

## EXECUTIVE COMMITTEE

Minutes of meeting held via Confero and in the Council Chamber, Council Offices, Almada Street, Hamilton on 1 March 2023

### **Chair:**

Councillor Joe Fagan (ex officio)

### **Councillors Present:**

Councillor Alex Allison, Councillor John Anderson, Councillor Walter Brogan (*substitute for Councillor Eileen Logan*), Councillor Robert Brown, Councillor Andy Carmichael, Councillor Ross Clark, Councillor Gerry Convery (Depute), Councillor Margaret Cooper, Councillor Andrea Cowan, Councillor Maureen Devlin, Councillor Gladys Ferguson-Miller, Councillor Mark Horsham, Councillor Ross Lambie (*substitute for Councillor Richard Nelson*), Councillor Katy Loudon, Councillor Hugh Macdonald, Councillor Elaine McDougall (*substitute for Councillor Maureen Chalmers*), Councillor Ian McAllan, Councillor Catherine McClymont, Councillor Kenny McCreary, Councillor Lesley McDonald, Councillor Mark McGeever, Councillor Davie McLachlan, Councillor Mo Razzaq, Councillor Kirsten Robb, Councillor John Ross, Councillor David Shearer, Councillor Margaret B Walker

### **Councillors' Apologies:**

Councillor Maureen Chalmers, Councillor Gavin Keatt, Councillor Eileen Logan, Councillor Richard Nelson

### **Attending:**

#### **Chief Executive's Service**

C Sneddon, Chief Executive

#### **Community and Enterprise Resources**

D Booth, Executive Director

#### **Education Resources**

T McDaid, Executive Director

#### **Finance and Corporate Resources**

P Manning, Executive Director; T Little, Head of Communications and Strategy; P MacRae, Administration Adviser; G McCann, Head of Administration and Legal Services; K McLeod, Administration Assistant; K McVeigh, Head of Personnel Services

#### **Housing and Technical Resources**

S Gibson, Executive Director

#### **Health and Social Care/Social Work Resources**

S Sengupta, Director, Health and Social Care; L Purdie, Head of Children and Justice Services and Chief Social Work Officer

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### **1 Declaration of Interests**

No interests were declared.

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### **2 Minutes of Previous Meeting**

The minutes of the meeting of the Executive Committee held on 1 February 2023 were submitted for approval as a correct record.

**The Committee decided:** that the minutes be approved as a correct record.

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### **3 Revenue Budget Monitoring for Period 11 - 1 April 2022 to 27 January 2023 and Probable Outturn**

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A report dated 16 January 2023 by the Executive Director (Finance and Corporate Resources) was submitted on the overall financial position of the Council's General Fund Revenue Account and Housing Revenue Account for the period 1 April 2022 to 27 January 2023 and the projection for the year to 31 March 2023.

The report:-

- ◆ summarised the previously reported probable outturn position for the Council's General Fund Revenue Account to 31 March 2023
- ◆ provided details on the probable outturn position for the Housing Revenue Account to 31 March 2023
- ◆ provided details of the position of the General Fund Revenue Account and the Housing Revenue Account respectively to 27 January 2023

At its meeting on 1 February 2023, in respect of the General Fund Revenue Account, the Committee agreed proposed transfers to reserves and the use of the £4.696 million underspend to assist in the 2023/2024 Budget Strategy. The forecast position before and after transfer to reserves was detailed in appendices 1 and 2 to the report respectively. The position detailed in Appendix 2 included the underspend of £4.696 million as a transfer to reserves, resulting in a breakeven position for the 2022/2023 probable outturn.

At 27 January 2023, the position on the General Fund Revenue Account, after transfers to reserves, was an underspend of £0.355 million, which was in line with the forecast position.

At 27 January 2023, the Housing Revenue Account showed a breakeven position and the forecast to 31 March 2023 on the Housing Revenue Account was also a breakeven position.

#### **The Committee decided:**

- (1) that it be noted that the Council's outturn position was breakeven after transfers to reserves, as detailed in section 4.2 of the report;
- (2) that the underspend position of £0.355 million on the General Fund Revenue Account at 27 January 2023, after transfers to reserves, as detailed in section 5.1 of the report, be noted; and
- (3) that the breakeven position on the Housing Revenue Account at 27 January 2023, and the forecast to 31 March 2023 of breakeven, as detailed at sections 6.1 and 6.2 of the report, be noted.

