will be progressed in line with the contract strategy identified by officers. The proposed route to market is Open Tender.
Housing Revenue Account Investment Programme 2021/22

2.20 Expenditure on the Housing Revenue Account Investment Programme amounted to £25.584M, a variance of £2.347M based on an approved budget of £23.237M.

2.21 This variance was mainly attributable to additional expenditure on New House Building, offset by a reduction in external works.

3. Implications

Equalities Impact

3.1 The contents of this report were assessed under the Council's Equality Impact Assessment process. It was determined that an Equality Impact Assessment was not required as this report is technical and has no impact on groups or communities.

Fairer Scotland Duty

3.2 The contents of this report were considered in terms of the Fairer Scotland Duty and were determined not to be of strategic importance.

Climate Change, Sustainability and Environmental Impact

3.3 There is no direct sustainability impact as a result of this report and no requirement for a Strategic Environmental Assessment.

Other Policy Implications

3.4 The revised Capital Programme will help the Council to continue to meet its statutory obligations in relation to the delivery of services, at a time when financial resources are much constrained. The programme will continue to be reviewed on an annual basis, and in respect of individual projects, to ensure it continues to meet the Councils changing policy aims and objectives.

Consultations

3.5 This report has been prepared in consultation with services involved in the delivery of the Capital Programme.

4. Background Papers

4.1 EqIA Relevance Check.

4.2 Proposed General Services Capital Programme 2021/22, Stirling Council, 11 March 2021 and relevant minutes of this meeting.

4.3 General Services Capital Programme 20/21 Final Outturn, Finance & Economy Committee, 17 June 2021 and relevant minutes of this meeting.

4.4 Stirling Council Draft Accounts 20/21, Stirling Council, 24 June 2021 and relevant minutes of this meeting.

4.5 Place Based Investment Programme – Update, Finance & Economy Committee, 17 June 2021 and relevant minutes of this meeting.

4.6 General Services Capital Programme 2021/22 Progress Report, Finance & Economy Committee, 23 September 2021 and relevant minutes of this meeting.
4.7 Branshogle Bridge and Catter Burn Bridge Update, Special Meeting of Stirling Council, 21 October 2021 and relevant minutes of this meeting.

4.8 General Services Capital Programme 2021/22 Progress Report, Finance & Economy Committee, 25 November 2021 and relevant minutes of this meeting.

4.9 General Services Capital Programme 2021/22, Stirling Council, 9 December 2021 and relevant minutes of this meeting.

4.10 Report on the Stirling Council Contract Standing Orders, Stirling Council, 9 December 2021 and relevant minutes of this meeting.

5. Appendices

5.1 Appendix 1a – 2021/22 Budget Updates.
5.2 Appendix 1b – 2021/22 General Services Outturn and Carry Forward.
5.3 Appendix 1c – 2021/22 General Services Amount not Carried Forward.
5.4 Appendix 1d – 2021/22 Project Lead Narrative updates.
5.5 Appendix 2a – 2022/23 Budget Updates.
5.6 Appendix 2b – 2022/23 Budget Details.
5.7 Appendix 3 – 2021/22 Housing Revenue Account.
### Author(s)

<table>
<thead>
<tr>
<th>Name</th>
<th>Designation</th>
<th>Telephone Number/E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>George Murphy</td>
<td>Interim Chief Officer Finance</td>
<td><a href="mailto:murphyg@stirling.gov.uk">murphyg@stirling.gov.uk</a> 01786 233356</td>
</tr>
<tr>
<td>Brian Roberts</td>
<td>Chief Operating Officer – Infrastructure &amp; Environment</td>
<td><a href="mailto:robertsb@stirling.gov.uk">robertsb@stirling.gov.uk</a> 01786 233462</td>
</tr>
<tr>
<td>Isabel McKnight</td>
<td>Chief Operating Officer – Communities &amp; Performance</td>
<td><a href="mailto:mcknighti@stirling.gov.uk">mcknighti@stirling.gov.uk</a> 01786 233389</td>
</tr>
<tr>
<td>Bryony Monaghan</td>
<td>Head of Education (CEdO)</td>
<td><a href="mailto:monaghanb60s@stirling.gov.uk">monaghanb60s@stirling.gov.uk</a></td>
</tr>
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### Approved by

<table>
<thead>
<tr>
<th>Name</th>
<th>Designation</th>
<th>Date</th>
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<tbody>
<tr>
<td>George Murphy</td>
<td>Interim Chief Officer Finance</td>
<td>27 May 2022</td>
</tr>
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</table>

### Details of Convener(s), Vice Convener(s), Portfolio Holder and Depute Portfolio Holders (as appropriate) consulted on this report:

- Cllr Dodds
- Cllr Nunn

### Wards affected:

- ALL WARDS

### Key Priorities:

**D** - We will deliver inclusive economic growth and promote prosperity. We will deliver a City Region Deal and pursue policies and solutions that encourage high quality, high paying jobs into all of Stirling's communities.

**E** - We will create & implement environment and infrastructure improvements; deliver new ownership & delivery methods around energy generation, public transport & internet access, ensuring profits & services work to community, not commercial priorities

**F** - We will commit and coordinate our resources to ensuring Stirling becomes a must visit destination; with heritage, culture, environment & economic strategies working
<table>
<thead>
<tr>
<th>Key Priority Considerations:</th>
<th>hand in hand to encourage tourists to stay for minimum 3 days and 2 nights</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stirling Plan Priority Outcomes: (Local Outcomes Improvement Plan)</td>
<td><strong>Prosperous</strong> - People are part of a prosperous economy that promotes inclusive growth opportunities across our communities</td>
</tr>
<tr>
<td></td>
<td><strong>Healthy</strong> - People are healthy and live active, full and positive lives within supportive communities</td>
</tr>
<tr>
<td></td>
<td><strong>Resilient</strong> - People are part of safe and caring communities within an attractive and sustainable environment</td>
</tr>
</tbody>
</table>
## General Services Capital Programme 2021/22

The movements in budget are detailed in the following table:

<table>
<thead>
<tr>
<th>Capital Programme Budget &amp; Carry Forward (March 2021)</th>
<th>£36.636M</th>
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<tbody>
<tr>
<td><strong>Revision to budgeted / carry forward grant assumptions / application of grants:</strong></td>
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</tr>
<tr>
<td>LTS - Active Travel &amp; Placemaking - City Centre South</td>
<td>(£0.110M)</td>
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<tr>
<td>LTS - Towns, Villages, Rural Area Transport Plan (Balfron)</td>
<td>(£0.097M)</td>
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<tr>
<td>LTS – Active Travel &amp; Placemaking - Manor Powis</td>
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<tr>
<td>St. Kessogs (prior year receipts)</td>
<td>£0.165M</td>
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<tr>
<td>Early Learning &amp; Childcare 1140 Expansion (prior year grant)</td>
<td>£0.862M</td>
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<tr>
<td>Active Travel Routes (including Walk Cycle Live Stirling) (Sustrans, Council &amp; Other Contributions)</td>
<td>(£1.572M)</td>
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<tr>
<td>Spaces for People</td>
<td>(£0.079M)</td>
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<tr>
<td>Electric Vehicle &amp; Charging Infrastructure (grants &amp; council contributions)</td>
<td>(£0.026M)</td>
</tr>
<tr>
<td>Strategic Timber Transport Scheme – East Loch Lomond &amp; Balquhidder</td>
<td>(£0.121M)</td>
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<table>
<thead>
<tr>
<th><strong>New Grants &amp; Contributions:</strong></th>
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<tr>
<td>Place Based Investment Programme</td>
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<td>Strategic Timber Transport Services - East Loch Lomond &amp; Balquhidder</td>
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<td>Renewal of Play Parks in Scotland</td>
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<tr>
<td>Nature Restoration Fund</td>
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<tr>
<td>Rural Development - Doune Castle</td>
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<td>Rural Development - Accessible Toilets, Moray Park, Doune</td>
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<tr>
<td>Developer Contributions – Community Council &amp; Other contributions</td>
<td>£0.046M</td>
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<tr>
<td>Play Areas, Parks &amp; Open Spaces – Community Projects Funding</td>
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<td>CO2 Monitors</td>
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<tr>
<td>Bin Policy Implementation (Developer Contributions)</td>
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<tr>
<td>Bridges Capital - Major Projects – Catterburn &amp; Branshogle</td>
<td>£0.215M</td>
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<tr>
<td>Bridges Capital – Lunchikin &amp; Cardross</td>
<td>£0.068M</td>
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<tr>
<td>City Centre Investments – Street Lighting</td>
<td>£0.030M</td>
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<tr>
<td>Covid Alterations Education Estate</td>
<td>£0.081M</td>
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<tr>
<td>Developer Contributions – Land Services – Prior Year Balances</td>
<td>£0.050M</td>
</tr>
<tr>
<td>Description</td>
<td>Amount</td>
</tr>
<tr>
<td>-----------------------------------------------------------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>Renewal of Play Parks in Scotland – Community Council Contribution</td>
<td>£0.006M</td>
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<tr>
<td>Transfer Station – Cat 3 Bay New Build</td>
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<tr>
<td><strong>Capital Funded from Current Revenue:</strong></td>
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<tr>
<td>Digital Investment in Education - Replacement Chromebooks (from COVID recovery monies)</td>
<td>£0.422M</td>
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<tr>
<td>Digital Transformation - Technology &amp; Devices - VMware Horizon (VDI) Proof of Concept. (from COVID recovery monies).</td>
<td>£0.350M</td>
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<tr>
<td>Public Sector Gypsy Traveller Sites</td>
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<tr>
<td>Chromebooks for all S4 Pupils</td>
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<tr>
<td>Bridges Capital - Major Projects – Catter burn &amp; Branshogle (from reserves)</td>
<td>£0.307M</td>
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<tr>
<td>Early Learning &amp; Childcare 1140 Expansion – Fixtures, Fittings &amp; Equipment</td>
<td>£0.313M</td>
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<tr>
<td>Digital Investment in Education - Interactive Whiteboards</td>
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<td>Strathyre Primary School (extension)</td>
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<tr>
<td>Active Travel Routes (including Walk Cycle Live Stirling)</td>
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<tr>
<td>Bin Policy Implementation</td>
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<td>Electric Vehicles &amp; Charging Infrastructure</td>
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<tr>
<td>ICT Education – Service</td>
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<tr>
<td>ICT – Service</td>
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<td>PBB 5 IG015 Solar Canopies at Castleview Park &amp; Ride (CFCR)</td>
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<td>Springkerse District Heating</td>
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<td>Stairlifts</td>
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<td><strong>Specific Prudential Borrowing</strong></td>
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<tr>
<td>Bin Policy Implementation (revised Prudential Borrowing)</td>
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<tr>
<td>Electric Vehicles (ASN)</td>
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<td>Steadfast Homes LLP</td>
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<tr>
<td><strong>Current Capital Programme Budget</strong></td>
<td>£49.046M</td>
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<tr>
<td><strong>Capital Receipts Received during year to be held in Capital Receipts Reserve:</strong></td>
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<tr>
<td>Pool cars Capital Receipts</td>
<td>£0.026M</td>
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<tr>
<td>Other VPE Capital Receipts</td>
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<tr>
<td>Integrated Land, Roads &amp; Waste VPE Capital Receipts</td>
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| **£49.118M**
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<tr>
<th>Developer Contributions – prior year &amp; current year to be held in Balance Sheet</th>
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<tbody>
<tr>
<td>Developer Land Services – Prior Year Balances</td>
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<tr>
<td>Developer Contributions – Land Services</td>
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<tr>
<td>Developer Roads &amp; Transport – Prior Year Balances</td>
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<tr>
<td>Developer Roads &amp; Transport</td>
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<tr>
<td>Developer Education – Prior Year Balances</td>
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<tr>
<td>Developer Education</td>
</tr>
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<td>Developer Waste Services – Prior Year Balances</td>
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<td>Developer Waste Services</td>
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## General Services Capital Programme 2021/22

<table>
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<th>Communities</th>
<th>Current Budget 21/22</th>
<th>Actual Spend end March 2022</th>
<th>Variance over / (under)</th>
<th>Adjustments approved at Council 3 March 22, and already reflected in '22/23 Budget'</th>
<th>Carry Forward Approved in Budget for 2022/23</th>
<th>Advanced Spend Offset in Budget for 2022/23</th>
<th>Further adjustments to budget recommended for approval at June Council</th>
<th>Additional carry forward to be approved re outturn</th>
<th>Advanced spend changes to be approved re outturn</th>
<th>Detail of additional budget amendments</th>
<th>Project narratives and explanations in next appendix</th>
</tr>
</thead>
<tbody>
<tr>
<td>Investment in Community Facilities</td>
<td>£209,711</td>
<td>£15,086 (£194,625)</td>
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<td>£95,711 (£59,000)</td>
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<td>Carry forward of £5,209 requested</td>
<td>Additional carry forward of £44,620 requested</td>
<td>Carry forward of £60,730 requested</td>
<td>Carry forward of £60,730 requested</td>
<td>Carry forward of £60,730 requested</td>
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<td>Cemeteries Infrastructure Improvements</td>
<td>£100,000</td>
<td>£94,791 (£5,209)</td>
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<td>£5,209 £0</td>
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<td>Library Infrastructure Improvements</td>
<td>£316,065</td>
<td>£57,430 (£258,635)</td>
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<td>£214,065 (£70,000)</td>
<td>£44,570 £50</td>
<td>Additional carry forward of £44,620 requested</td>
<td>Carry forward of £5,209 requested</td>
<td>No additional carry forward required, available to meet overspends</td>
<td>Carry forward of £24,408 requested</td>
<td>No additional carry forward required, available to meet overspends</td>
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<tr>
<td>New / Extended Cemeteries (Strathblane, Bannockburn &amp; Logie)</td>
<td>£60,730</td>
<td>£0 (£60,730)</td>
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<td>£60,730 £0</td>
<td>£60,730 £0</td>
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<td>Infrastructure to support Sustainable Growth Agreement</td>
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<td>£5,938 (£24,408)</td>
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<td>Plean Community Hub</td>
<td>£100,000</td>
<td>£0 (£100,000)</td>
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<td>£50,000 £0</td>
<td>£50,000 £0</td>
<td>No additional carry forward required, available to meet overspends</td>
<td>Carry forward of £50,000 requested</td>
<td>Carry forward of £5,209 requested</td>
<td>Carry forward of £5,209 requested</td>
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<td>Dementia Friendly Infrastructure</td>
<td>£50,000</td>
<td>£24,723 (£25,277)</td>
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<td>£20,000 £25,277</td>
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<td>Cornton Regeneration</td>
<td>£80,000</td>
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<td>Bannockburn Library - Makers Space</td>
<td>£298,754</td>
<td>£297,611 (£1,143)</td>
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<td>Bannockburn former RBS building - additional works</td>
<td>£400,000</td>
<td>£511,126 (£111,126)</td>
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<td>£0 £111,126</td>
<td>£0 £111,126</td>
<td>Overspend to be met by other underspends</td>
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<td>Dunblane Football Pitch</td>
<td>£80,000</td>
<td>£1,950 (£78,050)</td>
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<tr>
<td><strong>Total Communities</strong></td>
<td>£2,049,588</td>
<td>£1,025,955 (£1,023,533)</td>
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<td>£658,758 (£129,000)</td>
<td>£425,961 (£21,805)</td>
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## Education

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<th>Education</th>
<th>Current Budget 21/22</th>
<th>Actual Spend end March 2022</th>
<th>Variance over / (under)</th>
<th>Adjustments approved at Council 3 March 22, and already reflected in '22/23 Budget'</th>
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<th>Advanced spend changes to be approved re outturn</th>
<th>Detail of additional budget amendments</th>
<th>Project narratives and explanations in next appendix</th>
</tr>
</thead>
<tbody>
<tr>
<td>Investment in Education Estate (lifecycle investment)</td>
<td>£500,000</td>
<td>£390,758 (£109,242)</td>
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<td>£40,000 £109,242</td>
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<td>Additional carry forward of £324,552 requested</td>
<td>Additional carry forward of £176,828 requested</td>
<td>Additional carry forward of £61,778 requested</td>
<td>Additional carry forward of £61,778 requested</td>
<td>Additional carry forward of £61,778 requested</td>
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<td>Education Estate - Major Investment Priorities</td>
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<td>£590,448 (£571,529)</td>
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<td>£246,977 £571,529</td>
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<td>Additional carry forward of £61,778 requested</td>
<td>Additional carry forward of £61,778 requested</td>
<td>Additional carry forward of £61,778 requested</td>
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<tr>
<td>Secondary School specialist provision (complex needs &amp; School Learning Spaces)</td>
<td>£520,652</td>
<td>£23,172 (£497,480)</td>
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<td>£320,652 £497,480</td>
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<td>Reduction to carry forward of £745</td>
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<td>Boresstone Primary School (including LDP growth)</td>
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<td>£834,250 (£32,516)</td>
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<td>£32,516 £834,250</td>
<td>£745 £0</td>
<td>Reduction to carry forward of £745</td>
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<tr>
<td>LDP Growth Mitigation - Durieshill</td>
<td>£50,000</td>
<td>£9,400 (£40,600)</td>
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<td>£40,600 £0</td>
<td>£19,773 £0</td>
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<td>LDP Growth Mitigation - South Stirling Gateway Primary School</td>
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<tr>
<td><strong>Total Education</strong></td>
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<td>£1,091,367 (£2,213,651)</td>
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<td>£672,027 £0</td>
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</table>

## IT & Digital Transformation

<table>
<thead>
<tr>
<th>IT &amp; Digital Transformation</th>
<th>Current Budget 21/22</th>
<th>Actual Spend end March 2022</th>
<th>Variance over / (under)</th>
<th>Adjustments approved at Council 3 March 22, and already reflected in '22/23 Budget'</th>
<th>Carry Forward Approved in Budget for 2022/23</th>
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<th>Further adjustments to budget recommended for approval at June Council</th>
<th>Additional carry forward to be approved re outturn</th>
<th>Advanced spend changes to be approved re outturn</th>
<th>Detail of additional budget amendments</th>
<th>Project narratives and explanations in next appendix</th>
</tr>
</thead>
<tbody>
<tr>
<td>Digital Transformation - Technology &amp; Devices - replacement of corporate switching infrastructure</td>
<td>£125,000</td>
<td>£122,909 (£2,091)</td>
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<td>Digital Transformation - Technology &amp; Devices - Hardware Refreshes</td>
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<tr>
<td>Digital Transformation - Technology &amp; Devices - Investment in Toolsets for ICT</td>
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<td>£72,480 (£2,520)</td>
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<td>No carry forward required, available to meet overspends</td>
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<tr>
<td>Digital Transformation - Technology &amp; Devices - Firewalls for Education Point of Presence</td>
<td>£75,000</td>
<td>£74,268 (£732)</td>
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<td>No carry forward required, available to meet overspends</td>
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<td>Digital Transformation - Technology &amp; Devices - Remote Access Infrastructure Replacement</td>
<td>£50,000</td>
<td>£50,000 £0</td>
<td></td>
<td>£0 £0</td>
<td>£0 £0</td>
<td>No carry forward required, available to meet overspends</td>
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<tr>
<td>Rolling Replacement of PCs &amp; Laptops (Year 1 of 5 Year rolling programme)</td>
<td>£100,000</td>
<td>£106,242 £6,242</td>
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<td>£6,242 £0</td>
<td>Small overspend to be met by underspends</td>
<td></td>
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**Appendix 1b**

565
## General Services Capital Programme 2021/22

<table>
<thead>
<tr>
<th>Project Description</th>
<th>Current Budget 21/22</th>
<th>Actual Spend end March 2022</th>
<th>Variance over / (under)</th>
<th>Carry Forward Approved to be approved re outturn</th>
<th>Advanced Spend Offset in Budget for 2022/23</th>
<th>spend changes to be approved re outturn</th>
<th>Detail of additional budget amendments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Digital Investment in Education - Interactive Whiteboards</td>
<td>£79,910</td>
<td>£80,535</td>
<td>(£625)</td>
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<td>Digital Investment in Education - Wireless Infrastructure</td>
<td>£30,000</td>
<td>£27,130</td>
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<td>£0</td>
<td>£0</td>
<td>£0</td>
<td>No carry forward required, available to meet overspends</td>
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<tr>
<td>SWIFT Replacement System</td>
<td>£1,127,000</td>
<td>£0</td>
<td>(£1,127,000)</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>£1,711,910</strong></td>
<td><strong>£574,391</strong></td>
<td><strong>£(1,137,519)</strong></td>
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## Roads & Infrastructure

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<th>Current Budget 21/22</th>
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<th>Variance over / (under)</th>
<th>Carry Forward Approved to be approved re outturn</th>
<th>Advanced Spend Offset in Budget for 2022/23</th>
<th>spend changes to be approved re outturn</th>
<th>Detail of additional budget amendments</th>
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<tr>
<td>Road Infrastructure Improvement Fund (road surfacing &amp; footway works)</td>
<td>£4,386,998</td>
<td>£4,460,179</td>
<td>£73,181</td>
<td>(£400,000)</td>
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<td>Major Flood Alleviation Schemes (Bridge of Allan, Callander &amp; Stirling)</td>
<td>£1,438,338</td>
<td>£541,808</td>
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<td>£896,530</td>
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<td>Additional carry forward of £896,530 requested</td>
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<td>Street Lighting Investment Programme</td>
<td>£160,811</td>
<td>£283,752</td>
<td>£122,941</td>
<td>(£94,482)</td>
<td>(£28,459)</td>
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<td>Advanced programme of £150,000 spent in full in 21/22. Additional overspend of £28,459 to be met from 22/23 budget</td>
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<tr>
<td>Bridges Capital - Major Projects</td>
<td>£348,376</td>
<td>£35,248</td>
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<td>£326,376</td>
<td>£(13,248)</td>
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<td>Bridges Capital - Major Projects - Catterburn</td>
<td>£72,000</td>
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<td>Bridges Capital - Major Projects - Branshogle</td>
<td>£450,000</td>
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<td>Bridges Capital - Lunchkin</td>
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<td>(£10,000)</td>
<td>£10,000</td>
<td>£58,000</td>
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<td>Carry forward of £58,000 requested</td>
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<td>Bridges Capital - Cardross</td>
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<td>(£58,000)</td>
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<td>£0</td>
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<tr>
<td>Play Areas, Parks &amp; Open Spaces</td>
<td>£241,500</td>
<td>£154,901</td>
<td>(£86,599)</td>
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<tr>
<td>Road Safety Plan - Implementation of Accident Sites Remedial Programme</td>
<td>£189,189</td>
<td>£191,868</td>
<td>£2,679</td>
<td>£89,189</td>
<td>£(100,000)</td>
<td>(£100,000)</td>
<td>Advanced programme of £100,000 was not delivered, and request to return budget to 22/23. 21/22 Core Programme of £89,189 was delivered and small overspend of £2,679 to be met from 22/23 budget.</td>
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<tr>
<td>Community Flood Management Projects</td>
<td>£200,000</td>
<td>£85,357</td>
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<td>£8,901</td>
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<td>Bus Shelter Improvement Programme</td>
<td>£50,000</td>
<td>£50,000</td>
<td>(£0)</td>
<td>£(75,000)</td>
<td>£0</td>
<td>£47,128</td>
<td>Advanced programme of £75,000 not fully spent and request to return £47,128 to the 22/23 budget</td>
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<td>Transfer Station - Cat 3 Bay New Build</td>
<td>£344,326</td>
<td>£245,210</td>
<td>(£99,116)</td>
<td>£83,500</td>
<td>£15,616</td>
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<td>Additional carry forward of £15,616 requested</td>
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<td>Railway Station Bridge Underpass</td>
<td>£650,000</td>
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<td><strong>Total Roads &amp; Infrastructure</strong></td>
<td><strong>£8,599,538</strong></td>
<td><strong>£6,908,803</strong></td>
<td><strong>£(1,690,735)</strong></td>
<td><strong>£539,325</strong></td>
<td><strong>£(725,000)</strong></td>
<td><strong>£1,151,410</strong></td>
<td><strong>£147,128</strong></td>
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### General Services Capital Programme 2021/22

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<th></th>
<th>Current Budget 21/22</th>
<th>Actual Spend end March 2022</th>
<th>Variance over / (under)</th>
<th>Carry Forward Approved in Budget for 2022/23</th>
<th>Advanced Spend Offset in Budget for 2022/23</th>
<th>carry forward to be approved re outturn</th>
<th>spend changes to be approved re outturn</th>
<th>Detail of additional budget amendments</th>
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</thead>
<tbody>
<tr>
<td><strong>Social Care</strong></td>
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<tr>
<td>Private Sector Housing Grant - Major Disabled Adaption Grants</td>
<td>£709,460</td>
<td>£336,584</td>
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<td>£329,460</td>
<td>£43,416</td>
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<td>Private Sector Housing Grant - Care &amp; Repair Scheme</td>
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<td>£95,162</td>
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<td>£25,040</td>
<td>(£17,534)</td>
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<td>Private Sector Housing Grant - Lead Pipe Replacement Grants</td>
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<td>Telecare (equipment)</td>
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<td>Support Accommodation for Care Leavers - Beech</td>
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<td><strong>Stirling Economy</strong></td>
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<td>Rural Broadband</td>
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<td>Carry forward of £9,575 requested</td>
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<td>City Centre Investments - Street Lighting</td>
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<td>City Centre Investments - Public Realm</td>
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<td>£18,000</td>
<td>(£82,000)</td>
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<td>£82,000</td>
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<td>£126</td>
<td>Carry forward of £82,000 requested, and small reduction in advanced programme to 21/22 requested to be returned to 22/23 budget</td>
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<tr>
<td><strong>Total Stirling Economy</strong></td>
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<td>£221,766</td>
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<td>(£45,000)</td>
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<td>£98,885</td>
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<td><strong>TOTAL CORE PROGRAMME</strong></td>
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<td>(£899,000)</td>
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<td>£3,682,224</td>
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<td>Project Description</td>
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<td>Spend changes to be approved re outturn</td>
<td>Detail of additional budget amendments</td>
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<tr>
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<td><strong>General Services Capital Programme 2021/22</strong></td>
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<td>Project narratives and explanations in next appendix</td>
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<td><strong>Advancement of Programme Spending</strong></td>
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<td>Aberfoyle Bike Shelter</td>
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<td>£113,980</td>
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<td>No change. Small underspend of £1,020 against advanced programme.</td>
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<td>Community and Education Estate - Electrical Upgrades</td>
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<td>Community and Education Estate - Upgrade Fire and Intruder Alarm systems</td>
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<td>(£80,000)</td>
<td>£0</td>
<td>Advanced programme not spent in 21/22, request to return remainder of budget to 22/23 to meet year end commitments</td>
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<tr>
<td>Cowie Local Office Minor Refurbishment and Upgrades</td>
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<td>£86,233</td>
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<td>Community and Education Estate - CCTV Upgrades</td>
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<td>Advanced programme not spent in 21/22, request to return remainder of budget to 22/23 to meet year end commitments</td>
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<td>Public Space CCTV Network Upgrade</td>
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<td>Advanced programme not spent in 21/22, request to return remainder of budget to 22/23 to meet year end commitments</td>
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<td>Enhancement to Winter Lighting Capital Programme</td>
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<td>Projector for City Centre</td>
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<td>Strathblane Library</td>
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<td>Additional expenditure met from underspends</td>
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<td>Vehicle Restraint Barriers (Advanced from Road Safety)</td>
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<td>£0</td>
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<td>Additional expenditure met from underspends</td>
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<td>Roads Resurfacing</td>
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<td>Footway Upgrades</td>
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<td>Total Advancement of Programme Spending</td>
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<td>These were identified as projects where spend could be brought forward to 21/22 to maximise in-year capital expenditure</td>
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<td><strong>Other Projects Carried Forward from 2020/21</strong></td>
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<tr>
<td>Covid Alterations Education Estate</td>
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<td>£30,283</td>
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<tr>
<td>Digital Investment in Intranet &amp; Council Website</td>
<td>£363,000</td>
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<td>(£60,370)</td>
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<td>Reduction to carry forward of £5,630 requested</td>
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<tr>
<td>Municipal &amp; Teith House Data Centres</td>
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<td>£57,823</td>
<td>(£36,641)</td>
<td>£29,464</td>
<td>£7,177</td>
<td>Additional carry forward of £7,177 requested</td>
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<tr>
<td>The River</td>
<td>£13,515</td>
<td>£2,246</td>
<td>(£11,268)</td>
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<td>Small underspend, no carry forward required</td>
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<tr>
<td>Digital District - Municipal Buildings</td>
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<td>(£1,500)</td>
<td>(£1,500)</td>
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<td>(£14,508)</td>
<td>(£14,508)</td>
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<td>Mercat Cross Regeneration</td>
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<tr>
<td>Stirling Council funded projects outwith core deal - Conservation Area Regeneration Scheme</td>
<td>Current Budget 21/22</td>
<td>Actual Spend end March 2022</td>
<td>Variance over / (under)</td>
<td>Carry Forward Approved in Budget for 2022/23</td>
<td>Advanced Spend Offset in Budget for 2022/23</td>
<td>carry forward to be approved re outturn</td>
<td>spend changes to be approved re outturn</td>
<td>Detail of additional budget amendments</td>
</tr>
<tr>
<td>---</td>
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<td>£11,000</td>
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<td>(£11,000)</td>
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<table>
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<tr>
<th>Old Viewforth Cycle Shed - Cycle Scotland</th>
<th>Current Budget 21/22</th>
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<th>Variance over / (under)</th>
<th>Carry Forward Approved in Budget for 2022/23</th>
<th>Advanced Spend Offset in Budget for 2022/23</th>
<th>carry forward to be approved re outturn</th>
<th>spend changes to be approved re outturn</th>
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<td>£0</td>
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<td>Old and completed project, no carry forward required</td>
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<table>
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<th>Springkerse District Heating System</th>
<th>Current Budget 21/22</th>
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<th>Variance over / (under)</th>
<th>Carry Forward Approved in Budget for 2022/23</th>
<th>Advanced Spend Offset in Budget for 2022/23</th>
<th>carry forward to be approved re outturn</th>
<th>spend changes to be approved re outturn</th>
<th>Detail of additional budget amendments</th>
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<th>Forthside</th>
<th>Current Budget 21/22</th>
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<th>Variance over / (under)</th>
<th>Carry Forward Approved in Budget for 2022/23</th>
<th>Advanced Spend Offset in Budget for 2022/23</th>
<th>carry forward to be approved re outturn</th>
<th>spend changes to be approved re outturn</th>
<th>Detail of additional budget amendments</th>
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<th>Total Other Project Carry Forwards from 2020/21</th>
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<th>Variance over / (under)</th>
<th>Carry Forward Approved in Budget for 2022/23</th>
<th>Advanced Spend Offset in Budget for 2022/23</th>
<th>carry forward to be approved re outturn</th>
<th>spend changes to be approved re outturn</th>
<th>Detail of additional budget amendments</th>
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<tr>
<td>£861,205</td>
<td>£553,172</td>
<td>(£308,033)</td>
<td>£107,964</td>
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<td>£170,767</td>
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<td>Old and completed project, no carry forward required</td>
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### Participatory Budgeting - Capital Allocation

<table>
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<tr>
<th>DBA1 Dunblane Accessible Toilets</th>
<th>Current Budget</th>
<th>Actual Spend</th>
<th>Variance</th>
<th>Carry Forward Approved</th>
<th>Advanced Spend Offset</th>
<th>carry forward to be approved</th>
<th>spend changes to be approved</th>
<th>Detail of additional budget amendments</th>
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<tbody>
<tr>
<td>£37,976</td>
<td>£29,689</td>
<td>(£8,287)</td>
<td>£976</td>
<td>£37,976</td>
<td>£29,689</td>
<td>(£8,287)</td>
<td>£976</td>
<td>Additional carry forward of £7,311 requested</td>
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<table>
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<tr>
<th>FE1 Playpark Pavilion Arnprior</th>
<th>Current Budget</th>
<th>Actual Spend</th>
<th>Variance</th>
<th>Carry Forward Approved</th>
<th>Advanced Spend Offset</th>
<th>carry forward to be approved</th>
<th>spend changes to be approved</th>
<th>Detail of additional budget amendments</th>
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<table>
<thead>
<tr>
<th>SE4 Provide Netting around Braehead Football Park</th>
<th>Current Budget</th>
<th>Actual Spend</th>
<th>Variance</th>
<th>Carry Forward Approved</th>
<th>Advanced Spend Offset</th>
<th>carry forward to be approved</th>
<th>spend changes to be approved</th>
<th>Detail of additional budget amendments</th>
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<td>£29,538</td>
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<table>
<thead>
<tr>
<th>SW16 Kings Park Toilets Upgrade</th>
<th>Current Budget</th>
<th>Actual Spend</th>
<th>Variance</th>
<th>Carry Forward Approved</th>
<th>Advanced Spend Offset</th>
<th>carry forward to be approved</th>
<th>spend changes to be approved</th>
<th>Detail of additional budget amendments</th>
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<tbody>
<tr>
<td>£8,347</td>
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<table>
<thead>
<tr>
<th>TT2 Cycle Network Stirling To Aberfoyle</th>
<th>Current Budget</th>
<th>Actual Spend</th>
<th>Variance</th>
<th>Carry Forward Approved</th>
<th>Advanced Spend Offset</th>
<th>carry forward to be approved</th>
<th>spend changes to be approved</th>
<th>Detail of additional budget amendments</th>
</tr>
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<tbody>
<tr>
<td>£41,041</td>
<td>£41,041</td>
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<td>£0</td>
<td>£29,896</td>
<td>£41,041</td>
<td>(£11,145)</td>
<td>£29,896</td>
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<table>
<thead>
<tr>
<th>TT17 Accessible Public Toilets Aberfoyle</th>
<th>Current Budget</th>
<th>Actual Spend</th>
<th>Variance</th>
<th>Carry Forward Approved</th>
<th>Advanced Spend Offset</th>
<th>carry forward to be approved</th>
<th>spend changes to be approved</th>
<th>Detail of additional budget amendments</th>
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<tbody>
<tr>
<td>£37,756</td>
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<td>£2,896</td>
<td>£10,380</td>
<td>£37,756</td>
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<table>
<thead>
<tr>
<th>Total Participatory Budgeting</th>
<th>Current Budget</th>
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<th>Variance</th>
<th>Carry Forward Approved</th>
<th>Advanced Spend Offset</th>
<th>carry forward to be approved</th>
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<th>Detail of additional budget amendments</th>
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<td>£195,310</td>
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<td>£58,374</td>
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<tr>
<td>Projects supported by External Grants &amp; Contributions</td>
<td>Current Budget 21/22</td>
<td>Actual Spend end March 2022</td>
<td>Carry Forward to be approved re outturn</td>
<td>spend changes to be approved re outturn</td>
<td>Project narratives and explanations in next appendix</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>------------------------------------------------------</td>
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<td>Early Learning and Childcare 1140 Expansion</td>
<td>£3,266,776</td>
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<td>Chromebooks for all P4 pupils</td>
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<tr>
<td>Electric Vehicles &amp; Charging Infrastructure (Switched on Towns &amp; Cities)</td>
<td>£1,279,595</td>
<td>£811,019 (£468,576)</td>
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<td>£54,981</td>
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<tr>
<td>Electric Vehicles &amp; Charging Infrastructure (Switched on Fleet)</td>
<td>£156,691</td>
<td>£85,308 (£71,384)</td>
<td>£80,323</td>
<td>(£8,940)</td>
<td>Reduction in carry forward of £8,940 requested</td>
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<tr>
<td>Electric Vehicles &amp; Charging Infrastructure (Local Authority Installation Programme)</td>
<td>£55,709</td>
<td>£55,709</td>
<td>£17,311</td>
<td>(£17,311)</td>
<td>Previously requested carry forward to be funded by grant, now expected in 22/23</td>
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<td>Traffic Management &amp; Community Road Safety (CWSS)</td>
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<td>LTS - Towns, Villages, Rural Area Transport Plan (Balfron)</td>
<td>£388,000</td>
<td>£38,110 (£349,890)</td>
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<td>£1,890</td>
<td>Additional carry forward of £1,890 requested</td>
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<td>LTS - Active Travel &amp; Placemaking - Manor Powis</td>
<td>£74,790</td>
<td>£38,806 (£35,984)</td>
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<td>LTS - Active Travel &amp; Placemaking - City Centre South</td>
<td>£116,429</td>
<td>£25,241 (£91,188)</td>
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<td>£32,047</td>
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<td>Smart Cities - Open Data</td>
<td>£73,500</td>
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<td>Callander Infrastructure &amp; Tourist Resort</td>
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<td>Additional carry forward of £20,000 requested</td>
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<td>Gaelic Education Grant</td>
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<td>CO2 Monitors (Private &amp; Third Sector)</td>
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<td>CO2 Monitors (Private &amp; Third Sector)</td>
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<td>Spaces for 316 People</td>
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<td>Town Centre Fund Aberfoyle Public Area Development &amp; Tourism</td>
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<td>Town Centre Fund Alhambra Theatre Project</td>
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<td>Town Centre Fund Cornton Community Enterprise Hub</td>
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<td>£31,096 (£76,404)</td>
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<td>Town Centre Fund Dunblane - Enhancing and Sustaining the High Street</td>
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<td>Town Centre Fund Improving Accessibility and Play in Callander</td>
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<td>Town Centre Fund Killin - Improving Signage and Signposting</td>
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<td>Town Centre Fund St Ninian’s Connecting Communities</td>
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<td>COVID19 School Transport Retrofit</td>
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<td>Public Sector Gypsi Traveller Sites</td>
<td>£72,000</td>
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<td>Underspend needs to be carried forward to meet NHT commitment or be repaid to Scot Gov</td>
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<td>St Kessogos</td>
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<td>£705</td>
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<td>Nature Restoration Fund</td>
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<td>Variance over / (under)</td>
<td>Carry Forward Approved in Budget for 2022/23</td>
<td>Advanced Spend Offset in Budget for 2022/23</td>
<td>carry forward to be approved re outturn</td>
<td>spend changes to be approved re outturn</td>
<td>Detail of additional budget amendments</td>
</tr>
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<td>Strategic Timber Transport Scheme - East Loch Lomond &amp; Balquhidder</td>
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<td>£306,850</td>
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<td>Renewal of Play Parks in Scotland</td>
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<td>£84,263</td>
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<td>Additional carry forward of £5,737 requested</td>
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<td>Place Based Investment Programme City Commissions</td>
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<td>£0</td>
<td>Additional carry forward of £20,000 requested</td>
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<tr>
<td>Place Based Investment Programme Alhambra Theatre</td>
<td>£85,000</td>
<td>£85,000</td>
<td>£0</td>
<td>£0</td>
<td>£0</td>
<td>No change</td>
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<td>Place Based Investment Programme Building Improvement Grants</td>
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<td>(£25,000)</td>
<td>£50,000</td>
<td>(£50,000)</td>
<td>£0</td>
<td>Under delegated powers, overspend on Albert Hall to be met from City Dressing/Branding £26,385, Building Improvement Grant £25,000, and 3rd Party Grant Scheme £25,000, as presented to February F&amp;E Committee</td>
<td></td>
</tr>
<tr>
<td>Place Based Investment Programme City Dressing / Branding</td>
<td>£50,000</td>
<td>£0</td>
<td>(£50,000)</td>
<td>£23,615</td>
<td>£23,615</td>
<td>£0</td>
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<td></td>
</tr>
<tr>
<td>Place Based Investment Programme - 3rd Party Grant Scheme</td>
<td>£150,000</td>
<td>£100,798</td>
<td>(£49,202)</td>
<td>£24,202</td>
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<td>£0</td>
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<tr>
<td>Place Based Investment Programme - Albert Hall Development</td>
<td>£50,000</td>
<td>£126,385</td>
<td>£76,385</td>
<td>(£50,000)</td>
<td>£50,000</td>
<td>£0</td>
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</tr>
<tr>
<td>Place Based Investment Programme - Visitor Management Wayfinder &amp; Interpretation Trail</td>
<td>£200,000</td>
<td>£160,000</td>
<td>(£40,000)</td>
<td>£50,000</td>
<td>(£10,000)</td>
<td>£0</td>
<td>Reduction in carry forward of £10,000 requested</td>
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<tr>
<td><strong>Total Projects supported by External Grants &amp; Contributions</strong></td>
<td><strong>£22,229,930</strong></td>
<td><strong>£17,970,662</strong></td>
<td><strong>(£4,259,268)</strong></td>
<td><strong>£3,747,089</strong></td>
<td><strong>£0</strong></td>
<td><strong>£482,755</strong></td>
<td><strong>£0</strong></td>
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Project narratives and explanations in next appendix.
### General Services Capital Programme 2021/22

<table>
<thead>
<tr>
<th>Project Description</th>
<th>Current Budget 21/22</th>
<th>Actual Spend end March 2022</th>
<th>Variance over / (under)</th>
<th>Carry Forward Approved in Budget for 2022/23</th>
<th>Advanced Spend Offset in Budget for 2022/23</th>
<th>carry forward to be approved re outturn</th>
<th>spend changes to be approved re outturn</th>
<th>Detail of additional budget amendments</th>
<th>Project narratives and explanations in next appendix</th>
</tr>
</thead>
<tbody>
<tr>
<td>Solar Canopies at the Peak</td>
<td>£1,923,590</td>
<td>£2,400</td>
<td>(£1,921,184)</td>
<td>£1,921,184</td>
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<td></td>
<td></td>
<td></td>
<td>Additional carry forward of £529,908 requested</td>
</tr>
<tr>
<td>Public Realm &amp; environmental improvements (Fallin, Plean &amp; Hillpark)</td>
<td>£846,092</td>
<td>£316,184</td>
<td>(£529,908)</td>
<td>£529,908</td>
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<td></td>
<td></td>
<td></td>
<td>Under spend used to meet overspends elsewhere</td>
</tr>
<tr>
<td>Depot Rationalisation Project</td>
<td>£9,059</td>
<td>£3,637</td>
<td>(£5,422)</td>
<td>0</td>
<td>0</td>
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<td></td>
<td></td>
<td>Under spend used to meet overspends elsewhere</td>
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<tr>
<td>PBB S IG015 Solar Canopies at Castlevue Park &amp; Ride</td>
<td>£189,797</td>
<td>£189,797</td>
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<tr>
<td>PBB S IG013 Advertise revenue generation from Council assets</td>
<td>£9,059</td>
<td>0</td>
<td>(£9,059)</td>
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<td>0</td>
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<tr>
<td>Bin Policy Implementation</td>
<td>£285,943</td>
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<tr>
<td>Electric Vehicles (ASN)</td>
<td>£73,430</td>
<td>£73,430</td>
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<tr>
<td>Early Learning &amp; Childcare 1140 Expansion</td>
<td>£1,300,000</td>
<td>0</td>
<td>(£1,300,000)</td>
<td>0</td>
<td>0</td>
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<tr>
<td><strong>Total Projects funded by Prudential Borrowing</strong></td>
<td>£4,637,520</td>
<td>£871,397</td>
<td>(£3,766,123)</td>
<td>£3,221,184</td>
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<td>£529,908</td>
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### City Region Deal

<table>
<thead>
<tr>
<th>Project Description</th>
<th>Current Budget 21/22</th>
<th>Actual Spend end March 2022</th>
<th>Variance over / (under)</th>
<th>Carry Forward Approved in Budget for 2022/23</th>
<th>Advanced Spend Offset in Budget for 2022/23</th>
<th>carry forward to be approved re outturn</th>
<th>spend changes to be approved re outturn</th>
<th>Detail of additional budget amendments</th>
<th>Project narratives and explanations in next appendix</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regional Digital Hub (Cowie Regeneration)</td>
<td>£1,236,033</td>
<td>£773,868</td>
<td>(£462,165)</td>
<td>£526,097</td>
<td>£0</td>
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<td></td>
<td>Reduction in carry forward of £63,932 requested</td>
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<tr>
<td>Development of Culture, Heritage &amp; Tourism Assets</td>
<td>£500,000</td>
<td>0</td>
<td>(£500,000)</td>
<td>£500,000</td>
<td>£0</td>
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<td></td>
<td></td>
<td>Carry forward of £500,000 requested</td>
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<tr>
<td>Active Travel Routes (including Walk Cycle Live Stirling)</td>
<td>£590,442</td>
<td>£273,626</td>
<td>(£316,816)</td>
<td>£676,816</td>
<td>£0</td>
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<td></td>
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<td>Carry forward of £676,816 requested</td>
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<tr>
<td><strong>Total City Region Deal</strong></td>
<td>£2,686,475</td>
<td>£1,047,494</td>
<td>(£1,638,980)</td>
<td>£526,097</td>
<td>£0</td>
<td>£1,112,883</td>
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### Capital Financed from Current Revenue (CFCR)

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<th>Project Description</th>
<th>Current Budget 21/22</th>
<th>Actual Spend end March 2022</th>
<th>Variance over / (under)</th>
<th>Carry Forward Approved in Budget for 2022/23</th>
<th>Advanced Spend Offset in Budget for 2022/23</th>
<th>carry forward to be approved re outturn</th>
<th>spend changes to be approved re outturn</th>
<th>Detail of additional budget amendments</th>
<th>Project narratives and explanations in next appendix</th>
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</thead>
<tbody>
<tr>
<td>ICT Education - Service CFCR</td>
<td>£222,859</td>
<td>£222,859</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>ICT Server Replacement - Service CFCR</td>
<td>£78,922</td>
<td>£78,922</td>
<td>0</td>
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<td>0</td>
<td>0</td>
<td>No change</td>
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<tr>
<td>Stairlifts - Service CFCR</td>
<td>£25,740</td>
<td>£25,740</td>
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<td>No change</td>
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</tr>
<tr>
<td>Digital Transformation - Technology &amp; Devices - VMware Horizon (VDI) Proof of Concept</td>
<td>£350,000</td>
<td>£350,000</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>No change</td>
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<tr>
<td>Digital Investment in Education - Replacement Chromebooks</td>
<td>£422,000</td>
<td>£416,080</td>
<td>(£5,920)</td>
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<td>No change</td>
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<tr>
<td><strong>Total Capital Financed from Current Revenue (CFCR)</strong></td>
<td>£1,099,521</td>
<td>£1,093,601</td>
<td>(£5,920)</td>
<td>0</td>
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### Developer Contributions (used in year)

<table>
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<tr>
<th>Project Description</th>
<th>Current Budget 21/22</th>
<th>Actual Spend end March 2022</th>
<th>Variance over / (under)</th>
<th>Carry Forward Approved in Budget for 2022/23</th>
<th>Advanced Spend Offset in Budget for 2022/23</th>
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<th>spend changes to be approved re outturn</th>
<th>Detail of additional budget amendments</th>
<th>Project narratives and explanations in next appendix</th>
</tr>
</thead>
<tbody>
<tr>
<td>Land Services</td>
<td>£96,330</td>
<td>£77,029</td>
<td>(£19,301)</td>
<td>£19,301</td>
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<td></td>
<td>Additional carry forward of £19,301 requested</td>
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<tr>
<td><strong>Total Developer Contributions (used in year)</strong></td>
<td>£96,330</td>
<td>£77,029</td>
<td>(£19,301)</td>
<td>0</td>
<td>0</td>
<td>0</td>
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### TOTAL CAPITAL EXPENDITURE PROGRAMME

<table>
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<tr>
<th></th>
<th>Current Budget 21/22</th>
<th>Actual Spend end March 2022</th>
<th>Variance over / (under)</th>
<th>Carry Forward Approved in Budget for 2022/23</th>
<th>Advanced Spend Offset in Budget for 2022/23</th>
<th>carry forward to be approved re outturn</th>
<th>spend changes to be approved re outturn</th>
<th>Detail of additional budget amendments</th>
<th>Project narratives and explanations in next appendix</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>£49,046,124</td>
<td>£33,218,677</td>
<td>(£15,827,447)</td>
<td>£10,908,308</td>
<td>(£1,444,000)</td>
<td>£6,056,213</td>
<td>£286,010</td>
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</tbody>
</table>
### General Services Capital Programme 2021/22

<table>
<thead>
<tr>
<th>Budget</th>
<th>Current Budget 21/22</th>
<th>Actual Spend end March 2022</th>
<th>Variance over / (under)</th>
<th>Carry Forward Approved in Budget for 2022/23</th>
<th>Advanced Spend Offset in Budget for 2022/23</th>
<th>Carry forward spend changes to be approved re outturn</th>
<th>Detail of additional budget amendments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>21/22</td>
<td></td>
<td></td>
<td>Carry Forward Approved in Budget for 2022/23</td>
<td>Advanced Spend Offset in Budget for 2022/23</td>
<td>Carry forward spend changes to be approved re outturn</td>
<td>Detail of additional budget amendments</td>
</tr>
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<td></td>
<td></td>
<td></td>
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</table>

#### Vehicle, Plant & Equipment Receipts

<table>
<thead>
<tr>
<th>Category</th>
<th>Current Budget</th>
<th>Actual Spend</th>
<th>Variance</th>
<th>Carry Forward</th>
<th>Advanced Spend Offset</th>
<th>Carry forward spend changes to be approved re outturn</th>
<th>Detail of additional budget amendments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Integrated Land, Roads &amp; Waste VPE</td>
<td>£22,293</td>
<td>£0</td>
<td>(£22,293)</td>
<td>£0</td>
<td>£0</td>
<td>£0</td>
<td>New receipts generated from sales of vehicles will be held in Capital Receipts Reserve pending use by service area.</td>
</tr>
<tr>
<td>Pool Cars</td>
<td>£25,968</td>
<td>£0</td>
<td>(£25,968)</td>
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<tr>
<td>Other VPE Receipts</td>
<td>£23,349</td>
<td>£0</td>
<td>(£23,349)</td>
<td>£0</td>
<td>£0</td>
<td>£0</td>
<td></td>
</tr>
<tr>
<td><strong>Total Vehicle, Plant &amp; Equipment Receipts</strong></td>
<td><strong>£71,610</strong></td>
<td><strong>£0</strong></td>
<td><strong>(£71,610)</strong></td>
<td><strong>£0</strong></td>
<td><strong>£0</strong></td>
<td><strong>£0</strong></td>
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#### Developer Contributions

<table>
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<tr>
<th>Category</th>
<th>Current Budget</th>
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<th>Variance</th>
<th>Carry Forward</th>
<th>Advanced Spend Offset</th>
<th>Carry forward spend changes to be approved re outturn</th>
<th>Detail of additional budget amendments</th>
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</thead>
<tbody>
<tr>
<td>Land Services</td>
<td>£105,838</td>
<td>£0</td>
<td>(£105,838)</td>
<td>£0</td>
<td>£0</td>
<td>£0</td>
<td>Balances are held in balance sheet until developer contribution spend has been incurred.</td>
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<tr>
<td>Roads &amp; Transport</td>
<td>£914,758</td>
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<tr>
<td>Roads &amp; Transport - Other</td>
<td>£1,049,498</td>
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<tr>
<td>Waste Services</td>
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<td>(£12,137)</td>
<td>£0</td>
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<tr>
<td>Education</td>
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<td>(£1,262,384)</td>
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<td>£0</td>
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</tr>
<tr>
<td><strong>Total Developer Contributions</strong></td>
<td><strong>£2,305,615</strong></td>
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<td><strong>(£2,305,615)</strong></td>
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<td><strong>£0</strong></td>
<td><strong>£0</strong></td>
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**TOTAL CAPITAL EXPENDITURE PROGRAMME**

<table>
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<tr>
<th>Category</th>
<th>Current Budget</th>
<th>Actual Spend</th>
<th>Variance</th>
<th>Carry Forward</th>
<th>Advanced Spend Offset</th>
<th>Carry forward spend changes to be approved re outturn</th>
<th>Detail of additional budget amendments</th>
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<tbody>
<tr>
<td><strong>TOTAL CAPITAL EXPENDITURE PROGRAMME</strong></td>
<td><strong>£51,423,349</strong></td>
<td><strong>£33,218,677</strong></td>
<td><strong>(£18,204,672)</strong></td>
<td><strong>£10,908,308</strong></td>
<td><strong>(£1,444,000)</strong></td>
<td><strong>£6,056,213</strong></td>
<td><strong>£286,010</strong></td>
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## AMOUNTS NOT CARRIED FORWARD TO 2022/23

### General Services Capital Programme 2021/22

<table>
<thead>
<tr>
<th>Description</th>
<th>Variance over / (under)</th>
<th>Variance Offset</th>
<th>Variance Other</th>
<th>Total Not Carried Forward</th>
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<tbody>
<tr>
<td>Communities</td>
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<tr>
<td>Plean Community Hub</td>
<td>(£100,000)</td>
<td>(£50,000)</td>
<td>(£50,000)</td>
<td>(£50,000)</td>
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<tr>
<td>Bannockburn former RBS building - additional works</td>
<td>£111,126</td>
<td>£111,126</td>
<td>£111,126</td>
<td>£111,126</td>
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<tr>
<td>IT &amp; Digital Transformation</td>
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<tr>
<td>Digital Transformation - Technology &amp; Devices - replacement of corporate switching infrastructure</td>
<td>(£2,091)</td>
<td>(£2,091)</td>
<td>(£2,091)</td>
<td>(£2,091)</td>
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<td>Digital Transformation - Technology &amp; Devices - Investment in Toolsets for ICT</td>
<td>(£2,520)</td>
<td>(£2,520)</td>
<td>(£2,520)</td>
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<tr>
<td>Rolling Replacement of PCs &amp; Laptops (Year 1 of 5 Year rolling programme)</td>
<td>£6,242</td>
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<tr>
<td>Digital Investment in Education - Interactive Whiteboards</td>
<td>£625</td>
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<td>Digital Investment in Education - Wireless Infrastructure</td>
<td>(£2,870)</td>
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<td></td>
<td>(£1,346)</td>
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<tr>
<td>Advancement of Programme Spending</td>
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<tr>
<td>Aberfoyle Bike Shelter</td>
<td>£13,980</td>
<td>(£1,020)</td>
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<td></td>
<td>£13,980</td>
<td>(£1,020)</td>
<td>(£1,020)</td>
<td>(£1,020)</td>
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<tr>
<td>Other Projects Carried Forward from 2020/21</td>
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<tr>
<td>The River</td>
<td>(£1,268)</td>
<td>(£1,268)</td>
<td>(£1,268)</td>
<td>(£1,268)</td>
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<tr>
<td>City Transport</td>
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<td>(£14,508)</td>
<td>(£14,508)</td>
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<td>Mercat Cross Regeneration</td>
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<tr>
<td>Old Viewforth Cycle Shed - Cycle Scotland</td>
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<td>(£90)</td>
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<td>Forthside</td>
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<td>(£29,302)</td>
<td>(£29,302)</td>
<td>(£29,302)</td>
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<tr>
<td>Projects supported by External Grants &amp; Contributions</td>
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<tr>
<td>Smart Cities - Open Data</td>
<td>(£19,543)</td>
<td>(£11,726)</td>
<td>(£7,817)</td>
<td>(£19,543)</td>
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<tr>
<td>Public Sector Gypsy Traveller Sites</td>
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<td>(£9,881)</td>
<td>(£9,881)</td>
<td>(£9,881)</td>
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<tr>
<td></td>
<td>(£29,424)</td>
<td>(£11,726)</td>
<td>(£17,698)</td>
<td>(£29,424)</td>
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<tr>
<td>General Services Capital Programme 2021/22</td>
<td>Variance over / (under)</td>
<td>Variance Offset</td>
<td>Variance Other</td>
<td>Total Net Carried Forward</td>
</tr>
<tr>
<td>------------------------------------------</td>
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</tr>
<tr>
<td><strong>Projects funded by Prudential Borrowing</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Depot Rationalisation Project</td>
<td>(£5,972)</td>
<td>(£5,972)</td>
<td>(£5,972)</td>
<td>(£5,972)</td>
</tr>
<tr>
<td>PBB 5 IG013 Advertise revenue generation from Council assets</td>
<td>(£9,059)</td>
<td>(£9,059)</td>
<td>(£9,059)</td>
<td>(£9,059)</td>
</tr>
<tr>
<td></td>
<td>(£15,031)</td>
<td>(£15,031)</td>
<td>£0</td>
<td>(£15,031)</td>
</tr>
<tr>
<td><strong>Capital Financed from Current Revenue (CFCR)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Digital Investment in Education - Replacement Chromebooks</td>
<td>(£5,920)</td>
<td>(£5,920)</td>
<td>(£5,920)</td>
<td>(£5,920)</td>
</tr>
<tr>
<td></td>
<td>(£5,920)</td>
<td>£0</td>
<td>(£5,920)</td>
<td>(£5,920)</td>
</tr>
<tr>
<td><strong>Total Net variance not carried forward</strong></td>
<td></td>
<td></td>
<td></td>
<td>(£20,916)</td>
</tr>
<tr>
<td><strong>Net variance funded via prudential borrowing</strong></td>
<td></td>
<td></td>
<td></td>
<td>£2,702</td>
</tr>
<tr>
<td><strong>Net variance where grant or CFCR not now expected</strong></td>
<td></td>
<td></td>
<td></td>
<td>(£23,618)</td>
</tr>
<tr>
<td>General Services Capital Programme 2021/22</td>
<td>Current Budget 21/22</td>
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<tr>
<td>Communities</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Investment in Community Facilities</td>
<td>£209,711</td>
<td>£15,086</td>
<td>(£194,625)</td>
<td>£194,625</td>
</tr>
<tr>
<td>Cemeteries Infrastructure Improvements</td>
<td>£100,000</td>
<td>£94,791</td>
<td>(5,209)</td>
<td>£5,209</td>
</tr>
<tr>
<td>Library Infrastructure Improvements</td>
<td>£316,065</td>
<td>£57,430</td>
<td>(£258,635)</td>
<td>£258,635</td>
</tr>
<tr>
<td>New / Extended Cemeteries (Strathblane, Bannockburn &amp; Logie)</td>
<td>£60,730</td>
<td>0</td>
<td>(£60,730)</td>
<td>£60,730</td>
</tr>
<tr>
<td>Infrastructure to support Sustainable Growth Agreement</td>
<td>£30,346</td>
<td>£5,938</td>
<td>(£24,408)</td>
<td>£24,408</td>
</tr>
<tr>
<td>Plean Community Hub</td>
<td>£100,000</td>
<td>0</td>
<td>(£100,000)</td>
<td>£50,000</td>
</tr>
<tr>
<td>Bandeath Dog Shelter Refurbishment</td>
<td>£323,982</td>
<td>£17,339</td>
<td>(£306,643)</td>
<td>£306,643</td>
</tr>
<tr>
<td>Dementia Friendly Infrastructure</td>
<td>£50,000</td>
<td>£24,723</td>
<td>(£25,277)</td>
<td>£25,277</td>
</tr>
<tr>
<td>Cornton Regeneration</td>
<td>£80,000</td>
<td>0</td>
<td>(£80,000)</td>
<td>£80,000</td>
</tr>
<tr>
<td>Bannockburn Library - Makers Space</td>
<td>£298,754</td>
<td>£297,611</td>
<td>(1,143)</td>
<td>£1,143</td>
</tr>
<tr>
<td>Bannockburn former RBS building - additional works</td>
<td>£400,000</td>
<td>£511,126</td>
<td>£111,126</td>
<td>£0</td>
</tr>
<tr>
<td>Dunblane Football Pitch</td>
<td>£80,000</td>
<td>£1,950</td>
<td>(£78,050)</td>
<td>£78,050</td>
</tr>
<tr>
<td><strong>Total Communities</strong></td>
<td><strong>£2,049,588</strong></td>
<td><strong>£1,025,995</strong></td>
<td><strong>(£1,023,593)</strong></td>
<td><strong>£1,084,719</strong></td>
</tr>
</tbody>
</table>

**Appendix 1d**
<table>
<thead>
<tr>
<th>General Services Capital Programme 2021/22</th>
<th>Current Budget 21/22</th>
<th>Actual Spend end March 2022</th>
<th>Variance over / (under)</th>
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<th>Programme Narrative</th>
</tr>
</thead>
<tbody>
<tr>
<td>Investment in Education Estate (lifecycle investment)</td>
<td>£500,000</td>
<td>£390,758</td>
<td>(£109,242)</td>
<td>£109,242</td>
<td>The contract to undertake external fabric improvements at Fintry Primary School was delayed as this was a bundled contract with the 1140 nursery works at Fintry and an overall review of the early years capital programme costs had to be concluded before this bundled contract could be awarded. Legal commitment is now in place and the contracted works are currently on site. Full carry forward is requested to support further lifecycle investment projects.</td>
<td></td>
</tr>
<tr>
<td>Education Estate - Major Investment Priorities</td>
<td>£1,161,977</td>
<td>£590,448</td>
<td>(£571,529)</td>
<td>£571,529</td>
<td>The land purchase to facilitate the development of the Callander Campus and construction of the new build Callander Primary School was delayed by the other party and did not complete prior to year end. This is expected to conclude by end June. The specialist stonework contract to complete the refurbishment project at Aberfoyle Primary School is underway but slipped due to availability of contractor resource; this will complete during school summer holidays. All carry forward required to conclude these projects.</td>
<td></td>
</tr>
<tr>
<td>Secondary School specialist provision (complex needs &amp; ASD)</td>
<td>£520,652</td>
<td>£23,172</td>
<td>(£497,480)</td>
<td>£497,480</td>
<td>Delayed delivery of the design stage of 3 new ASN provisions, 2 in rural locations and 1 within the City Centre, due to Consultation approval timeline and finalising scope, full carry forward required.</td>
<td></td>
</tr>
<tr>
<td>School Learning Spaces</td>
<td>£105,623</td>
<td>£43,845</td>
<td>(£61,778)</td>
<td>£61,778</td>
<td>Works were required to undertaken in the school holiday periods to minimise disruption, and delays occurred in securing floor carpet and vinyl, carry forward is required to complete the works.</td>
<td></td>
</tr>
<tr>
<td>Borestone Primary School (including LDP growth)</td>
<td>£866,766</td>
<td>£23,516</td>
<td>(£843,250)</td>
<td>£843,250</td>
<td>Slowing in the rate of housebuilding in the catchment area delayed the need for additional school capacity. As a result the project to extend Borestone Primary School was paused during 2021/22. The project has now restarted with construction to be complete for a August 2023 handover. Full carry forward requested.</td>
<td></td>
</tr>
<tr>
<td>LDP Growth Mitigation - Durieshill</td>
<td>£50,000</td>
<td>£9,400</td>
<td>(£40,600)</td>
<td>£40,600</td>
<td>Project delayed while negotiations with the housing developer on the Planning application and S75 continue. Design of the new primary school will commence in 2022/23.</td>
<td></td>
</tr>
<tr>
<td>LDP Growth Mitigation - South Stirling Gateway Primary School</td>
<td>£100,000</td>
<td>£10,227</td>
<td>(£89,773)</td>
<td>£89,773</td>
<td>Project delayed while negotiations with the housing developer on the Planning application and S75 continue. Design of the new primary school will commence in 2022/23.</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>£3,305,018</strong></td>
<td><strong>£1,091,367</strong></td>
<td><strong>(£2,213,651)</strong></td>
<td><strong>£2,213,651</strong></td>
<td><strong>£0</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>IT &amp; Digital Transformation</th>
<th>Current Budget 21/22</th>
<th>Actual Spend end March 2022</th>
<th>Variance over / (under)</th>
<th>Proposed Total Carry Forward in Budget for 2022/23</th>
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<th>Programme Narrative</th>
</tr>
</thead>
<tbody>
<tr>
<td>Digital Transformation - Technology &amp; Devices - replacement of corporate switching infrastructure</td>
<td>£125,000</td>
<td>£122,909</td>
<td>(£2,091)</td>
<td>£0</td>
<td>Completed. No need for Carry Forward</td>
<td></td>
</tr>
<tr>
<td>Digital Transformation - Technology &amp; Devices - Hardware Refreshes</td>
<td>£50,000</td>
<td>£40,827</td>
<td>(£9,173)</td>
<td>£9,173</td>
<td>Delay in delivery of monitors, therefore Carry Forward request into 2022-23</td>
<td></td>
</tr>
<tr>
<td>Digital Transformation - Technology &amp; Devices - Investment in Toolsets for ICT</td>
<td>£75,000</td>
<td>£72,480</td>
<td>(£2,520)</td>
<td>£0</td>
<td>Completed. No need for Carry Forward</td>
<td></td>
</tr>
<tr>
<td>Digital Transformation - Technology &amp; Devices - Firewalls for Education Point of Presence</td>
<td>£75,000</td>
<td>£74,268</td>
<td>(£732)</td>
<td>£0</td>
<td>Completed. No need for Carry Forward</td>
<td></td>
</tr>
<tr>
<td>Digital Transformation - Technology &amp; Devices - Remote Access Infrastructure Replacement</td>
<td>£50,000</td>
<td>£50,000</td>
<td>£0</td>
<td>£0</td>
<td>Completed</td>
<td></td>
</tr>
<tr>
<td>Rolling Replacement of PCs &amp; Laptops (Year 1 of 5 Year rolling programme)</td>
<td>£100,000</td>
<td>£106,242</td>
<td>£6,242</td>
<td>£0</td>
<td>Completed. No need for Carry Forward</td>
<td></td>
</tr>
<tr>
<td>Digital Investment in Education - Interactive Whiteboards</td>
<td>£79,910</td>
<td>£80,535</td>
<td>£625</td>
<td>£0</td>
<td>Completed. No need for Carry Forward</td>
<td></td>
</tr>
<tr>
<td>Digital Investment in Education - Wireless Infrastructure</td>
<td>£30,000</td>
<td>£27,130</td>
<td>(£2,870)</td>
<td>£0</td>
<td>Completed. No need for Carry Forward</td>
<td></td>
</tr>
<tr>
<td>SWIFT Replacement System</td>
<td>£1,127,000</td>
<td>£0</td>
<td>(£1,127,000)</td>
<td>£1,127,000</td>
<td>To be carried forward to support any capital costs associated with system replacement. IJB have also agreed that budget can be used to support the MECS analogue to digital capital costs.</td>
<td></td>
</tr>
<tr>
<td>General Services Capital Programme 2021/22</td>
<td>Current Budget</td>
<td>Actual Spend end March 2022</td>
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</tr>
<tr>
<td><strong>Roads &amp; Infrastructure</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Road Infrastructure Improvement Fund (road surfacing &amp; footway works)</td>
<td>£4,386,998</td>
<td>£4,460,179</td>
<td>£73,181</td>
<td>(£73,181)</td>
<td>(£400,000)</td>
<td>All scheme works have been completed with £73k overspend which will be carried forward to 22/23 capital allocation</td>
</tr>
<tr>
<td>Major Flood Alleviation Schemes (Bridge of Allan, Callander &amp; Stirling)</td>
<td>£1,438,338</td>
<td>£541,808</td>
<td>(£896,530)</td>
<td>£896,530</td>
<td></td>
<td>Waiting further guidance from the Scottish Government on amber list projects, Callander and Bridge of Allan. Ability to spend £896k on Flood Scheme if funds available for full extent of financial year. Work will be adjusted/re profiled based on dissection from Scottish Government and available Capital funding. It is assumed that red list schemes will need to be shut down in a logical and orderly way. Funds will be required to close off projects, if guidance/instruction is given from the Scottish Government for this to take place.</td>
</tr>
<tr>
<td>Street Lighting Investment Programme</td>
<td>£160,811</td>
<td>£283,752</td>
<td>£122,941</td>
<td>(£122,941)</td>
<td>(£150,000)</td>
<td>Scheme works at Callander outstanding due to delays in supply connections by DNO</td>
</tr>
<tr>
<td>Bridges Capital - Major Projects</td>
<td>£348,376</td>
<td>£35,248</td>
<td>(£313,128)</td>
<td>£313,128</td>
<td></td>
<td>Inability to progress with Capital programme due to lack of internal officer resource. Ongoing vacancies within team. All internal resource focusing on Catterburn and Branshogle only.</td>
</tr>
<tr>
<td>Bridges Capital - Major Projects - Catterburn</td>
<td>£72,000</td>
<td>£84,935</td>
<td>£12,935</td>
<td>£0</td>
<td></td>
<td>Scheme preparation complete and tenders issued. Works anticipated to commence on 6 June 2022</td>
</tr>
<tr>
<td>Bridges Capital - Major Projects - Branshogle</td>
<td>£450,000</td>
<td>£285,918</td>
<td>(£164,083)</td>
<td>£151,148</td>
<td></td>
<td>Works ongoing into 22/23 due to environmental and geological issues encountered on site. Anticipated completion by Autumn 2022 additional costs incurred</td>
</tr>
<tr>
<td>Bridges Capital - Lunchkin</td>
<td>£10,000</td>
<td>£0</td>
<td>(£10,000)</td>
<td>(£10,000)</td>
<td></td>
<td>No spend is expected to be achieved on this Capital Budget as limited Bridge Team resources are already fully committed to high profile large scale, live projects/work streams include Branshoge, Catterburn, Stirling Station, Cardross as well as ongoing programme of revenue works, development of asset Management plans and Statutory Inspections</td>
</tr>
<tr>
<td>Bridges Capital - Cardross</td>
<td>£58,000</td>
<td>£0</td>
<td>(£58,000)</td>
<td>(£58,000)</td>
<td></td>
<td>Full design cost of £58k projected to be spent by August 2022</td>
</tr>
<tr>
<td>Play Areas, Parks &amp; Open Spaces</td>
<td>£241,500</td>
<td>£154,901</td>
<td>(£86,599)</td>
<td>(£2,679)</td>
<td>(£0)</td>
<td>21/22 Core Programme completed with small overspend. 22/23 programme advanced to 21/22 also completed.</td>
</tr>
<tr>
<td>Road Safety Plan - Implementation of Accident Sites Remedial Programme</td>
<td>£189,189</td>
<td>£191,868</td>
<td>£2,679</td>
<td>£0</td>
<td></td>
<td>21/22 Core Programme completed with small overspend. 22/23 programme advanced to 21/22 also completed.</td>
</tr>
<tr>
<td>Community Flood Management Projects</td>
<td>£200,000</td>
<td>£85,357</td>
<td>(£114,643)</td>
<td>(£114,643)</td>
<td></td>
<td>All potential works need to be review and repriorced</td>
</tr>
<tr>
<td>Bus Shelter Improvement Programme</td>
<td>£50,000</td>
<td>£50,000</td>
<td>(£0)</td>
<td>(£0)</td>
<td>(£27,872)</td>
<td>All capital was spent on this project within the year, but £57k was vired to CWSR to maximise grant, which has resulted in the underspend against bus shelters programme.</td>
</tr>
<tr>
<td>Transfer Station - Cat 3 Bay New Build</td>
<td>£344,326</td>
<td>£245,210</td>
<td>(£99,116)</td>
<td>(£99,116)</td>
<td></td>
<td>Due to rising costs with the framework agreement this project has stalled. Currently the service are looking to get an exact date for the life of the whole Waste Transfer Station prior to spending the Capital, just in case the building only has a few years left in which case further spend would be questioned. PMO providing assistance.</td>
</tr>
<tr>
<td>Railway Station Bridge Underpass</td>
<td>£650,000</td>
<td>£489,630</td>
<td>(£160,370)</td>
<td>(£160,370)</td>
<td></td>
<td>Contribution to works by Network Rail so project dependent on NR progress during 22/23</td>
</tr>
<tr>
<td><strong>Total Roads &amp; Infrastructure</strong></td>
<td>£8,599,538</td>
<td>£6,908,803</td>
<td>(£1,690,735)</td>
<td>(£1,690,735)</td>
<td>(£577,872)</td>
<td></td>
</tr>
<tr>
<td>General Services Capital Programme 2021/22</td>
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</tr>
<tr>
<td><strong>Social Care</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Private Sector Housing Grant - Major Disabled Adaption Grants</td>
<td>£709,460</td>
<td>£336,584</td>
<td>(£372,876)</td>
<td>£372,876</td>
<td>Reduction in number of referrals being passed through for grant processing.</td>
<td></td>
</tr>
<tr>
<td>Private Sector Housing Grant - Care &amp; Repair Scheme Grants</td>
<td>£102,668</td>
<td>£95,162</td>
<td>(£7,506)</td>
<td>£7,506</td>
<td>Delays in completing electrical installations of interlinked heat and smoke detectors external electrical contractors.</td>
<td></td>
</tr>
<tr>
<td>Private Sector Housing Grant - Lead Pipe Replacement Grants</td>
<td>£15,000</td>
<td>£9,150</td>
<td>(£5,850)</td>
<td>£5,850</td>
<td>This is a demand-led discretionary grant for home owners.</td>
<td></td>
</tr>
<tr>
<td>Telecare (equipment)</td>
<td>£150,000</td>
<td>£130,965</td>
<td>(£19,035)</td>
<td>£19,035</td>
<td>This is for the cost and equipment for community alarms (Mecs) and telecare equipment to ensure service users can remain in their own homes safely and able to a response if they require assistance such as a fall or emergency services. This is service led by demand.</td>
<td></td>
</tr>
<tr>
<td>Support Accommodation for Care Leavers- Beech Gardens</td>
<td>£150,000</td>
<td>£0</td>
<td>(£150,000)</td>
<td>£150,000</td>
<td>No spend anticipated in 21/22 pending outcome of business case.</td>
<td></td>
</tr>
<tr>
<td><strong>Total Social Care</strong></td>
<td>£1,127,128</td>
<td>£571,861</td>
<td>(£555,267)</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

| Stirling Economy                        |                      |                              |                          |                                               |                                               |                    |
| Rural Broadband                         | £100,000            | £90,425                      | (£9,575)                  | £9,575                                        | The final approved project at Glenlochay, experienced delays to site start resulting in a year-end underspend of £9,575. This project is scheduled to commence on site in May 2022. |
| City Centre Investments - Street Lighting | £246,651          | £113,341                     | (£133,310)                | £133,310                                      | £25,000                                      | The main project (Tolbooth Lighting) reached Tender Award stage in financial year 2021/22 but significant lead-in times for equipment delivery has resulted in an estimated site start of July 2022. Additional underspend of £7,310 relates to delays on the Athenium Lighting upgrade due to Framework contractor experiencing access issues which has resulted in a delay to financial year 2022/23 - a confirmed site start is awaited on this project but completion is expected by no later than Autumn 2022. |
| City Centre Investments - Public Realm   | £100,000            | £18,000                      | (£82,000)                 | £82,000                                       | £19,874                                      | Delays to approval of masterplan and designs for this project have lead to slippage and request for carry-forward. Current estimate is that the installations will be complete by October 2022. |
| **Total Stirling Economy**              | £446,651            | £221,766                     | (£224,885)                |                                               |                                               |                    |

| **TOTAL CORE PROGRAMME**                | £17,239,833         | £10,394,183                  | (£6,845,650)              |                                               |                                               |                    |

|                                               | £6,905,431          | ($773,551)                   |                                         |                                               |                                               |                    |
## General Services Capital Programme 2021/22

<table>
<thead>
<tr>
<th>Programme Name</th>
<th>Current Budget 21/22</th>
<th>Actual Spend end March 2022</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Aberfoyle Bike Shelter</td>
<td>£0</td>
<td>£13,980</td>
<td>£13,980</td>
<td>(£15,000)</td>
<td>Slight underspend due to final cost of equipment and delivery being less than anticipated. No further spend will be realised.</td>
<td></td>
</tr>
<tr>
<td>Community and Education Estate - Electrical Upgrades</td>
<td>£0</td>
<td>£78,595</td>
<td>£78,595</td>
<td>(£78,595)</td>
<td>Delay in securing materials meant that 7 properties were completed in April and May 2022. Project is now complete</td>
<td></td>
</tr>
<tr>
<td>Community and Education Estate - Upgrade Fire and Intruder Alarm systems</td>
<td>£0</td>
<td>£0</td>
<td>£0</td>
<td>£0</td>
<td>Delay in specialist equipment, due to shortage and ongoing demand, project completed in full by end of MAY.</td>
<td></td>
</tr>
<tr>
<td>Cowie Local Office Minor Refurbishment and Upgrades</td>
<td>£0</td>
<td>£86,233</td>
<td>£86,233</td>
<td>(£86,233)</td>
<td>Delay in materials and gaining access to Police Scotland secure space, project currently on site and completed at end May 2022.</td>
<td></td>
</tr>
<tr>
<td>Community and Education Estate - CCTV Upgrades</td>
<td>£0</td>
<td>£43,410</td>
<td>£43,410</td>
<td>(£43,410)</td>
<td>Delay in obtaining specialist CCTV equipment works completed in full at end of April 2022.</td>
<td></td>
</tr>
<tr>
<td>Public Space CCTV Network Upgrade</td>
<td>£0</td>
<td>£149,314</td>
<td>£149,314</td>
<td>(£149,314)</td>
<td>Delay in labour availability meant that the project was completed 2 weeks late, by 15 April.</td>
<td></td>
</tr>
<tr>
<td>Doune Accessible Toilets Phase 2</td>
<td>£0</td>
<td>£11,887</td>
<td>£11,887</td>
<td>(£11,887)</td>
<td>This work is, predominantly, being carried out by Scottish Water whom experienced a delay to the site start due to programming challenges. While the installation has now been completed, a further £5,000 of remediation is required to be completed by Stirling Council in early 2022/23. A £5,000 carry-forward is therefore requested. Further £5,000 overspend against the Rural Development - Doune Castle project, which relates to this project, is requested to be transferred to this budget for 2021/22.</td>
<td></td>
</tr>
<tr>
<td>Enhancement to Winter Lighting Capital Programme</td>
<td>£0</td>
<td>£25,000</td>
<td>£25,000</td>
<td>Budget fully spent, additional lighting designed and purchased.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Projector for City Centre</td>
<td>£0</td>
<td>£19,874</td>
<td>£19,874</td>
<td>Project complete with a very slight underspend.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Strathblane Library</td>
<td>£0</td>
<td>£69,950</td>
<td>£69,950</td>
<td>Project complete with a very slight underspend.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bus Shelter Upgrades</td>
<td>£0</td>
<td>£27,872</td>
<td>£27,872</td>
<td>See Bus Shelter Improvement Programme above.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Street Lighting</td>
<td>£0</td>
<td>£150,000</td>
<td>£150,000</td>
<td>See Street Lighting Investment Programme line above.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vehicle Restrainment Barriers</td>
<td>£0</td>
<td>£0</td>
<td>£0</td>
<td>Not spent</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Roads Resurfacing</td>
<td>£0</td>
<td>£300,000</td>
<td>£300,000</td>
<td>See Roads Infrastructure Improvements line above.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Footway Upgrades</td>
<td>£0</td>
<td>£100,000</td>
<td>£100,000</td>
<td>See Roads Infrastructure Improvements line above.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional Investment in Community Facilities</td>
<td>£0</td>
<td>£80,855</td>
<td>£80,855</td>
<td>See Investment in Community Facilities line above.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Advancement of Programme Spending**

| | £0 | £1,156,970 | £1,156,970 | £0 | (£384,439) |

### Other Projects Carried Forward from 2020/21

<table>
<thead>
<tr>
<th>Project Name</th>
<th>Current Budget 2020/21</th>
<th>Actual Spend 2020/21</th>
<th>Variance over / (under)</th>
<th>Proposed Total Carry Forward in Budget for 2022/23</th>
<th>Proposed Total Advanced Spend Offset in Budget for 2022/23</th>
<th>Programme Narrative</th>
</tr>
</thead>
<tbody>
<tr>
<td>Covid Alterations Council Estate</td>
<td>£110,098</td>
<td>£46,585</td>
<td>(£63,513)</td>
<td>£63,513</td>
<td>Funding was provided to support changes in COVID restrictions, works carried out during 2021/2022 were completed</td>
<td></td>
</tr>
<tr>
<td>Covid Alterations Education Estate</td>
<td>£135,991</td>
<td>£30,283</td>
<td>(£105,708)</td>
<td>£105,708</td>
<td>Funding was provided to support changes in COVID restrictions, works carried out during 2021/2022 were completed</td>
<td></td>
</tr>
<tr>
<td>Strathclyde Primary School (extension)</td>
<td>£13,936</td>
<td>£13,936</td>
<td>£0</td>
<td>£0</td>
<td>Residual works completed during 22/23, partly funded by CFCR.</td>
<td></td>
</tr>
<tr>
<td>Digital Investment in Intranet &amp; Council Website</td>
<td>£363,000</td>
<td>£302,630</td>
<td>(£60,370)</td>
<td>£60,370</td>
<td>Spend in 21/22 was higher than anticipated, therefore Carry Forward request has reduced from approved figure at Budget Setting in March 22.</td>
<td></td>
</tr>
<tr>
<td>Municipal &amp; Teith House Data Centres</td>
<td>£94,464</td>
<td>£57,823</td>
<td>(£36,641)</td>
<td>£36,641</td>
<td>Delay in supply chain delivery 2021-22, therefore request is that additional carry forward is approved to figure approved at Budget setting in March 22.</td>
<td></td>
</tr>
<tr>
<td>The River</td>
<td>£3,515</td>
<td>£2,246</td>
<td>(£1,268)</td>
<td>£0</td>
<td>Project complete</td>
<td></td>
</tr>
<tr>
<td>Digital District - Municipal Buildings</td>
<td>£1,500</td>
<td>£0</td>
<td>(£1,500)</td>
<td>£1,500</td>
<td>Project complete</td>
<td></td>
</tr>
<tr>
<td>City Transport</td>
<td>£14,508</td>
<td>£0</td>
<td>(£14,508)</td>
<td>£0</td>
<td>Project complete</td>
<td></td>
</tr>
<tr>
<td>General Services Capital Programme 2021/22</td>
<td>Current Budget 21/22</td>
<td>Proposed Total Carry Forward in Budget for 2022/23</td>
<td>Proposed Total Advanced Spend Offset in Budget for 2022/23</td>
<td>Programme Narrative</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-------------------------------------------</td>
<td>----------------------</td>
<td>-----------------------------------------------</td>
<td>--------------------------------------------------------</td>
<td>---------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Actual Spend end March 2022</td>
<td>Variance over / (under)</td>
<td>Null</td>
<td>A slight overspend of £2,762 was realised due to some additional lighting works requiring to be completed on-site which were not included within the original contract. Project complete.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mercat Cross Regeneration</td>
<td>£16,381</td>
<td>£19,143</td>
<td>£2,762</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stirling Council funded projects outwith core deal - Conservation Area Regeneration Scheme</td>
<td>£11,000</td>
<td>£0</td>
<td>(£11,000)</td>
<td>The project, which this element of funding will support (development costs for Public Realm enhancements at the Vennels and Kingstables Lane), requires to be re-profiled to financial year 2022/23 due to delays in receiving funding approval from HES on the wider CARS project.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Old Viewforth Cycle - Cycle Scotland</td>
<td>£90</td>
<td>£0</td>
<td>(£90)</td>
<td>Project complete</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Springkerse District Heating System</td>
<td>£80,524</td>
<td>£80,524</td>
<td>£0</td>
<td>Project complete</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Forthside</td>
<td>£16,198</td>
<td>£0</td>
<td>(£16,198)</td>
<td>Project complete</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Other Project Carry Forwards from 2020/21</strong></td>
<td><strong>£861,205</strong></td>
<td><strong>£553,172</strong></td>
<td><strong>£308,033</strong></td>
<td><strong>£278,731</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Participatory Budgeting - Capital Allocation</th>
<th>Current Budget 21/22</th>
<th>Proposed Total Carry Forward in Budget for 2022/23</th>
<th>Proposed Total Advanced Spend Offset in Budget for 2022/23</th>
<th>Programme Narrative</th>
</tr>
</thead>
<tbody>
<tr>
<td>DBA1 Dunblane Accessible Toilets</td>
<td>£37,976</td>
<td>£29,689</td>
<td>(£8,287)</td>
<td>£8,287 Works are now complete.</td>
</tr>
<tr>
<td>FE1  Playpark Pavilion Arnprior</td>
<td>£40,652</td>
<td>£0</td>
<td>(£40,652)</td>
<td>£40,652 This project was not delivered due to a land ownership issue outwith the control of the Council.</td>
</tr>
<tr>
<td>SE4  Provide Netting around Braehead Football Park</td>
<td>£29,538</td>
<td>£0</td>
<td>(£29,538)</td>
<td>£29,538 Material delay, and decision taken to change supplier works will be complete by June 2022.</td>
</tr>
<tr>
<td>SW16 Kings Park Toilets Upgrade</td>
<td>£8,347</td>
<td>£0</td>
<td>(£8,347)</td>
<td>£8,347 Complete</td>
</tr>
<tr>
<td>TT2  Cycle Network Stirling To Aberfoyle</td>
<td>£41,041</td>
<td>£0</td>
<td>(£41,041)</td>
<td>£41,041 Project costs increased beyond the identified budget. Options to close funding gap have been identified, and design has been completed. Recommended to carry forward, to allow funding issue to be resolved.</td>
</tr>
<tr>
<td>TT17 Accessible Public Toilets Aberfoyle</td>
<td>£37,756</td>
<td>£24,480</td>
<td>(£13,276)</td>
<td>£13,276 Project was delayed due to the inability to secure a contractor. Carry forward required to support the project which is now legally committed with works on site from May 2022 until August 2022 (note funding also within the Community Facility investment core capital line )</td>
</tr>
<tr>
<td><strong>Total Participatory Budgeting</strong></td>
<td><strong>£195,310</strong></td>
<td><strong>£54,169</strong></td>
<td>** (£141,141)**</td>
<td><strong>£141,141</strong></td>
</tr>
</tbody>
</table>
## General Services Capital Programme 2021/22

<table>
<thead>
<tr>
<th>Projects supported by External Grants &amp; Contributions</th>
<th>Current Budget</th>
<th>Actual Spend end March 2022</th>
<th>Variance over / (under)</th>
<th>Proposed Total Carry Forward in Budget for 2022/23</th>
<th>Proposed Total Advanced Spend Offset in Budget for 2022/23</th>
<th>Programme Narrative</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early Learning and Childcare 1140 Expansion</td>
<td>£3,266,776</td>
<td>£1,070,788</td>
<td>(£2,195,988)</td>
<td>£2,195,988</td>
<td></td>
<td>Due to construction cost pressure, contract awards for the final phase of capital projects was significantly delayed during 2021/22. Following briefing with respective Convenors, all remaining capital projects are now legally committed and are on site. Construction will continue until early 2023. Full carry forward of grant funding is required.</td>
</tr>
<tr>
<td>Chromebooks for all P4 pupils</td>
<td>£305,190</td>
<td>£305,190</td>
<td>£0</td>
<td>£0</td>
<td></td>
<td>Completed.</td>
</tr>
<tr>
<td>Electric Vehicles &amp; Charging Infrastructure (Switched on Towns &amp; Cities)</td>
<td>£1,279,595</td>
<td>£811,019</td>
<td>(£468,576)</td>
<td>£468,576</td>
<td></td>
<td>Delays in production of 4 electric minibuses ordered from Fiat in. Italy. Charger installations at Wallace &amp; Stirling HS delayed to summer holidays. Charger installations at Wellgreen multi-storey currently in progress. Transport Scotland have approved accrual of committed grant funding into 22/23.</td>
</tr>
<tr>
<td>Electric Vehicles &amp; Charging Infrastructure (Switched on Fleet)</td>
<td>£156,691</td>
<td>£85,308</td>
<td>(£71,384)</td>
<td>£71,384</td>
<td></td>
<td>Delays due to complexity of OFV charger installation, planning application in progress. Transport Scotland have approved accrual of grant funding into 22/23.</td>
</tr>
<tr>
<td>Electric Vehicles &amp; Charging Infrastructure (Local Authority Installation Programme)</td>
<td>£55,709</td>
<td>£55,709</td>
<td>£0</td>
<td>£0</td>
<td></td>
<td>Delay to Kippen install due to utility company long lead in times. Accrual of grant funding approved into 22/23.</td>
</tr>
<tr>
<td>Traffic Management &amp; Community Road Safety (CWSS)</td>
<td>£413,000</td>
<td>£413,000</td>
<td>£0</td>
<td>£0</td>
<td></td>
<td>Full spend was achieved due to the re-direction of other appropriate expenditure in order to maximise the grant allocation. Of the schemes originally programmed but not completed in 2021/22, Borestone PS School Streets project is programmed for July/August 2022 (works being undertaken using CWSR grant 2022/23), Bride of Allan Henderson St project is due for delivery in July 2022 (works being undertaken using CWSR grant 2022/23) and the Allans PS works are being delivered as part of the WCLS project.</td>
</tr>
<tr>
<td>LTS - Towns, Villages, Rural Area Transport Plan (Balfron)</td>
<td>£388,000</td>
<td>£38,110</td>
<td>(£349,890)</td>
<td>£349,890</td>
<td></td>
<td>Necessary repairs on the Branshogle and Catterburn bridges have resulted in diversions which mean the road cannot be closed for planned construction work to go ahead. Construction will begin when the roads are re-opened following completion of the bridge work, expected October 2022. This has been agreed with Sustrans.</td>
</tr>
<tr>
<td>LTS - Active Travel &amp; Placemaking - Manor Powis</td>
<td>£74,790</td>
<td>£38,806</td>
<td>(£35,984)</td>
<td>£35,984</td>
<td></td>
<td>This project is led by Sustrans, and delivered in partnership with the Council. The funding is nominally awarded directly from Sustrans. The project officer resigned earlier this year. A replacement is yet to be appointed by Sustrans. Land ownership and route alignment is to be formalised before design works can be finalised. This work is expected to take place this financial year. Pressure is being put on Sustrans to maintain momentum.</td>
</tr>
<tr>
<td>LTS - Active Travel &amp; Placemaking - City Centre South</td>
<td>£116,429</td>
<td>£25,241</td>
<td>(£91,188)</td>
<td>£91,188</td>
<td></td>
<td>Delays due to the revisals with the link corridor project, and change of scope and ability to consult, coupled with staff resourcing means that the planned scope will now be completed in July.</td>
</tr>
<tr>
<td>Smart Cities - Open Data</td>
<td>£73,500</td>
<td>£53,957</td>
<td>(£19,543)</td>
<td>£0</td>
<td></td>
<td>Project essentially complete. On-going costs will be revenue expenditure.</td>
</tr>
<tr>
<td>Callander Infrastructure &amp; Tourist Resort</td>
<td>£350,000</td>
<td>£0</td>
<td>(£350,000)</td>
<td>£350,000</td>
<td></td>
<td>Project was not agreed with the Scottish Government, due to potential cost that would exceed the level of funding.</td>
</tr>
<tr>
<td>Gaelic Education Grant</td>
<td>£27,000</td>
<td>£2,910</td>
<td>(£24,090)</td>
<td>£24,090</td>
<td></td>
<td>Scottish Government supportive of carry forward recognising delay as a result of specialised nature and single supplier with order being completed in stages.</td>
</tr>
<tr>
<td>CO2 Monitors</td>
<td>£119,000</td>
<td>£0</td>
<td>(£119,000)</td>
<td>£119,000</td>
<td></td>
<td>Funding to allow every teaching space to have a CO2 monitor in line with Scottish Government guidance.</td>
</tr>
<tr>
<td>CO2 Monitors (Private &amp; Third Sector)</td>
<td>£6,000</td>
<td>£0</td>
<td>(£6,000)</td>
<td>£6,000</td>
<td></td>
<td>Support CO2 monitoring across private and 3rd party organisations.</td>
</tr>
<tr>
<td>General Services Capital Programme 2021/22</td>
<td>Current Budget 21/22</td>
<td>Actual Spend end March 2022</td>
<td>Variance over / (under)</td>
<td>Proposed Total Carry Forward in Budget for 2022/23</td>
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<td>Programme Narrative</td>
</tr>
<tr>
<td>----------------------------------------</td>
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<td>-----------------------------</td>
<td>--------------------------</td>
<td>-----------------------------------------------</td>
<td>-------------------------------------------------</td>
<td>-------------------</td>
</tr>
<tr>
<td>Spaces for People Fund</td>
<td>£410,316</td>
<td>£369,743 (£40,573)</td>
<td></td>
<td>£40,573</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Town Centre Fund Aberfoyle Public Area Development – Community and Tourism</td>
<td>£45,000</td>
<td>£26,619 (£18,381)</td>
<td></td>
<td>£0</td>
<td>Project complete. Underspend balanced against the wider Town Centre Fund allocation.</td>
<td></td>
</tr>
<tr>
<td>Town Centre Fund Alhambra Theatre Project</td>
<td>£137,000</td>
<td>£137,000 (£0)</td>
<td></td>
<td>£0</td>
<td>Project complete.</td>
<td></td>
</tr>
<tr>
<td>Town Centre Fund Bannockburn former RBS building - additional works</td>
<td>£142,321</td>
<td>£142,404 (£83)</td>
<td></td>
<td>£0</td>
<td>Project complete.</td>
<td></td>
</tr>
<tr>
<td>Town Centre Fund Cornton Community Enterprise Hub</td>
<td>£107,500</td>
<td>£31,096 (£76,404)</td>
<td></td>
<td>£0</td>
<td>Project complete. Underspend balanced against the wider Town Centre Fund allocation.</td>
<td></td>
</tr>
<tr>
<td>Town Centre Fund Cowie Enterprise Hub</td>
<td>£270,986</td>
<td>£368,797 (£97,811)</td>
<td></td>
<td>£0</td>
<td>Under spend from other TCF projects allocated to support the Cowie Enterprise Hub.</td>
<td></td>
</tr>
<tr>
<td>Town Centre Fund Dunblane - Enhancing and Sustaining the High Street</td>
<td>£88,000</td>
<td>£89,325 (£1,325)</td>
<td></td>
<td>£0</td>
<td>Project Complete. Slight overspend balanced against wider Town Centre Fund allocation.</td>
<td></td>
</tr>
<tr>
<td>Town Centre Fund Improving Accessibility and Play in Callander</td>
<td>£12,000</td>
<td>£8,364 (£3,636)</td>
<td></td>
<td>£0</td>
<td>Project complete. Underspend balanced against wider Town Centre Fund allocation.</td>
<td></td>
</tr>
<tr>
<td>Town Centre Fund Killin - Improving Signage and Signposting</td>
<td>£6,766</td>
<td>£6,766 (£0)</td>
<td></td>
<td>£0</td>
<td>Project complete.</td>
<td></td>
</tr>
<tr>
<td>Town Centre Fund - Plean Library</td>
<td>£8,115</td>
<td>£7,317 (£798)</td>
<td></td>
<td>£0</td>
<td>Project complete. Underspend balanced against wider Town Centre Fund allocation.</td>
<td></td>
</tr>
<tr>
<td>Town Centre Fund St Ninian’s Connecting Communities</td>
<td>£69,752</td>
<td>£69,752 (£0)</td>
<td></td>
<td>£0</td>
<td>Project complete.</td>
<td></td>
</tr>
<tr>
<td>COVID19 School Transport Retrofit</td>
<td>£5,759</td>
<td>£2,135 (£3,624)</td>
<td></td>
<td>£3,624</td>
<td>Purchase of seat covers delayed due to delay in receiving delivery of vehicles.</td>
<td></td>
</tr>
<tr>
<td>Public Sector Gypsy Traveller Sites</td>
<td>£72,000</td>
<td>£62,119 (£9,881)</td>
<td></td>
<td>£0</td>
<td>Agreed works now complete.</td>
<td></td>
</tr>
<tr>
<td>Steadfast Homes LLP</td>
<td>£12,610,737 (£87,000)</td>
<td>£12,523,737 (£96,446)</td>
<td></td>
<td>£96,446</td>
<td>Re-financing exercise now complete and grant will be used to reduce new spending.</td>
<td></td>
</tr>
<tr>
<td>St Kessogs</td>
<td>£174,981</td>
<td>£78,535 (£96,446)</td>
<td></td>
<td>£0</td>
<td>Project complete.</td>
<td></td>
</tr>
<tr>
<td>Rural Development - Accessible Toilets, Moray Park, Doune</td>
<td>£1,866</td>
<td>£1,866 (£0)</td>
<td></td>
<td>£0</td>
<td>Phase 1 of this project, which this budget line relates to was completed early in financial year 2021/22.</td>
<td></td>
</tr>
<tr>
<td>Rural Development - Doune Castle</td>
<td>£148,882</td>
<td>£148,882 (£0)</td>
<td></td>
<td>£0</td>
<td>The additional £5,000 relates to Council Contribution to this project which should be coded to the accelerated spend code for the wider Doune Rural Tourism project (line 95).</td>
<td></td>
</tr>
<tr>
<td>Nature Restoration Fund</td>
<td>£97,000</td>
<td>£57,871 (£39,129)</td>
<td></td>
<td>£39,129</td>
<td>Confirmation of this additional Government funding was received late in 2021. With limited</td>
<td></td>
</tr>
<tr>
<td>Strategic Timber Transport Scheme - East Loch Lomond &amp; Balquhidder</td>
<td>£364,270</td>
<td>£306,850 (£57,419)</td>
<td></td>
<td>£57,419</td>
<td>Project fully complete, less work was required after road conditions were surveyed.</td>
<td></td>
</tr>
<tr>
<td>Renewal of Play Parks in Scotland</td>
<td>£90,000</td>
<td>£84,263 (£5,737)</td>
<td></td>
<td>£5,737</td>
<td>There have been delays with equipment availability.</td>
<td></td>
</tr>
<tr>
<td>Place Based Investment Programme City Commissions</td>
<td>£100,000</td>
<td>£0 (£100,000)</td>
<td></td>
<td>£100,000</td>
<td>Delays to the Masterplan and Design stage have resulted in full underspend. However, project has been legally committed as per grant scheme guidance. It is expected that the carry-forward of £100k will be spent by January 2023.</td>
<td></td>
</tr>
<tr>
<td>Place Based Investment Programme Alhambra Theatre</td>
<td>£85,000</td>
<td>£85,000 (£0)</td>
<td></td>
<td>£0</td>
<td>Project complete.</td>
<td></td>
</tr>
<tr>
<td>Place Based Investment Programme Building Improvement grants</td>
<td>£100,000</td>
<td>£75,000 (£25,000)</td>
<td></td>
<td>£0</td>
<td>Project complete.</td>
<td></td>
</tr>
<tr>
<td>Place Based Investment Programme City Dressing / Branding</td>
<td>£50,000</td>
<td>£0 (£50,000)</td>
<td></td>
<td>£23,615</td>
<td>Project legally committed as per grant scheme guidance and programmed to spend by early Summer 2022.</td>
<td></td>
</tr>
<tr>
<td>Place Based Investment Programme - 3rd Party Grant Scheme</td>
<td>Current Budget 21/22</td>
<td>Actual Spend end March 2022</td>
<td>Variance over / (under)</td>
<td>Proposed Total Carry Forward in Budget for 2022/23</td>
<td>Proposed Total Advanced Spend Offset in Budget for 2022/23</td>
<td>Programme Narrative</td>
</tr>
<tr>
<td>----------------------------------------------------------</td>
<td>----------------------</td>
<td>-----------------------------</td>
<td>-------------------------</td>
<td>--------------------------------------------------</td>
<td>--------------------------------------------------</td>
<td>----------------------</td>
</tr>
<tr>
<td></td>
<td>£150,000</td>
<td>£100,798</td>
<td>(£49,202)</td>
<td>£24,202</td>
<td></td>
<td>£24,202 committed spend against the Fallin Youth Project. As such £24,202 carry-forward requested against this budget.</td>
</tr>
<tr>
<td>Place Based Investment Programme - Albert Hall Development</td>
<td>£50,000</td>
<td>£126,385</td>
<td>£76,385</td>
<td></td>
<td>(£0)</td>
<td>Overspend of £50,000 approved and off-set against other PBIP project underspend. Additional £26,385 spend relates to additional, and unforeseen, development costs which is offset by underspend on City Dressing/Branding</td>
</tr>
<tr>
<td>Place Based Investment Programme - Visitor Management Wayfinder &amp; Interpretation Trail</td>
<td>£200,000</td>
<td>£160,000</td>
<td>(£40,000)</td>
<td>£40,000</td>
<td></td>
<td>£40,000 of initial development and build costs have been completed and invoiced. This is an additional £10,000 than that projected. £40,000 of milestone 2 costs will be completed in early 2022/23 with project completion expected in July 2022. As the project was legally committed by 31 March 2022, the carry-forward meets the conditions of this grant-funding scheme.</td>
</tr>
<tr>
<td>Total Projects supported by External Grants &amp; Contributions</td>
<td>£22,229,930</td>
<td>£17,970,662</td>
<td>(£4,259,268)</td>
<td>£4,229,844</td>
<td>£0</td>
<td></td>
</tr>
</tbody>
</table>

General Services Capital Programme 2021/22
### General Services Capital Programme 2021/22