*[Reference: Minutes of 1 February 2023 (Paragraph 3)]*

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### **4 Capital Programme 2022/2023 Update and Monitoring for Period 11 – 1 April 2022 to 27 January 2023**

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A report dated 8 February 2023 by the Executive Director (Finance and Corporate Resources) was submitted on progress of the General Fund Capital Programme and the Housing Capital Programme for the period 1 April 2022 to 27 January 2023.

At its meeting on 1 February 2023, the Committee had agreed a General Fund Capital Programme for 2022/2023 amounting to £78.272 million. A revised programme of £78.396 million was now anticipated. This reflected proposed adjustments to the programme totalling a net increase of £0.124 million, mainly as a result of additional funding for roads projects, as shown in Appendix 1 to the report. Budget for the period amounted to £38.915 million and, at 27 January 2023, £39.540 million had been spent on the General Fund Capital Programme, an overspend of £0.625 million.

Actual funding received to 27 January 2023 totalled £68.848 million. The programme spend and funding for the General Fund for the period was detailed in appendices 2 to 4 to the report.

At its meeting on 24 August 2022, the Committee had agreed a revised Housing Capital Programme for 2022/2023 amounting to £66.361 million. Programmed funding for the year also amounted to £66.361 million. The funding sources were detailed in Appendix 5 to the report. Budget for the period amounted to £45.339 million and, at 27 January 2023, £43.015 million had been spent on the Housing Capital Programme, an underspend of £2.324 million. This was due to a number of factors which were detailed in the report.

In respect of both the General Fund Capital Programme and the Housing Capital Programme, work to monitor achievable spend would continue and funding for projects remaining underspent at the financial year end would be carried forward to allow the projects to be completed in 2023/2024.

Officers responded to a member's question on various aspects of the report.

**The Committee decided:**

- (1) that the Period 11 position, as at 27 January 2023, of the General Fund Capital Programme, as detailed in appendices 1 to 4 of the report, and the Housing Capital Programme, as detailed in Appendix 5 of the report, be noted;
- (2) that the adjustments to the General Fund programme, as detailed in Sections 4.2 and Appendix 1 of the report, be approved; and
- (3) that the revised programmes be monitored by the Financial Resources Scrutiny Forum.

*[Reference: Minutes of 1 February 2023 (Paragraph 4) and 24 August 2022 (Paragraph 4)]*

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## **5 Additional Funding from Scottish Government and Other External Sources**

A report dated 9 February 2023 by the Executive Director (Finance and Corporate Resources) was submitted on additional revenue funding, totalling £1.537 million, which had been made available to the Council by the Scottish Government and other external sources.

The funding had been allocated as follows:-

**Revenue Funding**

<b>Resource</b>	<b>2022/2023 (£m)</b>
<b>Finance and Corporate</b>	1.537
<b>Total</b>	<b>1.537</b>

**The Committee decided:** that the report be noted.

*[Reference: Minutes of 1 February 2023 (Paragraph 5)]*

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## **6 Proposals to Extend, Upgrade and Modernise Our Lady of Lourdes Primary School, East Kilbride**

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A report dated 16 February 2023 by the Executive Director (Education Resources) was submitted on proposals to extend, upgrade and modernise Our Lady of Lourdes Primary School, East Kilbride.

In January 2004, the Council entered a 20-year lease for the provision of a modular construction building to be used as a school building for Our Lady of Lourdes Primary School and Nursery Class. The lease term was due to end on 30 January 2024. At its meeting on 19 January 2021, the Education Resources Committee approved the acquisition of the Our Lady of Lourdes building. The building had been acquired and formed part of the Council's property portfolio.

Following the acquisition, a feasibility study had been undertaken to provide solutions and costs for the following:-

- ◆ 3 additional classrooms to accommodate pupil growth predicted from several housing developments in the school catchment area
- ◆ a comprehensive internal and external upgrade of the existing building to include a new roof, over cladding of the external walls, upgrading of the ventilation and heating systems, new windows and doors and general works to bring the school up to the high specification of the recently completed Primary Schools' Modernisation Programme
- ◆ works to secure the playground with a dedicated entrance walkway and security fencing around the perimeter of the school playground

Due to the extent of the internal and external upgrading of the building, it was proposed to decant Our Lady of Lourdes Primary School to the new Jackton Primary School building currently being constructed as part of the East Kilbride Community Growth Area. The new non-denominational Primary School at Jackton was currently programmed to open to pupils in August 2023. However, in the first year of operation, the new building would have sufficient accommodation to house both schools. It would not be possible to decant the Our Lady of Lourdes Nursery Class to the new school and it was proposed that those children be accommodated at the new Kilbryde Early Learning and Child Care Centre.