<table>
<thead>
<tr>
<th>Projects funded by Prudential Borrowing</th>
<th>Current Budget 21/22</th>
<th>Proposed Total Advanced Spend Offset in Budget for 2022/23</th>
<th>Programme Narrative</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Projects detailed here]</td>
<td>2021/22 Actual Spend over March 2022</td>
<td>2022/23 Carry Forward in Budget for 2022/23</td>
<td>Delayed start date due to review of business case and approvals. Extension provided by Scottish Government till 16th December 2022 for project completion. The project in Hillpark was completed in March, and the Fallin project by 15 April. The project in Plean is on site, the works require to co-ordinate with the A9 gas main replacement, so will continue until end June. Design assessments of existing sites complete, next phase of programme will be developed as part of New Ways of Working, no requirement for carry forward. Project going through final snagging. Retention has been accrued in 2021/22. Project was completed in early 2021/22 with a £9,059 underspend. No need for carry forward into 2022-23. Total project delivered over 2 year: 21/22 being the 2nd year. Due to construction cost pressure, contract awards for the final phase of capital projects was significantly delayed during 2021/22. Following a briefing and approval by Portfolio leads, all remaining capital projects are now legally committed and are on site. Construction will continue until early 2023. Full carry forward of grant funding is required.</td>
</tr>
</tbody>
</table>

| Total Projects funded by Prudential Borrowing | £4,637,520 | £871,397 | £3,751,092 | £0 |

### City Region Deal

<table>
<thead>
<tr>
<th>Projects funded by Prudential Borrowing</th>
<th>City Region Deal Stirling Council funded projects outwith core deal</th>
<th>Total City Region Deal</th>
<th>Capital Financed from Current Revenue (CFCR)</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Projects detailed here]</td>
<td>[Projects detailed here]</td>
<td>£2,686,475</td>
<td>£222,859  £222,859  £0  22/23 expenditure funded by CFCR</td>
</tr>
<tr>
<td>[Projects detailed here]</td>
<td>[Projects detailed here]</td>
<td>£1,047,494</td>
<td>£78,922   £78,922   £0  22/23 expenditure funded by CFCR</td>
</tr>
<tr>
<td>[Projects detailed here]</td>
<td>[Projects detailed here]</td>
<td>(£1,638,980)</td>
<td>£25,740   £25,740   £0  22/23 expenditure funded by CFCR</td>
</tr>
</tbody>
</table>

### City Region Deal

<table>
<thead>
<tr>
<th>Projects funded by Prudential Borrowing</th>
<th>Total City Region Deal</th>
<th>Capital Financed from Current Revenue (CFCR)</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Projects detailed here]</td>
<td>£2,686,475</td>
<td>£222,859  £222,859  £0  22/23 expenditure funded by CFCR</td>
</tr>
<tr>
<td>[Projects detailed here]</td>
<td>£1,047,494</td>
<td>£78,922   £78,922   £0  22/23 expenditure funded by CFCR</td>
</tr>
<tr>
<td>[Projects detailed here]</td>
<td>(£1,638,980)</td>
<td>£25,740   £25,740   £0  22/23 expenditure funded by CFCR</td>
</tr>
</tbody>
</table>

### Capital Financed from Current Revenue (CFCR)

<table>
<thead>
<tr>
<th>Projects funded by Prudential Borrowing</th>
<th>Capital Financed from Current Revenue (CFCR)</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Projects detailed here]</td>
<td>£222,859  £222,859  £0  22/23 expenditure funded by CFCR</td>
</tr>
<tr>
<td>[Projects detailed here]</td>
<td>£78,922   £78,922   £0  22/23 expenditure funded by CFCR</td>
</tr>
<tr>
<td>[Projects detailed here]</td>
<td>£25,740   £25,740   £0  22/23 expenditure funded by CFCR</td>
</tr>
</tbody>
</table>
### General Services Capital Programme 2021/22

<table>
<thead>
<tr>
<th>Budget Item</th>
<th>Current Budget 21/22</th>
<th>Actual Spend end March 2022</th>
<th>Variance over / (under)</th>
<th>Proposed Total Carry Forward in Budget for 2022/23</th>
<th>Proposed Total Advanced Spend Offset in Budget for 2022/23</th>
<th>Programme Narrative</th>
</tr>
</thead>
<tbody>
<tr>
<td>Digital Transformation - Technology &amp; Devices - VMware Horizon (VDI) Proof of Concept</td>
<td>£350,000</td>
<td>£350,000</td>
<td>£0</td>
<td>£0</td>
<td>22/23 expenditure funded by CFCR</td>
<td></td>
</tr>
<tr>
<td>Digital Investment in Education - Replacement Chromebooks</td>
<td>£422,000</td>
<td>£416,080</td>
<td>(£5,920)</td>
<td>£0</td>
<td>Project complete - no need for carry forward into 2022-23</td>
<td></td>
</tr>
<tr>
<td><strong>Total Capital Financed from Current Revenue (CFCR)</strong></td>
<td><strong>£1,099,521</strong></td>
<td><strong>£1,093,601</strong></td>
<td>(£5,920)</td>
<td>£0</td>
<td>£0</td>
<td></td>
</tr>
</tbody>
</table>

### Vehicle, Plant & Equipment Receipts (used in year)

<table>
<thead>
<tr>
<th>Receipts</th>
<th>Amount</th>
<th>Variance</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Integrated Land, Roads &amp; Waste VPE</td>
<td>£22,293</td>
<td>£0</td>
<td>(£22,293)</td>
</tr>
<tr>
<td>Pool Cars</td>
<td>£25,968</td>
<td>£0</td>
<td>(£25,968)</td>
</tr>
<tr>
<td>Other VPE Receipts</td>
<td>£23,349</td>
<td>£0</td>
<td>(£23,349)</td>
</tr>
<tr>
<td><strong>Total Vehicle, Plant &amp; Equipment Receipts (used in year)</strong></td>
<td><strong>£71,610</strong></td>
<td><strong>£0</strong></td>
<td>(£71,610)</td>
</tr>
</tbody>
</table>

### Developer Contributions (used in year)

<table>
<thead>
<tr>
<th>Contributions</th>
<th>Amount</th>
<th>Variance</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Land Services</td>
<td>£202,168</td>
<td>£77,029</td>
<td>(£125,139)</td>
</tr>
<tr>
<td>Roads &amp; Transport</td>
<td>£914,758</td>
<td>£0</td>
<td>(£914,758)</td>
</tr>
<tr>
<td>Roads &amp; Transport - Other</td>
<td>£10,498</td>
<td>£0</td>
<td>(£10,498)</td>
</tr>
<tr>
<td>Waste Services</td>
<td>£12,137</td>
<td>£0</td>
<td>(£12,137)</td>
</tr>
<tr>
<td>Education</td>
<td>£1,262,384</td>
<td>£0</td>
<td>(£1,262,384)</td>
</tr>
<tr>
<td><strong>Total Developer Contributions (used in year)</strong></td>
<td><strong>£2,401,945</strong></td>
<td><strong>£77,029</strong></td>
<td>(£2,324,916)</td>
</tr>
</tbody>
</table>

### TOTAL CAPITAL EXPENDITURE PROGRAMME

<table>
<thead>
<tr>
<th>Expenditure</th>
<th>Total</th>
<th>Variance</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Capital Expenditure Programme</strong></td>
<td><strong>£51,423,349</strong></td>
<td><strong>£33,218,677</strong></td>
<td>(£18,204,672)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>£16,964,522</strong></td>
</tr>
</tbody>
</table>
### Capital Programme 22/23

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total proposed budget</td>
<td>£28.426M</td>
</tr>
<tr>
<td>Carry forward of budget from 21/22 to 22/23: approved Mar 22</td>
<td>£10.908M</td>
</tr>
<tr>
<td>Proposed additional carry forward from 21/22, reflecting year end underspends</td>
<td>£6.056M</td>
</tr>
<tr>
<td><strong>Total slippage from 21/22 to 22/23</strong></td>
<td>£16.964M</td>
</tr>
<tr>
<td>Advancement of 22/23 programme to 21/22: reported at Special Council Mar 22</td>
<td>(£1.444M)</td>
</tr>
<tr>
<td>Reduction of Advanced programme from 22/23 to 21/22</td>
<td>£0.286M</td>
</tr>
<tr>
<td><strong>Total advance of 22/23 programme to 21/22</strong></td>
<td>(£1.158M)</td>
</tr>
<tr>
<td><strong>Adjustment to grant award:</strong></td>
<td></td>
</tr>
<tr>
<td>Renewal of Play Parks – previous overestimated breakdown per year</td>
<td>(£0.146M)</td>
</tr>
<tr>
<td>Switched on Fleet 2021/22</td>
<td>£0.020M</td>
</tr>
<tr>
<td><strong>Grant awards not previously included in capital budget:</strong></td>
<td></td>
</tr>
<tr>
<td>Place Based Investment Programme 2022/23</td>
<td>£0.638M</td>
</tr>
<tr>
<td>Cycling, Walking &amp; Safer Routes 2022/23</td>
<td>£0.190M</td>
</tr>
<tr>
<td>On-street Residential Chargepoint Scheme 2022/23</td>
<td>£0.173M</td>
</tr>
<tr>
<td>Nature Restoration Fund 2022/23 allocation</td>
<td>£0.114M</td>
</tr>
<tr>
<td><strong>Total adjustment to grants included in 2022/23 capital programme</strong></td>
<td>£0.989M</td>
</tr>
<tr>
<td><strong>Proposed Capital Programme Budget 2022/23</strong></td>
<td>£45.221M</td>
</tr>
</tbody>
</table>
## Capital Programme 22/23 (£)

### Core Programme

#### Communities
- **Investment in Community Facilities**
  - Approved: 100,711
  - YE: 98,714
  - Slippage: (2,065)
  - Total: 100,706
  - Council Estate: 50,000
  - Education (LDP): 254,065
  - Mean Community Hub: 4,570
  - Bandeagh Dog Shelter Refurbishment: 700,982
  - New / Extended Cemeteries (Strathblane, Bannockburn & Logie): 0
  - Infrastructure to support Sustainable Growth Agreement: 0
  - Coronach Regeneration: 0
  - Bannockburn Library - Makers Space: 0
  - Dunblane Football Pitch: 50,000
  - Dementia Friendly Infrastructure: 0

#### Communities & Education
- **Alberfoyle Bike Shelter**
  - Community and Education Estate - CCTV Upgrades: 0
  - Community and Education Estate - Electrical Upgrades: 0
  - Community and Education Estate - Upgrade Fire and Intruder Alarm systems: 0
  - Cowie Local Office Minor Refurbishment and Upgrades: 0
  - Doune Accessible Toilets Phase 2: 0

#### Council Estate
- Covid Alterations Council Estate (c/f from 20/21)
  - Approved: 63,513
  - YE: 63,513

#### Education
- **Investment in Education Estate (lifecycle investment)**
  - Council Estate: 50,000
  - Education Estate - Major Investment Priorities - Callander PS: 14,550
  - Education Estate - Major Investment Priorities - Callander PS: 324,522
  - Secondary School specialist provision (complex needs & ASD): 1,000,000
  - ASN Primary School Adaptations (Bannockburn PS only): 300,000
  - Bannockburn High School Suitability Investment: 200,000
  - School Learning Spaces: 0
  - SWIFT Replacement System: 0

#### IT & Digital Transformation
- **Replacement of corporate switching infrastructure**
  - Monitor / Hardware Refresh: 300,000
  - Replace Existing Air Conditioning Units in Municipal Data Centre / Teith House Data Centre: 130,000
  - Antivirus Laptop Replacement Programme: 325,000
  - Digital Investment in education: 50,000
  - Chromebook Replacement in Schools: 650,000
  - Digital Investment in Education - Interactive Whiteboards: 50,000
  - Digital Investment in Education - Interactive Whiteboards: 0

#### Roads & Infrastructure
- **Road Improvement Development Fund (road surfacing & footway works)**
  - Major Flood Alleviation Schemes (Bridge of Allan, Callander & Stirling): 4,646,000
  - B9124 Bannockburn to Cowie Footway Improvements: 0
  - Bridges - Cardross: 247,000
  - Bridges - Luncanich: 35,000
  - Bridges - Major Projects - Brannochie: 326,376
  - Bridges - Major Projects - Catterhard: 773,000
  - Bus Shelter Improvement Programme: 0
  - Community Flood Management Projects: 105,742
  - Industrial Underpass: 0
  - Play Areas, Parks & Open Spaces: 0
  - Railway Station Underpass: 0
  - Road Safety Plan - Implementation of Accident Sites Remedial Programme: 189,189
  - Street Lighting Improvement Programme: 100,000
  - Transfer Station - Cat 3 New Build: 216,500

#### Social Care
- Private Sector Housing Grant - Care & Repair Scheme: 100,000
  - Private Sector Housing Grant - Lead Pipe Replacement Grants: 0
  - Private Sector Housing Grant - Major Disabled Adaptation Grants: 18,000
  - Support Accommodation for Care Leavers - Beech Gardens: 100,000
  - Telecare (equipment): 50,000

#### Stirling Economy
- **Albert Hall's Bistro**
  - City Centre Investments - Public Realm: 0
  - City Centre Investments - Street Lighting: 0
  - Digital District - Municipal Buildings: 0
  - Rural Broadband: 0

### Core Programme Total
- 15,920,550
  - 3,852,989
  - 286,010
  - 0
  - 20,059,549

### Participatory Budgets
- **DBA1**
  - Dunblane Accessible Toilets: 976
  - Playpark Pavilion Amnpor: 40,652
  - Provide Netting around Braehead Football Park: 0
- **FE1**
  - Dunblane Accessible Toilets: 7,311
  - Playpark Pavilion Amnpor: 40,652
  - Provide Netting around Braehead Football Park: 0
## Participatory Budgets Total

<table>
<thead>
<tr>
<th>Capital Programme 22/23 (£)</th>
<th>Approved Programme 3 Mar 2022</th>
<th>YE Outturn/Slippage</th>
<th>Amendment</th>
<th>Capital Budget 2022/23</th>
</tr>
</thead>
<tbody>
<tr>
<td>SW16 Kings Park Toilets Upgrade</td>
<td>8,347</td>
<td>(13,276)</td>
<td>8,347</td>
<td>8,347</td>
</tr>
<tr>
<td>TT17 Accessible Public Toilets Aberfoyle</td>
<td>2,896</td>
<td>(11,145)</td>
<td>11,145</td>
<td>2,896</td>
</tr>
<tr>
<td>TT2 Cycle Network Stirling To Aberfoyle</td>
<td>28,896</td>
<td>41,041</td>
<td>41,041</td>
<td>28,896</td>
</tr>
</tbody>
</table>

**Total** 82,767 58,374 0 0 141,141

### Prudential Borrowing

- **Early Learning and Childcare 1140 Expansion** 1,300,000 1,300,000
- **The Peak, Integrated Energy System (Includes Grant Funding also)** 1,921,184 1,921,184
- **Public Realm & environmental improvements (Fallin, Plean & Hillpark)** 0 529,908 529,908

**Total** 3,221,184 529,908 0 0 3,751,092

### Supported by Ext Grants & Conts

#### Education

- **CO2 Monitors** 119,000 119,000
- **CO2 Monitors (Private & Third Sector)** 6,000 6,000
- **COVID19 School Transport Retrospective** 0 3,636 3,636
- **Early Learning and Childcare 1140 Expansion** 2,947,100 129,212 3,076,312
- **Gaelic Education Grant** 0 24,090 24,090

### Insurance Funded

| St Kessog's | 95,741 | 705 | 96,446 |

### Roads & Infrastructure

#### Supported by Ext Grants & Conts

- **Supported by Ext Grants & Conts**
  - **CO2 Monitors** 119,000 119,000
  - **CO2 Monitors (Private & Third Sector)** 6,000 6,000
  - **COVID19 School Transport Retrospective** 0 3,636 3,636
  - **Early Learning and Childcare 1140 Expansion** 2,947,100 129,212 3,076,312
  - **Gaelic Education Grant** 0 24,090 24,090

### Stirling Economy

- **Stirling Area Regeneration Scheme** 11,000 11,000
- **Conservation Area Regeneration Scheme - Alhambra Theatre & Stirling Arcade** 833,040 833,040
- **Conservation Area Regeneration Scheme - John Cowane's House** 100,000 100,000
- **Conservation Area Regeneration Scheme - Public Realm Works** 132,895 132,895
- **Place Based Investment Programme - Albert Hall Development** (50,000) (26,385) 76,385
- **Place Based Investment Programme - Visitor Management Wayfinder & Interpretation Trail** 50,000 (10,000) 40,000
- **Place Based Investment Programme - Stirling City Centre Plan £800k** 24,202 (25,000) 24,202
- **Place Based Investment Programme Building Improvement grants** 50,000 (25,000) 25,000
- **Place Based Investment Programme City Commissions** 80,000 20,000 100,000
- **Place Based Investment Programme City Dressing / Branding** 0 50,000 (26,385) 23,615
- **National Tartan Centres** 188,300 188,300
- **Rural Tourism Infrastructure Fund - Touring Car Parks** 286,821 286,821
- **Rural Tourism Infrastructure Fund 22/23 - Green Shed Travel Hub** 330,000 20,000 350,000
- **Town Centre Fund - Plean Library** 0 798 798
- **Town Centre Fund Aberfoyle Public Area Development - Community and Tourism** 0 18,381 (18,381) 0
- **Town Centre Fund Bannockburn former BBS building - additional works** 0 (83) 83
- **Town Centre Fund Compton Community Enterprise Hub** 0 76,404 (76,404) 0
- **Town Centre Fund Cowie Enterprise Hub** 0 (97,811) 97,811
- **Town Centre Fund Dunblane - Enhancing and Sustaining the High Street** 0 (1,325) 1,325
- **Town Centre Fund Improving Accessibility and Play in Callander** 0 3,636 (3,636) 0

### Other

- **On-Street Residential Chargepoint scheme (ORCS)** 19,301 19,301
- **On-Street Residential Chargepoint scheme Top Up (ORCS)** 0 (129,710) 129,710
- **Place Based Investment Programme - 22/23** 0 638,000 638,000
- **Spaces for People Fund** 0 40,573 40,573
- **St Kessog's** 0 0 0

### Non-HRA Housing

- **Steadfast Homes LLP** 0 87,000 87,000

### Supported by Ext Grants & Conts Total

| City Region Deal | 6,875,996 | 502,057 | 0 | 989,447 | 8,367,500 |

### City Region Total

| City Region Deal | 37,889,802 | 6,056,212 | 286,010 | 989,447 | 45,221,471 |
### Appendix 3

#### Housing Revenue Account

**Investment Programme 2021/22**

<table>
<thead>
<tr>
<th>Available Finance</th>
<th>Target Units PA</th>
<th>Actual Units YTD</th>
<th>2021/22 Budget £000</th>
<th>Actual Outturn £000</th>
<th>Variance £000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Funds Transferred from Revenue</td>
<td>(6,740)</td>
<td>(6,053)</td>
<td></td>
<td>687</td>
<td></td>
</tr>
<tr>
<td>Prudential Borrowing</td>
<td>(10,703)</td>
<td>13,341</td>
<td></td>
<td>(2,638)</td>
<td></td>
</tr>
<tr>
<td>Capital Grants b/fwd from previous year</td>
<td>0</td>
<td>0</td>
<td></td>
<td>(1,709)</td>
<td></td>
</tr>
<tr>
<td>Capital Receipts</td>
<td>0</td>
<td>(11)</td>
<td></td>
<td>(11)</td>
<td></td>
</tr>
<tr>
<td>Strategic Housing Account</td>
<td>(200)</td>
<td>(190)</td>
<td></td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Grant Funding (SHIP) – New Build/Purchase</td>
<td>(4,738)</td>
<td>(3,345)</td>
<td></td>
<td>1,393</td>
<td></td>
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<tr>
<td>Energy Efficiency Grant</td>
<td>(856)</td>
<td>935</td>
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<td>(79)</td>
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A sum of £1.334M was also returned to HRA as part of the Steadfast Homes LLP acquisition of Stirling Waterfront NHT Properties and used to repay the Long Term Investment held by HRA in Steadfast Homes LLP.
Stirling Council

Date of Meeting: 23 June 2022
Not Exempt

Resettlement of Ukrainian People

Purpose & Summary
New Ukrainian resettlement schemes are now operating in Scotland, with sponsoring households across Stirling signed up to both the UK Government’s Homes for Ukraine scheme, and Scottish Government’s Super Sponsor scheme. This paper provides further update on the ongoing resource implications for Stirling Council in liaising with sponsors, and meeting the needs of guests arriving from Ukraine.

Recommendations
Council is asked to:
1. note the approach to prioritising engagement with sponsors under the Super Sponsor Scheme;
2. note the introduction of contingency (hotel) accommodation in Stirling; and
3. note the ongoing resource implications for the Council in meeting the needs of displaced people from Ukraine.

Resource Implications
As highlighted in a previous report to Council, the unplanned nature of the arrival of refugees from Ukraine makes the forecasting of resource implications very challenging. In addition to the 49 sponsoring households Stirling has registered under the UK Government’s Homes for Ukraine scheme (hosting 80 guests as at 10 June), there are a further 188 households in Stirling committed to Scottish Government’s Super Sponsor scheme. We now have details of sponsors as a result of a data sharing arrangement with Scottish Government, and can more effectively plan to undertake necessary checks and home visits in support of the matching process. However, the nature and scale of support required beyond matching, remains subject to the complexity of individual need presented. Local authorities have most recently been asked to support contingency (hotel) accommodation to urgently ease pressure on the national hubs, and as a result, Stirling will be host to one hotel offering contingency accommodation from late May.
Legal & Risk Implications

**Risk**

A risk register is maintained in relation to schemes for Ukrainian displaced people, and is circulated on a weekly basis to the senior officer’s group. Key risks include the Council’s immediate and ongoing capacity to respond to need, and Council-community relations. Mitigations include cross-Council, weekly meetings to discuss issues, and pro-active measures to maintain a Frequently Asked Questions document, and more recently, direct communications to sponsors. The highest scored risk relates to our ability to accommodate children and young people arriving from Ukraine in local schools, and as such, school capacity data has informed our process to prioritise and sequence our engagement with sponsors under the Super Sponsor scheme.

Safeguarding remains a key risk, under close scrutiny of a group of officers who meet weekly to pick up any safeguarding issues.

**Legal**

There are no new legal implications, further to those laid out in the previous report.

1. **Background**

1.1. Following Russia’s invasion of Ukraine, the UK Government developed the Homes for Ukraine scheme which allows UK sponsors to register their home online, offering space for Ukrainian people fleeing the war, to reside in the UK. Sponsors match with guests before they travel to the UK. Visas must be granted before travel.

1.2. The Scottish Government’s Super Sponsor scheme removes the need for applicants to be matched prior to being given permission to travel to the UK. Ukrainian guests arrive in Scotland to be supported and temporarily housed in ‘Welcome Hubs’ overseen by Scottish Government, and then matched to sponsors following checks undertaken by local authorities. Visas must still be granted before travel.

1.3. In addition to the Council’s statutory and legal duties in relation to the arrival of refugees, under both schemes, local authorities are committed to a range of responsibilities, including:

1.3.1. Carrying out disclosure checks on all adults aged 16 years and over, in the sponsoring household.

1.3.2. Carrying out property checks on all sponsor properties.

1.3.3. Administering a £350 per month sponsor payment.

1.3.4. Administering a £200 one-off payment to guests.

1.3.5. Providing support to guests broadly similar to the current resettlement process, including: English for Speakers of Other Languages; Education; Employability; Money, Debt and Benefit Advice; and facilitating access to healthcare and other community-based services.

1.3.6. Safeguarding of vulnerable guests.

1.4. The schemes have been established at pace and both guidance and process, continue to develop at a national level.
1.5. This work is supported by the £10,500 tariff available to local authorities for those arriving in Scotland, and £238K granted to Stirling Council by Scottish Government as part of the Super Sponsors Scheme. At a special meeting of Council on 28 April 2022, Council agreed to grant authority to the Chief Officer Finance to incur expenditure as per the terms of the resettlement schemes and in advance of receipt of government grant funding.

2. Considerations

2.1 Officers are now responding to the needs of guests arriving in Stirling through the Homes for Ukraine scheme, and to those sponsors and guests matched through the Super Sponsor scheme.

2.2 A mailbox has been established where sponsors and guests can contact officers with questions. Key information, such as the process for registering with healthcare services, is also being compiled. NHS Forth Valley is actively engaged with the Council to support and address capacity issues in healthcare services, and amongst identifying individual healthcare needs, NHS partners are establishing a process around COVID vaccinations for guests.

Homes for Ukraine

2.3 All 49 households registered as sponsors with Homes for Ukraine have started the process for disclosure checks. 33 households have returned information for officers to process, which represents 71 individual disclosure checks, as every household member over the age of 16 is subject to a check. No issues have been raised from disclosure checks undertaken to date.

2.4 Officers from the Regeneration and Inclusive Growth team have been co-ordinating and providing support to Homes for Ukraine sponsors and guests. The team operate the process from initial contact, and verification of identity and appropriate proof of address documentation.

2.5 Updated guidance received in May now allows for remote verification of identification, which is allowing us to progress checks more swiftly, though home visits will remain, as part of a wider process of engaging sponsors. This enables officers to outline the support services available from the Council and answer any questions sponsors may have about sponsoring arrangements. Concurrent to the disclosure process, Housing services are carrying out the required property checks.

2.6 Weekly drop-in sessions continue to be delivered for sponsors and guests. These sessions have focused on triaging immediate needs, principally: access to Universal Credit and other benefit eligibility; enrolling in English for Speakers of Other Languages (ESOL); and school placements. The intention is to evolve the drop-in sessions to allow for more specialist input from other Council services, and Community Planning Partners.

2.7 The payment of £200 per guest - provided via an All Pay card - is given to guests at the drop-in sessions, unless their arrival is out with the drop-in times and the need is urgent. In these cases, officers deliver the All Pay cards to guests in their sponsor accommodation.

2.8 The support and services available to sponsors and guests has generally been welcomed. Officers continue to re-prioritise other work, where appropriate, in order to meet the needs of guests arriving in the short to medium term.
2.9 Officer capacity will be further challenged if we start to see the breakdown of relations between Homes for Ukraine sponsors and their guests, though to some extent, the number of sponsors signed up through the Super Sponsor Scheme, now provides a potential ‘pool’ of alternative sponsors, were any such breakdowns to occur.

Super Sponsor Scheme

2.10 The Council now has details of the 188 sponsors signed up through the Scottish Government scheme, and has initiated contact in order to provide advice, signpost to further information, and to manage expectations around the timescale in which we will be able to progress sponsor checks.

2.11 Officers have mapped where sponsors are located, and assessed the ‘weight’ of pressures in various services, to allow the Council to prioritise checks in regard to Stirling’s 188 sponsors. Using this information, the Council has determined a process which will prioritise sponsors who have offered to host families and children. School catchment areas will then be factored in, to avoid placing families with children in areas of limited capacity. Finally, we will consider whether groups of sponsors in the same area might offer valuable social infrastructure for Ukrainian guests.

2.12 This approach allows us to make use of local data to prioritise guests arriving with children, and makes best use of the finite resources the Council has in meeting our duties under this scheme in a reasonable timeframe. Nonetheless, we do anticipate that some sponsors may be frustrated at being asked to wait for a short period before we can fulfil the process that allows them to be matched. Though the resettlement of Ukrainian people hinges on the compassion and goodwill of Stirling’s sponsors, the Council’s obligations must first and foremost focus on the needs of Ukrainian guests.

Contingency Accommodation

2.12 As part of Scottish Government’s Super Sponsor Scheme, ‘Welcome Hubs’ are operating in Edinburgh, Glasgow, Renfrewshire, and Dumfries and Galloway. Temporary accommodation in Edinburgh is filling up quickly and as such, Scottish Government have had to approach local authorities to discuss temporary accommodation (predominantly hotels) elsewhere in Scotland, which could operate as an overflow space for those arriving through Edinburgh.

2.13 Any such contingency accommodation does not receive people directly from points of entry (e.g. airports or ports) until an initial triage of need has been completed at the Edinburgh Hub and very complex cases are not transferred to contingency accommodation. Any hotel and catering provision is organised and directly funded by Scottish Government, and they also cover additional costs incurred by the relevant local authority, such as additional staffing to support contingency accommodation.

2.14 In late May, the Council was approached by Scottish Government with regard to the potential use of the DoubleTree by Hilton Dunblane Hydro as contingency accommodation in Stirling. Through a national exercise undertaken by Scottish Government, the hotel had offered 31 rooms.
In discussions with Scottish Government and other local authorities, officers have sought to clarify further detail on the responsibilities placed on us in relation to contingency accommodation introduced in their area. So far, we understand local authority responsibilities to include: ensuring individuals/families are settled and safe in contingency accommodation; providing guidance on the use of the hotel and details of services available in the surrounding areas; providing access to interpreting services; and, linking with health colleagues regarding potential services available locally.

While these responsibilities place a further pressure on officer time, it is apparent that strain on the Hub network is so great that it warrants all local authorities reviewing their capacity to support contingency accommodation. Having done so, and in dialogue with management at DoubleTree by Hilton, the Council agreed to receive guests at Dunblane Hydro from 30 May 2022.

At the time of writing this paper, the use of contingency accommodation looks to be a temporary measure to ease immediate pressures on the Hub network. However that is not certain at this stage, and rooms in DoubleTree by Hilton Dunblane Hydro may be booked up for this purpose until the end of 2022. As at 13 June, the Council is supporting 43 guests at the hotel, including families with young children.

Once officers have a better understanding of the day-to-day resource implications of supporting contingency accommodation, the additional capacity required will be put in place, funded by Scottish Government.

While funding to support the resettlement of Ukrainian people has been confirmed by UK and Scottish Governments, discussions are ongoing in relation to how this funding will be administered to local authorities in Scotland.

The Council has designed a process by which sponsors can claim the £350 monthly payment and will be communicating this to sponsors shortly. Payments to sponsors will be made once their guests arrive, for a period of up to 12 months. To date, no sponsor has sought this funding, with the exception of one sponsor in exceptional circumstances, to whom the Council made an emergency payment.

The uplift in staffing required to support this work is short term, and will be a number of fixed-term posts, funded by the grant awarded by Scottish Government. Beyond March 2023, the funding stream for this work remains uncertain for all local authorities.

There are significant levels of outstanding need for affordable housing in Stirling, with 3046 active housing applicants and homeless households seeking accommodation. The turnover and availability of affordable housing is also amongst the lowest in Scotland. On average, the service is undertaking 40 new homeless assessments per month.

There is a high risk of increased homeless applications where the host-guest relationship breaks down, which has been the experience with other local authorities, compounding the high demands already placed on the Homeless service.
2.25 There is good, long-standing partnership working between the homelessness and resettlement teams who have established a process delivering proactive case management, thus preventing homelessness by identifying alternative, suitable hosts for guests. In addition, bespoke housing options advice information is being developed for guests.

2.26 The Ukrainian resettlement schemes are taking place amidst a UK Government drive for Asylum Dispersal. In April, the UK Minister for Safe and Legal Migration wrote to local authorities to advise that all local authority areas in England, Scotland and Wales would be expected to participate in a new system of full dispersal to move those seeking asylum, from hotels to less expensive and more suitable dispersed accommodation.

2.27 With the exception of children entering education and people being registered with a GP, local authorities tend to be less involved with those seeking asylum, as support is provided, in the current UK model, by MEARS and an organisation called Migrant Help. However, in the UK areas that have been accommodating asylum seekers under this model (including Glasgow) it is clear success depends on close partnership working between agencies, and there tends to be established infrastructure to complement that, including third sector organisations with specific expertise in supporting people seeking asylum – this is not the case across all local authority areas.

2.28 UK Government has started a procurement process across England, Scotland and Wales and advised they will be working with local authority areas to make them aware of proposed properties for the dispersal of people seeking asylum, allowing opportunity for any specific concerns to be raised for consideration. Officers are currently engaged in the process of consultation and at a recent meeting held by the Home Office and COSLA, Stirling was among local authorities calling for a phased approach for dispersal, recognising not all areas are equally equipped in terms of the infrastructure known to be critical for those seeking asylum.

2.29 Local authorities expect to be advised further on the Asylum Dispersal process by mid-June. While the timescales for those awaiting asylum decisions can vary significantly, there is likely to be additional housing pressures on all local authorities under Asylum Dispersal, at the point individuals may be granted leave to remain.

3. Implications

**Equalities Impact**

3.1 An EqIA was undertaken at the outset of this work and was provided alongside the previous paper on the Resettlement of Ukrainian People to Council on 28 April 2022.

**Fairer Scotland Duty**

3.2 Due regard was given to reducing inequalities of outcome caused by socio-economic disadvantage, and any such impacts recorded, in the EqIA undertaken at the outset of the work to resettle Ukrainian people.

**Climate Change, Sustainability and Environmental Impact**

3.3 Not applicable.
Other Policy Implications
3.4 Not applicable.

Consultations
3.5 Not applicable.

4. Background Papers
4.1 EqIA Relevance Check (28 April 2022)
4.2 Resettlement of Ukrainian People Report and Equality Impact Assessment Form (Appendix 1) - Special Council 28 April 2022.

5. Appendices
5.1 Not applicable.
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<tr>
<td>Kate Hudson</td>
<td>Head of People &amp; Community Wellbeing</td>
<td>07464988585 <a href="mailto:hudsonk@stirling.gov.uk">hudsonk@stirling.gov.uk</a></td>
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<tr>
<td>Bryony Monaghan</td>
<td>Head of Education</td>
<td>01786 233200 <a href="mailto:monaghanb60s@stirling.gov.uk">monaghanb60s@stirling.gov.uk</a></td>
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<td>Councillor Benny</td>
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<td>Councillor Tollemache</td>
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**Wards affected:**

All

**Key Priorities:**

A - We will look after all of our citizens, from early years through to adulthood, by providing quality education and social care services, to allow everybody to lead their lives to their full potential

**Key Priority Considerations:**

**Stirling Plan Priority Outcomes:**

(Local Outcomes Improvement Plan)

Resilient - People are part of safe and caring communities within an attractive and sustainable environment
Stirling Council

Agenda Item No. 15

Stirling Council

Date of
Meeting: 23 June 2022

Not Exempt

One-Off Policy Growth Funding

Purpose & Summary
To provide an interim update to Council on plans for the £1.958M budget allocation, made at a Council meeting in March 2022, to one-off policy growth initiatives, in light of increasing cost of living pressures.

Recommendations
Council is asked to:
1. note the ongoing spend of the funds allocated in March 2022;
2. note the upcoming plan to promote the various streams of funding from July 2022; and
3. note the cumulative pressures of food and fuel poverty which is informing the design of grant schemes to tailor awards and outcomes to the needs of Stirling’s communities.

Resource Implications
No additional resource implications are required to administer or promote funding. Any associated processes are being streamlined to minimise impact on any individual, or any third sector organisation making application. There will be two deadlines for funding schemes, to allow adequate time for third sector organisations to apply over the summer period.

Legal & Risk Implications
A framework to accompany any funding opportunities will make clear the eligibility criteria, process to apply, and timeline for decision-making, delivery and any evaluation expectations. There is a small risk in the administration of any grant scheme that projects may not meet their intended outcomes. This risk will be mitigated by officers maintaining good working relationships with any internal or external stakeholders who receive funding, and providing early intervention and support where issues emerge.
1. Background

1.1 The 'cost of living crisis' refers to the fall in real disposable incomes, adjusted for inflation, and after taxes and benefits, that the UK has experienced since late 2021. In April 2022, the Joseph Rowntree Foundation highlighted the greatest fall in the value of the basic rate of out-of-work benefit in fifty years, as the 3.1% increase, was quickly outstripped by inflation.

1.2 Lower income households spend a higher percentage of their budget on food, housing and energy, and the increase in food and fuel costs, the impact of Brexit, the pandemic recovery process, and the war in Ukraine, have combined to push many more people into poverty.

1.3 At its meeting on 3 March 2022, Council agreed to a budget allocation of £1.958M to support one-off initiatives that would seek to alleviate some of the pressure on Stirling’s financially vulnerable households. Detailed at Appendix 1.

1.4 The Council’s Advice Service and Welfare Reform Team offer a range of ongoing supports, including: full benefits checks for clients; support to negotiate affordable debt repayments with their energy providers; foodbank referrals; and help given to individuals to apply to the Scottish Welfare Fund for a crisis grant. The Team also look at ways of maximising income for clients, such as applying for charitable grants. These grants can be specific to a client’s current or previous occupation, such as Hospitality Action Group, or the Care Workers Charity.

1.5 Officers report a sharp increase in the number of people seeking advice in relation to budgeting and ways to maximise their income. There is also an increase in those people contacting the Team at a point of crisis, requiring crisis grants and foodbank referrals. Recent themes emerging from the work to support people in crisis, relate specifically to fuel poverty and food security.

2 Considerations

2.1 Spending of the £1.958M allocated will take place throughout 2022-23, against a range of initiatives.

Spend to Date

2.2 £31,260 has been spent to date against the Scottish Child Bridging payments, made during school holidays to children and young people in receipt of free school meals in Primary 1 to 6. The funding allowed the Council to increase flat rate payments from £130 per week, to £150 per week. This increase took effect over the Easter holidays, during which 1,563 children were supported. Further payments will be made over the summer holidays, during the October break, and over the Christmas period.

2.3 The Scottish Welfare Fund Top-Up bridges the shortfall between monies received from the Scottish Government and actual costs being incurred in providing a safety net to people on low incomes, through the provision of Crisis Grants and Community Care Grants. The top-up, in place since April, has increased the Council’s monthly spend by £12,500.

Planned Spend

2.4 The school clothing grant payment to primary pupils will increase from £130 to £200, and for secondary pupils will increase from £150 to £200. In keeping with previous years, applications for this fund will open in June, with payments issued from July.
2.5 Support for school leavers to gain work experience is being planned as part of a wider piece of work around career pathways in the Council, and the Clackmannanshire and Stirling Health and Social Care Partnership. This work is expected to be launched in late summer 2022, with specific initiatives for school leavers to gain experience designed to roll-out later in the year.

2.6 Funding from the £1.958M is currently sustaining existing providers of wraparound care and after school clubs, until such time as the Scottish Government confirm plans to fund this going forward.

2.7 One-off Fuel Support Grants of £100 will be made in September to households in receipt of Housing Benefit or eligible Council Tax reduction. Targeted efforts will also be made to promote the availability of these grants to those who are in receipt of Income Support, Income Based Jobseeker’s Allowance, Income Related Employment and Support Allowance, and Universal Credit, through ongoing work with the Council’s public and third sector partners.

Grant Funding

2.8 Two streams of funding are aimed at tackling food poverty. These will be combined in a ‘Good Food For All’ Fund, which will launch in July, with £50k ring-fenced for foodbanks to meet increasing demand, and £150k for projects and services supporting food security in Stirling’s communities.

2.9 An additional scheme, the Cost of Living Support Fund, will also open for applications in July 2022. The fund will seek to support services or organisations who assist individuals who find themselves vulnerable to the rising cost of living, or already experiencing crisis. Priorities for the fund will be those services or organisations who provide funding, budgeting or financial advice, as well as support for families and individuals on managing household bills, fuel poverty and energy advice, financial literacy, and digital inclusion.

2.10 Applications to both grant schemes will be open to public or third sector organisations working within the Stirling Council area and internal Council services. Projects must be delivered within the Council area. Applications will be assessed by a panel, including third sector representatives. All awards are expected to be confirmed by end of September 2022.

Other Investments

2.11 Initial work has begun to timeline a range of investments that relate to community spaces.

2.12 The creation of a Fallin Community Hub is being explored. An initial scoping of participants has been completed and officers are in the process of procuring additional resources to support workshops that will deliver a feasibility study.

2.13 A site assessment has taken place with regard to the provision of new toilet facilities at Plean Country Park, and work is underway to finalise the plan and programme.

2.14 A review of options relating to the use of new technology to support enforcement activities will be completed at the end of June.

2.15 A number of other projects have been initiated, with work scheduled to commence in the autumn:

2.15.1 Plans to upgrade works to the core path network and walking routes around the Hillpark and Broomridge areas;

2.15.2 Public realm improvements within Stirling City Centre;
2.15.3 Projects to create an outdoor gym at Moray Park, Doune, and another at either King George V Park, Cambusbarron, or Mill Park, Cambusbarron; and

2.15.4 Upgrade works to Newton Park, Dunblane.

2.16 There will be a communication campaign to promote the cumulative range of support, investment and grants available to individuals and organisations in Stirling. This will launch in July 2022 and be promoted throughout the summer, with follow-up campaigns in the autumn and winter to demonstrate impacts and gather learning for future planning activities.

2.17 An element of the funding allocation will be to establish a monitoring and evaluation framework, underpinned by research activity, to ensure we capture the impact of these initiatives, but also to ensure we better understand the root causes of poverty in Stirling.

3 Implications

Equalities Impact
3.1 The contents of this report were assessed under the Council’s Equality Impact Assessment (EqIA) process and it was determined that an EqIA was not required as this is an update report.

Fairer Scotland Duty
3.2 In preparing the contents of this report, in terms of the Fairer Scotland Duty, due regard has been given to reducing inequalities of outcome caused by socio-economic disadvantage.

Climate Change, Sustainability and Environmental Impact
3.3 Both the Good Food for All Fund and the Cost of Living Support Fund will set relevant scoring criteria, with applicants asked to illustrate the environmental impact of their proposal. Projects will be assessed against their deliverability, value for money and the sustainability of their outcomes.

Other Policy Implications
3.4 Following consideration of the policy implications of this report no relevant issues have been identified.

Consultations
3.5 No external consultation has been undertaken, though the design of processes described in this paper will be informed by learning from previous grant payments and funding schemes, particularly feedback from those organisations who are time-poor and reliant on external funding.

4 Background Papers
4.1 The allocation of funding referred to in this paper was a Council decision taken on 3 March 2022, as part of a motion relating to the paper on General Fund Revenue Budget and Determination of Council Tax 2022-23.

4.2 EqIA Relevance Check.
5 Appendices

5.1 Appendix 1 – One-Off Policy Growth.
Details of Convener(s), Vice Convener(s), Portfolio Holder and Depute Portfolio Holders (as appropriate) consulted on this report:

Councillor Chris Kane
Councillor Margaret Brisley

Wards affected: All

Key Priorities:
B - We will target all forms of poverty across our communities and mitigate the impact of austerity and welfare cuts on those hit the hardest.

Stirling Plan Priority Outcomes:
Prosperous - People are part of a prosperous economy that promotes inclusive growth opportunities across our communities
### New One-Off Policy Growth Items

<table>
<thead>
<tr>
<th>New One-Off Policy Growth Items</th>
<th>£'000</th>
<th>Relevant Committee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enhance the Scottish Child Bridging payments made during school holidays to eligible children and young people of school age P1-S6 in receipt of Free School Meals. Existing flat rate payments of £130 per week will increase by £20 per week in line with the length of each holiday, therefore payment cycle for 22/23 only will be Easter (2 weeks) £170, Summer (7 weeks) £270, October (2 weeks) £170, Christmas (2 weeks) £170.</td>
<td>378</td>
<td>Children and Young People</td>
</tr>
<tr>
<td>Increase the school clothing grant payment to primary pupils from £130 to £200, and to secondary pupils from £150 to £200. Administration Members have requested that Officers baseline the increased costs arising from this initiative into the 2023/24 recurring budget.</td>
<td>120</td>
<td>Children and Young People</td>
</tr>
<tr>
<td>Support for school leavers to gain work experience in the Care Sector. Administration Members have requested that Officers baseline the increased costs arising from this initiative into the 2023/24 recurring budget.</td>
<td>60</td>
<td>Children and Young People</td>
</tr>
<tr>
<td>Enhance Out of School care projects - the Scottish Government plans to provide wraparound care and after school clubs, with further clarity expected at the end of summer 2022. This funding will sustain existing providers until the Government expansion comes into place, as they are likely to be required to implement this development.</td>
<td>60</td>
<td>Children and Young People</td>
</tr>
<tr>
<td>Fuel Support - funding which will offer a one-off payment of £100 to those households meeting the required eligibility criteria, being households in receipt of Income Support; Income based Jobseeker’s Allowance; Income Related Employment and Support Allowance; Universal Credit (Including Housing Costs); Housing Benefit; Tax Credits; Council Tax Reduction.</td>
<td>450</td>
<td>Community Planning and Regeneration</td>
</tr>
<tr>
<td>Cost of Living Support Fund - funding to focus on projects and services to assist individuals who find themselves already in crisis or vulnerable to the rising cost of living. The fund will consider both internal service provision and external organisations who can either support or signpost to other organisations and provide funding, budgeting or financial advice as well as supports for families and individuals on managing household bills.</td>
<td>150</td>
<td>Community Planning and Regeneration</td>
</tr>
<tr>
<td>Scottish Welfare Fund Top Up - funding that will bridge the shortfall between monies received from the Scottish Government and actual costs currently being incurred, in providing a safety net to people on low income through the provision of Crisis Grants and Community Care Grants.</td>
<td>150</td>
<td>Community Planning and Regeneration</td>
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<tr>
<td>Food Fund - funding to focus on projects and services which support food security in our communities. The fund will consider both internal provision and external organisations best placed to support food security pressures across our communities.</td>
<td>150</td>
<td>Community Planning and Regeneration</td>
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<tr>
<td>Food Bank - funding to support the projected increase in demand for food as the cost of living crisis impacts on households over the next few months.</td>
<td>50</td>
<td>Community Planning and Regeneration</td>
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<tr>
<td>Undertake a feasibility study on the creation of a Fallin Community Hub.</td>
<td>20</td>
<td>Community Planning and Regeneration</td>
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<tr>
<td>Provision of new toilet facilities at Plean Country Park.</td>
<td>100</td>
<td>Environment and Housing</td>
</tr>
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<td>Carry out upgrade works to the core path network and walking routes around the Hillpark and Broomridge areas.</td>
<td>90</td>
<td>Environment and Housing</td>
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<tr>
<td>Carry out Public Realm improvements within Stirling City Centre.</td>
<td>45</td>
<td>Environment and Housing</td>
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<tr>
<td>Create an adult outdoor gym at either King George V Park, Cambusbarron or Mill Park, Cambusbarron.</td>
<td>35</td>
<td>Environment and Housing</td>
</tr>
<tr>
<td>Create an adult outdoor gym at Moray Park, Doune.</td>
<td>35</td>
<td>Environment and Housing</td>
</tr>
<tr>
<td>Carry out upgrade works to Newton Park, Dunblane.</td>
<td>35</td>
<td>Environment and Housing</td>
</tr>
<tr>
<td>Invest in new technology to support enforcement activities.</td>
<td>30</td>
<td>Environment and Housing</td>
</tr>
<tr>
<td><strong>Total One-Off Policy Growth Items</strong></td>
<td><strong>1,958</strong></td>
<td></td>
</tr>
</tbody>
</table>
Stirling Council

Development of Primary School at South Stirling Gateway

Purpose & Summary
The purpose of this Report is to inform Council of the proposed Section 75 Agreement between the developer and the Council at the South Stirling Gateway development and to raise awareness of the future resource and budgetary implications that this will likely entail.

Recommendations
Council is asked to:

1. note the requirement for the Council to secure the developer’s contributions in respect of the South Stirling Gateway by a Section 75 Agreement to ensure the delivery of a new primary school and other associated infrastructure requirements at South Stirling Gateway;

2. note that the Council and the developers have agreed a phased payment programme in respect of the contributions based on build out of tranches of housing;

3. note the future budgetary implications inherent in the decision to enter into the Section 75 Agreement as the Council will be required to initially meet the full development cost to fund the primary school development;

4. note that the Council’s funding of the shortfall of contributions to be received from the developer will be on a temporary basis until such times as the phased payments of the contributions are received;

5. note that a report will be brought to Council for consideration later this year as part of a future capital strategy report, which will provide more detail of the anticipated approach to the funding of the primary school development;

6. note that the costs to the Council will be included in future budgets and brought to Council for approval;

7. approve the inclusion of the new primary school at the South Stirling Gateway development in future years Capital Programme based on the final development programme;

8. note that an update on the development costs will be included in the Capital Programme reports to the Finance & Economy Committee; and

9. note that officers will enter into the Section 75 Agreement using delegated authority contained in the Chief Executive’s Scheme of Sub-Delegation at F21.
Resource Implications

The overall development cost for the primary school at South Stirling Gateway is assessed at £13.96M, over 11 years. This comprises the initial 7 classroom primary school and a 4 classroom extension at the latter stage of the development. The overall development cost plan and profile across the development programme is included at Appendix 1.

Developer contributions, as identified in Stirling Council’s Draft Supplementary Guidance for Developer Contributions are assessed to be £6.856M.

The project and development costs, which are not subject to developer contributions, are identified in this report at 2.3 and 2.4, including the 25% affordable housing provision and the approach to phasing the project, alongside costs which do not fall into the metric provision. This cost is assessed at this stage as £7.1M to deliver the project in full, and an appropriate level of optimism bias is included in the overall development plan for future variance. An assumption is made at this stage that this will be funded by way of Prudential Borrowing. An assessment of the revenue impact of this borrowing is also included at Appendix 1. This identifies an initial revenue impact of £183k from 2024/25, rising to £271k in 2032/33.

Although not directly associated with the recommendations within this report, an assessment has been undertaken of the likely revenue cost of the proposed school development. An assumption on management and staff costs, infrastructure costs and facilities management costs, has identified an annual operating cost for the school of £930k commencing in year 2025/26.

The borrowing identified will require to be factored into the revenue budget consideration and associated operational revenue costs in the future to support the primary school and associated infrastructure. The housing development itself will generate additional Council Tax receipts that will be brought into budget in the future and could help to contribute towards the increased borrowing costs, with approximately £231k in 2024/25 (based on 167 completed houses) and on full occupancy rising to £1.5M annually, on completion of the development, this is based on 1100 houses at Band D. However, this income would also be required to support associated infrastructure costs in the future such as waste collection and disposal.

Legal & Risk Implications

The Council and the Developer have negotiated the terms of the Section 75 agreement over a significant period of time to ensure that the Council’s interests are protected and any costs and risks arising from the development are substantially mitigated. The terms of the Section 75 agreement reflect the terms of the approved Draft Supplementary Guidance in respect of developer’s contributions and as such are deemed acceptable to the Council.

If the Council did not enter into a Section 75 agreement, there is the possibility that the development would receive consent from the Scottish Ministers which could contain a unilateral planning obligation granted by the Developer. This could arise through the statutory determination and appeal mechanism. This would result in a similar outcome, however the significance is that the Council will have lost the ability to control the timing and monitoring arrangements under the agreement.