Subject to the successful completion of the new Jackton Primary School in summer 2023 and approval of City Deal Funding, it was proposed that the decant of Our Lady of Lourdes Primary School commence in August 2023 for 12 months, with pupils returning to the extended and upgraded school building in August 2024.

Details were given on proposed funding for the project's estimated cost of £4.754 million which were as follows:-

- ◆ monies from the Glasgow Region City Deal - £1.0 million
- ◆ developer contributions from the local area - £3.354 million
- ◆ an element of the Scottish Government's Free School Meals funding - £0.400 million

A Change Control request would require to be submitted to the Glasgow City Region City Deal Cabinet requesting that funding of £1.0 million be reallocated within the Council's overall City Deal Programme.

Officers responded to members' questions on various aspects of the report and, where information was not immediately available, undertook to provide this to the relevant members.

### **The Committee decided:**

- (1) that the extension, upgrading and modernisation of Our Lady of Lourdes Primary School, East Kilbride, as detailed in the report, be approved; and

- (2) that approval be given to submit a Change Control request to the Glasgow City Region City Deal Cabinet to provide part funding for the Our Lady of Lourdes Primary School project.

*[Reference: Minutes of the Education Resources Committee of 19 January 2021 (Paragraph 6)]*

*Councillor Carmichael joined the meeting during consideration of this item of business*

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## **7 Family Support Strategy and Whole Family Wellbeing Funding**

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A joint report dated 28 December 2022 by the Director, Health and Social Care and the Executive Directors (Education Resources) and (Finance and Corporate Resources) was submitted providing an update on:-

- ◆ the Family Support Strategy to deliver earlier, more preventative, strengths-based help and support to families, preventing escalation to care and protection proceedings
- ◆ the proposed spend, as agreed by the Children's Services Strategy Group, for the Whole Family Wellbeing Funding of £1.827 million
- ◆ the proposed spend for the £0.8 million non-recurring funding for Children and Family support as identified in budget setting for 2022/2023
- ◆ national and local drivers informing the Strategy, including the #KeepthePromise Plan 2021 to 2024, known as 'The Plan' and funding aligned to develop and enhance earlier help and family support services

The Promise Identified the need to significantly upscale Family Support Services and identified whole family support as a priority in The Plan 2021 to 2024. The Covid-19 Children and Families Collective Leadership Group's vision and blueprint set out a clear ambition that children and families should be able to access preventative, needs based support when required, for as long as it was required.

The package to achieve this comprised funding from:-

- ◆ Whole Family Wellbeing - £1.827 million
- ◆ Council Change Fund - £0.8 million
- ◆ Health and Social Care Partnership (IJB) - £0.570 million
- ◆ Corra Foundation - £0.487 million

Year 1 funding in respect of the Whole Family Wellbeing Funding was intended to be flexible to support Children's Services Partnerships to assess local gaps and opportunities and to plan activity accordingly, with a view to laying the groundwork for scaling up transformational activity in subsequent years.

Details were given on the 6 spending criteria associated with the fund. Funding was not to be used to support business as usual but, instead, was to be an additional resource to support transformation of the system.

Proposals to support this transformation included:-

- ◆ the creation of an Earlier Help Hub (EHH)
- ◆ establishment of the Pathfinder Programme to promote effective early intervention and to consider how best to promote resilience and support young people on the edges of care
- ◆ interface with the Third Sector

It was proposed that the following additional posts be approved.

**Whole Family Wellbeing Fund** – posts to be added to Social Work and Education Resources' establishments, as appropriate, on a permanent basis with the exception of the Service Manager post which would be on a 12 months' fixed term basis:-

Post	Proposed Number of Posts (FTE) Permanent	Grade	SCP Range	Annual Salary
Service Manager	1 12 month fixed term post	Grade 5 Level 8	107-108	£66,864 to £67,832
Team Leader	2	Grade 3 Level 8	79-80	£44,309 to £44,966
Social Workers	2	Grade 3 Level 4	72-74	£40,276 to £41,115
Pathfinder Officers	8	Grade 3 Level 2	63-65	£35,531 to £36,498
Parenting Support Workers	8	Grade 2 Level 1 - 4	34-57	£24,180 to £32,629
Reflective Practice Co-ordinator	1	Grade 3 Level 8	79-80	£44,309 to £44,966
Promise Development Worker	2	Grade 2 Level 2 -	39-40	£25,822 to £26,151
Clerical Assistant	1	Grade 1 Level 4	30-31	£22,975 to £23,286

**Council Change Fund** – posts to be added to the Social Work establishment for a fixed term of 23 months:-

Post	Proposed Number of Posts (FTE) Permanent	Grade	SCP Range	Annual Salary
Family Support Workers	7	Grade 2 Level 1 - 4	34-57	£24,180 to £32,629

**Corra Funding – posts** to be added to the Social Work establishment on a permanent basis:-

Post	Proposed Number of Posts (FTE) Permanent	Grade	SCP Range	Annual Salary
Peer Support Workers	3.5	Grade 1 Level 4	30-31	£22,975 to £23,286

Officers responded to members' questions on various aspects of the report.