There is a risk that development proceeds at a slower rate than anticipated and cost models, leading to slower recovery of contributions and higher than anticipated borrowing costs. There is also a risk that the development for the remaining 31% of the total development area belonging to 3rd parties does not come forward as anticipated leading to a shortfall in overall contributions being received.
In addition to the above, the Section 75 agreement contains provisions relating to the time period for use of the contributions. Whilst certain contributions are likely to be utilised within the time period envisaged, additional risk arises where the Council either does not, or is slow to, forward plan in respect of infrastructure. Were this to occur, this may result in additional cost or resource pressures as the Council may have to deliver the required infrastructure without having the benefit of the developer’s contributions. This risk can be adequately mitigated through appropriate planning and monitoring arrangements.

The proposed Section 75 agreement covers part of the wider South Stirling Gateway site and results in cost apportionment across that wider site. The remaining proprietors with an interest in the other developments will require to be consulted and notified of the final apportionment arrangements prior to execution of the agreement. Failure to do this may expose the Council to risk of judicial review.

Normally officers would enter into a Section 75 agreement using delegated powers provided in the Chief Executive’s Scheme of Sub-Delegation at F21. This Section 75 agreement is unusual in that entering into it entails budgetary implications for the Council in future years. Officers cannot make budget allocations. This is a power reserved to Council. Therefore it is essential for the good governance of the Council and for prudent financial management that Council is aware of these future budgetary implications, which will be brought before Council for approval.

The risk that project construction costs increase at a higher than predicted rate has been addressed through the assessment of optimism bias at 20%, included in the overall development cost plan. Construction and tender costs for projects have been subject to steep increases in the past 12 months, and this is projected to endure for a further 12 months, with easing anticipated into 2024. However the impacts of a range of international and supply chain issues need to be kept under review, and how they will influence construction costs. Whilst developer contributions will be subject to inflationary rises this may not align with our actual construction costs, and this will be kept under regular review.

1. Background

1.1. The Council’s Local Development Plan (the “LDP”) identifies land at South Stirling Gateway for housing development. The LDP also sets out the infrastructure requirements to mitigate the impact of these developments. In line with the LDP, the Council’s Planning and Regulatory Panel agreed a minded to grant planning permission position for South Stirling Gateway on 23 June 2020. The minded to grant approval is subject to the signing of an appropriate Section 75 agreement to secure the infrastructure requirements highlighted within the Report of Handling for the planning application.

1.2. Since the application was approved, officers have negotiated the terms of the Section 75 agreement for the development. This report identifies the financial impact of the Section 75 to the Council in terms of the contributions that will be received, along with the overall cost of providing the key infrastructure of the Primary School provision.
1.3. The education solution was developed by officers based on the Council’s methodology for calculating school roll projections, and the proposed phasing for the build submitted by the developer. A model was built showing the anticipated school roll expected at a primary provision situated within the development over the course of the next thirty years, with pupil numbers expected to peak in the medium term before reducing to a long-term level in line with the average pupil population ratio across the Stirling Council area. A tolerance margin associated with the output figures from the model was taken into account in building an education solution which minimises risk for the Council. A phased strategy for the build of the school was selected in order to maximise the Council’s ability to respond both to the actual build out rate of the development as it evolves over time as well as to the continually evolving context of the national birth rate. The assessed development identified a 7 classroom primary school, with a second phase containing a 4 classroom extension.

1.4. The estimated cost of mitigating the development and the securing of developer contributions is based upon the Draft Supplementary Guidance on Developer Contributions. This was approved by Environment & Housing Committee on 10 February 2022.

1.5. A Special Meeting of Stirling Council on 3 March 2022 approved an allocation of £200,000 for 22/23 and £500,000 for 23/24 to support the initial development of new school facilities at South Stirling Gateway for local development plan growth.

2. Considerations

2.1 Stirling Council’s Draft Supplementary Guidance for Developer Contributions sets out the infrastructure that is required to support the delivery of the places promoted by the Adopted Stirling Local Development Plan. The contributions set out in the Supplementary Guidance were assessed against all relevant national policy and guidance, and associated policy tests.

2.2 The Primary School proposal identified at South Stirling Gateway was assessed, as with all mitigation proposals in the Supplementary Guidance document, on construction cost based on the nationally recognised Scottish Future’s Trust construction cost metrics.

2.3 Developer Contributions are not applied to several aspects of the proposed development at South Stirling Gateway, however these costs are included in the overall development cost plan. The elements are:

   2.3.1 Affordable housing provision, 25% of the overall development.
   2.3.2 The additional cost of a phased construction approach to reduce risk to the Council, delivering a 4 classroom extension in years 9 to 11 of the project.

2.4 The Draft Supplementary Guidance on developer contributions confirms that no contributions are expected from affordable housing units. This means that the Council requires to fund the gap in developer contribution. The Section 75 provides for 25% of the site being developed for affordable housing purposes. This means that the share of the contribution of £2.29M, subject to agreement on the final affordable housing mix, will not be recovered on this aspect of the development. Housing Services are in discussion with the developer on proposed housing mix.
2.5 Additional costs are also identified in development cost planning for the project that do not fall within the range of the metrics, and assessment has been made for these costs within the overall development cost plan.

2.5.1 Furniture, fixtures and equipment;
2.5.2 Specialist equipment provided by the authority;
2.5.3 Interactive whiteboard technology installations;
2.5.4 IT active infrastructure installation cost;
2.5.5 Stirling Council staff costs to support the project development; and
2.5.6 Optimism bias, assessed at 20%, recognising issues including design and construction risk, construction inflation, and a likely enhanced low carbon approach to design.

2.6 Conclusion of s75 legal agreements are delegated to the Chief Planning Officer provided that the legal agreement is broadly consistent with the Heads of Terms outlined in the Report of Handling, recommending the planning application to Planning and Regulatory Panel. However, officers of the Council cannot commit the Council to any capital budget requirement, and borrowing for capital costs, arising from decisions. Negotiations on South Stirling Gateway have progressed with a clear understanding with the applicant that as there are capital costs arising from the negotiations, approval of these will be required from Council. From the earliest negotiations it was clear that the applicant would not be providing the infrastructure requirements related to Education, Pirnhall roundabout and City Transport works in full upfront, and instead would provide a pro-rata contribution based upon a per house contribution. This is due to commercial development viability.

2.7 The consequence of this pro-rata position is that the Council will be required to partially fund these infrastructure requirements and recover this cost through developer contributions as the development proceeds. This is the reason why the legal agreements cannot be concluded until Council commits to the capital cost of the development. It should be noted that Scottish planning law restricts the Council’s considerations to only capital costs when considering a legal agreement to secure developer contributions.

2.8 The developer for South Stirling Gateway has provided a commercial feasibility statement to confirm the financial inability to front fund these infrastructure requirements. Experience of housing development sites across Scotland confirms that the scale of infrastructure required would render housing developments unviable unless the Council, to some extent, provides the infrastructure up-front through the type of mechanisms being sought in these development negotiations.

2.9 The negotiations for the Section 75 agreement have been completed, and a draft document has been prepared. The infrastructure impacts that would require capital investment by Stirling Council have been assessed as:

2.9.1 Provision of a new primary school within the site, with contribution being provided from occupation of the first house on a pro-rata basis;
2.9.2 Contributions for Secondary School facilities, with contributions being provided from occupation of the first house on a pro-rata basis;
2.9.3 Contribution towards works at the Pirnhall roundabout; and
2.9.4 Contribution towards City Transport works.
2.10 It is noted that only 2.9.1 and 2.9.2 bring about direct capital costs arising from the approval of this development. There are no alternative options to provide Primary School accommodation on the site, and the Secondary School solution is based upon the Draft Supplementary Guidance.

2.11 The contribution towards the mitigation works at Pirnhall roundabout will only be required when the approved development at Durieshill is delivered. This development at South Stirling Gateway can proceed without this mitigation being provided.

2.12 This planning application does not relate to the full South Stirling Gateway site, encompassing 69% of the land making up this site, but providing the land required for the school to support the full site development. The legal agreement reflects this position. The Council will secure the contributions from the developments on the balance of the land still to be developed in the future. The development of the site will be reflected in the development of the School, with the construction planned in two phases.

2.13 The proposed primary school solution has been developed during the negotiation of the Section 75 agreement, and in association with the development of Supplementary Guidance on Developer Contributions. The identified primary school solution is for a maximum 11 classroom primary school with a nursery class. This would be developed initially as a 7 classroom school with the ability to extend by another 4 classrooms based on review of the pupil roll projection. The proposed site has been identified and 1.4 hectare of land allocated from within this planning application for the Primary School.

2.14 An assessment has been included in the proposed site to allow for a Nursery expansion, the requirement for Nursery provision on site will be kept under review. This has not been included in the overall development cost plan, however an assessment of the cost of a future nursery expansion project is £1.68M.

2.15 The financial assessment of the overall development proposal for the primary school at South Stirling Gateway, and anticipated development phasing is included at Appendix 1. This identifies the phasing of the project over 11 years, with the separate construction point for the four classroom extension identified. The assessment identifies the assessed phasing of the receipts from the developer of the site associated with the Planning Application identified in this report, and the receipts from adjacent developers contributing to this proposal. The key aspects of the development cost plan for the project are identified in the Resource Implications section.

2.16 The financial assessment is based upon build out plans provided by the developers along with the current roll projections. These are both subject to change, however officers will undertake regular informed reviews to ensure the infrastructure is aligned to development progress.
3. **Implications**

**Equalities Impact**

3.1 The contents of this report were assessed under the Council’s Equality Impact Assessment process. It was determined that an Equality Impact Assessment was not required as this is a process related recommendation, it is anticipated that this would be reviewed at the decision to take a proposed procurement exercise.

**Fairer Scotland Duty**

3.2 In preparing the contents of this report, in terms of the Fairer Scotland Duty, due regard has been given to reducing inequalities of outcome caused by socio-economic disadvantage, and any such impacts in respect of the proposals set out in this report are contained in the EqIA Relevance Check.

**Climate Change, Sustainability and Environmental Impact**

3.3 The development of the primary school project at South Stirling Gateway will recognise the environmental impact of the construction and operational arrangements. The project will align with Stirling Council’s Climate and Nature Emergency Plan. Prior to design commencement a review of design standards will be undertaken, recognising the Scottish Government Climate Change Plan and underlying strategy, and the design principles in the Learning Estate Investment Plan, along with best practice in school design and operational management.

**Other Policy Implications**

3.4 Following consideration of the policy implications of this report no relevant issues have been identified.

**Consultations**

3.5 The Draft Supplementary Guidance document was subject to external consultation, and this was reported on within the Committee Paper to Environment & Housing Committee. No further external consultation is relevant at this stage of the development proposal.

4. **Background Papers**

4.1 Supplementary Guidance on Developer Contributions: Community Infrastructure and Affordable Housing, Environment & Housing Committee 10 February 2022.

4.2 Mixed Use Development comprising circa 800 new homes (Private and 25% Affordable) at Land East of Pirnhall and South West of Bannockburn, Planning & Regulation Panel, 23 June 2020.

4.3 EqIA Relevance Check.

5. **Appendices**

5.1 Appendix 1 – Cost Profiles.

5.2 Appendix 2 - South Stirling Gateway Site Location as Approved Local Development Plan.
5.3 Appendix 3 – Persimmon Homes Site Location.
### Author(s)

<table>
<thead>
<tr>
<th>Name</th>
<th>Designation</th>
<th>Telephone Number/E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chris Cox</td>
<td>Service Manager, Planning &amp; Building Standards</td>
<td><a href="mailto:coxc@stirling.gov.uk">coxc@stirling.gov.uk</a></td>
</tr>
<tr>
<td>Lisa Macaulay</td>
<td>Finance Team Leader, Accounting Operations</td>
<td><a href="mailto:macaulayl@stirling.gov.uk">macaulayl@stirling.gov.uk</a></td>
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<tr>
<td>Isabelle Smit</td>
<td>Forward Planning Officer, Education</td>
<td><a href="mailto:smiti@stirling.gov.uk">smiti@stirling.gov.uk</a></td>
</tr>
<tr>
<td>Geraldine Donald</td>
<td>Project Delivery Team Leader, Infrastructure</td>
<td><a href="mailto:donaldg@stirling.gov.uk">donaldg@stirling.gov.uk</a></td>
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### Approved by

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<thead>
<tr>
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<tbody>
<tr>
<td>Drew Leslie</td>
<td>Head of Service, Infrastructure</td>
<td><a href="mailto:leslied@stirling.gov.uk">leslied@stirling.gov.uk</a></td>
</tr>
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### Details of Convener(s), Vice Convener(s), Portfolio Holder and Depute Portfolio Holders (as appropriate) consulted on this report:

- Councillor Kane
- Councillor Brisley

### Wards affected:

- Wards 5, 6 & 7

### Key Priorities:

- C - We will create more affordable & social housing in all Stirling's communities. We will lead by example as an organisation in setting exceptional standards in building, environmental and employer practice, tenant relations & homelessness prevention

### Key Priority Considerations:

### Stirling Plan Priority Outcomes:

- (Local Outcomes Improvement Plan)

- Resilient - People are part of safe and caring communities within an attractive and sustainable environment
Appendix 1 – Cost Profiles
Development Cost Plan Profile

### South Stirling Gateway
#### Build costs and developers contributions to primary school

<table>
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<tr>
<td>11 classroom new build phased</td>
<td>200,000</td>
<td>800,000</td>
<td>5,650,000</td>
<td>2,343,086</td>
<td>0</td>
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<td>8,993,086</td>
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<td>4 classroom ext</td>
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<td>0</td>
<td>300,000</td>
<td>2,900,000</td>
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<td>Furniture, Fixtures &amp; Fittings</td>
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<td></td>
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<td>Total costs phased</td>
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<td>5,650,000</td>
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<td>0</td>
<td>13,964,913</td>
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</tr>
</tbody>
</table>

#### Developers’ Contributions

| Other development            | (382,107) | (471,266) | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | (853,373) |
| Other development            | 0       | 0       | (191,054) | (382,107) | (382,107) | (382,107) | (331,160) | 0       | 0       | 0       | 0       | 0       | 0       | (2,050,642) |
| Total income phased          | (382,107) | (866,499) | (586,287) | (777,341) | (777,341) | (777,341) | (726,393) | (395,234) | (195,234) | (395,234) | 0       | 0       | (6,856,353) |

#### Cash outflow / (inflow)

| (182,107) | (66,499) | 5,063,713 | 1,925,745 | (777,341) | (777,341) | (726,393) | (95,234) | 2,504,766 | 1,016,593 | 0       | 0       | 7,108,560 |

### Identified Cost of Borrowing to fund overall development

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<tr>
<th>Prudential Borrowing</th>
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<th>23/24</th>
<th>24/25</th>
<th>25/26</th>
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<th>29/30</th>
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<th>32/33</th>
<th>33/34</th>
<th>34/35</th>
<th>Total over 50Y</th>
</tr>
</thead>
</table>
Appendix 2 – South Stirling Gateway Site Location as Approved Local Development Plan
Appendix 3 – Persimmon Homes Site Location
Transformation Update

Purpose & Summary
This report provides an update on the current Transformation Programme as well as noting progress on each of the "Vital Few" programmes. The report also seeks to set out the demands placed upon the Transformation Fund, in addition to spend incurred in 2021/22 and the future investment requirement that will fall upon the fund. The report seeks authority from Council in terms of the Scheme of Delegation for the approval of additional budget allocation in terms of paragraph 13.2.

Recommendations
Council is asked to:
1. note the progress to date around the Transformation Programme and the spend incurred in 2021/22 against the Transformation Fund;
2. note the following:-
   2.1 the changes made by the International Financial Reporting Standards Interpretations Committee to the accounting treatment of Software as a Service solutions;
   2.2 that the change in the accounting treatment prohibits the capitalisation of Software as a Service solutions; and
   2.3 the consequent pressures that this change has placed on the Council’s Revenue Budget.
3. approve the allocation of £1.82 million from uncommitted General Fund reserves to the Transformation Fund, which will fully support the additional ERP investment requirement for 2022/23, and
4. note the approach to developing a pipeline of potential projects based on Return on Investment and payback and the implementation of an investment framework to be determined by the Chief Officer Finance to define the minimum return on investment that a project must achieve to be included as a transformation project with access to the Transformation Fund.
Resource Implications

The financial implications for the Transformation Programme are detailed in Appendix 1 to this report.

In addition, staff resource will be required each month from within the Transformation team to collate the Project Briefs for potential projects, Outline Business Cases and Full Business Cases for endorsement at the Portfolio Planning Group and onward submission to the Stirling’s Future Board (and as appropriate Stirling Council Transformation Board) for approval as required.

Appropriate project and programme management resources will also be required to support the development of Outline and Full Business Cases with support from Accounting teams to ensure consistency of approach in the development of the financial case and to ensure the benefits/savings are tracked and monitored.

Legal & Risk Implications

Management of Risk and Opportunity

<table>
<thead>
<tr>
<th>Risk</th>
<th>Controls</th>
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</thead>
<tbody>
<tr>
<td>Services do not follow the agreed governance process for approving</td>
<td>A robust process will be put in place to ensure that Services are aware</td>
</tr>
<tr>
<td>that change projects can progress thereby allocating resource to</td>
<td>of the governance process around change projects and how these should be</td>
</tr>
<tr>
<td>projects which are not prioritised.</td>
<td>approved.</td>
</tr>
<tr>
<td>Expected savings and benefits are not achieved from projects that</td>
<td>Adequate time will be available to prepare the case for a project from</td>
</tr>
<tr>
<td>are completed.</td>
<td>PPA stage through to Full Business case to ensure that decisions are</td>
</tr>
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<td></td>
<td>taken on the basis of information which is as accurate as possible and</td>
</tr>
<tr>
<td></td>
<td>that anticipated savings are S.M.A.R.T.</td>
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Any requirement for additional budget allocation must be approved by Council in advance. If there is not such an approval then there is the possibility that some of the transformational change programmes and consequent projected return on investments will not be realised.

1. Background

1.1 Thriving Stirling, Stirling Council’s approved ten year operating strategy, outlines the Council’s approach to meeting challenges of increased service demand, a changing policy environment, global factors such as the Covid-19 pandemic, all against a background of financial constraints.

1.2 There is a need to ensure a consistency of approach around decision making for future investment proposals, the approval stages for such proposals and the Return on Investment (“ROI”) and benefits expected. This report now also seeks to establish a clear process around the governance of Potential Projects, Project Briefs, Outline Business Cases and Full Business Cases to ensure there is a well-defined pipeline of future potential projects that have been assessed based on clear financial viability criteria, as well as a process for tracking and monitoring benefits.
1.3 Stirling Council recognises that its people are proud to share the common purpose of public service and are dedicated about what they do to make a difference to people’s lives. The Council delivers a wide variety of quality services, tailored to the different needs of people who live, work, study, and visit Stirling. Stirling is changing, as is Scotland and the world around, not just in its response to the current pandemic but to social and economic changes that affect how we all live our lives and expect to receive services. The Council’s people have to be adaptive, open-minded and creative not only to keep up with change but to drive change through public leadership and customer service values.

1.4 The Council’s future success depends on retaining and attracting talented people, who work in partnership with our Elected Members, to transform our organisation to be fit for future opportunities and challenges in a sustainable manner. Pace, innovation and ambition are critical if we are to achieve the Council’s goals of a confident and creative workforce that pledges to show public leadership towards change, demonstrates a collaborative approach and a sense of commitment to Stirling and demonstrates customer service in a way that practises true participation.

1.5 Making improvements in the areas of transformation will support the Council to become that modern organisation, which is able to meet the demands of communities but also support communities to do more for themselves, where their individual needs are met through a mixture of our direct intervention and solutions which they themselves can support. Financial efficiencies are reached through longer term planning, which is carried out in a transparent manner creating organisational stability, improved measurement of policy impact and a concise business planning model, which is clear on accountability and success factors.

1.6 An organisation that drives financial efficiency, putting the right people in the right places, having a confident workforce to deliver priorities and productivity and staff morale, health and wellbeing is more consistently optimistic. The positive impact will assure Elected Members feel more supported to work alongside their communities and the reputation of the Council is a place where people want to live, work, play and invest as the conditions are such that it is easy to engage with a public body who has a positive, friendly approach to the delivery of vital services, such as housing, planning, education, environment and business support.

1.7 The strategy is underpinned by a Transformation Programme which will enable the Council to meet key goals and outcomes over the next 10 years.

Accounting Pressures

1.8 Large scale investments are often funded through a combination of capital and revenue funding, with some costs able to be capitalised within the proper accounting framework.

1.9 Historically, the Council has capitalised the costs of purchased, licenced software as an intangible asset in line with proper accounting practice. However, as technology evolves, there is an increasing provision and procurement of cloud based services.

1.10 Cloud computing is a confusing term that can be interpreted in various ways, with differing consequences. Generally, computing arrangements can be categorised into 3 broad categories: Licenced software on premise; Licensed software off premise; Software as a Service (SaaS).
1.11 In March 2021, following an identified disparity in accounting practice, caused in part by confusion over definitions and criteria for recognition of an intangible asset, the International Financial Reporting Interpretations Committee (IFRIC) clarified the accounting treatment of Software as a Service (SaaS) contracts. The IFRIC communicated that in such contracts the purchaser has been granted a right to access software and use it for their purposes but does not control the software or any configurations to that software; therefore these costs could not be capitalised.

“In certain situations, customisation may be capitalised but only where an entity has engaged resources (internal or external) to create software to which the entity would retain intellectual property rights, but generally, this is not the case as such additional enhanced functionality would normally remain the property of the third party cloud computing provider”.

1.12 The majority of new systems being purchased by the Council are being procured as a SaaS solution, therefore these costs must now be treated as revenue expenditure. This is placing significant pressure on revenue budgets across the public sector.

1.13 The requirement to treat these costs as revenue expenditure has created a new and additional burden on revenue budgets and increases the need for a Transformation Fund that will be able to cover an increased level of revenue related investment.

1.14 A consistent method of assessing the financial viability of a proposed business change proposal needs to be in place. Measuring ROI, tracking savings and payback period more consistently will help establish the priority order of proposals in the pipeline.

1.15 All potential projects should be required to demonstrate a ROI or that they support another project to deliver ROI or that they are statutory/mandatory before being added to the pipeline of potential projects. The benefits/savings that will be achieved will be a combination of cashable and non-cashable benefits and as part of the delivery of cashable benefits there will often be reductions in staff as part of the savings achieved and these will be used to support front-line service delivery. There should be no exceptions to this process and all projects should be subjected to the same method of assessing viability.

1.16 A Transformation Fund has already been established to support significant investment that will help to drive forward service change, making our services more aligned to the expectations of citizens and to help meet the financial challenges that the Council faces now and in the coming years.

1.17 The balance of the fund on 31 March 2022 is £2.54M. However, it is essential that this investment fund is protected and supplemented through further contributions which will ensure there is capacity to fund all future transformational change programme commitments with the key people resource and financial investment that will be needed.
2. Considerations

Transformation Programme

2.1 During 2021 Stirling Transformation Board (STB) was established to oversee the identified “Vital Few” transformation programmes. These are programmes deemed critical to future delivery of Council services in a modern, technologically driven world. These programmes aim to utilise advances in technological capability to provide efficient and effective services. The programmes were identified as being likely to deliver significant returns on investment, or were likely to deliver step-change across the entire organisation.

2.2 The Vital Few programmes include:

- 2.2.1 Enterprise Resource Planning Programme (ERP);
- 2.2.2 Climate Emergency Planning;
- 2.2.3 Target Operating Model;
- 2.2.4 Social Care Replacement System;
- 2.2.5 Legal Case Management & Democratic Services Systems;
- 2.2.6 Waste Transformation; and
- 2.2.7 Covid Recovery Programme.

2.3 With the exception of the ERP programme, the other ‘Vital Few’ transformational change programmes are at a less advanced stage and are yet to develop Business Cases which determine the level of cashable and non-cashable benefits that will be achieved. The support to services in determining benefits and the business impacts of transformational change activities will be provided through additional business change capability being developed within the Transformation Team and Organisational Development team. This change capability will support the ability to track and monitor savings expected from Project Briefs, through to Business Cases and to project delivery.

2.4 A short update is provided for each programme in the following paragraphs.

2.5 The Council is implementing an integrated ERP solution that will replace the Council’s core Finance, Procurement, HR, Payroll and Customer Relationship Management (CRM) systems. A contract was awarded to procure the Oracle Fusion Cloud ERP system in June 2021. Since the Council had no experience of implementing a system of this scale, a systems integrator was contracted to support the Council with the implementation of the Oracle solution. The system integrator partner contracted is Evosys.
2.6 The vision for the Council is to consolidate these core systems and improve business processes, making them more dynamic. The programme has completed the initial first two rounds of workshops to support the design of the system to be implemented. Completion by the Council staff of the required data migration and integration activity has been problematic due to the lack of sufficient resource internally with the skills or capacity to do this, as well as a complete lack of documentation around the current systems integrations that exist. Many of the staff with knowledge of the current integrations had left the organisation and none of the existing integrations had been documented. A number of attempts were made to find documentation both within the Technology Team and the Records Centre but proved unsuccessful. All project documentation for the ERP Programme is being stored centrally in Microsoft Teams so this situation will not occur in the future.

2.7 The issues around data migration and integrations became apparent in August 2021 and steps were then taken to review whether additional support could be identified internally but this proved unsuccessful. Egress, a third party with extensive experience in data migration, was then engaged to support the Council with the completion of this task. Evosys are providing additional support to develop the required integrations into legacy applications.

2.8 Given the resource limitations internally it would have been time consuming and caused further delays and impacts on the programme timeline to attempt to complete the data migration work and to document and complete the integration work ourselves. Evosys are now also supporting with scoping the integration work required and it will also be documented to make it accessible in the future. The requirement for Evosys to work over a longer duration and the extension in scope of that work beyond that in the original contract has led to a need to enter into a further contract capturing this work. This will be discussed in more detail in the paper relating to the procurement exercise.

2.9 The initial ERP Go Live dates were February 2022 for the Customer Experience (CX) workstream and April 2022. Due to the data migration and integration delays, the project dates have been replanned with Go Live dates now set as 4 November 2022 for CX and April 2023 for the full ERP solution. The result of this is that the systems integrator and internal programme team are required to work on the ERP programme for an additional 12 months, incurring additional costs outwith the initial contract.

2.10 The **Climate Emergency Planning** programme is based on the approved Stirling Climate and Nature Emergency Plan and focuses on five key areas which are energy, transport, nature and biodiversity, climate adaptation and improving resource efficiency. A Climate Board has been set up to oversee this programme and a programme plan has been developed which sets out the actions the Council will be taking to address climate change. Given this is a long-term programme which stretches across more than 20 years, a stronger focus on short term milestones is being planned.
2.11 **Target Operating Model** as a programme will ensure the development of a more positive organisational culture, reacting to the new working environment post COVID and will also deliver the framework we will use to achieve the 10 year strategy. The programme covers 4 main workstreams which include – New Ways of Working (NWOW), Financial Sustainability, Corporate Performance and Demand Management. Only the NWOW workstream is running at present and is focussing on 3 key areas of people, technology and property. The team is working with staff to develop our future work environment. Hybrid working principles and guidance have been developed and issued to staff and a series of meetings are now being held with staff and service teams to help design and shape our work space and practices and how staff will work both remotely and in the office as well as reviewing our accommodation requirements. The Technology workstream is building on the significant work done to allow home-working during the pandemic and enable longer term home and remote working safely and securely as well as implementing workstation booking systems and video conferencing to enable hybrid home and office based working. NWOW will also include a review of layers and spans of controls across the organisation and this work will potentially identify head count savings across all service areas.

2.12 The **Social Work Replacement System** project will replace the current SWIFT system which is outdated and no longer supported, which is impacting the Council’s statutory obligation to protect vulnerable citizens. The project will deliver a new and modern system which is fit for purpose and enables modern working practices to be implemented. The project has met with delays over the course of this year due to a range of complexities around the agreed procurement route and approach with Clackmannanshire Council. An approach paper has now been agreed across all partner organisations and discussions are ongoing with the Legal and Procurement teams from both Authorities to ensure a safe procurement route is being established. Following this an Outline Business Case will be prepared that will set out and fund the resources required to complete a Full Business Case. This in turn will allow the procurement exercise to be completed and set out the full implementation requirements and timelines. There continues to be a commitment to a joint procurement process with Clackmannanshire.

2.13 A programme around implementing a **Legal Case Management System and Democratic System** has been set up to replace the current paper based processes, removing the legal and reputational risk around failure to meet FOISA/EIR/SAR. The implementation of these systems will allow the modernisation of antiquated paper based ways of working. A programme manager has been appointed and a project brief has been prepared for the Portfolio Planning Group (PPG) and STB to review. Outline and Full Business Cases including cost/benefit analysis will then be developed which will set out the procurement route, plan and timelines for the implementation of the Legal Case Management system. Work will then follow on the Democratic Support Systems.
2.14 **Waste Transformation** is about managing the impact of changes in the landfill regulatory regime and the attendant tax implications. It will also make better use of technology to become more efficient and effective. The programme is well underway with diamond bin replacements now completed, garden waste charging operational and the four-weekly bin collections implemented with ongoing monitoring of collections. The Fleet Replacement is ongoing with the 26 ton fleet to be delivered during August/September 2022 and the potential use of 18 ton vehicles instead of 12 ton vehicles which are on an 18 month lead time. The service is continuing to progress route balancing, residual waste treatment and recycling improvement initiatives.

2.15 The **Covid Recovery Programme** is making sure recovery and renewal programmes post Covid deliver, following the varying demands placed upon the Council and the impact that Covid had on communities and staff. This programme is progressing from the Recovery phase to the renewal phase. Work is continuing to ascertain what has changed for communities since Covid and what supports are needed. A Consultation Survey was issued during March/April and the responses are now being analysed to inform future actions and future conversations with communities and inform future service delivery.

**Transformation Team**

2.16 The Transformation Team supports the organisation and services to develop business cases, ensuring a robust governance process is in place to manage the transformation programmes and that a standard set of templates and documentation is in place for all staff to use. The team consists of a range of programme and project managers, business analysts and business change resource.

2.17 In order to ensure that there is internal capacity to deliver the transformation into the future it is important to invest in capacity and skills providing opportunities and training to gain the experience and skills to support the delivery of transformational change.

**Council Reserves Strategy**

2.18 As agreed at the budget meeting on 3 March 2022, the Council has set a target of 2% to 2.5% of net revenue budget (£5M to £6.3M) as uncommitted reserves on the General Fund, with the intention of ensuring that the Council can deal with unexpected and unplanned expenditure should the need arise.

2.19 As outlined in previous reports to Council, reserves have risen in recent years through a conscious decision to pursue a strategy of managing reserves to a higher level, which will help towards meeting the cost of transformational change.

2.20 As outlined in the Stirling Council Draft Accounts 2021/22 report, also on the Council agenda, the uncommitted General Fund reserves position as at 31 March 2022 is £10.193M. After taking account of the committed contribution of £0.768M in 2022/23 to fund the cost of repairs to the Branshogle and Catterburn bridges, residual uncommitted General Fund reserves will reduce to £9.425M.

2.21 Approval is being sought from the Council to allocate £1.82M from uncommitted General Fund reserves to the Transformation Fund. This will provide the £1.82M required to fully support the ERP investment requirement for 2022/23, as outlined in paragraph 2.29 and Appendix 1.
2.22 If approved by Council, this will reduce uncommitted General Fund reserves to £7.605M, being 3% of 2022/23 General Fund budget and in excess of established target levels.

**Transformation Fund**

2.23 The Council’s Transformation Fund was created specifically for the purpose of funding significant organisational change investment that will drive service change and support the Council with meeting future financial challenges. Investments in programmes such as ERP clearly falls into that space and therefore it was approved that a large part of the initial investment would be met from that Fund.

2.24 Large scale investments are often funded through a combination of capital and revenue funding, with some costs able to be capitalised within the proper accounting framework. However, as outlined in paragraph 1.11, the International Financial Reporting Interpretations Committee (IFRIC) clarified the accounting treatment of Software as a Service (SaaS) contracts, whereby costs incurred under these contracts cannot be treated as capital expenditure.

2.25 This change in the accounting treatment has created a new and additional burden on revenue budgets and increases the need for a Transformation Fund that will be able to cover an increased level of revenue related investment.

2.26 In 2017/18 and 2018/19 the Finance & Economy Committee approved the transfer of £1M each year from uncommitted General Fund reserves to commence the replenishment of the Council’s Transformation Fund (formerly Risk Fund). At its meeting on 13 February 2020, the Finance & Economy Committee approved the transfer of a further £500k of funds from uncommitted General Fund reserves to the Transformation Fund bringing the balance to £2.5M. The Council meeting of 4 June 2020 subsequently approved a further transfer of £500k to the Transformation Fund bringing the balance to £3M.

2.27 Given the anticipated call on the Transformation Fund to support the Council’s transformation programmes, and in particular the ERP programme, the June 2021 Finance & Economy Committee agreed to transfer a further £1M from uncommitted General Fund reserves to the Fund, bringing the Fund balance to £4.0M. After funding ERP related expenditure of £1.46M during 2021/22, the current balance on the Transformation Fund is now £2.54M.

2.28 Given the transformation programme work that is ongoing, the current balance on the Fund will be insufficient to meet all anticipated investment needs in 2022/23, and the Council should consider proposals to top up the Fund on an ongoing basis.

2.29 The following table sets out the actual and anticipated ERP spending commitments against the Transformation Fund over the period 2021/22 to 2023/24. Further detail including a breakdown of the ERP costs is provided in Appendix 1. Costs in relation to other transformational programmes will become more transparent when business cases are developed.
### Transformation Fund Summary

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<td>Transformation Fund (opening balance)</td>
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<td>ERP Year 1 costs (2021/22)</td>
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<td>Transformation Fund (current balance)</td>
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<td>Anticipated Draw on Fund 2022/23</td>
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<tr>
<td>Additional Investment Required 2022/23</td>
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<tr>
<td>Net Savings 2023/24</td>
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#### Governance, Project Pipeline and Benefits Realisation

2.30 Business Change proposals must follow the governance process highlighted in Appendix 2 by completing a Project Brief, Outline Business Case and Full Business Case for submission to the Portfolio Management Office for consideration and discussion at PPG. Proposals endorsed at the PPG will be submitted to STB or Stirling Futures Board (SFB) for approval. The proposed project pipeline process is described in more detail in Appendix 3.

2.31 Since financial year 2014/15 there have been a total of 68 Transformation savings options approved through the Council budget setting process, delivering total savings of just under £20M. These cover a wide range of options across all areas of service and can be summarised and categorised into 5 main themes as follows:

1. **Redesign** - remodelling of services to generate savings through more efficient and effective processes.
   
   In the Social Care service area, remodelling has included shifting the balance from Residential care to care in the Community to allow people to live more independently. Redesign also involved introducing a process of reviewing care plans to more effectively manage demand.
   
   In other areas of service, Transformation has involved looking at options for operating a more efficient model of service delivery such as consolidating operational services and changing working patterns, whilst also progressing with a single flexible workforce in some services areas to address seasonal trends and pressures to enable a more resilient and multi-skilled workforce to enhance service delivery and focus on customer requirements.

2. **Procurement** - the design and delivery of commercial best practice.
   
   This programme changed how the Council spends its money, ensuring best value and generating benefits for communities. The costs of all contractual and commissioning arrangements were reviewed and renegotiated with a focus on contract specifications, rates and agreeing discounts and rebates whilst introducing supplier forums and a local supplier development programme.
3. **Customer Service** - to achieve the best possible outcomes for everyone who lives, works and visits the Stirling area.

This programme was to make sure that the Council delivers services in a tailored and efficient way and covers all aspects of how we work with our customers and communities. This meant doing more at the customer's first point of contact, consolidating the number of service access points, improving the method of taking payments to simplify the process for customers, and having a unified and Council-wide approach to communicating with customers.

4. **Property** - to deliver an improved estate aligned to service delivery through sharing and more flexible use of space across internal council services as well as external public and private agencies. This programme also established a fully integrated facilities management service capable of providing a single building management function.

5. **Workforce** - detailed workforce planning to assess service requirements to align with priorities and deliver more efficient ways of working.

2.32 Appendix 6 lists those Transformation savings options with a target saving level of £100k or greater.

**Current Programme Benefits**

2.33 In relation to the Vital Few programmes, the benefits development is at different stages within each programme.

2.34 The most advanced in terms of benefits expected is the ERP programme. A range of benefits workshop took place with the relevant service teams to identify potential business benefits and these were quantified across three different levels – conservative, pragmatic and aggressive. Given the complexity of implementing an ERP solution a prudent approach has been taken to estimate conservative benefits at this stage.

2.35 Each of the service areas that are part of the ERP programme supplied data which was used to prepare draft benefits that were benchmarked against similar data taken from organisations such as Hackett, Aberdeen Consultancy and Sigma-Cedar. A number of workshops were held for each service team to talk through the suggested benefits in detail and confirm the level of benefit that was achievable for the Council to commit to in the Outline Business Case. Extracted from the ERP Outline Business Case are Appendices 4 and 5 which detail the type of benefits that can be expected and the potential monetary value attached to each, this will be tracked as final process designs are confirmed and confirmed as achieved following the implementation of ERP.

2.36 Some of the anticipated benefits include:

2.36.1 Easier and more efficient processes for citizens – improved customer service;

2.36.2 Improved decision making using up to date and accurate financial, customer and workforce data;

2.36.3 Easier and quicker responses for customers – easier to see the progress of a transaction and identify where it has gone wrong;

2.36.4 Improved continuous improvement processes e.g. easier to identify processes are not working and how to improve them;
2.36.5 Improved quality and speed of on boarding and induction of new staff;
2.36.6 Improved workforce planning and development, including career pathways and succession planning;
2.36.7 Improved communication across the Council, with easy access to important information;
2.36.8 Improved visibility of performance data and therefore increased accountability and transparency;
2.36.9 Enabling significant culture shift across the Council to one of focusing on our citizens and communities and to the services we provide to them;
2.36.10 Reduction in time spent operating between different systems;
2.36.11 Reduced duplication of effort across services;
2.36.12 Improved collaboration and reduced silo working;
2.36.13 Improved productivity within the Accounts Payable function;
2.36.14 Reduced off contract spend;
2.36.15 Improved employee and manager productivity on HR admin tasks (organisation wide);
2.36.16 Improved talent retention;
2.36.17 Reduced time to fill vacancies;
2.36.18 Reduced call handling time;
2.36.19 Improved back-office resolution rates to service requests; and
2.36.20 Reduced legacy system support costs.

2.37 The total value of the potential savings is estimated at up to £2.76M for Finance, Procurement, HR and Payroll (Appendix 4) and up to £0.534M for CRM (Appendix 5). This does not mean more cannot be achieved and highlights what can be achieved even with a conservative approach. At this stage, it has not been finalised how much of these potential savings could be cashable or non-cashable. The aim would be to realise cashable benefits where possible, however, the significance of non-cashable benefits should not be underestimated. It should also not be underestimated that the benefits and efficiencies achieved through the implementation of an ERP solution will not only come from the key service areas included in the implementation but will come from the wider organisation as more efficient processes are rolled out.

2.38 It will take time to realise the full time equivalent savings that can be released. As the next stages of the design process take place it should become more evident where these savings can be achieved and the cashable benefits will become more certain.

2.39 The efficiencies created by implementing an ERP solution will also provide the opportunity to reduce some of the manual administrative tasks that are carried out across the organisation at the moment and will afford the chance to look at a different skills mix and offer the ability to develop staff into roles that will provide more value added functions. There will be the ability to offer career development opportunities to employees and spend more time on workforce development and strategic workforce planning activities than has been feasible up until now.
2.40 The ERP solution will consolidate and integrate the core back office systems of Finance, Procurement, HR and Payroll enhancing the people and financial data that is currently available. The benefits of these integrations will mean the ability to produce accurate, quick and meaningful reporting that currently takes a significant manual effort. The integration of procurement and financial information will also allow clear commitment accounting. The results of this integration means that budget managers will have reduced dependency on finance teams allowing them to focus on more value added tasks.

2.41 The ERP solution will benefit the organisation as a whole by replacing out-dated systems and improving business processes, workflow and real-time reporting. This will provide Stirling Council with a modern and effective operating model and provide the foundation for future transformational change.

3. Implications

**Equalities Impact**

3.1 The contents of this report were assessed under the Council's Equality Impact Assessment process. It was determined that an Equality Impact Assessment is not required.

**Fairer Scotland Duty**

3.2 The contents of this report were considered in terms of the Fairer Scotland Duty and were determined not to be of strategic importance.

**Climate Change, Sustainability and Environmental Impact**

3.3 N/A.

**Other Policy Implications**

3.4 The work around developing a pipeline of projects should be linked to the annual service planning and budget planning processes to ensure the financial implications of projects approved are aligned to these wider processes.

**Consultations**

3.5 None specifically related to this paper but relevant consultation will take place in relation to each of the transformation programmes as required and will be detailed in the Business Cases.

4. Background Papers

4.1 EQIA relevance check.

5. Appendices

5.1 Appendix 1 – Financial Summary Table.
5.2 Appendix 2 – Project/Programme Governance Process.
5.3 Appendix 3 – Outline of Proposed Project Pipeline Process.
5.4 Appendix 4 – Summary of Potential Finance/HCM Benefits
5.5 Appendix 5 – Summary of Potential CRM Benefits
5.6 Appendix 6 – Transformation Savings Options
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Approved by

<table>
<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>George Murphy</td>
<td>Interim Chief Officer Finance</td>
<td>13 June 2022</td>
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Details of Convener(s), Vice Convener(s), Portfolio Holder and Depute Portfolio Holders (as appropriate) consulted on this report:

Cllr Kane
Cllr Brisley

Wards affected: All

Key Priorities:

D - We will deliver inclusive economic growth and promote prosperity. We will deliver a City Region Deal and pursue policies and solutions that encourage high quality, high paying jobs into all of Stirling's communities.

Key Priority Considerations:

Stirling Plan Priority Outcomes:
(Local Outcomes Improvement Plan)

Prosperous - People are part of a prosperous economy that promotes inclusive growth opportunities across our communities.
## Financial Summary Table 2021/22 to 2023/24 (Years 1, 2 & 3)

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<thead>
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<th>Financial Summary</th>
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<td><strong>Total Projected Costs 2022/23</strong></td>
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<td><strong>Additional Investment Required 2022/23</strong></td>
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<td><strong>Anticipated Draw on Fund 2023/24</strong></td>
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<tr>
<td><strong>Net Savings 2023/24</strong></td>
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Appendix 2

Project/Programme Governance Process

[Flowchart showing the governance process for projects/programmes]

- Service Business Requests
- Proposer completes the Project Brief
- Service signs off the Project Brief

PMO:
- Submit to PMO for Initial Review
- Submit to PPG for Endorsement
- Aligns to ICT & Digital Principles & Standards Confirmed

PPG:
- Submit to PMO for Initial Review
- Submit to PPG for Endorsement
- SFB Approves Project Brief

SFB:
- Stop
- SFB Approves OBC
- Project initiated

Stirling’s Future Board (SFB), Portfolio Management Office (PMO), Portfolio Planning Group (PPG), Outline Business Case (OBC)
To support the robust governance process that has been put in place during 2021, the next step will be to set out a clear pathway for the development of a project pipeline consisting of potential projects.

The project brief will be the first point where a determination will be made whether a potential project proposal should progress. It is proposed that criteria be put in place to support decisions and determine the priority order of projects delivered.

The suggested criteria will be based on whether a project has a suitable ROI will support another project to deliver a ROI or whether it is statutory/mandatory.

The PPG will be the gateway for endorsing whether a potential project will become part of the pipeline of projects and be considered for onward submission to the relevant Board for inclusion in the overall Change Portfolio and progress to the next stage of developing a business case.

In order for the decision-making Boards to make clear and consistent decisions a process will be developed to assess investments. This will be based on ROI and Payback. The relevant decision making Board can reject as well as support Project Brief’s for potential projects and these may not be allowed to proceed if the Board feels investment criteria are not enough and does not meet the hurdle rate (minimum acceptable rate of return) set by Finance.

Other factors will also be taken into consideration such as alignment to the 10 year strategy objectives, key priorities and so forth, where it is not relevant to only assess a potential project on ROI and Payback.

ROI is a performance measure based upon the net savings/income generated from an investment that has been made. An expected ROI can be calculated before a project kicks off and is used to determine whether it makes sense to pursue. Estimated costs and revenues will be used to determine the level of net savings/income a project is likely to generate. The actual ROI achieved can be calculated once a project is completed and will require a close examination of the benefits achieved.

As part of developing this investment process it is also suggested that a “hurdle” rate be put in place where only those projects that provide an ROI above this rate are taken forward or are added to the pipeline.

A project yields a positive ROI if more savings/income is generated than the project costs. If a project costs more that the savings generated, it would yield a negative ROI. Where appropriate, the Council would aim to progress only those projects that have a positive ROI and exceed the hurdle rate set by Finance.

Having determined the level of ROI being sought, it is suggested that Payback Period is used to determine the priority order in which projects are added to the pipeline. The payback period refers to the amount of time it takes to recover the cost of an investment, therefore, this would help to identify whether it makes more sense to proceed with a project which can release savings more quickly.

The PMO will work with Finance to set out an investment framework that clarifies how ROI will be calculated and to define the hurdle rate expected.

Having this investment framework in place will allow a pipeline of projects to be developed that will be aligned to strategic goals and that have a sound financial case that will provide realisable benefits for Stirling Council. This should include all projects, even those which are business or service-led. Completing a Project Brief and identifying how the proposal meets the investment criteria will allow the relevant Board to make informed decisions on which projects progress.

Once this pipeline is in place it is proposed that there will be an annual review process to confirm the prioritisation and agree which projects can be funded the following year. This process would support the decisions around the allocation of Transformation Fund on an annual basis.

This process would underpin the production of evidence based Project Briefs or business cases which will be given funding based on sound, consistently compiled information, allowing senior managers assurance that investment decisions are valid.

Where projects are in-flight, Finance will be able to maintain a project register to track and monitor savings expected from Project Brief, through to Business Case stage and eventually at project delivery. Once a project is closed, the savings can be released from relevant budgets and reported accordingly.
As a project progresses from Project Brief, to Outline Business Case and on to Full Business Case, the expected benefits will be reviewed and any significant reduction in benefits anticipated could lead to a project being cancelled if it falls below the hurdle rate.
Adoption Of Oracle Finance and HR Cloud Applications, Estimates Functional Benefits Of ~ £2.76 Million GBP On A Steady State Post Implementation

Note:
- Graph above illustrates the indicative Conservative Scenario; Please see detailed benefit analysis across all the three scenarios viz, conservative, pragmatic and aggressive
- Data used in the above analysis are Stirling Council provided, generic assumptions from proprietary databases
- The steady state benefits are not ramped up – they are shown as 100% at a Conservative level (scenario) post implementation
adoption of oracle customer service applications, estimates functional benefits of ~£0.534 million GBP on a steady state post implementation.

annual CX benefits £K (pragmatic case)

**Benefits rounded up for simplicity of representation**
# Transformation Savings Options

<table>
<thead>
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<th>Option Title</th>
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<td>Commercial Excellence</td>
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<td>Implement Multi Systemic Therapy (MST) to reduce the need to accommodate children</td>
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<tr>
<td>Community Property Transformation</td>
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<tr>
<td>Better Connected Customer</td>
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<tr>
<td>Corporate Services Hub</td>
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<tr>
<td>Redesign Of Learning Disability Services</td>
<td>(1,180)</td>
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<tr>
<td>Housing and Environment Alternative Delivery Model Programme (Waste, Land and Roads Services)</td>
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<tr>
<td>Reducing demand for Long Term Care</td>
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<tr>
<td>Redesign of Services - Maximising community support and individual choice</td>
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<tr>
<td>Review Of Management And Supervision</td>
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<tr>
<td>Shared Resources Review - Waste, Land, Roads, Housing Property and Facilities Management</td>
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<td>Review - Facilities Management including Housing Property</td>
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<tr>
<td>Review of Workforce following Adult Redesign</td>
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<tr>
<td>A review of commissioning activity in Adult and Childcare social work</td>
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<tr>
<td>Roll out of Re-ablement for Under 65s</td>
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<tr>
<td>Increase Number of Schools with Shared Headships</td>
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<td>Staff Transformation</td>
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<td>Shared Social Services: Children’s Services Workforce Redesign</td>
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<tr>
<td>Remodelling of Physical Disability Services</td>
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<tr>
<td>Establish Children’s Services Multi-Agency Locality Teams</td>
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<td>Internal Learning Disability Service Redesign</td>
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<td>Alternative Service Delivery Model for Information &amp; Communications Technology (ICT)</td>
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<tr>
<td>Reshaping Care for Older People - Review of Care Home Provision</td>
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<td>Review - Regulatory Services (Trading Standards, Licensing, Building Standards and Environmental Health)</td>
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<td>Alternative Service Delivery Model for Building Cleaning</td>
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<td>Review of Family Support</td>
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<td>Remodelling of Mental Health Service</td>
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<td>Re-design of Adult Services</td>
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<td>Re-Design of Youth Services</td>
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<td>Review of CCTV provision</td>
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<td>Alternative Service Delivery Model for Waste Services</td>
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<td>Review &amp; Redesign of Devolved School Management Nursery</td>
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<td>Health and Social Care Integration</td>
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<tr>
<td>Shared Services: Youth Justice and Early and Effective Intervention</td>
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Gaelic Language Plan 2022-2027

Purpose & Summary
The purpose of this report is to advise Council on the status of the draft Gaelic Language Plan 2022-2027 (the “Plan”), to update Council on the status of negotiations with Bòrd na Gàidhlig (the “Bòrd”) and to allow Council to decide on proposed changes to the Plan.

Recommendations
Council is asked to:
1. note the changes requested by the Bòrd to the Plan;
2. note the possible implications if there is no agreement with the Bòrd on the content of the Plan;
3. Council is asked to either:-
   3.1 approve or reject the changes proposed by the Chief Education officer to the Plan as detailed in this report; or
   3.2 if required, to approve or reject the changes to the Plan requested by the Bòrd and as detailed in this report; and
4. note that the Chief Education Officer will inform the Bòrd of the decision of Council.

Resource Implications
The proposals outlined within the Plan approved in December 2021 could be met within currently allocated provision and resources. The Council receives a Gaelic Specific Grant on an annual basis that is awarded by Scottish Government to support up to 75% of the delivery of GME in Stirling. Stirling Council also contribute to the overall costs of Education provision with funds calculated based on the pupil census as for all children. If any adjustments to that plan are agreed they may entail additional resources and support from The Bòrd’s Gaelic Language Plan Implementation Fund (GLAIF) could be sought in a future year within the life-time of this plan.
Legal & Risk Implications

Stirling Council must meet its legal obligations under the Act by having a Gaelic Language Plan in place.

The final date for submission of the amended plan to the Bòrd is 22 June 2022. Submitting the plan after this date will result in Stirling Council being referred to Scottish Government as submission is out with statutory timescales. Officers have advised the Bòrd that they will be unable to provide a response with this timeframe due to the requirement to take the matter back to Council for a decision.

The Bòrd has advised that it will not recommend that Scottish Ministers approve the Plan unless the suggested amendments are made. In this case the plan would be passed to the Scottish Government for consideration, however, the plan is unlikely to be approved without recommendation from The Bòrd.

The Scottish Ministers have the power to approve the Plan as it was originally submitted or to approve the Plan subject to such modifications as they see fit. Before doing so the Ministers must have regard to any representations made by the Bòrd and by the Council.

1. Background
   1.1. Under Section 3 of the Gaelic Language (Scotland) Act 2005 (the “Act”), the Council prepared a Plan, a draft of which was approved at Council on 9 December 2021. The purpose of the Plan is to demonstrate how the Council will encourage the growth and respect of Gaelic language and culture within its local authority area.
   1.2. The Plan was submitted to the Bòrd, the national body which supports the implementation of the Act on behalf of Scottish Government. The Bòrd has advised that, in order to secure its recommendation for approval, some changes are required before the Plan is submitted to Scottish Ministers for approval.
   1.3. Information from the 2011 census reveals that 1.5% of the population in Stirling have skills in Gaelic, with 483 people reading, speaking and writing Gaelic in Stirling. This is slightly below the national figure of 1.6%.
   1.4. Within the Children, Education & Young People Service, there is currently a range of Gaelic provision, including:
      1.4.1. Gaelic input into Nursery provision at Riverside Primary School;
      1.4.2. Gaelic Medium Education provision at Riverside Primary School, which currently has 70 pupils; and
      1.4.3. Gaelic is available as a subject at Wallace High School, with 13 pupils currently accessing it.

Core Commitments

1.5. The Plan follows the framework of the Bòrd’s guidance. The core commitments are highlighted in Chapter 2 of the Plan and proposes how the Council will incorporate Gaelic within its core corporate functions. These include identity, communications, publications and staffing.
2. Considerations

2.1 The implications for Gaelic include proposed actions on how the Council will consider Gaelic when planning delivery of its services, with most significance for education. Education proposals build upon existing provision, from early years through secondary education.

2.2 Other proposals include: encouraging more people to take part in adult learning Gaelic classes; working with Gaelic community groups in relation to arts and culture; and ensuring that the use of Gaelic in translation, corporate identity and place name development meets the relevant standards.

2.3 Between 10 September 2021 and 22 October 2021 the Plan was made available to the public for consultation. The Plan was available on the Engage Stirling platform, with a short survey and an opportunity to add any comments about the Plan.

2.4 Through the online consultation we received 89 responses from the survey and two email responses. 94% of responses were from Stirling Council residents. 47% of the responses were from parents of children in Gaelic Medium Education. 41% agreed or strongly agreed that the draft plan reflects the right priorities for Gaelic in the Stirling Council area. For example promoting the growth of Gaelic at early, primary and secondary school level as well as opportunities for adult learning. 42% of those who responded disagreed or strongly disagreed. Their views were clear that other concerns were of greater priority at this time.

2.5 Although there was support for the plan and its contents from specific groups in the population who access Gaelic, there was not overall support from those who responded to the consultation. There was particular concern about the costs associated with the plan at a time when Covid-19 has impacted so significantly on communities. Prior to approval by Stirling Council the plan was updated to reflect the public views, with progressive targets set for Education areas and limited targets for other areas, for which there had been no public support.

2.6 The Bòrd have provided feedback on the plan, the majority of which is related to minor style changes and ensuring the targets in the Education elements are measurable and outcome focussed. However, they have expressed concern that Stirling Council should show a greater commitment to developing the corporate identity and signage of the Council to value Gaelic equally to English in the logo and place signs. The Bòrd have been clear that if there is no further change to these two elements of the plan they will not be in a position to recommend it to Scottish Ministers for approval.

2.7 The area of disagreement with the Bòrd is in relation to the key area of “Demonstrating equal respect for both languages by including Gaelic within Corporate Identity”. The Council’s proposals in the Plan, the Bòrd’s response to that are contained in the table found at Appendix 2.

2.8 In discussions between the Bòrd, the Council’s Head of Education and Lead Officer for Gaelic proposed an option which would demonstrate progress in this edition of the Gaelic Language Plan 2022-27 but still reflect the views expressed in the results of the public consultation. This position is also found in the table at Appendix 2.
2.9 There will be minimal impact in terms of cost, resource or time with this compromise option as the Council is proposing to undertake these developments on a renewal basis, when a new sign or document is required. This approach would enable children and families engaged in Gaelic Medium Education to experience the language in their environments as a step towards a longer term progression to adjusting Council signage and corporate identity.

2.10 The compromise proposal would be a proportionate, measurable and achievable adjustment to the plan. Any further change, closer to the proposal from Bòrd na Gàidhlig, is less likely to be achievable and does not reflect the views expressed by the majority of Stirling respondents to the consultation. However, there is no guarantee that the plan will receive the approval of Scottish Ministers.

3. Implications

Equalities Impact

3.1 The contents of this report were assessed under the Council's Equality Impact Assessment process. It was determined that an Equality Impact Assessment was not required as the implementation of the Gaelic Language plan is to further develop the use of Gaelic Language within Stirling Council. Access to Gaelic Medium Education is available to all Stirling Council residents. There are a very small number of Gaelic speakers in Stirling and the implementation of the plan will continue to support them.

Fairer Scotland Duty

3.2 The contents of this report were considered in terms of the Fairer Scotland Duty and were determined not to be of strategic importance.

Climate Change, Sustainability and Environmental Impact

3.3 This report relates to a review of the Gaelic Language Plan and it was determined that a full Strategic Environmental Assessment was not required.

Other Policy Implications

3.4 Priorities identified in the National Gaelic Language Plan will be primarily implemented through our Gaelic Language Plan but opportunities may arise to consider promoting and developing the language through existing policy measures.

Consultations

3.5 Public consultation of the Gaelic Language Plan took place between 10 September 2021 and 22 October 2021. The plan was available on the Engage Stirling platform.

4. Background Papers


4.3 Equality Impact Assessment (EqIA) Relevant Check – 30 September 2021.
4.4 Draft Gaelic Language Plan with full tracking.

5. Appendices
   5.1 Appendix 1 – Draft Gaelic Language Plan.
   5.2 Appendix 2 – Summary of position and proposed changes to the Plan.
**Author(s)**

<table>
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<tr>
<th>Name</th>
<th>Designation</th>
<th>Telephone Number/E-mail</th>
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<tbody>
<tr>
<td>Hayley Cleland</td>
<td>Lead Officer</td>
<td><a href="mailto:clelandh38s@stirling.gov.uk">clelandh38s@stirling.gov.uk</a></td>
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**Approved by**

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<tr>
<th>Name</th>
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<tr>
<td>Bryony Monaghan</td>
<td>Head of Education Schools, Learning and Education</td>
<td>27 May 2022</td>
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Details of Convener(s), Vice Convener(s), Portfolio Holder and Depute Portfolio Holders (as appropriate) consulted on this report:

- Councillor Kane

Wards affected: All wards

**Key Priorities:**

- F - We will commit and coordinate our resources to ensuring Stirling becomes a must visit destination; with heritage, culture, environment & economic strategies working hand in hand to encourage tourists to stay for minimum 3 days and 2 nights

**Key Priority Considerations:**

- Achieving - People are skilled and supported to make a positive contribution to our communities
Stirling Council
Comhairle Shruighlea
Gaelic Language Plan
2022-2027

A display by Gaelic pupils from Riverside Primary on why Gaelic is important to them.

This plan has been prepared under Section 3 of the Gaelic Language (Scotland) Act 2005 and is scheduled to be approved by Bòrd na Gàidhlig in December 2021.
Foreword

Tha mi toilichte a thaisbeanadh a’ chiad Plana Gàidhlig airson Còmhairle Sruighlea.

Chaidh Achd na Gàidhlig (Alba) 2005 agus Plana Nàiseanta na Gàidhlig stèidheachadh le dealas do dh’ urram co-mheasail a thoirt dhan cànan, cultar agus cor na Gàidhlig air feadh Alba. Tha Còmhairle Sruighlea a’ toirt dealas dha na h-amasan seo.

Ged nach eil ach sluaigh Gàidhlig car beag gu h-ironadail againn, tha foghlaím tro mheadhan na Gàidhlig aig Còmhairle Sruighlea le Gàidhlig a’ nochdadh ann an clasaichean na thrath-irean, aonad Gàidhlig ann an Bun-Sgoil Taobh na h-Albann agus tha Gàidhlig mar cuspair againn ann an Àrd Sgoil Uallas.

Tha a’ Phhlanà Gàidhlig airson Còmhairle Sruighlea a’ deleigeadh ri na’s urrainn dh’uainn dèanamh, mar bhuidhean, airson arainneachd ceart Gàidhlig a chruthachadh gus a cleachdadh ann am beatha phoblach leis a bhith: a’ toirt cothrom an treanaidh airson luchd-obrach freagarrach aig a bheil iùdh anns a’ chànan ionnachadh, tainginneach airson teagasc Gàidhlig nearachadh am broinn sgòiltean agus ag obair gus taic a thoirt do bhuidhnean Gàidhlig anns a’ choimhearsnachd.

Tha mi a’ coimhead air adhart a dh’ obair còmhla ris a’ choimhearsnachd agus buidhnean com-pàirtiche gus na h-amasan ‘s a phhlanà tha seò lìbhrigeadh thairis air na h-ath choig bliadhnaichean.

We are pleased to present Stirling Council’s Draft Gaelic Language Plan 2022-27. The Gaelic Language (Scotland) Act 2005 and the National Gaelic Language Plan, set out a commitment to giving equal respect to Gaelic language, culture and status across Scotland. Stirling Council is committed to these aims.

Whilst we have a relatively small Gaelic speaking population locally, Stirling Council has Gaelic provision within our Education services, with Gaelic input into Early Years classes, a Gaelic Medium Education unit at Riverside Primary School and Gaelic available as a subject at Wallace High School.

Stirling Council’s Gaelic Language Plan sets out how we, as an organisation, can contribute to creating the right environment for the use of Gaelic in public life, through: Gaelic training for relevant staff interested in learning the language, proposals to strengthen Gaelic teaching within our schools and working to support Gaelic groups within the community.

We look forward to working with our communities and our partner organisations to deliver the aspirations set out in this plan over the next five years.

Cllr Scott Farmer (Leader)
Cllr Chris Kane (Depute Leader)
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Summary

Stirling Council recognises that Gaelic is a part of Scotland’s heritage, national identity and cultural life. Stirling Council is committed to the objectives set out in the National Gaelic Language Plan and has put in place the necessary structures and initiatives to support a sustainable future for Gaelic in Scotland.

Stirling Council recognises that if Gaelic is to be revitalised as a living language in Scotland, a concerted effort on the part of government, the public and private sectors, community organisations and individual speakers is required to:

- enhance the status of Gaelic;
- promote the acquisition and learning of Gaelic;
- encourage the increased use of Gaelic.

Stirling Council’s Gaelic Language Plan was prepared within the framework of the Gaelic Language (Scotland) Act 2005. It sets out how we will continue to make the best use of Gaelic resources in the operation of our services.

Stirling Council’s Gaelic Language Plan has been prepared in accordance with statutory criteria set out in the 2005 Act, and having regard to the National Gaelic Language Plan and the Revised Guidance on the Development of Gaelic Language Plans (August 2020).
Structure of the Gaelic Language Plan

The key components of our Gaelic Language Plan are:

Chapter 1: Introduction

This chapter provides the background and context relating to the preparation of Gaelic Language Plans under the Gaelic Language (Scotland) Act 2005 and the structure of Stirling Council’s main areas of operation. It also provides a summary of the demography of the Gaelic language and Gaelic community activity within the Council’s area.

Chapter 2: Core Commitments

This chapter sets out how Stirling Council will use, and enable the use of Gaelic in relation to our main business functions. It covers key areas of operation such as corporate identity, signage, communication with the public and the use of Gaelic on our website. This chapter sets out the basic minimum level of Gaelic language provision which we are committed to providing in the lifetime of this edition of the plan.

Chapter 3: Policy Implications for Gaelic: Implementing the National Gaelic Language Plan

This chapter sets out how Stirling Council will help implement the National Gaelic Language Plan. It also shows how we intend to promote the use of Gaelic in service planning and delivery, particularly in policy areas such as adult learning, education and customer services. This chapter also considers how we will take account of Gaelic and our Gaelic Language Plan when drafting new policies and considering new strategies.

Chapter 4: Implementing and Monitoring

This chapter sets out how the implementation of our Gaelic Language Plan will be taken forward, and how outcomes will be monitored.
Chapter 1: Introduction

Setting the Context for Developing Gaelic Language Plans

The Gaelic Language (Scotland) Act 2005:

The Gaelic Language (Scotland) Act 2005 was passed by the Scottish Parliament with a view to securing the status of the Gaelic language as an official language of Scotland commanding equal respect to the English language.

One of the key features of the 2005 Act is the provision enabling Bòrd na Gàidhlig to require public authority to prepare Gaelic Language Plans. This provision was designed to ensure that the public sector in Scotland plays its part in creating a sustainable future for Gaelic by raising its status and profile and creating practical opportunities for its use.

Consultation on the second iteration of the Gaelic Language Plan (2022-2027):

The 2005 Act requires public bodies to bring the preparation of its Gaelic Language Plan to the attention of all interested parties. In line with this requirement Stirling Council produced the first edition of their Gaelic Language Plan in 2016. Stirling Council has consulted publicly on the draft of this second edition of the Gaelic Language Plan between September and October 2021 and have taken into account representations made to it during this consultation process.

Approval of Stirling Council’s Gaelic Language Plan (2022-2027):

Stirling Council’s Gaelic Language Plan was prepared under Section 3 of the Gaelic Language (Scotland) Act 2005 and was approved by Bòrd na Gàidhlig on ****.

Overview of the functions of Stirling Council and the use of Gaelic within our area of operation

Background Information about the public authority

Stirling Council is one of 32 local authorities in Scotland. The Council provides a range of statutory and non-statutory services.

Located in Central Scotland, and serving both the City of Stirling urban area, and rural areas to the west and north, Stirling Council covers an area of almost 2200 square kilometres, with a population of over 94,000, in around 40,000 households.

Stirling was granted city status by HM Queen Elizabeth II in 2002, to mark her Golden Jubilee.

Stirling Council consists of 23 elected members, 7 SNP, 4 Labour, 9 Conservative, 1 Independent, 1 Alba and 1 Green, representing seven multi-member wards.

The Council’s management team is led by the Chief Executive and Chief Operating Officers.

Stirling Council’s Key Priorities 2017 set out six broad strategic priorities.
Gaelic in Education

Currently we provide Gaelic Education in the following locations:

- Riverside Primary School provides Gaelic Medium Education (GME), learning and teaching in Gaelic across all subject areas, with the catchment area available across Stirling.
- At Wallace High School, Gaelic is available both as a course for fluent speakers, and as a modern Language for all students.

Adult Learning Classes

Stirling Council’s Learning and Employability Team provides Gaelic classes for both beginners and more advanced learners as well as parents and carers of children in Gaelic Medium Education.

Gaelic Speakers in Stirling

<table>
<thead>
<tr>
<th>2011 Census Data on Gaelic Skills in Stirling</th>
<th>Scotland</th>
<th>Stirling</th>
</tr>
</thead>
<tbody>
<tr>
<td>All people Aged 3 and Over</td>
<td>5,118,233</td>
<td>87,645</td>
</tr>
<tr>
<td>Understands, but does not speak, read or write Gaelic</td>
<td>23,357</td>
<td>442</td>
</tr>
<tr>
<td>Speaks, reads and writes Gaelic</td>
<td>32,191</td>
<td>410</td>
</tr>
<tr>
<td>Speaks but does not read or write Gaelic</td>
<td>18,966</td>
<td>304</td>
</tr>
<tr>
<td>Speaks and reads but does not write Gaelic</td>
<td>6,218</td>
<td>75</td>
</tr>
<tr>
<td>Reads but does not speak or write Gaelic</td>
<td>4,646</td>
<td>97</td>
</tr>
<tr>
<td>Other combination skills in Gaelic</td>
<td>1,678</td>
<td>32</td>
</tr>
<tr>
<td><strong>Total – Any skills in Gaelic</strong></td>
<td><strong>87,056</strong></td>
<td><strong>1,360</strong></td>
</tr>
<tr>
<td><strong>No skills in Gaelic</strong></td>
<td><strong>5,031,167</strong></td>
<td><strong>86,285</strong></td>
</tr>
</tbody>
</table>
Geographical Breakdown of Gaelic Skills within Stirling Council

<table>
<thead>
<tr>
<th>Ward</th>
<th>People who speak, read and write Gaelic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trossachs and Teith</td>
<td>87</td>
</tr>
<tr>
<td>Forth and Endrick</td>
<td>49</td>
</tr>
<tr>
<td>Dunblane and Bridge of Allan</td>
<td>28</td>
</tr>
<tr>
<td>Castle</td>
<td>90</td>
</tr>
<tr>
<td>Stirling West</td>
<td>34</td>
</tr>
<tr>
<td>Stirling East</td>
<td>48</td>
</tr>
<tr>
<td>Bannockburn</td>
<td>25</td>
</tr>
<tr>
<td>Total</td>
<td>410</td>
</tr>
</tbody>
</table>
### Gaelic Community Organisations in Stirling

<table>
<thead>
<tr>
<th>Name of Organisation</th>
<th>Summary of Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>An Comunn Gàidhealach (The Highland Society)</td>
<td>An Comunn has been promoting the Gaelic language and musical culture for over a hundred years. The Stirling Branch holds monthly ceilidhs and concerts which raise funds for the local Stirling Mod which they host. On occasion they host the National Mod.</td>
</tr>
<tr>
<td>Fèis Fhoirt</td>
<td>Provide Music Tuition for children aged 8 – 18 yrs. They aim to promote interest, education and participation in the traditional Gaelic music and culture of the Highlands.</td>
</tr>
<tr>
<td>Pròiseact Ciùil na h-Aibhne (Riverside Music Project)</td>
<td>Riverside Music Project promotes Scottish and Gaelic traditional music and dancing in the local community. They give low-cost access to individuals and families who wish to learn musical skills and repertoire. Activities include intergenerational family sessions, and a band workshop for older children. They also have a busy community ceilidh band. RMP encourages peer teaching and mutual support amongst members and organises family ceilidhs to other events to give performance opportunities.</td>
</tr>
<tr>
<td>Còisir Shruighlea (Stirling Gaelic Choir)</td>
<td>The adult choir practises Gaelic song weekly and holds concerts and Gaelic language classes. They take part in Mod competitions at local and national level and have been very successful. They also assist local groups such as Stirling Junior Gaelic Choir and the Gaelic Medium Education pupils at Riverside Primary School with Gaelic song and music expertise. From time to time they run short Gaelic classes to improve Gaelic skills within the group.</td>
</tr>
<tr>
<td>Pàrant is Pàiste Stirling (based at Riverside Primary)</td>
<td>A parent led Gaelic parent and child group for children aged 0-5 years. Everyone is welcome and no prior knowledge of Gaelic is required (based at Riverside Primary School).</td>
</tr>
<tr>
<td>Cròileagan Both Chuidir (Balquidder Gaelic Medium Toddler Group – No longer running – Gaelic input is at Killin Nursery)</td>
<td>A Gaelic pre-school group for children aged 0-5 years for the rural Stirling area. Children are introduced to the Gaelic language through song and games. Everyone is welcome and no prior knowledge of Gaelic is required.</td>
</tr>
<tr>
<td>Dualchas na Cloinne (Scottish Gaelic Children’s Heritage)</td>
<td>Promote Scottish Gaelic Children’s Heritage mostly through local stories and the Gaelic Oral tradition. Work in Gaelic Medium schools and make films through the medium of Gaelic. Provide short workshops with children to promote their Gaelic Cartoon website.</td>
</tr>
<tr>
<td>Comann nam Pàrant (Gaelic Medium Parents Society)</td>
<td>Provide support for Parents with children in Gaelic Medium Education, and encourage parents to follow the GME route. Support for Parents in Stirling with children attending GME.</td>
</tr>
<tr>
<td>Comann nam Pàrant Sruighlea</td>
<td></td>
</tr>
</tbody>
</table>
Chapter 2: Core Commitments

In its statutory Revised Guidance on the Development of Gaelic Language Plans (August 2020), Bòrd na Gàidhlig notes that creating the right environment for the use of Gaelic in public life is one of the key components of language regeneration.

Based on experience to date, Bòrd na Gàidhlig has developed a set of standardised corporate service aims which were issued to Stirling Council as part of the renewal process of the plan and for inclusion in this edition.

Bòrd na Gàidhlig aims and principles for Local Authorities are:

- Gaelic Language Plan commitments delivered to an equal standard in both Gaelic and English;
- Practical measures to ensure that staff and public are kept regularly informed of all opportunities that exist to use Gaelic in relation to the work of the public authority;
- Ensure that Arm’s Length Executive Organisations and other contractors help with the delivery of the public authority Gaelic language plan;
- Gaelic plan commitments are normalised within the structures of the public authority over time, with opportunities to grow Gaelic within existing budgets constantly assessed;
- The authority is aware of the duties of a Corporate Parent to ensure that looked after children and young people and care leavers with Gaelic receive the same opportunities as those with other languages;
- Aim to render the Corporate logo in both Gaelic and English at the first opportunity and as part of any renewal process;
- Prominent signage will include Gaelic and English as part of any renewal process;
- Positive message that communication from the public in Gaelic is always welcome;
- Written communication in Gaelic is always accepted (post, email and social media) and replies will be provided in Gaelic in accordance with the general policy;
- Where Gaelic speaking staff are capable of providing this service, they are supported to do so and the service is promoted to the public;
- Opportunities to hold public meetings bilingually or in Gaelic are regularly explored and promoted;
- High profile news releases and all news releases related to Gaelic are circulated in both Gaelic and English;
- Gaelic content distributed regularly through social media, guided by the level of actual and potential users;
- Gaelic content should be available on the public authority’s website, with emphasis given to the pages with the highest potential reach;
- Corporate Publications should be produced in Gaelic and English, with priority given to those with the highest potential reach;
- Opportunities to deliver public exhibitions bilingually or in Gaelic should be explored on a regular basis, with priority given to those with the highest potential impact;
- Conduct an internal audit of Gaelic skills and training needs through the life of each plan;
- Knowledge of the public authority’s Gaelic language plan included in new staff induction;
- Gaelic language skills training and development offered to staff, particularly in relation to implementing the public authority’s Gaelic Language Plan;
- Gaelic awareness raising offered to staff, with priority given to directors, board members, councillors and staff dealing directly with the public;
Recognising and respecting Gaelic skills within the recruitment process. For example, Gaelic named as an essential and/or desirable skill in job descriptions in order to deliver the Gaelic language plan and in accordance with the Bòrd na Gàidhlig recruitment advice, and; bilingual or Gaelic only job adverts for all posts where Gaelic is an essential skill;

The most recent Gaelic Orthographic Conventions will be followed in relation to all written materials produced by the public authority;

Gaelic place name advice from Ainmean-Àite na h-Alba is sought and used.

The Bòrd has also worked with Stirling Council to co-produce a set of high level aims, which again were issued along with the statutory notice to the Council. These high level aims were approved at Stirling Council Committee on 4 March 2021.

The six high level aims for the second edition of Stirling Council’s 2022-2027 Gaelic Language Plan are:

- Create employment opportunities through foundation apprenticeships, modern apprenticeships and graduate placements to increase Gaelic skills within the organisation and increase Gaelic services offered to the public;
- Through secondary school planning, increase the subject availability through the medium of Gaelic;
- Expand the current Gaelic Medium Education provision in the Council area, with consideration for the establishment of the 3-18 Campus;
- Establish an agreement with Clackmannanshire Council to offer access to Gaelic Medium Education on an interim basis;
- Undertake the duty under the Education (Scotland) Act 2016 to promote and support, as appropriate, the potential; for Gaelic medium and Gaelic learner education to Stirling residents, including the opportunity that exists under this Act for parents to request the establishment of Gaelic Medium Education;
- Establish a Gaelic Implementation Group to support the implementation commitments throughout the Council.

The Bòrd has identified four core areas of service delivery that it wishes public authorities to address when preparing Gaelic Language Plans: Identity, Communications, Publications and Staffing.
# Identity

<table>
<thead>
<tr>
<th>Current Practice</th>
<th>Key Areas of Development</th>
<th>Targets</th>
<th>Timescales</th>
<th>Lead</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Corporate Identity</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Stirling Council does not have a Gaelic Corporate Logo.</td>
<td>Demonstrate equal respect for both languages by including Gaelic within Corporate Identity.</td>
<td>Use existing bilingual logo for use in relation to Council services provided in Gaelic.</td>
<td>Draft proposals on Gaelic corporate branding ready for consultation.</td>
<td>External Communications (Communities &amp; Performance)</td>
</tr>
<tr>
<td><strong>Signage</strong></td>
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<td></td>
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<td></td>
</tr>
<tr>
<td>The Council does not have an agreed policy for the inclusion of Gaelic within the council logo or physical council signage.</td>
<td>As above.</td>
<td>Ensure opportunities to develop a policy are kept under review. Render school signage bilingual, showing equal respect to Gaelic and English, on a renewal basis.</td>
<td>Over the lifetime of the plan.</td>
<td>Environment &amp; Place/Infrastructure, Environment &amp; Place;/External Communications (Communities &amp; Performance)</td>
</tr>
<tr>
<td>Current Practice</td>
<td>Key Areas of Development</td>
<td>Targets</td>
<td>Timescales</td>
<td>Lead</td>
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<td>---------------------------------------------------------------------------------</td>
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</tr>
<tr>
<td>Stirling Council does not have an agreed policy for the use of Gaelic in its customer service or communications functions.</td>
<td>Ensuring that the place of Gaelic is recognised within Stirling Council’s customer services strategy.</td>
<td>Monitor the use of Gaelic in customer enquiries.</td>
<td>Over the lifetime of the plan.</td>
<td>Customer Services (Communities &amp; Performance)</td>
</tr>
<tr>
<td></td>
<td>Identify training requirements, based on the above and outcome of the Gaelic language skills staff survey.</td>
<td>Employees who express interest as part of the staff survey, and would benefit from the use of Gaelic as part of their role within customer services will be supported with appropriate training.</td>
<td>Over the lifetime of the plan.</td>
<td>Customer Services (Communities &amp; Performance)</td>
</tr>
<tr>
<td></td>
<td>Ensuring that the place of Gaelic is recognised within Stirling Council’s Communications strategy.</td>
<td>Explore the potential use of a multi-lingual translation tool on the Council’s website.</td>
<td>Over the lifetime of the plan.</td>
<td>Communications/ Digital (Communities &amp; Performance)</td>
</tr>
<tr>
<td>Forms</td>
<td>Ensure that relevant forms, such as enrolment forms for Gaelic Medium Education, are available bilingually.</td>
<td>Explore the available methods of providing relevant bilingual forms on the Council’s website including the potential use of a multi-lingual translation tool.</td>
<td>Over the lifetime of the plan.</td>
<td>Communications/ Digital (Communities &amp; Performance)</td>
</tr>
</tbody>
</table>
### Publications

<table>
<thead>
<tr>
<th>Current Practice</th>
<th>Key Areas of Development</th>
<th>Targets</th>
<th>Timescales</th>
<th>Lead</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PR and Media</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Stirling Council issues all media content in English only.</td>
<td>Identify translation tool for website and internal use to give press/readers the option to translate media content and Council publications if required.</td>
<td>Explore the possibility of delivering a multi-lingual translation tool for the Council’s website.</td>
<td>Over the lifetime of the plan.</td>
<td>Communications/Digital (Communities &amp; Performance) (Communications and Public Affairs)</td>
</tr>
<tr>
<td><strong>Libraries</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Currently there are a range of sets for use by a Gaelic book within Libraries services.</td>
<td>Ensure that appropriate Gaelic resources are available based upon discussions with Education Service regarding support to Gaelic language position within School or via Adult Education Classes. Consult with Gaelic speaking community around Gaelic resources available in libraries.</td>
<td>Monitor requests for Gaelic Language resources. Audit and review of Gaelic Language resources within Library services. Maintain good links with the Gaelic Book Council.</td>
<td>Over the lifetime of the plan.</td>
<td>Economic Development and Communities (Libraries and Archives)</td>
</tr>
</tbody>
</table>
## Staffing

<table>
<thead>
<tr>
<th>Current Practice</th>
<th>Key Areas of Development</th>
<th>Targets</th>
<th>Timescales</th>
<th>Lead</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Language, Learning and Training</strong></td>
<td></td>
<td>To complete a survey of Gaelic Language Skills within Stirling Council within the first year of the Gaelic Language Plan.</td>
<td>By end 2024.</td>
<td>Organisational Development</td>
</tr>
<tr>
<td>Stirling Council has limited information on Gaelic Skills within the organisation from our Corporate Equalities Survey, which identified 7 employees speak Gaelic at home.</td>
<td>Carry out a survey of Gaelic language skills and interest in training amongst authority employees as part of the plan preparation process or, within the first year of the plan.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stirling Council are currently supporting staff to undertake the Gaelic Immersion for Teachers course.</td>
<td>Support Teaching Staff who wish to undertake the Gaelic Immersion for Teachers course or any other relevant Career Long Professional Learning (CLPL) course.</td>
<td>To continue to support teaching staff who wish to undertake further training in Gaelic.</td>
<td>Over the lifetime of the plan.</td>
<td>Schools, Learning and Education</td>
</tr>
<tr>
<td><strong>Recruitment and Advertising</strong></td>
<td></td>
<td>Continue to provide bilingual Job Descriptions for posts where Gaelic is essential.</td>
<td>Over the lifetime of the plan.</td>
<td>Human Resources</td>
</tr>
<tr>
<td>Stirling Council provides bilingual Job Descriptions for posts where Gaelic is essential.</td>
<td></td>
<td>Continue to provide bilingual Job Descriptions for posts where Gaelic is essential.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>


Chapter 3: Policy Implications for Gaelic: Implementation of the National Gaelic Language Plan

Policy Implications for Gaelic

Stirling Council recognises that the priorities identified in the National Gaelic Language Plan (2018-2023) will be primarily implemented through our Gaelic Language Plan however that opportunities will arise to promote and develop the language through existing policy measures.

In the formation, renewal and monitoring of policies, Stirling Council will ensure that the impacts on Gaelic will be in line with the National Gaelic Language Plan.
Commitment to the Objectives of the National Gaelic Language Plan

Stirling Council will ensure that the National Plan is implemented, and in this section we set out how we will achieve that aim.

Language Acquisition

<table>
<thead>
<tr>
<th>Aim</th>
<th>Current Practice</th>
<th>Key Areas of Development</th>
<th>Targets</th>
<th>Timescales</th>
<th>Lead</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Language Acquisition</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td><strong>Gaelic in the Home and Early Years</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Increase the number of children accessing Gaelic Medium early years services per annum.</td>
<td>Link and visits made to Early Years settings to introduce awareness of Gaelic Medium Education provision at Riverside Primary School.</td>
<td>Strengthen links made to Early Years settings including outlying Nurseries and ascertain interest in current staff willing to provide some Gaelic input to children.</td>
<td>Riverside Nursery Senior Early Learning Educator Gaelic to model Gaelic input for staff interested in delivering some Gaelic input to children at outlying Nursery.</td>
<td>June 2023</td>
<td>Riverside Primary School MMacP/SF</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Approach other nurseries in Stirling Council to increase awareness of Gaelic Medium Education provision at Riverside Primary School.</td>
<td>Increase awareness and provide Gaelic resources to outlying Nurseries and subsequently 5 early adopters– Fios is Freaigirt.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Support re-establishment 0-3 years Pàrant is Pàiste (Parent and Toddler) Gaelic Group to meet once a week on a Tuesday, (1.30 to 3:30) in Studio building at Riverside Primary.</td>
<td>Continue to introduce young children (0-3 yrs) and parents to Gaelic through play and song in a fun and accessible way.</td>
<td>Over the lifetime of the plan.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Evaluation of Impact of Gaelic Stirling Playgroup.</td>
<td>January 2022</td>
<td></td>
</tr>
<tr>
<td>Aim</td>
<td>Current Practice</td>
<td>Key Areas of Development</td>
<td>Targets</td>
<td>Timescales</td>
<td>Lead</td>
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<tr>
<td><strong>Language Acquisition</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gaelic in the Home and Early Years cont’d</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Increase the number of children accessing Gaelic Medium early years services per annum cont’d.</td>
<td>Sharing of Gaelic resources.</td>
<td>Audit existing Gaelic resources in nursery and school setting.</td>
<td>Approach Fèis Fhòirte for younger children (3-5yrs) to experience musical activities to engage with Gaelic language and culture.</td>
<td>March 2022</td>
<td>Riverside Primary School MMacP/SF</td>
</tr>
<tr>
<td>Actively support the development of Gaelic medium early years provision within the authority area.</td>
<td>Riverside Nursery Senior Early Learning Educator Gaelic established links with Menstrie Cròileagan.</td>
<td>Strengthen Early Years Links between Riverside and other pre-school provisions.</td>
<td>Continue liaison and visits made throughout the year.</td>
<td>Over the lifetime of the plan</td>
<td>Riverside Primary School MMacP/SF</td>
</tr>
<tr>
<td></td>
<td>Transition activities take place between nursery and P1/2.</td>
<td>Increase group time activities between GME classes and Nursery and also to include Gaelic Parent and Toddler group.</td>
<td>Organise regular opportunities for Nursery children to visit Parent and Toddler group and vice versa.</td>
<td>Over the lifetime of the plan</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Gaelic Open Mornings to promote and raise awareness of GME at Riverside Primary School.</td>
<td>Continue to host Gaelic Open Mornings.</td>
<td>Promote via social media.</td>
<td>Over the lifetime of the plan</td>
<td></td>
</tr>
<tr>
<td></td>
<td>GME more visible on Nursery/P1 enrolment form for Riverside Primary School.</td>
<td>Raise awareness of GME provision at Riverside within early years network</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aim</td>
<td>Current Practice</td>
<td>Key Areas of Development</td>
<td>Targets</td>
<td>Timescales</td>
<td>Lead</td>
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<tr>
<td><strong>Language Acquisition</strong></td>
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</tr>
<tr>
<td><strong>Gaelic in the Home and Early Years cont’d</strong></td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>Actively support the development of Gaelic medium early years provision within the authority area cont’d.</td>
<td>Gaelic information shared with parents of children enrolled in Gaelic P1 class at Annual Nursery to P1 Induction in June.</td>
<td>Seek opportunities to share this information more widely and earlier on in the year.</td>
<td>Share this information with prospective parents earlier in the year e.g. Open mornings, other nursery visits, Parent and Toddler group.</td>
<td>Ongoing</td>
<td>Riverside Primary School MMacP/SF</td>
</tr>
<tr>
<td><strong>Gaelic in Education</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Increase the number of children enrolling in primary GME per annum.</td>
<td>Increased visibility of Gaelic within the school, bilingual signs, Gaelic noticeboard in school of “What’s On in Gaelic”.</td>
<td>A Gaelic board displaying the impact of targets within the Gaelic Action Plan.</td>
<td>Display current SIP priorities in GME for current parents and new parents and children.</td>
<td>Over the lifetime of the plan.</td>
<td>Riverside Primary School MMacP/SF</td>
</tr>
<tr>
<td>Gaelic Open events to promote and raise awareness of GME at Riverside Primary School.</td>
<td>Hold more Gaelic Open events and widely advertise in the community e.g. communications, social media.</td>
<td>Invite Riverside GME (current) parents to events in order to share the benefits of GME.</td>
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<td>Ongoing</td>
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<td></td>
<td>Include Gaelic Teacher from Wallace High School to Riverside Open Mornings.</td>
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<td>Over the lifetime of the plan.</td>
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<tr>
<td>Promotion of the benefits of GME by displaying posters provided by Bòrd na Gàidhlig and providing Fios is Freagairt packs.</td>
<td>Increase awareness of Gaelic Medium Education provision in Riverside Nursery, Primary and Wallace High School.</td>
<td>Availability of GME at Riverside Primary School advertised widely in all schools, early years settings and in all libraries in Stirling Council.</td>
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<td>June 2023</td>
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<td>Gaelic in Education cont’d</td>
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<tr>
<td>Increase the number of children enrolling in primary GME per annum cont’d.</td>
<td>Promotion of the benefits of GME by displaying posters provided by Bòrd na Gàidhlig and providing Fios is Freagairt packs cont’d.</td>
<td>Work in partnership with Bòrd na Gàidhlig to raise awareness amongst parents of the benefits of bilingualism and the advantages of GME for their children including building on successes and addressing potential barriers.</td>
<td>Riverside Primary School headteacher to liaise with Bòrd na Gàidhlig to build on the success of recent initiatives in Stirling and support a strategy of future growth.</td>
<td>June 2023</td>
<td>Riverside Primary School MMacP/SF</td>
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<td>Continue whole school Gaelic Medium classes fortnightly ‘sharing our learning’ opportunities. Gaelic input nursery children participated when possible.</td>
<td>Further extend opportunities for all Gaelic Medium children to come together from Nursery and Primary children to share their learning.</td>
<td>Gaelic Primary Teachers at Riverside to continue regular sharing of learning for GM classes (including nursery Gaelic input children) at Riverside.</td>
<td>Over the lifetime of the plan.</td>
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<td><strong>Language Acquisition</strong></td>
<td><strong>Gaelic in Education cont’d</strong></td>
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<tr>
<td>Increase the number of children enrolling in primary GME per annum cont’d.</td>
<td>Sharing of Gaelic resources.</td>
<td>Audit existing Gaelic resources in nursery and school setting including Wallace High School</td>
<td>Redistribute resources to meet learning needs in Gaelic (5+).</td>
<td>January 2023</td>
<td>Riverside Primary School MMacP/SF</td>
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<td></td>
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<td>Continue to host (half hour) Coffee and Chat sessions with Pàrant is Pàiste Parents to promote GME.</td>
<td>Over the lifetime of the plan.</td>
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<td>Collate Gaelic websites and information for prospective parents into an information flyer (in consultation with Pàrant is Pàiste, Nursery and current parents).</td>
<td>January 2023</td>
<td></td>
</tr>
<tr>
<td>Continue to ensure quality transition experiences for all pupils transferring from Gaelic Medium Education primary to associated Gaelic Medium Education secondary.</td>
<td>Improved links with Wallace High School including development and sharing of Gaelic resources. TM heavily involved in direct teaching of P6/7 this session, virtually and in-person.</td>
<td>Continue and strengthen Gaelic transition links between Riverside Primary School and Wallace High School.</td>
<td>Share rationale and purpose of GME with parents prior to transition planning.</td>
<td>Over the lifetime of the plan.</td>
<td>Riverside Primary School MMacP/SF</td>
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<td></td>
<td>Include more primary/secondary transition visits and team teaching for Gaelic Medium Education pupils in P6 and P7 using Gaelic Media Studio shared resource.</td>
<td>March 2024</td>
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<td></td>
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<td></td>
<td>Build on above target by further developing primary and secondary teacher collaborative experiences.</td>
<td>October 2023 and ongoing.</td>
<td>Wallace High School – TM and JP</td>
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<td>Aim</td>
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<td><strong>Gaelic in Education cont’d</strong></td>
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<tr>
<td>Continue to ensure quality transition experiences for all pupils transferring from Gaelic Medium Education primary to associated Gaelic Medium Education secondary cont’d.</td>
<td>TM from Wallace High School weekly inputs at Riverside Primary.</td>
<td>Invite TM and SP from Wallace High School, and Gaelic secondary pupils to Riverside Open Morning for prospective GME parents.</td>
<td>Sharing information with parents in order to continue Gaelic in broader secondary education.</td>
<td>June 2023</td>
<td>Wallace High School – TM and JP</td>
</tr>
<tr>
<td>Develop transition experiences to include more opportunities for peer secondary and primary pupil engagement.</td>
<td>P7 open evening opportunity for pupil engagement and transition day visits.</td>
<td>Growth, development and continuous improvement of Gaelic provision from Gaelic Medium primary to Gaelic Medium secondary. Peer led focus.</td>
<td>Improve outcomes for GM pupils through self-evaluation including a strategy for growth between primary and secondary sectors.</td>
<td>June 2023</td>
<td>TM, JP, and peer Social Subjects colleague</td>
</tr>
<tr>
<td>Continue to ensure quality transition experiences for all pupils transferring from Gaelic Medium Education primary to associated Gaelic Medium Education secondary.</td>
<td>Fully accessible S1-6 curriculum for GME students; offer of Nationals to AH; strong development of online learning during past two sessions. Strong collaborative links established at early stages with partners schools – Bishopbriggs Academy, Calderglen and others in process.</td>
<td>Senior Phase develop knowledge and understanding of requirements for new qualifications and evolving BGE resources.</td>
<td>Continued implementation of Senior Phase Options and BGE and Senior Phase work on Literacy and Career Education Standard.</td>
<td>Ongoing</td>
<td>TM, JP, and peer Social Subjects colleague</td>
</tr>
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<td></td>
<td>Piloting S3 Gaelic (learners) elective and developing BGE Socal Subjects GME delivery.</td>
<td></td>
<td>Successfully complete pilot S3 group and grow numbers for next session and successfully pilot BGE Social Subjects GME experience (review and develop for next session).</td>
<td>May 2023 and ongoing.</td>
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<td></td>
<td>Continue to provide professional development opportunities for TM by supporting identified opportunities for further professional learning and</td>
<td></td>
<td>Support approaches to develop skills in delivering courses in the medium of Gaelic, including certified courses via the exploration of e-Sgoil and cross-school collaborations.</td>
<td>December 2023 and ongoing.</td>
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<tr>
<td>Gaelic in Education cont’d</td>
<td>Continue to ensure quality transition experiences for all pupils transferring from Gaelic Medium Education primary to associated Gaelic Medium Education secondary cont’d.</td>
<td>Continue to develop media/ICT specific training to support staff in their ability to develop skill based media learning and teaching.</td>
<td>Develop use of Adobe Creative Cloud. Evaluate impact of Gaelic Media Studio projects and transition projects.</td>
<td>June 2024</td>
<td>TM, JP, and peer Social Subjects colleague</td>
</tr>
<tr>
<td></td>
<td>Gaelic Media Studio ordered and due for delivery to schools for CLPL training and set-up.</td>
<td>Extend opportunities for Gaelic pupils to participate in wider educational and cultural activities by disseminating relevant information regarding further opportunities when this becomes available.</td>
<td>Develop links with other schools.</td>
<td>July 2026</td>
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<td></td>
<td>Film G, BT Gaelic, debate participation Nominations at wider achievement assemblies. Pupil contributions to Twitter and celebrating success events.</td>
<td>Extend use of Gaelic Media Studio to facilitate this.</td>
<td>June 2024 and ongoing.</td>
<td>TM and primary teachers</td>
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<td></td>
<td>Open evening Information evenings Celebrating Success events (awards ceremonies, etc.)</td>
<td>Continue to work in partnership with parents by developing strong media presence and promotion of Gaelic, including parental involvement (Gaelic week).</td>
<td>Continue to evolve social media presence. Survey parental views. Involve parents in Gaelic week/engage through primary transition connections.</td>
<td>March 2023 and ongoing.</td>
<td>TM/JP/SP</td>
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<tr>
<td><strong>Language Usage</strong></td>
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<tr>
<td><strong>Gaelic in Communities</strong></td>
<td>Support existing and new Gaelic language and cultural community groups and initiatives within the local authority area, to help grow the profile of the language, increase usage and encourage new learners.</td>
<td>A range of learning opportunities are offered.</td>
<td>Develop a range of learning opportunities in partnership with a range of services and community groups.</td>
<td>Different opportunities for learning and experience the language are available.</td>
<td>Over the lifetime of the plan.</td>
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<td></td>
<td>As part of our Reading Friends programme, library staff and volunteers supported pupils from Riverside Primary School to visit with residents in Strathallan Court Housing Care. Visits included pupils singing Gaelic songs and teaching residents Gaelic words.</td>
<td>Continue to support opportunities for intergenerational learning and community partnerships.</td>
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<td>Different opportunities for learning and experiencing the language are available.</td>
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<td><strong>Gaelic in Communities cont’d</strong></td>
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<td>Increase the numbers of Gaelic speakers within the authority area through access to activities for learners.</td>
<td>Stirling Libraries provide free access to Transparent Language Online, a fun, effective and engaging language learning platform for learners of all levels (includes English and Scottish Gaelic).</td>
<td>Increase the promotion of this resource.</td>
<td>Record the number of learners.</td>
<td>Over the lifetime of the plan.</td>
<td>Economic Development and Communities (Libraries and Archives)</td>
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<td></td>
<td>Stirling Libraries run and support a number of book groups throughout the region.</td>
<td>Working in partnership with the Learning and Employability Team and their adult learners, see if there would be interest in Library services supporting a Gaelic Book Group. Review book group sets (Gaelic Language).</td>
<td>Different opportunities for learning and experiencing the language are available.</td>
<td>Over the lifetime of the plan.</td>
<td>Economic Development and Communities (Libraries and Archives)</td>
</tr>
<tr>
<td>Increase the numbers of Gaelic speakers within the authority area through support to classes for learners.</td>
<td>Provision of learning opportunities to meet a range of learning needs through a variety of learning opportunities.</td>
<td>Increase participation at Beginners Gaelic level. Support the progression of learners to post beginners Gaelic levels. Support parental participation in learning which supports their children’s learning.</td>
<td>Record the number of learners.</td>
<td>Over the lifetime of the plan.</td>
<td>Economic Development and Communities (Learning and Employability)</td>
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<tr>
<td>Gaelic in Communities cont’d</td>
<td>- Develop opportunities for parents and carers to support their and their child’s learning.</td>
<td>- Provision of Gaelic Bookbug sessions, delivered in partnership.</td>
<td>- Families participating in learning opportunities.</td>
<td>Over the lifetime of the plan.</td>
<td>Schools, Learning and Education</td>
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<td></td>
<td>- Ensure that parents and carers with children at GME are aware of opportunities to support their learning.</td>
<td>- Stirling Libraries coordinate the Scottish Book Trust’s free Bookbug bags to the community via nurseries and health centres and schools. They distribute Bookbug bags in Gaelic (baby, toddler and pirate).</td>
<td>- Record numbers of Bookbug bags (Gaelic) distributed.</td>
<td>Over the lifetime of the plan.</td>
<td>Economic Development and Communities (Libraries and Archives)</td>
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<td></td>
<td>- Explore opportunities for the provision of digital Gaelic Bookbug sessions delivered in partnership with Learning and Employability Team.</td>
<td>- Economic Development and Communities (Libraries and Archives) (Libraries and Archives) and Schools, Learning and Education</td>
<td>- Trial session as part of children’s book festival ‘smallprint’ and record numbers of attendees.</td>
<td>March 2022</td>
<td>Economic Development and Communities (Libraries and Archives)</td>
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<td><strong>Gaelic in Art, Media, Heritage and Tourism</strong></td>
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<td>Establish a link with the work of communities and arts, culture and</td>
<td>Fèis hosted by the Tolbooth.</td>
<td>Promote arts and culture opportunities with the Gaelic community.</td>
<td>Increased participation by local people at arts and culture events.</td>
<td>Over the lifetime of the plan.</td>
<td>Economic Development and Communities (Regeneration and Culture)</td>
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<td>heritage activities in order to promote the status and use of Gaelic.</td>
<td>A range of Gaelic artists perform at venues across Stirling (e.g. Tolbooth/</td>
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<td>Albert Halls).</td>
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<td>Strengthen links with the Gaelic Book Council.</td>
<td>Programming Gaelic author events at various venues across Stirling Libraries</td>
<td>Continue to work in partnership with arts and culture, Gaelic Book Council and</td>
<td>Increased participation by local people at arts and culture events.</td>
<td>Over the lifetime of the plan.</td>
<td>Economic Development and Communities (Libraries and Archives)</td>
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<td></td>
<td>‘smallprint’ and ‘Off The Page’ book festivals.</td>
<td>and Scottish Book Trust to support the programming of Gaelic author events and</td>
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<td></td>
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<td>promotion of Gaelic authors and publishers.</td>
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### Language

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<td>Language Status</td>
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<td><strong>Preparation of the Gaelic Plan</strong></td>
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<td>Deliver the targets within the Gaelic Language Plan.</td>
<td>The plan has been developed by the Gaelic Language Plan group.</td>
<td>Ensure that the Gaelic Language Plan is implemented.</td>
<td>Establish a Gaelic Plan implementation group to monitor progress.</td>
<td>Over the lifetime of the plan.</td>
<td>Schools, Learning and Education</td>
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<td><strong>Creating a Positive Image for Gaelic</strong></td>
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<tr>
<td>Promote a positive image for Gaelic throughout Stirling.</td>
<td>Stirling Council provides a range of services in Gaelic.</td>
<td>Continue to develop the positive image of Gaelic through the successes in education and adult learning.</td>
<td>Ensure that stories of success are included on Stirling Council’s dedicated bilingual webpage.</td>
<td>Over the lifetime of the plan</td>
<td>Riverside Primary School</td>
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### Language Corpus

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<th>Aim</th>
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<tbody>
<tr>
<td>Gaelic Orthographic, Terminological, Translation and Place-name Development</td>
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<td>Stirling Council will use translators with a proven track record where required.</td>
<td>Over the lifetime of the plan.</td>
<td>Communities and Performance</td>
</tr>
<tr>
<td>Stirling Council recognises the need to strengthen the relevance and consistency of Gaelic through translation and place naming.</td>
<td>Stirling Council does not have a policy on translation into Gaelic</td>
<td>Stirling Council will comply with the Gaelic Orthographics Convention in all translations undertaken.</td>
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<tr>
<td>Stirling Council does not have policy on Gaelic place names.</td>
<td>Stirling Council does not have policy on Gaelic place names.</td>
<td>Stirling Council will adhere to Gaelic orthographic conventions and guidance from Ainmean-Àite na h-Alba (Gaelic place names Organisation).</td>
<td>Consult with from Ainmean-Àite na h-Alba in relation to the development of any Gaelic place names.</td>
<td>Over the lifetime of the plan.</td>
<td>Infrastructure and Environment</td>
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<td>There have been no requests for street names of with Gaelic roots.</td>
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Chapter 4: Implementation and Monitoring

Timetable

This edition of the Gaelic Language Plan will formally remain in force for a period of five years from the date it is approved by the Bòrd. By no later than the end of this period we will review the plan, make such amendments as necessary and submit it to the Bòrd for approval. In Chapter 2 – Core Commitments and Chapter 3 – Policy Implications for Gaelic, we have set out the individual target dates for when we expect to implement specific commitments.