**The Committee decided:**

- (1) that the report be noted; and
- (2) that the additional posts, as detailed above and at section 6 of the report, be approved.

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## **8 Records Management Policy**

A report dated 13 February 2023 by the Executive Director (Finance and Corporate Resources) was submitted on a proposed revision of the Council's Records Management Policy, together with arrangements for communication of the Policy.

The revised Records Management Policy, which was attached as an appendix to the report, applied to all records created, received, held, used and managed by the Council, irrespective of the format of the records, and to all permanent and temporary employees of the Council.

Details were provided on:-

- ◆ matters covered by the Policy
- ◆ the benefits of good records management
- ◆ proposed changes to the Policy

If approved, the revised Policy would be circulated to all employees by means of a Personnel Circular and Management Bulletin and would also be made available for download from the intranet. Resources would also disseminate the revised Policy through Resource Management Teams and team meetings.

### **The Committee decided:**

- (1) that the revised Records Management Policy, attached as an appendix to the report, be approved; and
- (2) that the arrangements for communicating the revised Records Management Policy to employees be noted.

*[Reference: Minutes of 11 May 2016 (Paragraph 12)]*

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## **9 Retention and Disposal Policy**

A report dated 13 February 2023 by the Executive Director (Finance and Corporate Resources) was submitted on a proposed revision of the Council's Retention and Disposal Policy, together with arrangements for communication of the Policy.

The revised Policy, which was attached as an appendix to the report, would assist the Council in meeting its obligations under the Public Records (Scotland) Act 2011 and would enable employees to make appropriate arrangements for the retention and disposal of the records under their care.

Details were provided on the areas covered by the Policy including:-

- ◆ record retention arrangements
- ◆ retention periods
- ◆ record disposal

The revised Policy would be circulated to all employees by means of a Personnel Circular and Management Bulletin and would also be made available for download from the intranet. Resources would also disseminate the revised Policy through Resource Management Teams and team meetings.

### **The Committee decided:**

- (1) that the updated Retention and Disposal Policy, attached as Appendix 1 to the report, be approved; and

- (2) that the arrangements for communication of the Policy, as detailed in section 4.4 of the report, be noted.

*[Reference: Minutes of 23 September 2015 (Paragraph 14)]*

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## **10 King Charles III - Coronation**

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A report dated 3 February 2023 by the Executive Director (Finance and Corporate Resources) was submitted advising of the arrangements to enable employees to celebrate the Coronation of King Charles III.

To mark the Coronation of King Charles III on Saturday 6 May 2023, an additional national bank holiday had been announced for Monday 8 May 2023. To accommodate the celebration of this event, non-essential services provided by the Council would be reduced and Council offices closed, where possible.

Details were given on services which would be provided by the Council on 8 May 2023.

Employees required to work on the additional fixed annual leave day would receive a day's leave which they could take at an alternative time.

### **The Committee decided:**

- (1) that the Council provide a reduced service on Monday 8 May 2023, as detailed in paragraph 4.1 of the report; and
- (2) that the addition of a fixed annual leave day for employees on Monday 8 May 2023 be noted.

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## **11 Coronation of King Charles III**

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A report dated 16 February 2023 by the Chief Executive was submitted:-

- ◆ providing details of potential opportunities for South Lanarkshire communities to engage in events related to the Coronation of King Charles III
- ◆ detailing ways in which the Council could assist with such opportunities

The Lord Lyon King of Arms had written to local authorities across the UK, including South Lanarkshire Council, to give initial details of how communities across the country could become involved in the event.

Local authorities in Scotland were:-

- ◆ advised that celebrations, such as the Coronation, were best when they were community led, infused with local flavour and demonstrated the care and consideration of all involved
- ◆ asked to promote the participation of local communities in the Coronation in their local areas and help communities consider how they could participate and prepare for the Coronation

Details of suggested ways in which to celebrate the Coronation were provided in the report.