Publicising the Plan

Stirling Council Gaelic Language Plan will be published bilingually on Stirling Council’s website. In addition, the Council shall draft and execute a communications plan which will include the following actions:

- issue a press release announcing the plan;
- make copies of the plan available in our public offices and reception areas;
- make the plan known to employees via Stirling Council’s Intranet;
- distribute copies of the plan to Non-Departmental Public Bodies and agencies, agents and contractors;
- distribute copies of the plan to Gaelic organisations;
- distribute copies of the plan to other interested bodies; and
- make copies available on request.

Governance Arrangements for Implementing the Gaelic Language Plan

Overall Responsibility

A Gaelic Language Plan Implementation Group meets regularly and after approval of the second version of this Plan, will meet quarterly. Annual progress reports will be submitted to the Head of Education/Chief Education Officer and Bòrd na Gàidhlig for their examination by Lead Officer within Schools, Learning and Education.

Informing Other Organisations of the Plan

We will inform partner organisations, third parties and arm’s length organisations through our current Community Planning and Community Engagement networks.

Resourcing the Plan

Stirling Council will meet the resource requirements for the implementation of the Gaelic Language Plan through our existing budget. Where required the council will seek funding from external bodies, such as Bòrd na Gàidhlig’s Gaelic Language Act Implementation Fund.
Contact

The senior officer with operational responsibility for overseeing preparation, delivery and monitoring of Stirling Council’s Gaelic Language Plan is:

Bryony Monaghan
Head of Education and Chief Education Officer
Schools, Learning and Education
Stirling Council
Wolfcraig
7-13 Dumbarton Road
Stirling
FK8 2LQ

Tel: 01786 233200
Email: monaghanb60s@stirling.gov.uk

Queries about the day-to-day operation of the plan should be addressed to stirlinggaelicplan@stirling.gov.uk.
## Draft Plan not approved by the Bòrd

<table>
<thead>
<tr>
<th>Bòrd’s Proposed Changes</th>
<th>Council Compromise Position</th>
<th>Budgetary Implications</th>
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<tbody>
<tr>
<td>Use existing bilingual logo for use in relation to Council services provided in Gaelic.</td>
<td>Render the Council’s corporate identity bilingual, showing equal respect to Gaelic and English, on a renewal basis or within the lifetime of this edition of the plan.</td>
<td>Nil for educational aspects.</td>
</tr>
<tr>
<td>Ensure opportunities to develop a policy (in relation to signage) are kept under review.</td>
<td>Render all signage bilingual, showing equal respect to Gaelic and English, on a renewal basis.</td>
<td>Render school signage bilingual, showing equal respect to Gaelic and English, on a renewal basis.</td>
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</table>
Analogue to Digital Mobile Emergency Care Service (“MECs”) Switchover

Purpose & Summary
This Report seeks approval for capital funding to support a programme of digital equipment switchover from analogue to digital telephone lines. This will allow vulnerable service users to continue to be able to access their personal emergency alarms at the point when analogue telephone lines are fully decommissioned.

Recommendations
Council is asked to:
1. note the impact of the phased change from analogue to digital phone lines on the operation of the MECs system;
2. note the requirement for the Council to adapt its approach to MECs provision to ensure continuity of service to its vulnerable service users as detailed in the business case; and
3. approve the allocation of capital funding in the amount of £353,000 in financial year 2022/23 and £705,000 in financial year 2023/24 to fund the switch over of MECs from analogue to digital phone lines across Stirling localities.

Resource Implications
Analogue phone lines across the UK are being phased out and replaced with digital lines between now and December 2025. In order to make the required changes to community alarm equipment, the combined capital and revenue budgets required in year one is £382k and year two is £814k with an ongoing revenue requirement of approx. £120k per year from year three onwards. The request being made of Stirling Council within this Business Case is for Capital costs only for £353k in year 1 (22/23) and £705k in year 2 (23/24).

At the 23 February 2022 Integration Joint Board Finance & Performance Committee there was approval to recommend ‘in project’ revenue costs for the Health & Social Care Partnership (HSCP) Analogue to Digital Mobile Emergency Care Service Switchover project in Stirling, with costs being met through Integration Joint Board Transformation Earmarked Reserves of £138k. The ongoing revenue costs will require further consideration in due course with reference to a) Social Care Charging Policy b) emergent Scottish Government policy in respect of establishment of a National Care Service and stated intent to abolish non-residential charging for Social Care.
Legal & Risk Implications

The switchover of analogue to digital lines will result in the analogue MECs community alarm equipment no longer functioning, creating significant risk to life and limb for service users and service providers alike.

As national telephony providers are currently dismantling the existing analogue network, they plan to replace it with a new completely digital infrastructure by 2025 at the latest. This creates significant risk to the provision of existing services. Alarm devices that rely on an analogue service will no longer function. It is therefore crucial that analogue MECs equipment is switched over to digital MECs equipment before the landlines themselves are switched from analogue to digital to ensure continuity of this critical service to our vulnerable citizens.

1. Background

1.1. The MEC service responds to emergency calls created by a resident pressing the Mobile Emergency Care Service button, then calls are routed through to the Alarm Receiving Centre (ARC) at Stirling Council’s Call Centre at Old Viewforth where contact is made with the service user. If necessary a local Emergency Responder (linked to either the Clackmannanshire Council or Stirling Council reablement teams) is despatched to visit the service user. The Mobile Emergency Care Service is a 24 hour, 365 days per year service.

1.2. The current Clackmannanshire & Stirling HSCP Strategic Plan states within the six key priorities, the need for ‘Care Closer to Home’ and the four Enabling Activities to deliver this include ‘Technology Enabled Care’ which in turn includes Telecare which is delivered locally as Mobile Emergency Care Service.

1.3. The attached Business Case provides the detail of the need for transformation as well as the programme of delivery required to mitigate risk to residents across the HSCP area.

1.4. As part of a UK wide planned infrastructure development, all existing analogue telephone lines will be phased out and replaced with digital lines between now and December 2025. There will be no new analogue lines available after September 2023 and in many cases lines will be switched over to digital at a date before this.

1.5. This planned National Infrastructure change has implications for how the existing Mobile Emergency Care Services across the nation are delivered and with currently 2,472 Mobile Emergency Care Service/Telecare users across Stirling there is a need to manage the changes at local level.

1.6. Clackmannanshire & Stirling Health and Social Care Partnership recognised the forthcoming Analogue to Digital landline switchover as having an impact on current Mobile Emergency Care Services. Therefore established an HSCP wide Analogue to Digital Switchover Working Group to deliver the changes with relevant support services (such as IT, Customers & Digital, Procurement, Finance and PMO) at each Council.
1.7. The digital switchover of telephone exchanges has already begun in the Stirling area with the community of Blairlogie already transitioned to a digital service via the upgraded Alva exchange. In preparation for the local switchover to digital, service users in Blairlogie had the equipment in their homes upgraded to digital mobile phone network connected devices. This is just a small example of the changes that will happen across the whole region over the coming period.

2. Considerations

2.1 The context of the Health and Social Care Partnership means taking a wider approach, however it should be noted that this Business Case will only focus on making the case to the Stirling’s Future Board and Stirling Council for approval of the Stirling element of this project. The Clackmannanshire element has been progressed via a separate process for securing capital via Clackmannanshire Council.

2.2 Stirling’s Future Board (SFB) approval for this project was secured ‘in principle’ on 8 June 22 and as such supports the case for the approval of the capital required at this Stirling Council meeting.

3. Implications

**Equalities Impact**

3.1 The contents of this report were assessed under the Council’s Equality Impact Assessment process. It was determined that an Equality Impact Assessment was not required due to the focus of this work being in relation to people centred services which are promoted to and available to all members of the population.

**Fairer Scotland Duty**

3.2 In preparing the contents of this report, in terms of the Fairer Scotland Duty, due regard has been given to reducing inequalities of outcome caused by socio-economic disadvantage, and any such impacts in respect of the proposals set out in this report are contained in the EqIA Relevance Check/Equality Impact Assessment.

**Climate Change, Sustainability and Environmental Impact**

3.3 Digital telecare equipment automates several tasks that are currently completed manually by telecare staff. As examples, automated monitoring of equipment in the home reduces the need for manual testing, and alarm devices can be updated and reconfigured remotely, rather than requiring a home visit requiring travel.

**Other Policy Implications**

3.4 The current Clackmannanshire & Stirling HSCP Strategic Plan (2019 – 2023) states within the six key Priorities the need for care ‘Care Closer to Home’ and the four Enabling Activities required include ‘Technology Enabled Care’ which in turn includes Telecare which is delivered locally as Mobile Emergency Care Service.
Consultations

3.5 None.

4. Background Papers

4.1 EqIA Relevance Check.

5. Appendices

5.1 Appendix 1 – Stirling A2D Switchover Business Case.
Details of Convener(s), Vice Convener(s), Portfolio Holder and Depute Portfolio Holders (as appropriate) consulted on this report:

Cllr Kane

Wards affected: ALL

Key Priorities: A - We will look after all of our citizens, from early years through to adulthood, by providing quality education and social care services, to allow everybody to lead their lives to their full potential

Key Priority Considerations:

Stirling Plan Priority Outcomes: Healthy - People are healthy and live active, full and positive lives within supportive communities

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<td>David Niven</td>
<td>Adult Social Care Portfolio Lead</td>
<td><a href="mailto:nivend@stirling.gov.uk">nivend@stirling.gov.uk</a></td>
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<tr>
<td>Wendy Forrest</td>
<td>Head of Strategic Planning and Health Improvement</td>
<td>27 May 2022</td>
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**Stirling’s Future Board**

The Board will either approve the Outline Business Cases if it falls within their delegated authority or they will make recommendations to the body that has the authority to approve.

---

**Process for Approved Project Briefs**

![Diagram of Project Briefs Process]

**Portfolio Planning Group**

The PPG scrutinise all Outline Business Cases to ensure the request is fit for purpose and demonstrates ROI, supports another project to deliver ROI or is mandatory and must proceed.

**Outline Business Case**

Stirling’s Future Board will have agreed that the proposal required an Outline Business Case to make the case for project to be approved to proceed.
Executive Summary

This section should contain a summary of the business case, explaining what the project is setting out to achieve, the possible solutions, the desired outcomes and the anticipated ROI.

Context

The Clackmannanshire & Stirling HSCP (Health & Social Care Partnership) have approx. 4000 MECS (Mobile Emergency Care Service) service users across the Clackmannanshire (1500) & Stirling (2500) area. The MECS system provides a landline telephone based emergency call out service where service users can call for help by pressing a single button on a pendant worn on their body, or by pressing a single button on a device stationed within their home.

Emergency calls created by pressing the MECS button are routed through to the Alarm Receiving Centre (ARC) at Stirling Council’s Call Centre at Old Viewforth where contact is made with the service user. If necessary a local Emergency Responder (linked to either the Clackmannanshire Council or Stirling Council reablement teams) is despatched to visit the service user. The MECS service is a 24 hour, 365 days per year service.

As part of a UK wide planned infrastructure development, all existing analogue telephone lines will be phased out and replaced with digital lines between now and December 2025.

There will be no new analogue lines available after September 2023 and in many cases lines will be switched over to digital at a date before this.

This planned National Infrastructure change has implications for how the existing MECS services across the nation are delivered.

The Scottish Government has identified the national nature of the impact of this infrastructure change and it has tasked the ‘Digital Office for Scottish Local Government’ (Digital Office) with supporting HSCPs and Local Authorities across Scotland to navigate and deliver the switchover from Analogue to Digital.

The Digital Office has established a ‘Play Book’ to support HSCPs and Local Authorities with learning gained to date and with standardised templates and guidance on what to do, how to do it, when to do it. The Digital Office also periodically invites small scale funding bids to support certain aspects of the Analogue to Digital Switchover.

The Clackmannanshire & Stirling HSCP have recognised the forthcoming Analogue to Digital landline switchover as having an impact on current MECS services. An HSCP wide Analogue to Digital Switchover Working Group has been established which includes/ is advised by colleagues from the relevant support services (such as IT, Customers & Digital, Procurement, Finance and PMO) at each council.

The Analogue to Digital Working Group (A2D Working Group) following the guidance within the Digital Office Play Book have identified that all current MECS service users will require new mobile phone network based equipment to be rolled out within their homes between now and April 2024. To achieve this the A2D Working Group have identified that two 18 month delivery projects are required one in Clackmannanshire and one in Stirling.
The start date of Sept 2022 has been identified because capital funding bids are required to finance the procurement and installation of the new equipment and the recruitment of additional staff to deliver. In March 2022 a capital bid was approved by Clackmannanshire Council to cover project delivery across Clackmannanshire. This business case is being presented to Stirling Council at the end of June 2022 to secure capital funding to enable project delivery throughout the Stirling Council area during the second half of the 2022/23 financial year and all of 2023/24.

The 18 month MECS Analogue to Digital Switchover Projects in Clackmannanshire and Stirling will require close programme management during the 18 month lifespan of the delivery projects. To minimise costs to each Council, bids were made to the Digital Office to cover the project management costs of both projects. Both the Clackmannanshire (0.4 FTE Programme Manager) and the Stirling (0.6 FTE Programme Manager) bids were successful and this means that there is now the potential to recruit one full time equivalent Programme Manager post funded for 18 months to deliver this project across Clackmannanshire and Stirling.

Business Case Overview

The context provided above explains the Clackmannanshire & Stirling wide nature of this project. Please note however, this Business Case will only focus on making the case to the Stirling’s Future Board and Stirling Council for approval of the Stirling element of this project. The Clackmannanshire element has been progressed via a separate process for securing capital via Clackmannanshire Council.

If Stirling’s Future Board (SFB) approval for this project can be secured ‘in principle’ on 8 June 22 then this will bolster the case for the approval of the capital required at the Stirling Council meeting on the 23 June 2022.

The strategic case for change

The strategic drivers for this change are numerous and include a number of national policies and strategies and clear alignment with the Clackmannanshire & Stirling HSCP strategic Plan. The shift to digital telecare is not only a technical requirement, but an evolution of existing analogue telecare services. The reasons for implementing digital telecare fall under three broad categories:

1. **Ensuring the continued ability to deliver reliable telecare services**
2. **Meeting increased demand for telecare services as a result of demographic trends**
3. **Developing and improving the range of telecare services that are offered to users**

Once analogue lines are switched to digital lines the analogue MECS equipment will no longer work creating significant risk for service users and service providers alike. It is therefore crucial that analogue MECS equipment is switched over to digital MECS equipment before the landlines themselves are switched from analogue to digital to avoid unnecessary risk.

The scope of this project is limited to establishing a like for like switchover from analogue to mobile network based digital equipment within the homes of people receiving services and ensuring that it links appropriately to the digital alarm receiving centre (ARC). This like for like change includes connecting all Digital MECS units to interlinked smoke and heat detectors that meet the ‘tolerable standard’ within each service user’s home. The strategic case for change relating to this project is supported by the potential to develop and improve the range of telecare services that are offered to service users in the future because the deliverables of this project are a prerequisite of any further role out of Technology Enabled Care (TEC).

Delivery of new or additional services and/or devices (beyond like for like analogue to digital switches and connection to interlinked alarms) is out of scope for this project. It is expected that there will be a subsequent TEC (Technology Enabled Care) project that will be created to follow on from this project which will seek to work directly with service users and the social care workforce to secure the wider benefits and opportunities to be had from maximising the potential of the new digital infrastructure that this project puts in place.

An economic overview
This is primarily a compliance and business continuity project without which there would most likely be significant reputational damage for Clackmannanshire Council, Stirling Council, and the HSCP.

This Business Case is consequently more of a Business Justification Case (where a case is made to take action based on a legislative or policy imperative rather than the evaluation of diverse options through an economic lens). Given the necessity for compliance and business continuity within this project, the tight social care labour market, and the lack of realistic alternatives available to be considered and evaluated as options there is not a formal economic analysis attached to this case. Even the option of ‘do nothing’ is unfeasible because doing nothing in the context of the UK wide Analogue to Digital infrastructure switchover would result in vulnerable people no longer receiving a MECS service that helps them to remain safely and independently within their own homes.

If the current MECS service were no longer available, because a ‘do nothing’ option was progressed, then current service users would not only be at risk of harm and less independent but it’s likely that most, if not all, would require either increased levels of care at home or to move to a care home earlier than they would otherwise. Both of these implications would result in significant revenue cost increases for adult social care provision, reduced independent living for supported people, and would represent a trend that is opposite to the stated strategic intent of both the HSCP and Stirling Council. This would be all the more costly given the demographic trajectory over the next 25 years.

The Preferred Option based on Business Justification rather than economic analysis is to deliver the Stirling Analogue to Digital switchover by internally recruiting Project TEC Installers as 18 month secondment opportunities with the service then recruiting backfill into the temporarily vacated posts as business as usual. If there is insufficient internal interest to recruit secondees then the posts will be advertised externally as 18 month fixed term contracts. The Project TEC Installer roles will receive training to enable them to deliver the majority of installations required including installation of peripheral devices linked to the MECS base units such as interlinked battery operated smoke and heat detectors in private dwellings. Stirling Council Housing Service electricians will install hard wired radio relay connections between MECS base stations and already fitted interlinked alarms in Council houses where the resident uses MECS.

Financial case

The financial case summary below has been produced by Stirling Council Finance team with review by the HSCP Chief Finance Officer and outlines all of the expected costs of this project in Stirling. The summary also shows that the combined capital and revenue budgets required in year 1 and year 2 are £382k and £814k respectively with an ongoing revenue requirement of approx. £120k per year from year 3 onwards.

The request being made of Stirling Council within this Business Case is for Capital costs only - £353k in year 1 (22/23) and £705k in year 2 (23/24).

Stirling Council have advised that ‘in project’ revenue costs will not be covered and that comfort should be provided that the HSCP will meet these costs (circa £137k). At the 23 February 2022 IJB Finance & Performance Committee a report was approved recommending that ‘in project’ revenue costs for the HSCP Analogue to Digital MECS Switchover project in Stirling are met through IJB Transformation Earmarked Reserves of £138k. It is expected that from April 24 ongoing network connection charges will be recouped through a revised and updated Adult Social Care Contributions Policy in both Clackmannanshire and Stirling. It should be noted however that this is a dynamic situation and that financial sustainability plans for the MECS service will need to remain under review as Scottish Government policy evolves in relation to the establishment of a National Care Service and the intent to abolish non-residential charging.

The approach explained above which involves passing on the network connection costs from April 24 via the Social Care Contribution Policy has not yet been agreed. In order to ensure full financial transparency for this project and to accommodate any potential issues with reviewing and approving the contribution policy in the future, all post year 2 network connection costs for all 2472 Digital MECS devices in Stirling have been included within the circa £120k recurring annual revenue costs from year 3 onwards. If the Social Care Contribution Policy is reviewed and approved as planned then the £120k per year of revenue modelled from year 3 onwards will be covered. If the
social care contribution policy is not uprated to cover the ongoing revenue costs of network connection from year 3 then this would be addressed via the annual HSCP budget setting process negotiations between the HSCP partners.

Commercial case

Procurement
A Scotland Excel DPS (Dynamic Purchasing System) has been established for the procurement of digital Telecare Equipment and this project will use the DPS for purchasing all digital equipment and peripherals. Stirling Council procurement team have been consulted and a PRF has been returned to initiate the process. In collaboration with procurement team colleagues a draft Procurement Strategy has also been developed which can be found as an appendix to this business case.

The key points within the Procurement Strategy include:
- The route to market recommended for this requirement is mini-competition via the Digital Telecare DPS (Ref-1620) which is complimentary to the Technology Enabled Care Framework (Ref-3117)
- This proposed contract will be for a term of 24 months (to accommodate any project slippage) for the value of no more than £908,201.88 (inclusive of all permissible extensions).
- It is recommended that Digital Telecare DPS Terms and Conditions will be applicable for this requirement.
- Following risk and opportunity assessment, it is intended that a Managed approach to contract management will be followed. The lead contract manager for the Authority will be the Reablement & TEC Team Leader reporting to the Locality Manager from the Clackmannanshire and Stirling Health and Social Care Partnership.

Management case

Recruitment
The Digital Telecare Implementation Programme Manager role funded by the Digital Office will be recruited as one Full-time equivalent post to manage both the Clackmannanshire and the Stirling switchover projects simultaneously. The funding, procurement, and practical delivery of the projects will be carried out separately in each council area. The only shared aspects of the project will be the single programme manager role and the Analogue to Digital Switchover Working Group (project board). This approach will enable simple funding and delivery accountabilities to be in place in each area while ensuring an HSCP perspective, communication, and shared learning and experience is maximised.

Project TEC Installers will be recruited internally into the project as 18 month secondment opportunities or 18 months fixed term contracts if recruited externally should no suitable secondees be identified. The service will recruit externally to backfill any temporarily vacated substantive posts as business as usual.

Any trades input required (e.g. electrician services for hard wired peripheral devices and connection between existing interlinked smoke/heat alarms and MECS units in Stirling Council houses) will be provided under the existing arrangements between the Reablement MECS service and Stirling Council Housing Service. This is a relatively small amount of work (less than 400 homes over 18 months) while across the whole project most devices will be installed by the Project TEC Installers following additional training.

Governance
The Analogue to Digital Switchover Working Group expect the next steps in the governance of this project to conform to the Stirling Council process for business case approval. It is assumed that provided this outline business case is approved in principle at the Stirling’s Future Board on the 8th June 2022 and capital funding is approved and allocated at the Full Stirling Council meeting on the 23rd June 2022 then the following will apply:
1) A Full Business Case (following the completion of the procurement process) will be brought to the September 2022 Stirling’s Future Board for approval to commit to the outcome of the procurement process and to commence project delivery.
2) Monthly project reporting will be submitted to both the Stirling’s Future Board and the Stirling Council Capital Delivery Group via the established status reporting mechanisms.
3) Quarterly project reporting covering both the Clackmannanshire project and the Stirling Project will be provided to the HSCP Transforming Care Board in August, November, February, and May each year.

### Financial Case Summary

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| Return on Investment | N/A | Payback Period | N/A |

Please summarise any assumptions:

Any price increases for Digital MECS equipment experienced during the 18 months of the project could be met via the 10% contingency that has been built in to the finance model.

Staff costs are calculated at the top of the pay grade.

Network connection costs have been assumed within this model to continue as a revenue cost from year 3 onwards until such time as the Social Care Contribution policy is revised.
1. Strategic Case ........................................................................................................................................................... 8
2. Economic Case ........................................................................................................................................................ 16
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4. Commercial Case .................................................................................................................................................... 23
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6. Approval Request .................................................................................................................................................... Error! Bookmark not defined.

Version Control and Date

Version: V2.4.1 25/05/22

Previous Version: V2.3

Authors: David Niven & Gary Howden

Assurance

Approved By

Document Approvals

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<td></td>
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</tr>
<tr>
<td>Information Management/Assurance:</td>
<td></td>
<td></td>
<td></td>
<td>DPIA covering ARC for MECS is in place</td>
</tr>
</tbody>
</table>
1. Strategic Case

The Strategic case is to make the case for change and to demonstrate how it provides strategic fit.

Introduction to analogue telecare

MECS/Telecare services have been offered by Stirling council for many years. There are currently 2,472 telecare users in Stirling. These users are delivered with services from the alarm receiving centre at Stirling Council’s Call Centre at Old Viewforth.

The equipment used to deliver these telecare services use analogue dial-up protocols to carry status and alarm signalling between the alarm devices in users’ homes to the Alarm Receiving Centre (ARC). Connectivity between homes and the ARC is provided by users’ home telephone line, or less commonly, a mobile (GSM) radio embedded in the users’ telecare alarm device.

Once analogue lines are switched to digital lines the analogue MECS equipment will no longer work creating significant risk for service users and service providers alike. It is therefore crucial that analogue MECS equipment is switched over to digital MECS equipment before the landlines themselves are switched from analogue to digital to avoid unnecessary risk.

Analogue services have provided acceptable levels of reliability, however, the reliance on analogue technology – particularly technology which is coming to the end of its life – limits the HSCPs ability to improve efficiency and to expand the range of the telecare service that can be offered to users.

Introduction to digital telecare

At its most basic, digital telecare removes telecare’s reliance on analogue connectivity and signalling protocols, instead using digital connections and signalling protocols. This allows telecare services to be transferred from analogue to digital on a ‘like-for-like’ basis.

However, the move to digital telecare also provides a significant increase in the flexibility, capability, and capacity of telecare equipment and the connection between a user’s home and the alarm receiving centre. This provides the opportunity to improve the efficiency of telecare delivery, to widen the range of telecare services offered to users, and to integrate telecare with other health and care services. It can provide further opportunity through smart support, connected devices, assisted living, and offers the opportunity to move from reactive to proactive telecare services.

The Case for Change

The reasons for implementing digital telecare fall under three broad categories:

- Ensuring the continued ability to deliver reliable telecare services;
- Meeting increased demand for telecare services;
- Developing and improving the range of telecare services that are offered to users.

Ensuring the continued ability to deliver reliable telecare services:

The nature of the service telecare provides to citizens means that it must be highly reliable: Any interruption to the telecare service could result in harm to the user.

If current analogue telecare equipment is not replaced, and is connected to the digital phone lines that are being rolled out by telephone providers, there is a risk that telecare reliability will be impacted:
• Current telecare services are delivered with equipment that uses analogue dial-up protocols to carry status and alarm signalling between the alarms devices in users’ homes and the ARC. Digital telephone lines are not designed to support these legacy dial-up protocols meaning that there is a risk that telecare signalling will not operate reliably with knock on risk to vulnerable service user wellbeing.

• Current telecare equipment is (in the majority of cases) connected to a citizen’s home phone line. At present these home phone lines continue to operate in the event of a failure of the mains power. This, in combination with the battery in the telecare device, mean that telecare services can typically continue to operate for several days without mains power. Digital telephone lines that are connected to ARCs require mains power to operate. In some cases a short period of battery backup may be provided (1-2 hours), but after this time the digital telephone line would be inoperable in the event of a power cut. Backup telephony can be provided, usually via a mobile telephone network, but using mobile as backup increases complexity and in this form may only support limited services.

Digital telecare provided permanently via the mobile phone network ensures that services remain reliable following the decommissioning of analogue telephone lines and in the event of a power cut. The Digital Office’s recommended approach to implementing digital telecare uses digital signalling protocols running over the mobile telephone network. This removes all legacy analogue signalling and connectivity, with the associated reliability issues, and means that the telecare service is not reliant on mains power in the home, providing similar levels of battery backup as current analogue services.

Digital telecare provides a level of monitoring of services that is complex and labour intensive using current analogue equipment.

The ‘always on’ nature of the digital connection means that there is an element of automation where the ARC can constantly check each alarm device is operating correctly with any issues being more quickly identified.

Meeting increased demand for digital telecare services:

The number of telecare users in Scotland is expected to rise as a result of an aging population. The number of people aged 75 and over in Scotland is projected to increase (from a 2016 base year) by around 27% by 2026, and by 79% over a 25 year period (by 2041).


In addition to increased demand due to changing demographics, the number of telecare users could also increase as a result of government initiatives to widen the take up of the service. A study completed by Deloitte in 2017 on behalf of the Scottish Government and COSLA highlighted that current levels of telecare usage in the over 75 age group was around 20%. The report recommended that levels of telecare take-up should be increased, demonstrating that telecare would offer benefits to at least a third of people 75+ not currently receiving a service, with an even higher proportion potentially benefiting in areas of deprivation.

Elements of current telecare services are resource intensive, meaning telecare staff must spend a sizable proportion of their day completing administrative tasks, rather than providing support to users.

Digital telecare equipment automates several tasks that are currently completed manually by telecare staff. As examples, automated monitoring of equipment in the home reduces the need for manual testing, and alarm devices can be updated and reconfigured remotely, rather than requiring a home visit.

The potential to automate these manual tasks reduces the resource impact associated with scaling telecare services releasing staff to concentrate on citizen-facing tasks, such as call back, rather than administration.

Developing and improving the range of telecare services that are offered to users:

The functionality of analogue telecare services is constrained by the connectivity to users’ homes: dial-up connections and tone-based (DTMF) signalling only allows small amounts of data to be sent, limiting the applications that can be supported using this approach.

Digital telecare utilises higher capacity, always-on, connections to users’ homes. This means that existing limitations to functionality are removed, and that the telecare service offering can be widened and improved. The nature of this evolution of telecare services is very broad, however, potential applications include:

- More sophisticated sensors/monitors can be deployed in users’ homes. Allowing monitoring of smart-home and Internet of Things devices, such as heating, door entry, lighting, wearable health monitors, etc;
- The introduction of proactive services, delivering reminders, health advice, and automated wellbeing checks;
- Potential inclusion of video-based applications, providing the ability to view a user or their home, or complete a video-conversation;
- Telecare and telehealth service could be integrated, allowing a single view of user health and wellbeing to be provided and simplifying operational processes;
- In grouped housing applications, telecare could be integrated with building management systems.

The wider health and care landscape

The implementation of digital telecare is one of the recommendations of Scotland’s Digital Health & Care Strategy. The strategy recognised the need to move to digital given the impending switchover of the UK’s telephony system, as well as the opportunities digital offers for service redesign, for example embracing sensor technology and consumer devices.


The Clackmannanshire & Stirling HSCP landscape

The Clackmannanshire & Stirling HSCP Strategic Plan for 2019 to 2022 (now extended to cover 2019 to 2023) states that it’s vision is “To enable people in Clackmannanshire and Stirling to live full and positive lives within supportive communities”. Within the Strategic Plan there are six Priorities including ‘Care Closer to Home’ and four Enabling Activities including ‘Technology Enabled Care’ which in turn includes Telecare which is delivered locally as MECS (Mobile Emergency Care Service).

As telephony providers are currently dismantling the existing analogue network and plan to replace it with a new completely digital infrastructure by 2025 at the latest, there is significant risk to existing services and devices that rely on an analogue service to continue to function safely. The digital switchover of telephone exchanges has already started in the Stirling area with the community of Blairlogie already transitioned to a digital service via the upgraded Alva exchange. In preparation for the local switchover to digital, service users in Blairlogie had the equipment in their homes upgraded to digital mobile phone network connected devices. This is just a small example of the changes that will happen across the whole region over the coming period.

It should be noted that while the absolute end date for a finalised completely digital infrastructure throughout the UK is 2025, it is likely that the majority if not all of the infrastructure across the Stirling area will be switched over at an earlier stage. With this in mind, the current advice from the Digital Office is that the Analogue to Digital Switchover project across Clackmannanshire & Stirling should be completed as soon as possible and that April 2024 as currently planned within this business case is a realistic target.
Finally, several other health and care developments need to be recognised as generally supporting the case for implementing the switch to digital MECS/telecare and these include:

- Adult social care reform;
- Expansion of telecare;
- National Digital Platform for Health and Social Care;
- Home and Mobile Health Monitoring;
- Next Generation Solutions for Healthy Ageing.

### 1.1 Alignment to Stirling Council 10 Year Strategy 2020 - 2030

Please describe how this proposal aligns to the 10 Year Strategy and the Target Operating Model

<table>
<thead>
<tr>
<th>Strategic Goals</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thriving Partnerships</td>
<td>The project builds on a key partnership with The Clackmannanshire &amp; Stirling Health &amp; Social Care Partnership and Clackmannanshire Council.</td>
</tr>
<tr>
<td>Thriving Workforce</td>
<td>The project offers opportunities for staff to upskill and move into new roles as well as enabling the existing MECS workforce to spend more time supporting people and less time checking analogue equipment.</td>
</tr>
<tr>
<td>Thriving Communities</td>
<td>The project enables more citizens to remain independently in their own homes and communities for longer while receiving the care and supports that they need to achieve their own personal outcomes which often include remaining active within their communities.</td>
</tr>
<tr>
<td>Thriving Organisation</td>
<td>Stirling Council employees working as directed by the HSCP will be able to provide efficient and effective support through the provision of an array of resilient digital telecare services tailored to the supported person’s personal needs and preferences.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Strategic Outcomes</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial Sustainability</td>
<td>The provision of a wide array of potential telecare services based on digital systems will enable more supported people to live independently at home for longer. This approach will not lead to reduced costs of adult social care overall given the demographic change expected over the period up to 2041 and beyond. However, it will help to reduce the rate of increase in total costs of adult social care through the reduction of the use of Care Homes overall and the postponement of any moves to Care Homes until later stages in supported people’s lives.</td>
</tr>
<tr>
<td>Carbon Net Zero</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Social &amp; Economic Equality</th>
<th>The project enables older people to live independently in their own homes and communities for as long as possible irrespective of their economic or social circumstances.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Strong Economy</td>
<td></td>
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</tbody>
</table>
### 1.2 Business Needs

Stirling council have already upgraded their Alarm Receiving Centre system (ARC) to a digital capable system, the Tunstall PNC8. The upgraded system will eventually provide a fully digital service to all MECS users in the council areas of Stirling and Clackmannanshire. At present there are 1714 analogue MECS users and 758 digital MECS users (installed over the previous 18 months), giving a total of 2472 MECS users throughout the Stirling Council area. All MECS alarms from the Stirling area, both digital and analogue are connected to the ARC albeit all on analogue protocols currently.

This project needs to transfer the remaining 1714 analogue MECS users to a digital MECS units as soon as possible and preferably before the local exchanges are transferred to digital. Digital Office advice has confirmed that April 2024 is an appropriate deadline to work to given that many local exchanges will be switched over well in advance of the final December 2025 deadline for completion of the UK wide analogue to digital services transfer by BT Openreach.

In addition to rolling out digital MECS units to all service users this project also needs to replace and refit all of the peripheral devices (such as a range of sensors and detectors) that are already connected to analogue MECS units. Analogue peripherals are not compatible with the new mobile phone network based digital set up. Some peripherals are hard wired and mains powered so will need an appropriate tradesperson to install.

As detailed more fully in the scope section below there is recent Scottish Government guidance (7 March 22) that requires MECS base units to connect to a full suite of interlinked heat and smoke detectors rather than individual heat and/or smoke detectors as was the case previously. This will require more equipment to be installed and more work to be carried out as part of each switchover in each supported person’s home. Project equipment costs and staffing have been reviewed to ensure that this is deliverable.

The requirement to ensure that vulnerable people have their MECS connected to interlinked heat and smoke detectors also means that the 758 homes where MECS has already been installed will need to be revisited to put in place this enhanced capability.

As part of the MECS Switchover process, the project will also review existing users’ needs which may then necessitate additional peripherals being installed or equipment that is not needed being removed.

The ARC Team at Stirling Council Contact Centre will also need to carry out initial set up and user acceptance testing (UAT) to complete the installation of the new digital equipment.

This project will involve additional human resources being required within the MECS/Responder/Installation team, the contact centre’s ARC/247 team and any appropriate additional installation skills/trades e.g. electricians from the Stirling Council Housing Service.

### 1.3 Scope

<table>
<thead>
<tr>
<th>Scope</th>
</tr>
</thead>
<tbody>
<tr>
<td>The scope of the Analogue to Digital MECS Switchover project is to complete the transition from an Analogue Mobile Emergency Care System (MECS) and Technology Enabled Care system (TEC) to a fully end to end digital system across the Health and Social Care Partnership (HSCP) which includes the council areas of Stirling and Clackmannanshire. This project involves the procurement and installation of mobile phone network based digital telecare equipment and associated peripheral devices in service users' homes as well as integrating this with the Alarm Receiving Centre (ARC) and carrying out the necessary testing and feedback from users.</td>
</tr>
</tbody>
</table>

Since v2.3 of this Business Case new guidance from the Scottish Government (7 March 22) has been received regarding the use of MECS and the new interlinked domestic heat and smoke alarm requirements known as...
'tolerable standards'. The guidance makes it clear that if the MECS system has been, or is to be, connected to a smoke or heat detector in a service users home that MECS must now be connected to a fully interlinked set of heat and smoke detectors that conform to the same ‘tolerable standard’ as the recent general domestic requirements. The result of this guidance is that additional work and installations will be required as part of this project. The additional work required will consist of two main categories:

1) The installation of interlinked alarms to the ‘tolerable standard’ in properties where there are no interlinked alarms at present or where the existing alarms are not compatible with the new digital MECS base station (usually in private dwellings) and

2) The installation of an appropriate radio relay connection between already installed interlinked alarms that are compatible with the new digital MECS base station and the MECS base station itself (primarily in Stirling Council owned properties).

The project will also involve the recruitment and training of staff to undertake this work which includes an externally funded temporary Programme Manager, two Project TEC Installers to cover the Stirling Council area, an additional experienced call hander at the ARC to carry out User Acceptance Testing, and electrician input from Stirling Council’s Housing Service.

**Out of Scope**

This project will not include the procurement of an ARC since one has already been procured and installed.

There is also a longer term positive benefit following the digital switchover where digital systems will enable many more devices connected to the ARC to be used within supported people's homes to help them remain more independent for longer. That work is out of scope of this project but it is expected that a TEC (Technology Enabled Care) project will follow after this project and the TEC project will consult closely with service users to optimise the use of technology in service users’ homes. This will lead to prolonged personal independence for supported people and postponing the provision of more formal and costly types of care e.g. care home.

### 1.4 Dependencies

<table>
<thead>
<tr>
<th>Project or Initiative Name / Ref</th>
<th>Reason</th>
<th>Internal / External</th>
<th>Managed By</th>
</tr>
</thead>
<tbody>
<tr>
<td>Securing of capital funding via Stirling Council.</td>
<td>This project requires capital investment to enable delivery.</td>
<td>Internal</td>
<td>D Niven and A Booth on behalf of senior Stirling Council and HSCP colleagues</td>
</tr>
<tr>
<td>Availability of digital equipment to purchase in context of global chip and equipment shortages.</td>
<td>A lack of available equipment would cause delays to project delivery.</td>
<td>External</td>
<td>G Howden and S Payne establishing a resilient procurement contract with supplier while maintaining close contact with the Digital Office who advise on supply trends and any expected scarcity.</td>
</tr>
</tbody>
</table>

### 1.5 Assumptions and Constraints
It is assumed that by scheduling this project between Sept 22 and Apr 24 there will be sufficient time to roll out digital equipment to service users’ homes before all of the Stirling area telephone exchanges are switched over to digital.

It is also assumed that some telephone exchanges in the Stirling area will switch over to digital during the life of the project. By delivering this project between Sept 22 and Apr 24 it is expected that rollout of digital equipment can be scheduled within the lifetime of the project to stay ahead of exchange switchover - as switcheovers are announced by BT. To date BT have announced the exchanges that will switch over up to February 23 and this doesn’t include any new Stirling area exchanges. This gives confidence that this project can deliver continuity of service provided it starts in Sept 22.

It is also assumed that if this project does not start during the 22/23 financial year that it may not be possible to ensure that the rollout of digital equipment remains ahead of local exchange switchover. This means that there is the potential for service users to lose or have interrupted MECS services leading to health and wellbeing risks which are unlikely to be seen as acceptable.
2. Economic Case

The Economic Case is to identify and appraise the options for the delivery of the project and to recommend the option that is most likely to offer best Value for Money to the public, including wider social and environmental effects as well as economic value.

Introduction

The Economic case has been developed following a series of workshops and feedback session with the members of the Analogue to Digital Switchover Working Group (A2DWG). The A2DWG is the project board for this project and is chaired by Judy Stein Locality Manager with the HSCP and SRO for this project. Carolyn Wyllie, Head of Community Health and Care for the HSCP is the Project Sponsor and made regular input in the earlier stages of the project, particularly as the project scope was agreed. Carol Herity, Customer Services & Relationship Manager at Stirling Council is a long term and committed participant at working group meetings and provides senior buy in from the contact centre. Carolyn, Judy, and Carol, along with operational Reablement and MECS colleagues from both Clackmannanshire and Stirling and other relevant colleagues have been actively involved in the shaping and analysis of the options on both the long and short list.

As part of this process a long list of options was developed with the aim of making sure that all reasonable options are considered.

Most aspects of this project are relatively simple and the project also benefits from the advantage that a digital ARC was installed at the Stirling Council Call Centre at Old Viewforth contact centre during 2021. This means that compared to some scenarios in other HSCPs or councils there are relatively few variables available to help generate alternative options for delivery.

Analogue landlines are being phased out and completely removed across the UK by 2025. Digital landlines are being rolled out by telecoms providers including BT Openreach. Digital Office guidance recommends that digital landline solutions are not sufficiently resilient to power outages to be an appropriate medium for running MECS/telecare services upon. This only leaves mobile network based MECS/telecare as the appropriate medium for running the MECS service.

Besides a ‘do nothing’ option all other options are about buying mobile network based telecare devices and peripherals for which there is a Scotland EXCEL Framework in place.

By this stage variables become limited to options around whether there are external providers who offer roll out of digital equipment and roll in of old analogue equipment and some thoughts around whether internal project staff could be recruited as either temporary or permanent staff.

Contact and discussion with both Digital Office and Stirling Council procurement have not identified any potential external providers of digital roll out and analogue roll in for MECS equipment in service users’ homes. This seems especially so given the vulnerable nature of the people receiving services and the need to ensure that the people receiving services are comfortable with how to operate the new equipment before installers leave. Without an active market for this kind of service and given the labour market pressures for social care workers in general it is regarded as appropriate to conclude that external provision should be considered an unviable option. Through considering this issue in detail the A2DWG have concluded that the key element of switchover is the TEC Installer role and their ability and skills to work to social care standards with service users in their own homes.

This lead to further discussion with the MECS Responder service which identified that up until a few years ago MECS staff fitted battery operated smoke detectors and other peripheral devices themselves. MECS Service colleagues advised that there is an appetite to re-engage with fitting peripheral devices and that apart from ladder training, risk assessment, and relevant Health & Safety training TEC Installer roles are best placed to provide the correct skills mix to access service users homes to replace equipment, ensure service users are comfortable with how to use the new equipment, and to assess whether the service users are sufficiently safe with the current equipment that they have. This solution, based on using TEC Installer roles as social care practitioners within the project with additional ladder, risk assessment and H&S training to enable them to fit the majority of peripheral
devices was seen to be much more agile and efficient than the option of trying to coordinate MECS Responders with a separate handy person role.

Further consideration and advice from Finance colleagues has clarified that while the advertising of permanent posts rather than temporary posts may be more likely to secure sufficient good quality applicants to fill roles, the nature of project funding means that permanent roles cannot be established due to a lack of a clear sightline on budget to maintain roles permanently.

As discussions progressed it became clear to the A2DWG that the only really practical and feasible method of delivering this project is with TEC Installer roles that have had additional training. The recommended way forward for project delivery is to establish ‘Project TEC Installer’ roles as 18 month secondment opportunities and recruit internally from suitable qualified existing staff. Once the project TEC Installer roles are filled, the service will be responsible for recruiting backfill to cover the temporarily vacated substantive roles of the staff that have taken up secondments within the project. If there is insufficient internal interest to recruit secondees then the posts will be advertised externally as 18 month fixed term contracts.

While the project team have strived to identify a variety of feasible options for delivery of this project, a combination of the narrow nature of the project variables and the very tight social care labour market have led the project team to conclude that there are only really two possible short list options. They are ‘do nothing’ and ‘deliver via TEC Installer roles with additional training’.

The learning from the experience documented above is that this is primarily a compliance and business continuity project without which there would most likely be significant reputational damage for Clackmannanshire Council, Stirling Council, and the HSCP.

This Business Case is consequently more of a Business Justification Case (where a case is made to take action based on a legislative or policy imperative rather than the evaluation of diverse options through an economic lens). Given the necessity for compliance and business continuity with this project, the tight social care labour market, and the lack of realistic alternatives available to be considered and evaluated as options there is not a formal economic analysis attached to this case. Even the option of ‘do nothing’ is unfeasible because doing nothing in the context of the UK wide Analogue to Digital infrastructure switchover would result in vulnerable people no longer receiving a service that helps them to remain safely and independently within their own homes.

If the current MECS service were no longer available, because a ‘do nothing’ option was progressed, then current service users would not only be at risk of harm and less independent but it’s likely that most, if not all, would require either increased levels of care at home or to move to a care home earlier than they would otherwise. Both of these implications would result in significant revenue cost increases for adult social care provision, reduced independent living for supported people, and would represent a trend that is opposite to the stated strategic intent of both the HSCP and Stirling Council.

As a result of a lack of realistic variables to generate viable options there will not be a formal economic analysis. The work within the Economic Case framework has shown that the limited practical options for implementation mean that this document is better considered as a Business Justification Case. Any further calculations of capacity, scale, and costs will be addressed within the Financial Case.

**Solutions**

As part of the process to arrive at a shortlist of viable solutions a ‘long list’ was created at workshops with the project planning group on all viable solutions which were then distilled based on their practical merits.

**The longlist**

<table>
<thead>
<tr>
<th>No.</th>
<th>Option</th>
<th>Information</th>
<th>Decision</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Do Nothing</td>
<td>Not a realistic option as analogue equipment will become obsolete and stop working leaving service users at risk and the service incurring substantial costs.</td>
<td>Retain for Business Case but not a feasible route forward</td>
</tr>
<tr>
<td></td>
<td></td>
<td>additional costs of increased care at home and Care Home demand that will balloon as demographic pressures impact over the next 25 years.</td>
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<tr>
<td>2.</td>
<td>Deliver Internally by recruiting temporary staff externally</td>
<td>May be difficult to fill temp positions due to current labour market, skills and expertise will be lost from organisation after project closes.</td>
<td>Reject, it was deemed unlikely we would be able to recruit suitably qualified staff on a temporary basis.</td>
</tr>
<tr>
<td>3.</td>
<td>Deliver Internally by recruiting permanent staff</td>
<td>The project would use existing staff to carry out installations while new staff would backfill responder’s role. Staff would be trained to complete installations with a small number of installations being completed by housing where a trade’s person is required.</td>
<td>Retain for Business Case with modification that recruitment would be internal offering secondments into the project with ability to return to substantive posts at the end of the project. This is based on clarity that permanent posts can’t be created due to project funding. Next best approach is to secure experienced internal staff via secondment giving staff the security of permanence (they have substantive roles to return to). Backfill of temporarily vacated roles will be the responsibility of the service under business as usual.</td>
</tr>
<tr>
<td>4.</td>
<td>Procure a serviced all in option from a supplier</td>
<td>May not be possible to this, no existing procurement framework exists.</td>
<td>Reject, no viable suppliers identified, high pressure social care labour market makes a cost effective solution via this route unfeasible.</td>
</tr>
<tr>
<td>5.</td>
<td>Deliver Internally using Care and Repair staff from Housing to carry out installations</td>
<td>Would still require additional MECS Responders, Housing have confirmed that they would not be able to supply the trades people required to do the volume of work required by the whole project. There is also the difficulty of coordinating the MECS Responders and trades to attend the same service users in a way that works for vulnerable people, especially if this approach is being used for many installations not just exceptional cases. Exploration of this approach has helped to rule it out on a number of grounds and also provide clarity that providing additional installation training to Project TEC Installers is by far the most practical and efficient approach to project delivery.</td>
<td>Reject, due to staffing pressures housing will not have the capacity to undertake the full scale of work involved in delivery of this project.</td>
</tr>
<tr>
<td>6.</td>
<td>Hybrid - Deliver using external contractor to carry</td>
<td>Would still require temp or perm increase in MECS responders.</td>
<td>Reject - this option has been rejected due to the</td>
</tr>
</tbody>
</table>
A series of workshops involving the Analogue to Digital Switchover working group together with consultation with housing colleagues were used to arrive at the following shortlist.

**Shortlist Options Appraisal**

**Option 1**

*Do Nothing – Accept the risk and replace equipment as it fails over time.*

This was deemed to be not a realistic option as analogue equipment will become rapidly obsolete and highly likely to fail. BT Openreach are already migrating analogue lines to digital lines in the local area. The risk that a service user will be unable to call for help is too great a risk to tolerate given the potential consequences for that individual. It would also be an unacceptable risk to the HSCP’s/Council’s reputation to carry such a risk given the potential consequences.

**Option 2 – The Preferred Option**

*Deliver by recruiting Project TEC Installers internally as 18 month secondments into the project with the service then recruiting backfill as business as usual. Also recruiting within the Alarm Receiving Centre (ARC) at Old Viewforth. Project TEC Installer roles will be supported by providing training on installations.*

We will recruit existing, experienced Social Care staff as secondees into the project to carry out Project TEC Installer roles after supplementary training, with the service then recruiting backfill into the temporarily vacated posts as business as usual. If there is insufficient internal interest to recruit secondees then the posts will be advertised externally as 18 month fixed term contracts. The Project TEC Installers will be trained to complete the necessary installations of digital telecare/MECS equipment and peripherals. It is anticipated that a small number of installations will still be completed by housing where a trade’s person is required (e.g. where hard wiring is required to establish a radio relay connection between MECS base units and already installed interlinked smoke/heat detectors in Council houses). We estimate that those type of installations will be small in number (maximum 400 over 18 months) and in line with current working practices and deliverable volumes as confirmed by the Housing Service. This option would also enable the MECS team to retain vital skills and learning after the project has been completed.

**Options Shortlist**

<table>
<thead>
<tr>
<th>Description</th>
<th>Indicative Costs</th>
<th>Indicative Savings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Option 1: Do Nothing – Accept the risk and replace equipment as it fails over time. The cost noted here is the current annual replacement budget but this does not reflect the costs to the service of MECS not being reliable and will not cover the replacement costs as increasing numbers of analogue units and their peripherals become obsolete.</td>
<td>£150k per annum.</td>
<td></td>
</tr>
<tr>
<td>Option 2: Deliver by recruiting Project TEC Installers internally as 18 month secondments into the project with the service then recruiting backfill as business as usual. Also recruiting within the Alarm Receiving Centre (ARC) at Old Viewforth. Project TEC Installer roles will be supported by providing training on installations.</td>
<td>Circa £1,196k over 18m</td>
<td></td>
</tr>
</tbody>
</table>
## 2.1 Benefits

Please provide details of the expected benefits, how the benefits will be realised and the measure you will use to confirm the benefits have been achieved.

<table>
<thead>
<tr>
<th>Benefit Owner</th>
<th>Benefit Description</th>
<th>Category</th>
<th>Type</th>
<th>Baseline Value</th>
<th>Target Value</th>
<th>Measurement</th>
<th>When will the benefits be realised</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Ensures service continuity - allowing MECS/telecare services to be delivered reliably following the digital upgrade of users’ telephone services.</td>
<td>Qualitative</td>
<td>Effectiveness</td>
<td></td>
<td></td>
<td></td>
<td>April 2024</td>
</tr>
<tr>
<td></td>
<td>Digital MECS/telecare improves the reliability of telecare connectivity.</td>
<td>Qualitative</td>
<td>Quality</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Analogue telecare equipment does not provide any indication when a user’s service is not operational due to equipment or connectivity failures. Digital telecare regularly sends heartbeats to remote equipment meaning that service failures are identified within 5-10 minutes (dependent on configuration).</td>
<td>Qualitative</td>
<td>Quality</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Telecare is not reliant on a citizen providing a phone line.</td>
<td>Non-Cashable</td>
<td>Efficiency</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Digital connections mean faster connection of users’ calls.</td>
<td>Quantitative</td>
<td>Efficiency</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Higher capacity communication link to users’ homes. Provides the capability for the deployment of more sophisticated sensors/monitors and other devices. Provides the future capability to offer video-based applications.</td>
<td>Qualitative</td>
<td>Effectiveness</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Service users do not pay for each individual call made via the digital MECS service, these are covered within the one monthly fee. The analogue system could result in high bills for MECS users if they made multiple and lengthy calls – each of which were billed depending on the service users landline cost plan.</td>
<td>Cashable for the service user</td>
<td>Efficiency</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Comments

...
3. Financial Case

The Financial Case demonstrates the affordability and funding of the preferred option, including the support of stakeholders and customers, as required. (Full Financial Assessment of all options are included as Appendix 1 and the preferred option’s financial assessment is included in the Executive Summary)

The financial case summary below has been produced by Stirling Council Finance team with review by the HSCP Chief Finance Officer and outlines all of the expected costs of this project in Stirling. The summary also shows that the combined capital and revenue budgets required in year 1 and year 2 are £382k and £814k respectively with an ongoing revenue requirement of approx. £120k per year from year 3 onwards.

The request being made of Stirling Council within this Business Case is for Capital costs only - £353k in year 1 (22/23) and £705k in year 2 (23/24).

Stirling Council have advised that ‘in project’ revenue costs will not be covered and that comfort should be provided that the HSCP will meet these costs (circa £137k). At the 23 February 2022 IJB Finance & Performance Committee a report was approved recommending that ‘in project’ revenue costs for the HSCP Analogue to Digital MECS Switchover project in Stirling are met through IJB Transformation Earmarked Reserves of £138k. It is expected that from April 24 ongoing network connection charges will be recouped through a revised and updated Adult Social Care Contributions Policy in both Clackmannanshire and Stirling. It should be noted however that this is a dynamic situation and that financial sustainability plans for the MECS service will need to remain under review as Scottish Government policy evolves in relation to the establishment of a National Care Service and the intent to abolish non-residential charging.

As referred to in the Section 1.3 Scope above since the previous version of this Business Case new guidance from the Scottish Government (7 March 22) has been received regarding the use of MECS and the new interlinked domestic heat and smoke alarm requirements known as ‘tolerable standards’. The result of this guidance is that additional work and installations will be required as part of this project. The additional work required will consist of two main categories:

1) The installation of interlinked alarms to the ‘tolerable standard’ in properties where there are no interlinked alarms at present or where the existing alarms are not compatible with the new digital MECS base station (usually in private dwellings) and

2) The installation of an appropriate radio relay connection between already installed interlinked alarms that are compatible with the new digital MECS base station and the MECS base station itself (primarily in Stirling Council owned properties).

The revised volumes of heat and smoke detectors along with the inclusion of radio relay devices to enable already installed interlinked alarms in Stirling Council owned properties to be connected to MECS base stations and the electrician time to install the relays are the main elements that have driven the increased costs compared to the previous version of this business case.

For those service users that cannot cover the costs associated with a revised Social Care Contribution Policy there is the potential for the costs to be considered by the discretion panel which is the case currently for those who can’t pay their MECS charges.

The approach explained above which involves passing on the network connection costs from April 24 via the Social Care Contribution Policy has not yet been agreed. In order to ensure full financial transparency for this project and to accommodate any potential issues with reviewing and approving the contribution policy in the future, all post year 2 network connection costs for all 2472 Digital MECS devices in Stirling have been included within the circa. £120k recurring annual revenue costs from year 3 onwards. If the Social Care Contribution Policy is reviewed and approved as planned then the £120k per year of revenue modelled from year 3 onwards will be covered. If the social care contribution policy is not uprated to cover the ongoing revenue costs of network connection from year 3 then this would be addressed via the annual HSCP budget setting process negotiations between the HSCP partners.
3.1 Risks

Please provide a brief description of the potential risks and mitigation action

<table>
<thead>
<tr>
<th>Risk</th>
<th>Impact</th>
<th>Probability</th>
<th>Action to mitigate risk</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>H/M/L</td>
<td>H/M/L</td>
<td></td>
</tr>
</tbody>
</table>

Material costs

<table>
<thead>
<tr>
<th>Digital Telecare Unit</th>
<th>Cost per unit excl. VAT</th>
<th>Number of units req’d</th>
<th>Total Cost</th>
<th>Electrician required</th>
</tr>
</thead>
<tbody>
<tr>
<td>MECS IP Unit</td>
<td>£220</td>
<td>1714</td>
<td>£377,080.00</td>
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</tr>
<tr>
<td>In Project’ SIM Card Costs for all MECS base units in Stirling including those already</td>
<td>£491,336.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>IM/DM Card costs</td>
<td>£121,859.08</td>
<td></td>
<td>£192,970.05</td>
<td></td>
</tr>
<tr>
<td>Communication costs</td>
<td>£1,000.00</td>
<td>4</td>
<td>£1,000.00</td>
<td></td>
</tr>
<tr>
<td>Pendants</td>
<td>£19,255.00</td>
<td>500</td>
<td>£19,255.00</td>
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<tr>
<td>Fall pendants</td>
<td>£45,500.00</td>
<td>700</td>
<td>£45,500.00</td>
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<tr>
<td>Door contacts</td>
<td>£630.48</td>
<td>22</td>
<td>£630.48</td>
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<tr>
<td>Smoke detectors</td>
<td>£175,972.00</td>
<td>475</td>
<td>£175,972.00</td>
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<tr>
<td>Heat Detectors</td>
<td>£124,706.00</td>
<td>2,024</td>
<td>£124,706.00</td>
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<tr>
<td>CO Detectors</td>
<td>£13,800.00</td>
<td>200</td>
<td>£13,800.00</td>
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<tr>
<td>Gas Detector</td>
<td>£566.10</td>
<td>0</td>
<td>£566.10</td>
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<tr>
<td>Bogus call detector</td>
<td>£566.10</td>
<td>15</td>
<td>£566.10</td>
<td></td>
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<tr>
<td>Enuresis</td>
<td>£112.00</td>
<td>1</td>
<td>£112.00</td>
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<tr>
<td>Flood Detector</td>
<td>£686.00</td>
<td>4</td>
<td>£686.00</td>
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<tr>
<td>Bed Sensor</td>
<td>£2,015.00</td>
<td>15</td>
<td>£2,015.00</td>
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<tr>
<td>Chair Sensor</td>
<td>£975.00</td>
<td>15</td>
<td>£975.00</td>
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<tr>
<td>Serial controller</td>
<td>£4,700.00</td>
<td>10</td>
<td>£4,700.00</td>
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<tr>
<td>Altec response</td>
<td>£2,361.59</td>
<td>15</td>
<td>£2,361.59</td>
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<tr>
<td>Range Extender</td>
<td>£1,223.40</td>
<td>18</td>
<td>£1,223.40</td>
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<tr>
<td>Pill Dispenser</td>
<td>£149.00</td>
<td>1</td>
<td>£149.00</td>
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<tr>
<td>Epilepsy Emfit</td>
<td>£15,540.00</td>
<td>60</td>
<td>£15,540.00</td>
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<tr>
<td>Advanced property exit sensor</td>
<td>£116.50</td>
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<tr>
<td>Contingency</td>
<td>£82,563.81</td>
<td></td>
<td>£82,563.81</td>
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<tr>
<td>Total Peripherals</td>
<td>£507,851.89</td>
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<td></td>
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</tr>
<tr>
<td>Council tenants only</td>
<td>£23,270.00</td>
<td>358</td>
<td>£23,270.00</td>
<td></td>
</tr>
<tr>
<td>SC Housing Labour to hard wire radio relay between existing interlinked alarms</td>
<td>£23,270.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Income</td>
<td>£62,000.00</td>
<td></td>
<td>£62,000.00</td>
<td></td>
</tr>
<tr>
<td>Total equipment &amp; contingency costs</td>
<td>£908,201.89</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL COST</td>
<td>£1,560,147.94</td>
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<td></td>
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</table>

Staff costs

<table>
<thead>
<tr>
<th>Staff costs</th>
<th>No. req’d</th>
<th>Grade</th>
<th>Top of grade</th>
<th>On costs</th>
<th>Over 18m</th>
<th>Capital</th>
<th>Revenue</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARC call handler</td>
<td>1</td>
<td>7</td>
<td>26,470.00</td>
<td>35,130.00</td>
<td>53,221.95</td>
<td>26,610.98</td>
<td>26,610.98</td>
<td>53,221.95</td>
</tr>
<tr>
<td>TEC Installer</td>
<td>2</td>
<td>6</td>
<td>23,661.00</td>
<td>62,540.00</td>
<td>94,746.10</td>
<td>84,788.30</td>
<td>45,000.00</td>
<td>139,788.30</td>
</tr>
<tr>
<td>Project Manager</td>
<td>1</td>
<td>10</td>
<td>45,000.00</td>
<td>45,000.00</td>
<td>90,000.00</td>
<td>121,359.08</td>
<td>71,610.98</td>
<td>192,970.05</td>
</tr>
<tr>
<td>Total Staff costs</td>
<td>4</td>
<td></td>
<td>£142,670.00</td>
<td>£192,970.05</td>
<td>£335,640.00</td>
<td>£551,829.08</td>
<td></td>
<td>1,058,200.96</td>
</tr>
</tbody>
</table>

Yr 1 Yr 2 Total

SIM costs | £36,000.00 | £90,336.00 | £491,336.00 | £825,638.08 |

Implementation | £149,999.08 |
| Risk of insufficient supply of technical equipment due to global market conditions | H | M | Forward planning for equipment needs and early ordering with supplier via appropriate procurement route. Also tracking market progress and demand pressures through ongoing contact with the Digital Office who monitor equipment supply and advise on mitigation. Current advice is to progress this work at pace because many English local authorities are yet to engage with the switchover and demand is expected to increase rapidly over the next year. |
| Risk of failure to recruit TEC Installers | H | M | Emphasis the opportunity for existing staff to be seconded into the post as part of advertising post. Should no suitable applicants be identified consider temporary redeployment of other HSCP staff into the TEC Installer roles. |
| Risk of insufficient capital funding | M | M | Ongoing engagement with Capital planning process and thorough business justification emphasising the Sept 23 and Dec 25 deadlines for analogue cut off, and likely switchover of local exchanges in advance of these dates. |
| Suppliers of digital MECS equipment may not have made sufficient progress on digital IP protocols to ensure a fully digital solution compatible with the ARC | M | M | Ongoing engagement with suppliers. Interim solution required by Tunstall. |
| Post project network connection costs for digital base stations will create a circa £120k annual revenue cost beyond the life of the project unless Social Care Contribution Policy is reviewed and approved to include this cost. This would apply from Apr 2024. | L | M | Take early steps to initiate the review of Social Care Contribution Policy with relevant Stirling Council and HSCP colleagues. |

### 3.2 Stakeholder Engagement / Support

Please provide details of all Stakeholders and how you plan to engage with these stakeholders

Stakeholder engagement will be conducted via the Reablement/MECS team to ensure rollout plans are informed by service user input and preferences.

### 4. Commercial Case

The Commercial Case is to demonstrate that the preferred option will result in a viable procurement and a well-structured Deal between the public sector and its service providers.

**Procurement**

A Scotland Excel DPS (Dynamic Purchasing System) has been established for the procurement of digital Telecare Equipment and this project will use the DPS for purchasing all digital equipment and peripherals. Stirling Council procurement team have been consulted and a PRF has been returned to initiate the process. In collaboration with procurement team colleagues a draft Procurement Strategy has also been developed which can be found as an appendix to this business case.

The key points within the Procurement Strategy include:

- The route to market recommended for this requirement is mini-competition via the Digital Telecare DPS (Ref-1620) which is complimentary to the Technology Enabled Care Framework (Ref-3117)
- This proposed contract will be for a term of 24 months (to accommodate any project slippage) for the value of no more than £908,201.88 (inclusive of all permissible extensions).
- It is recommended that Digital Telecare DPS Terms and Conditions will be applicable for this requirement.
Following risk and opportunity assessment, it is intended that a Managed approach to contract management will be followed. The lead contract manager for the Authority will be the Reablement & TEC Team Leader reporting to the Locality Manager from the Clackmannanshire and Stirling Health and Social Care Partnership.

5. Management Case
The Management Case is to demonstrate that robust arrangements are in place for the delivery, monitoring and evaluation of the scheme, including feedback into the organisation’s strategic planning cycle.

Recruitment
The Digital Telecare Implementation Programme Manager role funded by the Digital Office will be recruited as one Full-time equivalent post to manage both the Clackmannanshire and the Stirling switchover projects simultaneously. The funding, procurement, and practical delivery of the projects will be carried out separately in each council area. The only shared aspects of the project will be the single programme manager role and the Analogue to Digital Switchover Working Group (project board). This approach will enable simple funding and delivery accountabilities to be in place in each area while ensuring an HSCP perspective, communication, and shared learning and experience is maximised.

Project TEC Installers will be recruited internally into the project as 18 month secondment opportunities or 18 months fixed term contracts if recruited externally should no suitable secondees be identified. The service will recruit externally to backfill any temporarily vacated substantive posts as business as usual.

Any trades input required (e.g. electrician services for hard wired peripheral devices and connection between existing interlinked smoke/heat alarms and MECS units in Stirling Council houses) will be provided under the existing arrangements between the Reablement MECS service and Stirling Council Housing Service. This is a relatively small amount of work (less than 400 homes over 18 months) while across the whole project most devices will be installed by the Project TEC Installers following additional training.

Governance
The Analogue to Digital Switchover Working Group expect the next steps in the governance of this project to conform to the Stirling Council process for business case approval. It is assumed that provided this outline business case is approved in principle at the Stirling’s Future Board on the 8th June 2022 and capital funding is approved and allocated at the Full Stirling Council meeting on the 23rd June 2022 then the following will apply:

1) A Full Business Case (following the completion of the procurement process) will be brought to the September 2022 Stirling’s Future Board for approval to commit to the outcome of the procurement process and to commence project delivery.
2) Monthly project reporting will be submitted to both the Stirling’s Future Board and the Stirling Council Capital Delivery Group via the established status reporting mechanisms.
3) Quarterly project reporting covering both the Clackmannanshire project and the Stirling Project will be provided to the HSCP Transforming Care Board in August, November, February, and May each year.

<table>
<thead>
<tr>
<th>Meeting/Forum</th>
<th>Meeting Date</th>
<th>Comment</th>
<th>Decision</th>
</tr>
</thead>
<tbody>
<tr>
<td>Updated Outline Business Case (OBC) submitted to June SFB papers cycle</td>
<td>26th May 2022</td>
<td>For comment/feedback</td>
<td></td>
</tr>
<tr>
<td>Updated OBC presented to PPG</td>
<td>6th June 2022</td>
<td>For approval to proceed to SFB</td>
<td></td>
</tr>
<tr>
<td>Updated OBC presented to SFB</td>
<td>8th June 2022</td>
<td>For approval in principle recommendation to Full Council</td>
<td></td>
</tr>
<tr>
<td>Updated OBC Submitted to June Full Council papers cycle</td>
<td>26th May 2022</td>
<td>For comment/feedback</td>
<td></td>
</tr>
<tr>
<td>Event Description</td>
<td>Date</td>
<td>Purpose</td>
<td></td>
</tr>
<tr>
<td>-------------------------------------------------------</td>
<td>--------------</td>
<td>----------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Final version of OBC submitted to final deadline for June Full Council Papers</td>
<td>Noon - Monday 13th June</td>
<td>For inclusion in Full Council papers</td>
<td></td>
</tr>
<tr>
<td>OBC Presented to Full Council</td>
<td>23rd June 2022</td>
<td>For approval of funding</td>
<td></td>
</tr>
<tr>
<td>Full Business Case (FB C) submitted to Sept SFB papers cycle</td>
<td>1st Sept 2022</td>
<td>For comment/feedback</td>
<td></td>
</tr>
<tr>
<td>FBC Presented to PPG</td>
<td>8th Sept 2022</td>
<td>For approval to proceed to SFB</td>
<td></td>
</tr>
<tr>
<td>FBC presented to SFB</td>
<td>14th Sept 2022</td>
<td>For approval to commit to the outcome of the procurement process and to commence project delivery.</td>
<td></td>
</tr>
</tbody>
</table>
## 5.1 Timescales

<table>
<thead>
<tr>
<th>Key Milestone</th>
<th>Planned Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Present Updated Outline Business Case to Portfolio Planning Group</td>
<td>6th June 2022</td>
</tr>
<tr>
<td>3 Present Updated Outline Business Case to Stirling’s Future Board</td>
<td>8th June 2022</td>
</tr>
<tr>
<td>4 Initiate recruitment Programme Manager (Digital Office Funded)</td>
<td>14th June 2022</td>
</tr>
<tr>
<td>5 Capital funding allocated at Stirling Council Full Council</td>
<td>23rd June 2022</td>
</tr>
<tr>
<td>6 Initiate recruitment for 2 Project TEC Installers and 1 call handler (ARC)</td>
<td>30th June 2022</td>
</tr>
<tr>
<td>7 Procurement – Hold mini competition on DPS – Scotland Excel framework</td>
<td>w/c 4th July – w/c 29th August 2022</td>
</tr>
<tr>
<td>8 Hold Interviews for Programme Manager Post</td>
<td>w/c 11th July 2022</td>
</tr>
<tr>
<td>9 Hold interviews for Project TEC Installers and Call Handler (ARC)</td>
<td>w/c 25th July 2022</td>
</tr>
<tr>
<td>10 Estimated start date for Programme Manager</td>
<td>29th August 2022</td>
</tr>
<tr>
<td>11 Project handover to Programme Manager and further planning phase</td>
<td>29th August – 16th September 2022</td>
</tr>
<tr>
<td>12 Estimated start date for Project TEC Installers &amp; Call Handler</td>
<td>5th September 2022</td>
</tr>
<tr>
<td>13 Project Training and equipment familiarisation</td>
<td>5th – 16th September 2022</td>
</tr>
<tr>
<td>14 Present Full Business Case to Portfolio Planning Group</td>
<td>8th September 2022</td>
</tr>
<tr>
<td>15 Present Full Business Case to Stirling’s Future Board</td>
<td>14th September 2022</td>
</tr>
<tr>
<td>16 Start of Installation Phase</td>
<td>19th September 2022</td>
</tr>
<tr>
<td>17 Target – 500 installations</td>
<td>20th March 2023</td>
</tr>
<tr>
<td>18 Target – 1250 installations</td>
<td>18th September 2023</td>
</tr>
<tr>
<td>19 Target – 2000 installations, Installation phase complete</td>
<td>18th March 2024</td>
</tr>
<tr>
<td>20 Review project, hold lessons learned meeting and close project</td>
<td>18th to 29th March 2024</td>
</tr>
</tbody>
</table>
5.3 Project Management

The proposal includes specialist project management resources to facilitate the delivery of the project. The project will be in line with the P3M3 approach to Portfolio, Programmes and Projects. The Senior Responsible Owner (SRO) has been appointed and an appropriate Project Board established to facilitate governance and assurance of project progress. This project will be a standalone project within the HSCP Transformation programme and will report into the Stirling’s Future Board, Stirling Council Capital Delivery Board, and the HSCP Transforming Care Board.
<table>
<thead>
<tr>
<th>Role</th>
<th>Responsibilities</th>
<th>Reports to</th>
</tr>
</thead>
</table>
| Sponsor/SRO                         | The Project Sponsor/SRO is ultimately accountable for project success. The Sponsor is responsible to provide assurance that the Project has delivered anticipated benefits. The Sponsor should ensure mechanisms are in place for realising benefits and that all benefits are recorded and tracked in a benefits tracker during the lifecycle of the project. They are also responsible for:  
  ▪ Providing Senior level commitment to the Project  
  ▪ Act as champion for the project and the resources required are available  
  ▪ Approving the Business Case at Service Level  
  ▪ Reporting project status to Stirling’s Future Board  
  ▪ Agreeing and approving project plans and stakeholder engagement plans  
  ▪ Ensuring benefits are realised during and after project  
  ▪ Final decision maker on changes to the Business Case (IBC/FBC)  
  ▪ Communicating information about the Project to key Stakeholders and Groups  
  ▪ Resolving conflicts escalated by Project Team or other agents  
  ▪ Ensure project is subject to review at appropriate stages  
  ▪ Ensuring resolution of issues escalated by Project Manager  
  ▪ Ensures compliance with financial returns/claims                                                                                                         | Stirling’s Future Board, Stirling Council Capital Delivery Board, and HSCP Transforming Care Board |
| Service Lead                        | The Service Lead is responsible for the delivery of the project supported by the project managers.  
  Serve as Chair on the Project Board  
  Ensure project status is reported to the Project Board  
  Provide direction and support to the Project Manager  
  ▪ Own and oversee the preparation of the Business Case (IBC/FBC) ensuring the desired outcome of the project is specified  
  ▪ Influence and provide comments and feedback on the Business Case (IBC/FBC) and project plans  
  ▪ Effectively identify, analyse and prioritise risks/issues internal and external to the project and reconcile these with business priorities  
  ▪ Monitoring project progress and performance  
  ▪ Identify, liaise with and influencing Key Stakeholders and ensuring expectations are managed  
  ▪ Represents the users area in identifying current or future procedures/processes                                                                                   | Project Board and Sponsor/SRO                                                                   |
| Programme Manager (Funded by the Digital Office from September 22 to March 24) | Manages and leads the Workstream Leads and project team  
  Manages co-ordination of the partners and working groups engaged in project work  
  Develops and maintains a detailed project plan  
  Manages project deliverables in line with the project plan  
  Manages delivery of agreed stakeholder engagement plan  
  Leads project team to mitigate risks, resolve issues, escalates them and raise change control where necessary  
  Resolves cross-functional issues at project level  
  Manages scope and change control and escalates issues where necessary  
  Maintains project toolkit and ensures plans, risks and issue logs are up to date  
  Ensuring that the project is closed and lessons learned are captured                                                                                                       | Project Board and Service Lead                                                                  |
6. Approval Request

For the PPG to approve this Business Case to progress to the SFB on 8 June 22.

For the SFB to approve this Business Case in principle and recommend it for approval and allocation of capital at the Full Stirling Council meeting on the 23 June 22.

For the Full Stirling Council to approve the business case and allocation of capital at the meeting on the 23 June 22.

v2.1 Appendix 1 – Draft Procurement Strategy for A2D Switchover BusCase v2.4.1 26May22
UK Shared Prosperity Fund

Purpose & Summary
This report provides an overview of the UK Shared Prosperity Fund (UKSPF) and outlines the processes and key dates for developing and submitting Stirling’s Investment Plan. Approval of our Investment Plan will enable us to access our share of the fund.

Recommendations
Council is asked to:
1. consider and comment on the contents of the report; and
2. note that the Chief Executive has delegated authority to finalise and submit Stirling’s Investment Plan but will do so in consultation with the Convener and Vice-Convener of Finance & Economy Committee and Group Leaders.

Resource Implications
The investment plan process will be delivered within existing resources.
Should the Council wish any of its chosen interventions to begin prior to formal sign off of plans by UK Government then that spend will be at risk.

Legal & Risk Implications
The Chief Executive has delegated authority in terms of CE39 subject to the objectives of the grant aligning with the Council’s strategic objectives and, where the proposed grant is in excess of £1,500,000, then there is a requirement to consult relevant Members.

There is a risk that without a strong Investment Plan for Stirling we will not be able to access our share of the fund and failure to submit an agreed plan by the 1 August 2022 deadline will result in a delay in Stirling accessing the funding.

The current guidelines of the fund dictate that any funding proposed for a financial year but subsequently unable to be spent must be returned to the UK Government.
1. **Background**

1.1. The UKSPF provides a total of £2.6 billion of funding for local investment across the UK up until end March 2025.

1.2. The aim of the Fund is to support the UK Government’s wider commitment to Levelling Up objectives:

   1.2.1. boost productivity, pay, jobs and living standards by growing the private sector, especially in those places where they are lagging behind;

   1.2.2. spread opportunities and improve public services, especially in those places where they are weakest;

   1.2.3. restore a sense of community, local pride and belonging, especially in those places where they have been lost; and

   1.2.4. empower local leaders and communities, especially in those places lacking local agency.

1.3. The Fund provides assistance to both capital and revenue projects.

2. **Considerations**

*Allocation of funds*

2.1. All places will receive a conditional allocation from the UKSPF and funding allocations are based on a formula and are non-competitive.

2.2. Investment plans are expected for each “delivery geography.” A plan can therefore be submitted by Council area or Regional Economic Partnership geography (Forth Valley).

2.3. Stirling Council’s allocation is £4,306,890 over three years - beginning this year (22/23).

2.4. This includes a ring fenced amount (£743,760) for Multiply. Multiply is a newly designed programme to help transform the lives of adults across the UK, by improving their functional numeracy skills through free personal tutoring, digital training and flexible courses. Multiply provision should complement but not duplicate existing provision.

2.5. The year-on-year breakdown for Stirling is as follows;

<table>
<thead>
<tr>
<th>Year</th>
<th>Amount (£)</th>
</tr>
</thead>
<tbody>
<tr>
<td>22/23</td>
<td>657,277 (including 224,858 Multiply)</td>
</tr>
<tr>
<td>23/24</td>
<td>1,124,288 (including 259,451 Multiply)</td>
</tr>
<tr>
<td>24/25</td>
<td>2,525,325 (including 259,451 Multiply)</td>
</tr>
</tbody>
</table>

2.6. 4% of each allocation can be used for Fund administration.

2.7. Investment Plans must demonstrate both revenue and capital spending with a minimum capital allocation of 10.7% being required from the overall total.

2.8. To access the funding, an investment plan must be submitted to UK Government for agreement.

2.9. The investment plan should set out measurable outcomes that reflect local needs and opportunities along with how the funding will be used against three investment priorities.
2.10 The investment priorities have been set by the UK government, and our plan needs to align with them:

**Communities and Place**
- Strengthening our social fabric and fostering a sense of local pride and belonging; and
- Building resilient, healthy and safe neighborhoods.

**Supporting Local Business**
- Creating jobs and boosting community cohesion;
- Promoting networking and collaboration; and
- Increasing private sector investment in growth-enhancing activities.

**People and Skills**
- Boosting core skills and support adults to progress in work;
- Supporting people furthest from the labour market to overcome barriers to work; and
- Supporting local areas to fund gaps in local skills provision to support people to progress in work, and supplement local adult skills provision.

2.11 Working with other places is strongly encouraged in delivery of the fund where it meets needs and achieves value for money or better outcomes. As such, we are working with local and national public sector agencies, the private sector and regional Forth Valley partners to develop our plan. Where there is potential for collaboration across Forth Valley, we will align our interventions to maximise impact.

2.12 Engagement with local Elected Members will also help to inform our plan. There is a requirement for MPs to perform an advisory role to local authorities and review the plan prior to submission.

2.13 Having recently adopted a new Economic Strategy for Stirling we are in a good position to quickly develop an investment plan based on the up to date challenges, opportunities and priorities.

2.14 Officers are also meeting regularly with our UK Government regional economic team to ensure that our plan is being developed to expectations and will not be bounced back after submission resulting in delays in accessing funding.

2.15 There are monthly meetings taking place for the economy leads for the three Forth Valley Councils and the UKSPF is a standing item. At these meetings potential regional collaborations are being discussed.

**Process and Key Dates**

2.16 Officers are working with partners to develop a draft investment plan for Stirling by early July 2022. This will then go through a process of further engagement with local Members and the MP for Stirling prior to submission.
2.17 As part of the development work, we are mapping out all previous activity supported through European Structural Funds and reviewing its impact and the implications of cessation or reduction. Alongside this, we are considering new interventions that meet the current and future needs of businesses and communities, maximising the impact of our planned activity. This will all be brought together to produce a plan that best meets Stirling’s challenges and opportunities. It must be stressed that, although the Investment Plan must be led and submitted by Stirling Council, it needs to be developed in partnership with all relevant stakeholders.

2.18 Of our current European Funded Programmes, ESF Funding will cease in June 2023, ERDF funding will cease in March 2023 and the LEADER Programme has now ended.

2.19 Stirling Council has been given £170k from the Community Led Local Development Fund (CLLD) for the remainder of 2022/23 pending discussions and decisions on any replacement for the LEADER Programme.

2.20 Investment plans will be submitted via an online platform. The submission window opens on 30 June 2022 and closes 1 August 2022.

2.21 Plans will then be assessed by UK Government and, where a plan cannot be signed off first time, the UK Government will supply feedback and work iteratively to secure sign-off.

2.22 The Fund can support investment interventions that start from 1 April 2022. Any Council spend on proposed interventions will be at risk however until the plan is formally signed off.

2.23 Funding is confirmed for three financial years 22/23, 23/24, 24/25 with funding, subject to plan approval, expected to be transferred to Local Authorities in October 2022.

2.24 Progress on the implementation and impact of Stirling’s Investment Plan will be reported to the Finance & Economy Committee.

3. Implications

Equalities Impact

3.1 The contents of this report were assessed under the Council’s Equality Impact Assessment process. It was determined that an Equality Impact Assessment was not required as there is no impact on protected characteristics group.

Fairer Scotland Duty

3.2 The contents of this report were considered in terms of the Fairer Scotland Duty and were determined not to be of strategic importance.

Climate Change, Sustainability and Environmental Impact

3.3 None.

Other Policy Implications

3.4 Following consideration of the policy implications of this report no relevant issues have been identified.
Consultations

3.5 Consultation is being carried out with the following partners/groups:

- Stirling University Innovation Park (SUIP)
- Stirling Enterprise Park (STEP)
- Federation of Small Businesses
- Scottish Enterprise
- Forth Valley Chamber of Commerce
- Forth Valley College
- University of Stirling
- Visit Scotland
- Go Forth Business Improvement District
- Codebase Stirling
- Skills Development Scotland
- Loch Lomond and Trossachs National Park
- Local and national elected members
- Forth Valley Regional Partners (including Clackmannanshire and Falkirk Councils)
- Stirling’s Cultural Partnership
- Stirling Employability Partnership
- Stirling Voluntary Enterprise
- Scottish Government
- UK Government

4. Background Papers

4.1 EqIA Relevance Check.

5. Appendices

5.1 None.
Details of Convener(s), Vice Convener(s), Portfolio Holder and Depute Portfolio Holders (as appropriate) consulted on this report:

Councillor Kane and Councillor Brisley (as Leader and Deputy Leader as well as Convener and Vice Convener of Finance & Economy)

Wards affected:

All

Key Priorities:

D - We will deliver inclusive economic growth and promote prosperity. We will deliver a City Region Deal and pursue policies and solutions that encourage high quality, high paying jobs into all of Stirling's communities.

Stirling Plan Priority Outcomes:

Prosperous - People are part of a prosperous economy that promotes inclusive growth opportunities across our communities
Purpose & Summary
The purpose of this report is to provide Members with the background and processes relating to the window of opportunity to bid in to the UK Government administered Levelling Up Fund and to highlight to Members the project which officers consider most impactful and likely to be successful in the timescale, therefore, intend to submit for consideration as Stirling’s bid.

Recommendations
The Council is asked to:
1. note the purpose of the Levelling Up Fund and the process undertaken so far to identify a bid project; and
2. note that the Chief Executive will submit the finalised bid before the deadline using her delegated authority under CE39, and following consultation with the Convener and Vice-Convener of Finance & Economy Committee and Group Leaders.

Resource Implications
The application process will be delivered within existing resources.
Legal & Risk Implications

Should the bid be successful, programme and project risks will be recorded in line with Stirling Council’s Risk Management process.

The key risks to the application are:

<table>
<thead>
<tr>
<th>Risk</th>
<th>Impact</th>
<th>Likelihood</th>
<th>Mitigation</th>
</tr>
</thead>
<tbody>
<tr>
<td>There is a risk that we do not meet deadline date and fail to submit an application</td>
<td>H</td>
<td>M</td>
<td>Project plan in place and closely monitored, with additional support from the consultancy Arup. Funded by UK Government.</td>
</tr>
<tr>
<td>There is a risk that we do not have the level of detail required for a bid and application is unsuccessful</td>
<td>H</td>
<td>M</td>
<td>Information gathering ongoing, key stakeholders involved in process. There has been much to draw on from the City Regional Deal process and economic strategy development.</td>
</tr>
<tr>
<td>There is a risk that support is not secured for the recommended project and an application is not submitted</td>
<td>M</td>
<td>M</td>
<td>Ensure key stakeholder engagement, including relevant senior civil servants.</td>
</tr>
<tr>
<td>There is a risk that the application is unsuccessful</td>
<td>H</td>
<td>M</td>
<td>Other funding routes will continue to be explored for preferred project.</td>
</tr>
</tbody>
</table>

1. **Background**
   
   1.1 The UK Government Levelling Up Fund (“LUF”) provides an opportunity for Local Authorities to bid for a share of a £4.8 billion fund, targeted at capital investment in local infrastructure, with a focus on economic growth and recovery, regeneration, and improved transport connectivity.

   1.2 Stirling Council, along with all other Local Authorities across the UK, was provided with £125,000 of capacity funding from UK Government in order to develop a bid for application to the LUF.

   1.3 In February, following a tender process, ARUP was appointed to support delivery of an Outline Business Case, developed in line with HM Treasury Green Book guidelines, to support the application to the fund and present a case for investment with enough detail to pass through the initial governance stage.

   1.4 Given the timescales and criteria, it is vital we propose our most developed project of scale which meets the ambitions of Stirling Council’s economic strategy and leverages similar investment, such as the City Region Deal.
2. Considerations

Levelling Up Fund Round 2

2.1 This is Round 2 of the fund, along with associated application guidance, which was officially announced on 23 March 2022 with a submission deadline of 6 July 2022.

2.2 The Fund is aimed at supporting high priority and high impact projects that will make a visible and measurable difference to local areas, with a focus on infrastructure to stimulate job creation.

2.3 The guidance encourages applicants to consider how their Levelling Up Fund project complements other sources of funding, as well as alignment with UK government priorities such as net zero and wider environmental ambitions.

2.4 The three investment themes remain the same as in round 1 of the fund: transport, regeneration, culture and heritage.

2.5 The fund will focus on projects which require less than £20M of funding.

2.6 There is scope for investment up to £50M in higher value projects by exception. This is mainly for “transport-only” bids, though two large culture and heritage projects will also be funded.

2.7 Stirling Council is eligible to submit one bid, and one further transport only bid.

2.8 This bid can be for an individual project or a package bid consisting of a maximum of three projects.

2.9 Package bids can include a mix of projects from the three investment themes. They must clearly explain how the projects align with each other and represent a coherent set of interventions.

2.10 The Fund is open to projects that can demonstrate some spend from this financial year (2022-23).

2.11 All funding provided must be spent by 31 March 2025 and by 2025-26 on an exceptional basis.

2.12 MPs will, as in the first round of the fund, have a formal role in the bidding process to reflect their local perspective. MPs can provide formal priority support to only one bid.

2.13 The deadline for submission of bids is noon on Wednesday 6 July 2022.

2.14 Decisions on funding will be made in Autumn 2022 with exact timetable for decision and funding flow yet to be confirmed.

2.15 Full details of the fund criteria and guidance are included in Appendix 1.

Project selection process

2.16 To identify a project for submission, Council officers and the appointed consultants, ARUP, undertook a project selection process in three parts.

2.17 The general criteria that guided the project selection process were;

2.17.1 Are projects scoped to a degree that would allow a business case to be developed in time;

2.17.2 Could the project be further developed and delivered within the timescales of the fund;

2.17.3 Strength of fit against the fund criteria;
2.17.4 Strength of fit against Stirling’s Economic Strategy; and
2.17.5 Is there already some evidence that the Council is supportive.

2.18 Officers had initial discussion on a wide range of projects comprising those that were within the City Region Deal programme, those that were originally put forward for inclusion in the City Region Deal programme but were not supported in the final deal package, other currently known or proposed capital projects of scale across Stirling.

2.19 The projects that were believed to be able to potentially progress based upon the criteria outlined in 2.17 above were then put onto the long list for assessment.

2.20 This long list of potential projects was then assessed further against the LUF key requirements to then create a short list.

2.21 The short list was then scored against Critical Success Factors derived from Stirling’s Economic Strategy and the LUF guidance along with the ability to meet the timescale requirements of the Fund. This process generated a preferred option.

2.22 Full details of the scoring process for long listed and short listed projects, methodology and rationale for projects not moving forward for the single bid are detailed in Appendix 2.

Preferred Option and Strategic Rationale

2.23 The highest scoring project was the development of the concept of the Grow on Space, situated on the MOD land at Forthside into a major mixed use development site. This project has a very strong fit against the strategic objectives of the Stirling and Clackmannanshire City Region Deal and approved strategies including Stirling’s Economic Strategy and City Centre Strategy.

2.24 The collection of Forthside projects extends and unifies Stirling’s City Centre, providing a range of high profile linked proposals to create a new and exciting area of the city.

2.25 Adjacent to the MOD site is the space for the development of a National Tartan Centre, the third sector innovation hub which is now in place in a collaboration with the Robertson Trust and the Engine Shed, a unique centre for conservation skills and heritage excellence.

2.26 The combined impact on jobs, business growth and retail footfall in the City Centre will contribute to GVA and support community regeneration. However, further expansion of the development in to the MOD land with complementary projects is required to maximise the impact and attract new investment.

2.27 Stirling has a fantastic offer for both start-up businesses and those seeking to expand, given its access to transport networks, availability of a highly skilled workforce and a beautiful backdrop, however, there remains a lack of space to grow. Unless this is addressed, it will impact upon Stirling’s ability to produce new businesses, slow the growth of the existing ones and affect the attraction of new investors.

2.28 The Grow on Space project set out in the City Region Deal is set to address this, the first stage of which at Kildean is already in train with a new anchor tenant already on site and due to open in the coming months.
2.29 Using Scottish Government funding associated with the CRD, the site at Kildean Business Park has now been unlocked for development and is seeing significant success in development, with the headline so far being the £20m+ investment by M&G in just under 80,000 sq. ft. of brand new, Grade A, office accommodation on the site. A series of additional and complementary investment has also been made on the site and private sector interest in the site remains strong.

2.30 Following the success of Kildean, attention is now being turned fully to the MOD site as the next phase of achieving the aforementioned strategic objective of the CRD. As part of the CRD package, the former land at the MOD site is being transferred to Stirling Council ownership to allow development and discussions are ongoing to conclude satisfactory terms as quickly as possible, with the current timetable for transfer being March 2023.

2.31 This second stage of the project will provide further space required to further our economic needs but go much further to achieve cultural and community ambitions through the development of a mixed use location on the MOD land.

2.32 Therefore, the core project is the development of the MOD land to make it an investment ready site. The MOD land will be transferred as part of the City Region Deal but the site will need significant capital funding to make it development ready with all of the necessary infrastructure in place to enable further investment.

2.33 The development of the Forthside MOD site will unlock a significant mixed-use development opportunity, the scale of which has not been realised in Stirling for a generation and is expected to create over 1,000 additional jobs in support of the growth of high technology and creative sectors, with international ambition.

2.34 The site, at just over 35 acres, is the largest brown-field site close to the city centre area. This presents a unique opportunity for Stirling to deliver a sustainable development which combines carbon neutral city centre living with dynamic business and leisure space.

2.35 The positioning of the site, adjacent to the River Forth, existing Forthside developments and other proposed projects such as the National Tartan Centre provides a combined scale of development that will be a catalyst for an accessible, cultural and commercial gathering point, merging innovative businesses with heritage, environment and smarter green living.

2.36 The site’s proximity to Stirling’s district heating network and Stirling Rail and Bus Stations will make this one of Stirling’s most sustainable developments, which will be complemented by Active Travel investment connecting the site to the overall Active Travel programme currently progressing as part of the City Region Deal.

2.37 If successful, the funding from LUF will be used to develop out the site strategically, ensuring the amount of development ready land is optimised. A small portion of the fund will be used to support Active Travel connectivity in and around the site, unlocking Sustrans funding and speeding delivery of large elements of the City Region Deal Active Travel programme.

2.38 The application for this project will bid for the maximum available amount of £20M.
2.39 Securing this funding through the LUF will allow the Council to bring the site forward for development quicker than would be possible without this intervention and reduce the amount of funding required to be found from other sources, significantly lessening the direct potential burden on the Council’s capital funding requirements.

2.40 As well as providing significant commercial space for inward investment, the site would also provide space for local businesses to grow, with the opportunity for the long discussed potential relocation of Stirling Enterprise Park (STEP) to the site also being enabled.

2.41 The relocation of STEP would then, in turn, open up the possibility of further affordable housing or additional commercial development being realised on the current STEP site.

2.42 Such a development fits closely with the ethos and direction of the National Planning Framework 4 (NPF4) which seeks to ensure large scale development supports, rather than impacts, existing city and town centres. Along with the other credentials of the site, this will the site a very attractive proposition for officers to present to the market through investment promotion activity.

2.43 There has been a range of private sector interest in the site since it became known that it would be developed as part of the City Region Deal and there is a live private sector interest of significant scale that officers are continuing to pursue.

2.44 Stirling’s Economic Strategy was approved by Council in March 2022 and this project contributes directly and strongly against the aims and objectives of that strategy.

2.45 The project will directly support delivery under the “Thriving” heading of the strategy, which states that we will “Provide infrastructure, workforce skills and support for new and established businesses to develop and grow. We will work to attract new private and public investment and support the creation of high value jobs”.

2.46 Specific objectives and actions of the strategy that this project will directly support include:

2.46.1 Attract and encourage investment in Stirling, promote our advantages, and maximise and build on the value of the City Region Deal and all other strategic funding opportunities.

2.46.2 Develop new high quality business space across Stirling, meeting demand from new and existing businesses, and support opportunities for repurposing vacant space in our town and city centres.

2.46.3 Support new and established businesses to develop and grow, through provision of the right support, training, workspace and infrastructure.

2.46.4 We will attract inward investment to create a wider range of job opportunities and ensure that the community benefits of all such investments are fully maximised.

2.46.5 Work to ensure that Stirling and the wider region receives maximum benefit from the City Region Deal, while remaining alert to other funding opportunities.
2.47 This project will support against the agreed KPIs of the Economic Strategy and in particular against, Number of Jobs, GVA uplift and increasing median wage levels.

2.48 Stirling’s City Centre Strategy was approved by Finance & Economy Committee in February 2022 and the preferred project will offer significant support to delivery of the strategy’s objectives.

2.49 Stirling City Centre, like all city and town centres across the UK, are facing significant challenges with online shopping and challenging macro-economic factors driving less footfall and spend.

2.50 The City Centre Strategy seeks to support the city centre by supporting the growth and development of Stirling and ensuring increased footfall through; attraction and creation of new jobs in and around the city centre, increasing the number of people living in and around the city centre and increasing the number of visitors to Stirling.

2.51 A key strategic objective within the City Centre Strategy is that “We will protect, strengthen, and re-populate the city centre through the re-thinking of spaces, buildings and activity.” The strategy then states that this will be enabled by:

2.51.1 Partners placing the health of the city centre at the heart of decision-making processes including policy development, and investment opportunities.

2.51.2 Implementation of National Planning Framework 4, as it emerges, to support a mix of uses and developments which support the city centre to be vibrant and sustainable.

2.51.3 Focussing investment decisions on supporting the city centre to become a hub for job creation, business start-ups and growth.

2.51.4 A partnership approach to asset development and alignment of public, private and social objectives and effort.

2.51.5 Aligning private investment plans with that of public sector partners to achieve maximum impact.

2.51.6 A recognition that the City Centre is connected, and vital, to the economic vibrancy of the wider Stirling area.

2.52 The MOD project would support significant delivery against the KPIs of the City Centre Strategy, in particular;

2.52.1 increasing overall footfall in the city centre;

2.52.2 increasing business confidence in the city;

2.52.3 increasing the number of people living and working in the city; and

2.52.4 increasing the amount of investment being brought in to the city centre.
2.53 The development would unlock additional land for housing in close proximity to the city centre which will be critical to supporting Stirling City Centre over the coming years. It also contributes directly against the Council’s strategic priority to increasing the housing supply for our residents as an enabler of our ambitions for our residents in recognising that provision of quality, accessible, affordable homes are an essential factor in ensuring quality of life. The development presents a unique opportunity to provide a range of housing in a key location in Stirling, that is highly sustainable in design and use, and supporting the Council’s own objectives.

2.54 Work is already underway to develop a wider masterplan and vision for the Forthside area of Stirling, this work will continue over the coming months and involve engagement with a wide range of partners and with elected members. The objective of this work is to ensure a sustainable framework is in place to develop the full Forthside area, recognising broader issues and objectives. Unlocking of this significant site for development and investment will be a critical need regardless of the final shape and vision of that masterplan.

2.55 It is currently anticipated that a further round of the Levelling Up Fund will be announced and open for applications in early 2023. Officers are now discussing how a major transport bid, focussed on some of our strategic transport challenges and opportunities across Stirling, can be shaped and officers will be engaging with partners and members on this over the coming months.

3. Implications

Equalities Impact

3.1 The contents of this report were assessed under the Council’s Equality Impact Assessment process. It was determined that an Equality Impact Assessment was not required as this report offers no negative impact.

Fairer Scotland Duty

3.2 The contents of this report were considered in terms of the Fairer Scotland Duty and were determined not to be of strategic importance.

Climate Change, Sustainability and Environmental Impact

3.3 Will be considered as part Outline Business Case.

Other Policy Implications

3.4 Consideration will be given to the Local Development Plan and wider Development Framework being progressed for the Forthside site as well as City Region Deal aspirations.

Consultations

3.5 Consultation on the plans will be built into the bid for the wider Forthside strategy work.

4. Background Papers

4.1 EqIA Relevance Check.
5. Appendices

5.1 Appendix 1 - Levelling Up Fund Round 2: prospectus
(www.gov.uk/government/publications/levelling-up-fund-round-2-prospectus/levelling-up-fund-round-2-prospectus)

5.2 Appendix 2 – Project Scoring Matrix and Rationale (Exempt)

6. Exempt Information

6.1 Appendix 2 of this report is exempt under Paragraphs 6 of Part 1 of the Local Government (Scotland) Act 1973, as it contains information relating to the financial or business affairs of other organisations.

6.2 There is a concern that disclosure of the bid evaluation process may prejudice any future funding applications made by the organisations concerned. Release of this information in terms of an application under freedom of information legislation would be considered in the round at the time of the request for information.
### Author(s)

<table>
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<tr>
<th>Name</th>
<th>Designation</th>
<th>Telephone Number/E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kelly Mathewson</td>
<td>Project Manager</td>
<td><a href="mailto:mathewsonk@stirling.gov.uk">mathewsonk@stirling.gov.uk</a></td>
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### Approved by

<table>
<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Stuart Oliver</td>
<td>Head of Economic Development &amp; Culture</td>
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</tbody>
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### Details of Convener(s), Vice Convener(s), Portfolio Holder and Depute Portfolio Holders (as appropriate) consulted on this report:

Councillor Kane and Councillor Brisley (as Leader and Deputy Leader as well as Convener and Vice Convener of Finance and Economy)

### Wards affected:

### Key Priorities:

D - We will deliver inclusive economic growth and promote prosperity. We will deliver a City Region Deal and pursue policies and solutions that encourage high quality, high paying jobs into all of Stirling's communities.

### Key Priority Considerations:

### Stirling Plan Priority Outcomes:

(LOCAL OUTCOMES IMPROVEMENT PLAN)

Prosperous - People are part of a prosperous economy that promotes inclusive growth opportunities across our communities.
1. Home (https://www.gov.uk/)
3. UK economy (https://www.gov.uk/business-and-industry/uk-economy)

- Department for Levelling Up, Housing & Communities (https://www.gov.uk/government/organisations/department-for-levelling-up-housing-and-communities)
- Department for Transport (https://www.gov.uk/government/organisations/department-for-transport)
- HM Treasury (https://www.gov.uk/government/organisations/hm-treasury)

Policy paper

**Levelling Up Fund Round 2: prospectus**

Published 23 March 2022

Contents

Section 1: Fund overview
Section 2: How the Fund will operate
Section 3: the bidding process
Section 1: Fund overview

Introduction

Investing in infrastructure has the potential to improve lives by: giving people pride in their local communities; bringing more places across the UK closer to opportunity; and demonstrating that government can visibly deliver against the diverse needs of all places and all geographies. Our local communities and the links between them across the UK are fundamental parts of our shared economy, culture, and society.

Nevertheless, economic differences remain between different parts of the UK, including our cities, ex-industrial towns, and rural and coastal communities. These economic differences have real implications: they affect people’s lives through their pay, work opportunities, health, and life chances. Tackling these economic differences and driving prosperity as part of levelling up left behind regions of the UK is a key priority for this government.

Prosperity can be measured in many ways. However, for many people, the most powerful barometer of economic success is the positive change they see and the pride they feel in the places they call home.

The first round of the Levelling Up Fund was announced at the 2020 Spending Review to support communities in realising this vision. Focusing on capital investment in local infrastructure, building on and consolidating prior programmes such as the Local Growth Fund and the Towns Fund, the first round of the Levelling Up Fund supported £1.7 billion of projects in over 100 local areas across all corners of the UK, delivering over £170 million of funding in Scotland, £120 million in Wales, and £49 million in Northern Ireland. Amongst other things, we are backing the regeneration of the city centre in Aberdeen, the Station Gateway in Leicester, the Tywi Valley Path in Carmarthenshire, and a Production Studio in Belfast.