The Council would promote the invitation to local communities to participate in the Coronation through:-

- ◆ the usual communications channels, such as the South Lanarkshire View and social media



- ♦ the Community Engagement Team which would make community groups aware of potential routes for funding such as the National Lottery Community Fund and the Council's community grants
- ♦ offering free lets for community groups specifically marking the Coronation at the key venues of Rutherglen Town Hall, Lanark Memorial Hall, Hamilton Town House and East Kilbride Civic Centre
- ♦ assisting community groups to prepare for specific events within the regular duties undertaken by the Council, for example, by considering requests for road closures to permit street parties and other events to take place

Following discussion, Councillor Fagan, seconded by Councillor Convery, moved approval of the recommendations contained in the report. Councillor Allison, seconded by Councillor McCreary, moved as an amendment that, in addition to approval of the recommendations contained in the report, a third recommendation be approved to the effect that officers, in consultation with the Group Leaders, look at a cost effective way of commemorating the Coronation of King Charles III. On a vote being taken using the electronic voting system, 8 members voted for the amendment and 20 for the motion which was declared carried.

**The Committee decided:**

- (1) that the arrangements around the Coronation and opportunities for local communities and organisations to participate be noted; and
- (2) that free lets be offered to community groups for the specific purpose of participation in Coronation events, with South Lanarkshire Leisure and Culture reimbursed for lost income, as detailed at section 5.2.3. of the report.

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## **12 Recommendations Referred by Finance and Corporate Resources Committee**

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A report dated 15 February 2023 by the Chief Executive was submitted on recommendations referred to this Committee by the Finance and Corporate Resources Committee at its meeting held on 15 February 2023.

The recommendations of the Finance and Corporate Resources Committee were as follows:-

- ♦ that the devolution of Non-Domestic Rates Empty Property Relief (EPR) to councils and the funding arrangements be noted
- ♦ that the EPR Policy be reviewed and presented to the Finance and Corporate Resources Committee by March 2024 to allow for a period of stability for rate payers and the Council
- ♦ that the EPR Policy, to be adopted by South Lanarkshire Council from 1 April 2023, be endorsed and referred to the Executive Committee for approval

**The Committee decided:** that, in terms of the recommendation referred by the Finance and Corporate Resources Committee, the Empty Property Relief (EPR) Policy be approved and adopted by the Council from 1 April 2023.

*[Reference: Minutes of the meeting of the Finance and Corporate Resources Committee of 15 February 2023 (Paragraph 10)]*

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### **13 South Lanarkshire Integration Joint Board Annual Performance Report 2021/2022**

A report dated 20 January 2023 by the Director, Health and Social Care was submitted presenting the South Lanarkshire Integration Joint Board's (IJB) Annual Performance Report (APR) 2021/2022.

The Public Bodies (Joint Working) (Scotland) Act 2014 placed a duty on IJBs to prepare and publish APRs.

The APR aimed to ensure that performance was open and accountable, whilst providing an overall assessment of performance in relation to planning and carrying out integration functions. Guidance issued by the Scottish Government had recommended that the following areas be included within the report:-

- ◆ a summary of progress against the 9 National Health outcomes using, as a minimum, the 23 core national performance indicators
- ◆ financial performance and Best Value

As with previous years, the APR was aligned to reporting progress against the intentions outlined in the Strategic Commissioning Plan (SCP) and, for this APR, would cover the final year of the 2019 to 2022 SCP.

The Scottish Government had advised that IJBs could delay the release of their APR using the mechanisms laid out in the Coronavirus (Scotland) Act 2020.

The IJB's External Auditor, Audit Scotland, was required to supply an audit certificate outlining the findings of the audit process undertaken in relation to the IJB's Annual Accounts 2021/2022. The External Auditor had concluded that the financial statements of the South Lanarkshire IJB for 2021/2022 gave a true and fair view of the state of affairs and of its net expenditure for the year and, therefore, had issued an unqualified independent Auditor's Report. This assurance was reflected within the APR 2021/2022. Details of the External Auditor's key messages were provided in the report.

**The Committee decided:** that the report be noted.

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### **14 Representation on Recruitment Committee**

A report dated 9 February 2023 by the Chief Executive was submitted on action taken, in terms of Standing Order No 37(c), because of the timescales involved, by the Executive Director (Finance and Corporate Resources), in consultation with the Chair and an ex officio member, to approve a change in membership of the Recruitment Committee.

**The Committee decided:** that the following action taken, in terms of Standing Order No 37(c), by the Executive Director (Finance and Corporate Resources), in consultation with the Chair and an ex officio member, be noted:-

- ◆ Councillor Macdonald replaced by Councillor Cowan as a substitute member of the Recruitment Committee

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### **15 Urgent Business**

There were no items of urgent business.

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