Through this next round of the Levelling Up Fund, the UK government will continue to invest directly in communities across all parts of the UK. By increasing the impact of its investment, the UK government will unleash productive power and boost pride in place across every corner of England, Scotland, Wales, and Northern Ireland to support our levelling up agenda.

Levelling up is at the heart of the government’s agenda to build back better after the pandemic and to deliver for citizens in every part of the UK. We recognise that levelling up requires a multi-faceted approach and the Fund is delivered as part of a broad package of complementary UK-wide interventions including: The UK Community Renewal Fund, The UK Community Ownership Fund, the Plan for Jobs, the Freeports programme, the UK Infrastructure Bank, the Towns Fund, and the UK Shared Prosperity Fund (UKSPF).

The Levelling Up White Paper (https://www.gov.uk/government/publications/levelling-up-the-united-kingdom) published on 2 February builds on these foundations, with a clear plan to level up every corner of the UK. It is underpinned by 12 ambitious missions over 10 years and tracked by an annual report that will monitor levelling up progress and ensure the government is held to account. Our plan will address regional disparities across the UK, reduce crime in the worst-affected areas, put more money in the pockets of those who need it most, and transform the UK economy by generating higher paid, higher skilled jobs and new investment.

This government is committed to protecting and promoting the combined strengths of the UK, building on hundreds of years of partnership and shared history. This round of the Levelling Up Fund will strengthen the Union and ensure the institutions of the UK are used in a way that benefits people in every part of our country.
The UK government’s priority is to deliver effective investment in all parts of the UK, to maximise benefits for citizens. Delivering effectively for people and communities is a goal we know we share with our colleagues in the devolved administrations. By taking this strategic approach, working as one United Kingdom, we are better able to tackle challenges which the whole country faces.

To apply for investment from the second round of the Levelling Up Fund, eligible applications must submit their full bids, with all supporting documentation via the online application portal, by 12:00 noon Wednesday 6 July. Further details for applicants on how to prepare and submit bids can be found in the Technical Note for Great Britain and Northern Ireland.

**Investment themes**

The second round of the Fund will focus on the same three investment themes as the first round: local transport projects that make a genuine difference to local areas; town centre and high street regeneration; and support for maintaining and expanding the UK’s world-leading portfolio of cultural and heritage assets. In particular, the Fund will look to support:

- **Transport investments** including (but not limited to) public transport, active travel, bridge repairs, bus priority, local road improvements and major structural maintenance, and accessibility improvements. We are requesting proposals for high-impact small, medium and, by exception, large local transport schemes to reduce carbon emissions, improve air quality, cut congestion, support economic growth, and improve the safety, security and overall experience of transport users.

- **Regeneration and town centre investment**, building on the Towns Fund framework to upgrade eyesore buildings and dated infrastructure; acquire and regenerate brownfield sites; invest in secure community infrastructure and crime reduction; and bring public services and safe, accessible community spaces into town and city centres.

- **Cultural investment** maintaining, regenerating, or creatively repurposing existing cultural, creative, heritage and sporting assets, or creating new assets that serve those purposes including theatres, museums, galleries, production facilities, libraries, visitor attractions (and associated green spaces), sports and athletics facilities, heritage buildings and sites, and assets that support the visitor economy.

Investment proposals should focus on supporting high priority and high impact projects that will make a visible positive difference to local areas. We recognise that what constitutes priority investment will vary across local authorities and geographies, including in rural areas of the UK.

When submitting proposals, places will be expected to indicate which investment theme(s) the intervention is targeted toward, on a project-by-project basis. Within places’ bids, they will be free to submit any combination of projects across the three investment themes (including single projects across multiple investment themes) where a split of funding across different pillars genuinely reflects local priorities and will make the highest local impact.

The exception to this rule is large transport bids (up to £50 million) and bids submitted by eligible applicants who have a ‘transport-only’ bid as set out in the eligibility section – these must be for at least 90% transport.
In addition, for the second round of the Fund, we are prepared to fund up to two large bids for up to £50 million under the Fund’s culture and heritage investment theme. These bids must be for flagship projects and be in line with the Fund’s focus on highly visible interventions that boost local pride in place. These must be for at least 90% culture.

This government’s net zero and wider environmental ambitions (https://www.gov.uk/government/publications/25-year-environment-plan) represent a key part of our commitment to building back greener — and this is particularly important with regards to capital and infrastructure projects, which have a more visible impact on our surroundings. Projects should be aligned to and support net zero goals, including those set out in the UK government’s net zero strategy (https://www.gov.uk/government/publications/net-zero-strategy) and sector-specific plans such as the Heat and Buildings Strategy where relevant. For instance, projects are encouraged to demonstrate low or zero carbon best practice; adopt and support innovative clean tech and/or support the growth of green skills and sustainable supply chains.

Bids should also consider how projects can work with the natural environment to achieve project objectives – considering at a minimum the project’s impact on our country’s natural assets, as well as the resilience of any capital infrastructure project to potential hazards such as flooding. Projects may include capital infrastructure proposals that better protect against flooding and coastal erosion where they form a coherent part of a wider transport, regeneration, and/or culture and heritage bid.

The government recognises that reducing crime and delivering safe and secure towns and cities where people want to live, work and visit is essential to our levelling up mission. Where applicable, proposals should consider how they strengthen the work of councils and multi-agency partners in tackling a range of community safety issues and reducing crime.

Applicants are encouraged to include detail of how their Levelling Up Fund projects would complement other sources of funding, for example the UK Shared Prosperity Fund.

**Transport**

Investment in local transport networks can revitalise local economies by boosting growth, improving connectivity, and making places healthier, greener, safer, and more attractive places to live and work. Almost all local journeys start and finish on local transport networks, so investment can make a real, tangible difference to local residents, businesses and communities. Local transport projects can play a pivotal role in enhancing local places and efforts to level up. This could be upgrading and improving the safety and security of bus and cycling infrastructure to improve access to jobs whilst supporting cleaner air and greener, healthier travel; targeting local road enhancements at congestion pinch points; and repairing bridges to ensure that communities are not isolated from key services.

We expect that any local road projects will also deliver or improve cycling and walking infrastructure and include bus priority measures, unless it can be shown that there is little or no need to do so. Proposals for investment in new and upgraded cycling infrastructure must meet the standards outlined in local transport note 1/20: cycle infrastructure design (https://www.gov.uk/government/publications/cycle-infrastructure-design-ltn-120).

The first round of the Fund saw over £450 million invested in transport across the UK. From renewing links to isolated communities to reducing congestion in our cities, and from connecting residential areas with employment centres to widespread upgrades to electric vehicle charging networks, places will soon see these benefits realised.

Projects submitted for appraisal under this investment theme may include:

- investments in new or existing cycling provision
- improved priority for local bus services (e.g., bus priority lanes or signal priority at junctions)
- enhanced public transport facilities, such as bus stops and stations, and improving their security
- accessibility improvements to local transport networks for disabled people
- enhancements and upgrades to local road networks (e.g. bypasses and junction improvements)
- structural maintenance works to local roads, including bridges;
- multi-modal proposals which combine two or more interventions to enhance transport across modes

**Case Study: Bishop Auckland, Durham**

£20 million from the first round of the Levelling Up Fund will reopen Whorton Bridge, the UK’s oldest suspension bridge, and the conversion of part of the attached structure into a visitor centre, re-routing of the existing A68 to a bypass road, providing structural improvements to tracks used by steam heritage trains and improved visitor parking. The project will increase visitor numbers to the cultural site and improve transport links for local people, particularly those in deprived rural communities. The area will also benefit from a 18km walking and cycling route alongside the railway, further connecting rural communities to jobs and education in Bishop Auckland and Newton Aycliffe. This proposal effectively identified health benefits, journey quality and decongestion improvements that would be achieved from the interventions.

**Case Study: AMIDS South, Renfrewshire**

Almost £39 million from the first round of the Levelling Up Fund will provide new, improved and high-quality links for mixed modes of transport. This will establish a comprehensive and sustainable network that links residential, educational, employment, cultural, retail and leisure centres. The Advanced Manufacturing Innovation District Scotland (AMIDS) is now one of the largest and most advanced outcomes of the Glasgow City Region deal. Building on prior investment from the UK government, Scottish Government and Renfrewshire Council, AMIDS South will help reduce carbon emissions, support growth and improve the experience of transport users across Paisley, Renfrew and Inchinnan. This proposal united local stakeholders in its urgent need to facilitate local recovery from the COVID-19 pandemic.

**Regeneration**

Town centres are a crucial part of our communities and local economies, providing both a focal point for retail and hospitality trade and a meaningful centre of gravity for local communities. The UK government recognises that in recent years, changing consumer behaviour has made things tougher for retailers in our town centres and high streets, an issue made even more apparent by the impact of the COVID-19 pandemic. In addition, while some local areas have benefited from programmes such as the Towns Fund, others, such as smaller towns have not been able to access this investment.

At the 2018 Budget, the UK government published ‘Our Plan for the High Street’ ([https://www.gov.uk/government/publications/our-plan-for-the-high-street-budget-2018-brief](https://www.gov.uk/government/publications/our-plan-for-the-high-street-budget-2018-brief)), spearheading a number of initiatives including the Towns Fund, to renew and reshape town centres and high streets so they look and feel better and can thrive in the long-term. In January 2022, the UK government committed to proactively identify and engage with up to 20 places in England to catalyse economic transformation, by bringing together different pots of locally-led funding, including the Levelling Up
Fund, Towns Fund, and the UKSPF alongside DLUHC’s £1.8 billion brownfield and infrastructure funding and private investment. This recognises the success of the regeneration pillar of the Levelling Up Fund that has already supported 51 projects to revitalise town centres, help clean growth and the transition to net zero, provide education and support local health and environmental outcomes. We want to help communities transform derelict, vacant or poorly used sites into vibrant commercial and community hubs that local people can be proud of.

Projects submitted for appraisal under this investment theme may include:

- regenerating key leisure and retail sites and improving their security, in order to encourage new businesses and public services to locate there
- removing derelict buildings and other eyesores to make way for new developments
- acquisition and remediation of abandoned or brownfield sites, for both commercial and new residential use
- improving the public realm including high streets, parks and green spaces, designing out opportunities for crime and anti-social behaviour
- creating better connectivity between and within key retail and leisure sites, including the addition and/or enhancement of infrastructure to help make town centres and high streets more accessible for people with disabilities

**Case Study: Tower Hamlets, Whitechapel Road**

£9.3 million from the first round of the Levelling Up Fund will help Tower Hamlets regenerate an area which suffers from crime and anti-social behavioural issues, significant noise and air pollution, limited evening economy and poor urban realm spaces. Whitechapel Road is a well-established commercial centre with a longstanding outdoor street market the cultural heart of the area, with a number of heritage assets. The Whitechapel Road Improvement Programme seeks to transform the Whitechapel Road area to maximise the economic growth and net zero carbon opportunities whilst making the area safer and more accessible.

The proposal demonstrated high levels of local stakeholder support and alignment with levelling up opportunities that exist to complement wider existing and planned investment in the area.

**Case Study: Antrim Integrated Economic and Physical Regeneration**

£1.2 million from the first round of the Levelling Up Fund for the Antrim Integrated Economic and Physical Regeneration scheme will help to drive long-term economic growth by supporting the regeneration and revitalisation of the economic and physical town centre environment. The scheme seeks to re-establish Antrim as a vibrant location for people to visit, live and work and a key destination for inward investment. This will be achieved by the development of a suburban flexible business workspace hub in a prime town centre location, riverfront boardwalk regeneration and extension to provide access to the river and the high street from the property and to Antrim Castle Gardens. Sustainable transport measures will be supported and funded as well as a unique blue/green infrastructure offer. This proposal put together a compelling case that this was a local priority and displayed good evidence of local support.
Investment in cultural assets can rejuvenate places, leading to positive economic and social outcomes at a local level. It can help to retain and grow a highly skilled workforce, attract visitors to bolster local businesses and institutions, and provide opportunities to grow people and communities’ connections with and pride in places. Additionally, supporting the development of a more positive relationship between people and place can have a positive impact on both mental and physical health. In short, culture and heritage are things that up and down the country bring people together and strengthen communities. So far, the Fund is supporting 31 places to achieve those goals.

Perception of place is an important ‘pull’ factor in investment and business location decisions and can affect a place’s capacity to attract talent – especially young people – and retain workers. Many towns already have a strong cultural heritage and sense of place. These towns benefit from their cultural and civic assets both directly, from tourism and visitor revenue, and indirectly, by inspiring a sense of local pride and boosting community cohesion, making places more attractive to live and work in. Alongside towns, rural areas also often possess their own equally rich tapestry of local cultural and heritage assets.

Preserving heritage is not limited to simply attracting visitors; many town and city centres across the UK are historic and beautiful in their own right. Maintaining these assets, and protecting them from crime and anti-social behaviour, can be crucial for local business and supporting residents’ pride in the places they live. The first round of the Fund exemplified this through investment in the creation of arts centres and cinemas, alongside upgrades to unique coastal attractions and improvements to valued historic sites.

Proposed investments should actively complement, rather than duplicate or compete with funding already delivering or set to deliver in a given area (such as through the High Streets Heritage Action Zones programme or the UKSPF). Investments in cultural assets should be driven by an evidenced place-sensitive need or opportunity and have clear outcomes that align with areas’ vision for place-based economic and social development, as well as the health and wellbeing of local people.

Projects submitted for appraisal under this investment theme may include:

- upgrading and creating new cultural and creative spaces including sports or athletics facilities, museums, arts venues, theatres, galleries, libraries, production facilities, film/TV facilities, visitor attractions, prominent landmarks, historical buildings, sites, parks, or gardens
- protecting cultural sites from crime and anti-social behaviour
- new, upgraded, or protected community hubs, spaces or assets (and associated green spaces) e.g., village halls, community centres:
- acquiring, renovating, and refurbishing key cultural and heritage sites including hostels and historic buildings and sites, including accessibility improvements where needed
- developing local assets that support the visitor economy.

Case Study: Houghton Regis Community Wellbeing Hub

Nearly £20 million from the first round of the Levelling Up Fund, will help the area of Houghton Regis in Bedfordshire to create a new Houghton Regis Community Wellbeing Hub. The hub will feature indoor and outdoor leisure facilities, adult social care and community facilities, a café and children’s play area. There will be new paths, cycleways, parking and bus drop off areas all designed to support the local community. The scheme will be complemented with beautiful landscaping and new planting, all in keeping with the area.
This development will complement the reprovision of a local secondary school and provide amenities for the 7,000 new homes currently being developed in the local area and provide vital local social infrastructure and address deprivation in the local area, to support local regeneration. This proposal provided a compelling case that the investment will support community cohesion and create a sense of belonging for all.

**Case Study: Rhondda Cynon Taf Muni Arts Centre**

£5.3 million from the first round of the Levelling Up Fund will help redevelop the Muni Arts Centre, one of a number of listed buildings in Pontypridd which constitute the Town’s architectural and social heritage. It will provide a high-spec cultural venue offering music, cinema and theatre, support the leisure and night-time economy and enable a wide range of arts, culture, event and community activities. Investment in the building reflects the value and significance of Pontypridd’s arts and culture in the quality of the facilities provided and will be future proofed to ensure sustainability – designed to increase energy efficiency and reduce emissions.

As a demonstration of its long-term commitment to its redevelopment the council, with support from Welsh Government had invested almost £400,000 into undertaking key enabling and preparatory works to ensure the project could begin on the ground as quickly as possible. This is a key example of the UK government working with local government and the devolved administration to bring about a strategic levelling up project. The proposal also demonstrated thorough consultation with local businesses, the local community and other stakeholders as well as making a strong case for intervention in the area.

**Funding and targeting approach**

The Levelling Up Fund remains a competitive fund for the second round, with funding distributed to places across the UK on the basis of successful project selection. In line with the Fund’s goal to bring meaningful investment to every part of the UK, over the first and second round of the Fund at least 9% of total UK allocations will be set aside for Scotland, 5% for Wales, and 3% for Northern Ireland, subject to a suitable number of high-quality bids coming forward, with potential for total funding to exceed this amount.

As in the first round, funding will be targeted towards places in England, Scotland, and Wales that are most in need of the type of investment the Fund provides, as measured by an Index of Priority Places that takes into account the following place characteristics:

- need for economic recovery and growth
- need for improved transport connectivity and
- need for regeneration

The second round of the Fund will continue to use the Index of Priority Places for places in England, Scotland, and Wales, with the Index itself updated to use the latest available datasets.

In this round, places can move up to a higher priority category, or remain in their existing one, but will **not** move down to a lower priority category. We have expanded category 1 on an exceptional basis, and for the second round only, to capture local areas whose levels of need have increased since the
Fund was launched, for example due to impacts of the COVID-19 pandemic, without disadvantaging those areas that remain in longer-term need, i.e. places that were in category 1 in the first round.

Any local authorities that move up to category 1 as a result of the Index update will, in line with the first round, receive £125,000 of capacity funding to support the preparation and submission of high-quality bids for this round of the Fund. This only applies to ‘new’ category 1 areas that are still eligible to bid (https://www.gov.uk/government/publications/levelling-up-fund-round-2-technical-note/levelling-up-fund-round-2-technical-note#annex-f-a-guide-to-bid-allowance-for-england-scotland-and-wales-applicants-only). Places that already received this funding in the first round will not receive further capacity support.

Details of both the update and the methodology underpinning the Index, as well as a list of all places’ categorisation for the second round of the Fund based on the updated index can be found in the methodology note (https://www.gov.uk/government/publications/levelling-up-fund-round-2-updates-to-the-index-of-priority-places).

As for the first round of the Fund, county councils, combined authorities, and the Greater London Authority are not listed in the Index. Transport bids from these authorities will be assessed with respect to the ‘characteristics of the place’ criterion by using the priority banding and Index categorisation of the lower-tier or single-tier authority where the bid is predominantly located.

Approach to Northern Ireland

As for the first round of the Fund, a different approach will be taken in Northern Ireland. All areas in Northern Ireland are eligible for funding and applicants will be able to apply directly to the UK government.

Further detail on the specific application process and eligibility requirements in Northern Ireland can be found in the relevant section of the technical note (https://www.gov.uk/government/publications/levelling-up-fund-round-2-technical-note/levelling-up-fund-round-2-technical-note#section-4-how-the-fund-will-operate-in-northern-ireland).

Section 2: How the Fund will operate

Delivery Model

The Fund is jointly managed by HM Treasury (HMT), the Department for Levelling Up, Housing and Communities (DLUHC) and the Department for Transport (DfT).

At the 2020 Spending Review, the UK government committed an initial £4 billion for the Levelling Up Fund for England over its lifetime, subsequently increasing the total funding to £4.8 billion across the whole of the UK with a minimum of £800 million for Scotland, Wales, and Northern Ireland. The first round of the Fund supported £1.7 billion of successful projects including over £170 million of funding in Scotland and £120 million in Wales, and £49 million in Northern Ireland.

The UK government will use the financial assistance power in the UK Internal Market (UKIM) Act to make the Fund available to the whole of the UK, enabling all communities to receive the investment and support they need to recover from the COVID-19 pandemic.

Where appropriate, DLUHC and DfT will seek advice from the Scottish Government, Welsh Government and Northern Ireland Executive on projects in Scotland, Wales, and Northern Ireland respectively, including on deliverability and alignment with existing provision. DLUHC and DfT will also seek to engage other government departments with relevant expertise.
This prospectus sets out the approach for the second round of the Fund, open to projects that can demonstrate spend from the Fund in the 2022-23 financial year. We would expect all funding provided from the Fund to be spent by 31 March 2025 and by 2025-26 on an exceptional basis. 

Approach in England, Scotland, and Wales

As for the first round of the Fund, in England, Scotland, and Wales, funding will be delivered through local authorities. The Fund is open to all local areas with remaining bid slots. The amount of funding each area receives will be determined on a competitive basis according to the published assessment criteria.

Eligibility

In England, Scotland, and Wales, the institutions that are eligible to apply remain the same as the first round. The following institutions are eligible to bid:

a) Unitary authorities (including metropolitan borough councils), London borough councils and district councils in two tier areas in England can submit a number of bids for any of the Fund’s three investment priorities equivalent to the total number of whole and partial constituencies within their boundaries.

b) All unitary authorities in Scotland and Wales, and unitary authorities in England with transport powers can submit a number of bids for any of the Fund’s three investment priorities equivalent to the total number of whole and partial constituencies within their boundaries, and in addition can submit one further transport-only bid that must be for at least 90% transport (by value).

c) County councils with transport powers, combined authorities, mayoral combined authorities, and the Greater London Authority (GLA), can submit one transport-only bid which must be for at least 90% transport (by value).


Any successful bids, including joint bids, from the first round of the Fund will be subtracted from places’ bid allowances for the second round of the Fund.


Those applicants that were unsuccessful in the first round and that still have a bid allowance are eligible to re-apply with a version of their bid in this round, noting the small changes to the application, assessment, and decision-making processes for the second round.

Approach in Northern Ireland

As in the first round, we will continue to take a different approach to delivering the Fund in Northern Ireland, which takes account of the different local government landscape compared to England, Scotland, and Wales. The UK government will accept bids at the most local level, from a range of local applicants, including but not limited to: businesses, voluntary and community sector organisations, district councils, the Northern Ireland Executive and other public sector bodies. Further
detail on the eligibility requirements in Northern Ireland can be found in the relevant section of the technical note (https://www.gov.uk/government/publications/levelling-up-fund-round-2-technical-note/levelling-up-fund-round-2-technical-note#section-4-how-the-fund-will-operate-in-northern-ireland).

Role of local stakeholders and MPs

Applicants should consult a range of local stakeholders across the full geography of a place in developing their proposed investments for the Fund. Local stakeholders should be engaged as appropriate depending on the type of project being proposed which could include (but are not limited to): local businesses, public transport providers, community representatives, environmental representatives, public health representatives, police and emergency services and universities and further education colleges (FECs). In Scotland, Wales, and Northern Ireland, applicants should consult Members of the Scottish Parliament (MSPs), Members of the Senedd, and Members of the Legislative Assembly (MLAs) respectively as part of stakeholder engagement and support when preparing bids.

Where relevant, applicants should also consider how to involve stakeholders from harder to reach groups, for example rural communities, in formulating proposals. Applicants could, when evidencing this, also draw on past consultations, and use existing partnerships between local government, communities, and the private sector. Bids should demonstrate evidence of this stakeholder engagement and support as part of their strategic case through stakeholder letters or similar.

Alongside the stakeholder engagement and support process, in England, Scotland and Wales, Members of Parliament (MPs) will, as in the first round of the Fund, have a formal role in the bidding process to reflect their valuable local perspective. All MPs can provide formal priority support to one bid using the Pro forma of Priority Support (https://www.gov.uk/government/publications/levelling-up-fund-round-2-technical-note/levelling-up-fund-round-2-technical-note#annex-d-member-of-parliament-pro-forma-of-priority-support-illustrative-copy-for-england-scotland-and-wales-applicants-only) regardless of whether they provided formal priority support to a successful or unsuccessful bid in the first round.

Formal priority support is not a condition or a requirement for a bid to be successful. If an MP does not make it clear which bid it relates to or provides formal priority support to more than one bid, it will not be considered as formal priority support. It will instead be considered as evidence of wider stakeholder support.

An MP can provide general support to one, or more, bids as a key local stakeholder. Further guidance for MPs can be found in the technical note (https://www.gov.uk/government/publications/levelling-up-fund-round-2-technical-note/levelling-up-fund-round-2-technical-note#mps)

Section 3: the bidding process

Putting together proposals

Local areas should take a holistic approach to their infrastructure needs across transport, regeneration and cultural investment when developing their bids. Applications for funding should clearly demonstrate how proposed investments will support relevant local strategies and their objectives for improving infrastructure, promoting growth, enhancing the natural environment, and making their areas more attractive places to live and work.

Size of bids

As for the first round, the Fund will focus investment in smaller scale, local projects that require less than £20 million of funding. However, there is scope for investing in higher value projects, by exception.
Bids for up to £50 million may be accepted by exception for large transport and large culture bids and can be submitted by any applicant. **Large transport bids must be for at least 90% transport and large culture bids must be for at least 90% culture, by value.** Applicants will wish to note that we are prepared to fund up to two large culture bids. The cost of such bids cannot exceed £50 million and, as in the first round, they will be subject to a more detailed business case process. Further details can be found in the [technical note](https://www.gov.uk/government/publications/levelling-up-fund-round-2-technical-note#section-3-the-bidding-process-in-england-scotland-and-wales) for large transport and large culture bids for Great Britain and [Northern Ireland](https://www.gov.uk/government/publications/levelling-up-fund-round-2-technical-note#section-4-how-the-fund-will-operate-in-northern-ireland).

An applicant may submit a bid for an individual project or a package bid, consisting of up to a maximum of three projects. Package and joint bids must clearly explain how their component elements are aligned with each other and represent a coherent set of interventions. They can include a mix of projects from the Fund’s three investment themes.

We expect applicants submitting bids to consider how to spread their proposed interventions fairly and equitably within the authority boundary and across their full range of constituencies, targeting pockets of deprivation as appropriate.

**Joint bids**

Applicants may also wish to submit joint bids. In England, Scotland, and Wales this could include joint bids across borders in support of the Fund strengthening the Union objective.

The maximum bid size for joint bids will be determined by adding up the individual £20 million caps of each applicant allowing for larger bids to reflect larger combined geographies. In England, Scotland and Wales joint bids will count towards the maximum number of bids that each applicant involved is able to submit. For example, places with only one bid can submit either a joint bid or a solo bid, but not both. Further details on joint bids can be found in the [technical note](https://www.gov.uk/government/publications/levelling-up-fund-round-2-technical-note#section-3-the-bidding-process-in-england-scotland-and-wales).

**Transport-only bids**

Any ‘transport-only’ bids submitted by places in **groupings ‘b’ and ‘c’ must be for at least 90% transport (by value).**

Further details on how all the above information should be captured as part of applications and supporting documentation can be found in the technical note for [Great Britain](https://www.gov.uk/government/publications/levelling-up-fund-round-2-technical-note#section-3-the-bidding-process-in-england-scotland-and-wales) and [Northern Ireland](https://www.gov.uk/government/publications/levelling-up-fund-round-2-technical-note#section-5-the-bidding-process-in-northern-ireland).

To apply for investment from the second round of the Levelling Up Fund, eligible local institutions must submit their bids using the online application portal by 12:00 noon Wednesday 6 July.

Bids supported by the Levelling Up Fund must comply with all relevant UK legislation, including relevant [equalities legislation, obligations on subsidy control](https://www.gov.uk/government/publications/levelling-up-fund-round-2-technical-note#annex-g-a-guide-to-subsidy-control-and-state-aid) and for some applicants in Northern Ireland [due diligence](https://www.gov.uk/government/publications/levelling-up-fund-round-2-technical-note#section-4-how-the-fund-will-operate-in-northern-ireland), to be eligible for funding.

We are determined to learn all the lessons we can in continuing to improve our support for local places. Given we will have an opportunity to evaluate the success of the first round before spring 2023, we are not yet committing to the timing or format of future rounds. We would therefore encourage applicants who are in a position to do so to submit bids for this round.

**Gateway, assessment and decision-making**

As with the first round of the Fund, assessment will focus on four criteria: characteristics of places, deliverability, strategic fit with local and Fund priorities, and the economic case in line with the published assessment framework.

There will be a three staged approach to assessment and decision making. The UK government will consider any relevant information provided in the bid proposal, as well as any publicly available data to test assertions made by applicants.

**Stage 1 gateway**

The first stage is a pass/fail gateway. Bids that fail the gateway criteria will not be assessed and will not be eligible to be considered for funding. Further details on this stage and the minimum criteria to proceed are set out in the [technical note](https://www.gov.uk/government/publications/levelling-up-fund-round-2-technical-note#gateway) for Great Britain and [Northern Ireland](https://www.gov.uk/government/publications/levelling-up-fund-round-2-technical-note#gateway-ni).

**Stage 2 assessment and shortlisting**

Bids that progress from the gateway stage will be assessed on each of the criteria set out in the assessment framework:

- **Characteristics of place** – As for the first round of the Fund, for England, Scotland and Wales, each local authority has been placed into category 1, 2 or 3 based on objective criteria, with category 1 representing the highest level of identified need. The [methodology note](https://www.gov.uk/government/publications/levelling-up-fund-round-2-updates-to-the-index-of-priority-places) gives more detail on how this index has been updated since the first round.

- **Strategic fit** – Applications should set out how the bid supports the economic, community and cultural priorities of their local area and will further the area’s long-term levelling up plans, complementing national (including delivering net zero carbon emissions and improving air quality), regional and local strategies and investments. This should include recent levelling up investments (including Freeports, Towns and High Streets Funding), forthcoming UKSF investment plans, and funding made available through the first round of the Fund. It should also include any relevant local strategies (such as local plans, local industrial strategies or local transport plans). Applicants in Scotland, Wales and Northern Ireland should clearly set out how bids align with or complement wider public service investments made available by the devolved administrations and their agencies. As set out in the [role of local stakeholders and MPs section](https://www.gov.uk/government/publications/levelling-up-fund-round-2-technical-note#role-of-local-stakeholders-and-mps), proposed bids and constituent projects should secure the support of, and be developed following consultation with, relevant local stakeholders and partners.

- **Economic case** – Bids should demonstrate how they represent public value to society. A range of benefits will be considered in our value for money appraisal of projects, including both quantitative and qualitative benefits. This includes potential to boost local economic growth,
environmental benefits (including contribution to achieving the UK government’s net zero carbon commitments and improving local air quality), greater employment opportunities, reduced travel times to key services, increased footfall in town and city centres, crime reduction, improved health and wellbeing, and social value to local communities.

- **Deliverability** – All bids will be assessed for evidence of robust management and delivery plans including a procurement strategy, project management (including skills and experience) governance structures, risk management, project costings, and monitoring and evaluation. Bids must also be able to demonstrate spend from the Fund in the 2022-23 financial year.

In Northern Ireland, assessment will only be based on three out of the four criteria, this is because there is no ‘characteristics of place’ score for Northern Ireland.

**Stage 3 Decision-making**

**England, Scotland and Wales**

In England, Scotland, and Wales, once bids have been assessed and moderated, and the shortlist is drawn up, Ministers will make funding decisions. In making these, ministers will have the opportunity to exercise discretion to meet the following additional considerations:

- ensuring a reasonable thematic split of approved projects (e.g. across regeneration and town centre, transport and culture and heritage)
- ensuring a fair spread of approved projects across Great Britain within, and between, individual nations and regions, and between rural and urban areas
- ensuring a fair balance of approved projects across places in need
- prioritisation of either ‘strategic fit’ or ‘deliverability’ or ‘economic case’ over the other criteria (noting this must be applied consistently to all projects)
- taking into account other investment in a local area, including investment made from the first round the Fund to encourage a spread of levelling up funds across places

**Northern Ireland**

In Northern Ireland, once bids have been assessed and moderated and a shortlist for Northern Ireland is drawn up, ministers will make funding decisions. In making these, ministers will have the opportunity to exercise discretion to meet the following additional considerations:

- ensuring a reasonable thematic split of approved projects (e.g. across regeneration and town centre, transport and culture and heritage)
- ensuring a fair spread of approved projects across Northern Ireland, and between rural and urban areas
- ensuring a fair balance of approved projects across places in need
- prioritisation of either ‘strategic fit’ or ‘deliverability’ or ‘economic case’ over the other criteria (noting this must be applied consistently to all projects)
- taking into account other investment in a local area including investment made from the first round the Fund to encourage a spread of levelling up funds across places.

**Monitoring and evaluation**
The Levelling Up Fund provides a unique opportunity to improve our collective understanding of what types of interventions work well in addressing levelling up challenges, through programmes, individual projects, and across varying spatial scales. The development of a local growth and transport evaluation culture which promotes shared learning across the UK will be critical to this and reflects this government’s greater emphasis on high-quality evaluation. Further detail on our overall approach to monitoring and evaluating the Levelling Up Fund, and what we will be expecting applicants and delivery partners to provide in their applications for the second round of the Fund can be found in the technical note (https://www.gov.uk/government/publications/levelling-up-fund-round-2-technical-note/levelling-up-fund-round-2-technical-note#annex-e-levelling-up-fund-monitoring-and-evaluation-guidance).

OGL

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Stirling Council Agenda Item No. 22

Stirling Council

Date of Meeting: 23 June 2022

Not Exempt

Investing in New Social Housing – Housing development at Touchill Farm/McAulay Brae, Plean

Purpose & Summary
Ogilvie Homes is progressing a housing development known as Orchid Park at McAulay Brae/Touchill Farm, Plean and is obligated by a Section 75 agreement to provide 19 affordable homes. Approval is sought to commence the procurement process for the construction of these homes by Stirling Council. On completion, the homes will be made available for social rent.

Recommendations
Council is asked to:

1. approve the commencement of the procurement process for the construction of 19 properties from the developer at Orchid Park (McAulay Brae, Plean), for a contract value not exceeding £3,420,000; and

2. note that the funding of the net cost of £2,061,500 from the New Build budget within the Housing Revenue Account Capital Investment Programme for 2022/23 – 2023/24 with the remainder being funded from Scottish Government subsidy.

Resource Implications
After deduction of the Scottish Government subsidy, the cost of the purchase will be funded from the New Build Budget within the Housing Revenue Account Capital Investment Programme 2022/23 and 2023/24. This project was not identified in the original budget for the year but has been introduced as a replacement due to slippage and delays with other projects.
Legal & Risk Implications

Paragraph 14.3 of Contract Standing Orders require approval by Council or the relevant Committee to proceed to market where the value of a contract is in excess of £1M. This proposed contract exceeds this figure therefore a report to Council is required.

Failure to proceed with the purchase will place the supply of much needed new social housing at risk. Due to the current inflationary construction environment, a time delay will result in increased prices and defer completions. There is Scottish Government grant funding available for this project during this financial year through the Affordable Housing Supply Programme: failure to proceed creates uncertainty about the future availability of this funding.

The contract being entered into is a form of fixed price development agreement whereby the Council acquires the land upfront and thereafter pays the purchase price in instalments during the build phase. This form of contract is advantageous to both the Developer as it secures a regular cash flow throughout the build phase and to the Council, as it passes cost overrun and inflation risk onto the Developer, as well as the remaining terms of the contract protecting the Council's interest. The Council will also obtain a performance bond to further reduce the insolvency risk. The Council has not provided a detailed specification to which the properties are to be constructed to, and are acquiring these properties constructed to the Developers specification.

The proposed contract is being entered into as part of the discharge of a planning obligation, with land and affordable housing units being provided in exchange for the contract sum. Whilst the acquisition of land is ordinarily outwith scope of the procurement regulations, there is a risk that this may be classified as a public works contract. This risk is viewed as low as the Council are acquiring property to the Developers specification. In any event, as the land in question is owned by the Developers, it is viewed that procuring on the basis of negotiation without open competition is justifiable in these circumstances.

1. Background
   1.1. The Environment and Housing Committee approved the submission of Stirling’s Strategic Housing Investment Plan (SHIP) 2022/23 to 2026/27 at the meeting held on 18 November 2021.
   1.2. The most recent new social housing development in Plean was a small development at Cuthill Court which was completed in 2015. There is a significant need for more social rented housing in the village, currently there are 478 housing list applicants who have selected this letting area and there were only 12 council house lets made in Plean during 2021/22.
   1.3. The current SHIP includes several specific opportunities to purchase properties from private developers who are required to provide on-site affordable housing as part of their planning consent.
   1.4. The purchase of 19 units at Touchill Farm (as it was previously known) is included in the approved SHIP programme.
   1.5. The developer is implementing a historic planning consent which sets out the location of the homes and the number of affordable units to be provided.
2. Considerations

2.1 After negotiation with the developer a “baseline” purchase price of £3,370,450 for the 19 houses has been provisionally agreed. Prices by property type are detailed in Appendix 2 of this Report.

2.2 There will be an additional cost for creating wet floor shower rooms and for a package of extra safety and security measures. The cost is unlikely to exceed £50,000.

2.3 The proposed cost has been considered in light of other ongoing and pipeline development projects and represents good value for money in the context of the present inflationary environment, the labour and material risks faced by the developer and the site specific challenges such as the steep topography. Market factors aside, costs have risen compared to previous projects due to the now necessary inclusion of automatic fire suppression systems, interlinked smoke and heat alarms and meeting more challenging sustainability targets. The properties have been designed to meet the full Silver Standard of the Building Regulations which offers benefits in a range of sustainability aspects. The addition of the solar panel and battery storage means the properties will achieve a “Gold” rating in relation to carbon dioxide emissions. It is anticipated that the homes will be awarded an Energy Performance Certificate rating of “A.”

2.4 In 2021 the Scottish Government announced that the level of grant funding to support new council housing would be increased from £57,000 per unit to £71,500 per unit, with additional funding available for specific elements in new properties, such as automatic fire-suppression systems. The Scottish Government’s Affordable Housing Supply Programme (AHSP) for 2022/23 will therefore provide funding of at least £1,358,500 for this development. Officers will liaise with the Scottish Government to maximise the grant funding on offer as far as possible. The balance of the purchase price after grant funding will be funded from the New Build budget in the Housing Revenue Account Capital Investment Programme for 2022/23.

2.5 The properties purchased will be held on the Housing Revenue Account and will be made available for social rent. The housing mix on site is varied and will meet a range of needs, this is detailed in the table below. In addition, the 4 ground floor cottage flats will be fitted with wet floor shower rooms which will help meet need for housing list applicants with a ground floor recommendation.
<table>
<thead>
<tr>
<th>House Type</th>
<th>No. of units</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 bedroom cottage flat (ground floor)</td>
<td>2</td>
</tr>
<tr>
<td>1 bedroom cottage flat (first floor)</td>
<td>2</td>
</tr>
<tr>
<td>2 bedroom cottage flat (ground floor)</td>
<td>2</td>
</tr>
<tr>
<td>2 bedroom cottage flat (first floor)</td>
<td>2</td>
</tr>
<tr>
<td>2 bedroom semi-detached/terraced house</td>
<td>5</td>
</tr>
<tr>
<td>3 bedroom semi-detached house</td>
<td>4</td>
</tr>
<tr>
<td>4 bedroom semi-detached house</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>19</strong></td>
</tr>
</tbody>
</table>

2.6 It is anticipated that the properties will be completed by the end of 2023.

3. Implications

**Equalities Impact**

3.1 The contents of this report were assessed under the Council's Equality Impact Assessment process. It was determined that an Equality Impact Assessment was not required as the report is considered to be a technical report and not a policy report. An Equality Impact Assessment is undertaken as part of the development of the Local Housing Strategy.

**Fairer Scotland Duty**

3.2 The contents of this report were considered in terms of the Fairer Scotland Duty and were determined not to be of strategic importance.

**Climate Change, Sustainability and Environmental Impact**

3.3 All the properties will have solar photovoltaic systems and a battery storage system installed. The properties will therefore meet the new energy Efficiency Standard for Social Housing (EESSH- 2032) to be met by 2032 by achieving an anticipated Energy Performance Certificate rating of “A.”

3.4 Overall, the homes will meet the Silver Standard of the Building Regulations which covers a number of sustainability indicators such as CO2 emissions, energy for space heating, energy for water heating, water use efficiency, adaptability, noise reduction, lighting and security.

3.5 The inclusion of the solar PV and battery systems means the properties will be elevated to “Gold” standard for Aspect 1 which relates to lowering CO2 emissions.
Other Policy Implications

3.6 Increasing the supply of affordable housing through the new build programme will help to address housing need and child poverty. It will support the local economy through creating and sustaining jobs in the construction industry.

Consultations

3.7 The wider housing development at Touchill Farm was the subject of community consultation during the planning process.

3.8 The Strategic Housing Investment Plan (SHIP) 2022/23-2026/27 was informed by internal and external partners and considered by the Housing Advisory Group (15 October 2021) before being approved by the Environment and Housing Committee on 18 November 2021. Touchill Farm (now renamed as Orchid Park), is a site which is included in the approved SHIP.

3.9 The proposed development was discussed at the Stirling Tenant Assembly Meeting on 15 June 2022 in order that their views could be fed in to the Council’s decision-making process.

4. Background Papers

4.1 EqIA relevance check.

4.2 Environment and Housing Committee – 18 November 2021 – Strategic Housing Investment Plan 2022/23 – 2026/27.

5. Appendices

5.1 Appendix 1 – Location and site plan.

5.2 Appendix 2 - Cost breakdown of properties (Exempt).

6. Exempt Information

6.1 Appendix 2 of this report is exempt under Paragraph 8 of Part 1 of Schedule 7A of the Local Government (Scotland) Act 1973, as it contains information about the amount of expenditure to be incurred by the Council under a contract for the acquisition of property. The proposed purchase price at this stage has only been agreed by officers and the approval of Council is required before the necessary contract documents can be concluded.

6.2 Disclosure of the information could prejudice ongoing negotiations by officers with other developers to purchase new build properties. The information should remain exempt for six months, by which time market rates should have moved on.
### Author(s)

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<thead>
<tr>
<th>Name</th>
<th>Designation</th>
<th>Telephone Number/E-mail</th>
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<td>01786 237 718</td>
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<th>Name</th>
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<tbody>
<tr>
<td>Stephen Clark</td>
<td>Head of Housing</td>
<td>22 May 2022</td>
</tr>
</tbody>
</table>

### Details of Convener(s), Vice Convener(s), Portfolio Holder and Depute Portfolio Holders (as appropriate) consulted on this report:

- Cllr Kane
- Cllr Brisley

### Wards affected:

- Ward 7 – Bannockburn

### Key Priorities:

- C - We will create more affordable & social housing in all Stirling's communities. We will lead by example as an organisation in setting exceptional standards in building, environmental and employer practice, tenant relations & homelessness prevention

### Key Priority Considerations:

### Stirling Plan Priority Outcomes:

- Resilient - People are part of safe and caring communities within an attractive and sustainable environment
Appendix 1 – Location and Site Plan
Stirling Council

Agenda Item No. 23

Stirling Council

Date of
Meeting: 23 June 2022

Not Exempt

Contract Requirement: ERP Systems Integrator

Purpose & Summary
This report provides an update on progress on the systems integration aspect of the Enterprise Resource Planning project (“ERP”) and details the requirement for a new contract to complete the integration and implementation.

Recommendations
Council is asked to:
1. note the progress of the systems integration aspect of the ERP project and the issues that have been identified following initial contract award;
2. note the requirement to contract for systems integrations services which are outwith the scope of the current contract; and
3. approve the commencement of the procurement process for the systems integrator contract, as set out in this report, in accordance with paragraph 14.3 of the Council’s Contract Standing Orders;

Resource Implications
The financial implications of the proposed new contract can be found at Appendix 1, which is an exempt appendix to this report.

The existing ERP programme team resource and staff resource will be required to continue to support the implementation of the ERP solution working alongside the implementation partner.
Legal & Risk Implications

Management of Risk and Opportunity

<table>
<thead>
<tr>
<th>Risk</th>
<th>Controls</th>
</tr>
</thead>
<tbody>
<tr>
<td>Affordability of the project if timescales are unachievable</td>
<td>Continue to ensure robust planning of the overall programme is taking place as well as regular monitoring and tracking of milestones and expenditure. Governance Boards are in place to track progress and provide advice and support if there are any deviation from the plan.</td>
</tr>
<tr>
<td>Availability of internal staff to support the project.</td>
<td>Discussions are taking place regularly with Services to request and confirm resource availability and the Chief Executive has advised that this will be one of the vital few transformation projects to be progressed. Regular information is provided to help support services plan when resource will be needed.</td>
</tr>
</tbody>
</table>

The Council is required to procure goods, works and services in accordance with the Public Contracts (Scotland) Regulations 2015 and its own Contract Standing Orders. Prior to commencing a procurement process for contracts with a value in excess of £1M, the approval of Council or the relevant committee is required.

1. Background

1.1 At the meeting of Stirling Council (the “Council”) on 27 May 2021 approval was given to award a contract to the chosen implementation partner to support the Council to implement an ERP solution. The Council is implementing an integrated ERP solution that will replace the Council’s core Finance, Procurement, HR, Payroll and Customer Relationship Management (CRM) systems. The vision for the Council is to consolidate these core systems and improve business processes, making them more dynamic.

1.2 The ERP solution that is being implemented is Oracle Fusion Cloud, which is a single integrated solution that will be externally hosted and supported.

1.3 Following the approval on 27 May 2021, the Council has contracted an implementation partner, called a system integrator, to support with the implementation. The implementation partner is Evosys.

1.4 The initial Go Live dates for the ERP solution, as agreed in partnership with the systems integrator, were February 2022 for the CRM workstream and April 2022 for the full ERP solution. The ERP programme has completed the initial first two rounds of workshops to support the design of the system to be implemented.

1.5 Due to data migration and integration delays, the project dates have had to be replanned with Go Live dates now set as 4 November 2022 for CRM and April 2023 for the full ERP solution. The result of this is that the systems integrator is required to work on the ERP Programme for an additional 12 months, incurring additional costs.
2. Considerations

2.1 A new contract for the systems integrator is required to cover the cost of the increased time period to complete the implementation of the ERP.

2.2 The issues around data migration and integrations became apparent in August 2021 and steps were then taken to review whether additional support could be identified internally but this proved unsuccessful. Egress, a third party with extensive experience in data migration, was then engaged to support the Council with the completion of this task. Evosys are providing additional support to develop the required integrations into legacy applications.

2.3 The Council does not have the resources internally to undertake the work initially envisaged. This became apparent during the initial integration scoping work. This also uncovered a lack of documentation evidencing the historical set up of the Council’s current systems. It would have been time consuming and caused further delays and impacts on the programme timeline to attempt to complete the data migration work and to document and complete the integration work internally. Evosys are now also supporting with scoping the integration work now deemed necessary. All work will be documented to make it accessible in the future ensuring that this situation cannot arise again.

2.4 The requirement for Evosys to work over a longer duration and the extension in scope of that work beyond that in the original contract has led to a need to enter into a further contract capturing this additional requirement.

2.5 The initial ERP Go Live dates were February 2022 for the Customer Experience (CX) workstream and April 2022. Due to the data migration and integration delays detailed above, the project dates have been replanned with Go Live dates now set as 4 November 2022 for CX and April 2023 for the full ERP solution. The result of this is that the systems integrator and internal programme team are required to work on the ERP programme for an additional 12 months. This will incur additional costs outwith the scope of the initial contract.

2.6 The total cost of the new contract is noted in Appendix 1. Given the value of the new requirement in relation to the original contract value, the Council is unable to extend this contract using the contract extension procedures contained within the 2015 regulations. This means that it is necessary for the Council to procure a new contract to cover this further requirement. If approval is provided by Council it is proposed that the contract will be awarded by the same procurement route i.e. via a direct award from a framework.

2.7 The reasons for the ERP implementation delays creating the need for a new contract are two-fold. Firstly, after the initial integration scoping it became apparent that internal resources did not have the required skillset or capacity to undertake the significant data migration and system integration tasks required. Many of the staff with knowledge of the current integrations had left the organisation and none of the existing integrations had been documented. In addition a number of attempts were made to find documentation both within the Technology Team and the Records Centre but proved unsuccessful. All project documentation for the ERP Programme is being stored centrally in Microsoft Teams so this situation will not occur in the future.
2.8 The issues around data migration and integrations became apparent in August 2021 and steps were then taken to review whether additional support could be identified internally but this proved unsuccessful. A third party, Egress, with extensive experience in data migration was then engaged to support us with the completion of this task. Evosys are providing additional support to develop the required integrations into legacy applications.

2.9 Secondly, an ambitious timescale was set for implementation to meet the optimum time for Go Live to coincide with financial year-end, this is generally agreed to be the best time to do a clean migration from one financial system to another. Due to the issues around data migration and integration, the timescales that were initially thought feasible by the Council and our Systems Integrator have proved to be unachievable. Therefore, the timeline has been extended by one year to April 2023, other alternative dates had been considered but again it was prudent to align to financial year-end.

2.10 The issues above resulted in a replanning exercise and amendments to the original contract via the change control process. The further result of this is that the systems integrator and internal programme team are required to work on the ERP programme for an additional 12 months, incurring additional costs outwith the initial contract.

2.11 The new contract will enable the Council to procure the required resource from the systems integrator that will allow it to complete the implementation due to the extended timeline, enabling the Council to deliver the potential benefits.

2.12 The impact of the cost of the new contract on the overall costs of the programme and the Return on Investment and Payback Period is highlighted in Appendix 1.

3. Implications

Equalities Impact
3.1 The contents of this report were assessed under the Council’s Equality Impact Assessment process. It was determined that an Equality Impact Assessment is not required.

Fairer Scotland Duty
3.2 The contents of this report were considered in terms of the Fairer Scotland Duty and were determined not to be of strategic importance.

Climate Change, Sustainability and Environmental Impact
3.3 N/A.

Other Policy Implications
3.4 None.

Consultations
3.5 None.
4. Background Papers
   4.1 EqIA Relevance Check.

5. Appendices
   5.1 Appendix 1 – Details of proposed contract spend *(Exempt)*.

6. Exempt Information
   6.1 The appendix to this report is exempt under Paragraphs 8 of Part 1 of the Local Government (Scotland) Act 1973, as it contains the amount of any expenditure proposed to be incurred by the authority under any particular contract for the acquisition of property or the supply of goods or services.

   6.2 The exempt information is commercially confidential. While this information is currently exempt, it will become public at the point in time when the contract is awarded. The Council is required to publish a contract award notice on Public Contracts Scotland which will contain this information.
### Author(s)

<table>
<thead>
<tr>
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<td>George Murphy</td>
<td>Interim Chief Officer Finance</td>
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</tr>
</tbody>
</table>

### Details of Convener(s), Vice Convener(s), Portfolio Holder and Depute Portfolio Holders (as appropriate) consulted on this report:

- Cllr Kane
- Cllr Brisley

### Wards affected:

- All

### Key Priorities:

- **D** - We will deliver inclusive economic growth and promote prosperity. We will deliver a City Region Deal and pursue policies and solutions that encourage high quality, high paying jobs into all of Stirling's communities.

### Key Priority Considerations:

- [Local Outcomes Improvement Plan]

### Stirling Plan Priority Outcomes:

- Prosperous - People are part of a prosperous economy that promotes inclusive growth opportunities across our communities