

# COMMUNITY AND ENTERPRISE RESOURCES COMMITTEE

Minutes of meeting held in Committee Room 1, Council Offices, Almada Street, Hamilton on 21 August 2018

## Chair:

Councillor John Anderson

## Councillors Present:

Maureen Chalmers, Gerry Convery, Margaret Cooper, Peter Craig, Isobel Dorman (Depute), Fiona Dryburgh (*substitute for Councillor Razzaq*), Joe Fagan, George Greenshields, Graeme Horne, Martin Lennon, Ian McAllan, Kenny McCreary, Hugh Macdonald, Mark McGeever, Jim McGuigan, Lynne Nailon, Graham Scott (*substitute for Councillor McLachlan*), Collette Stevenson, Margaret B Walker, Jared Wark, David Watson

## Councillors' Apologies:

Ann Le Blond, Monique McAdams, Davie McLachlan, Mo Razzaq, John Ross (*ex officio*), Josh Wilson

## Attending:

### Community and Enterprise Resources

M McGlynn, Executive Director; S Clelland, Head of Fleet and Environmental Services; P Elliott, Head of Planning and Economic Development; G Mackay, Head of Roads and Transportation Services; A McKinnon, Head of Facilities, Waste and Ground Services

### Finance and Corporate Resources

L Harvey, Finance Manager; H Lawson, Legal Services Manager; J McDonald, Administration Adviser; E McPake, Human Resources Business Partner; L O'Hagan, Finance Manager (Strategy)

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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 Community and Enterprise Resources Committee held on 22 May 2018 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 Community and Enterprise Resources - Revenue Budget Monitoring 2018/2019

A joint report dated 19 July 2018 by the Executive Directors (Community and Enterprise Resources) and (Finance and Corporate Resources) was submitted comparing actual expenditure at 22 June 2018 against budgeted expenditure for 2018/2019 for Community and Enterprise Resources.

Details were provided on proposed budget virements in respect of Community and Enterprise Resources to realign budgets.

### The Committee decided:

- (1) that the breakeven position on the Community and Enterprise Resources' revenue budget and the forecast to 31 March 2019 of a breakeven position be noted; and

(2) that the budget virements, as detailed in Appendices B to F of the report, be approved.

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#### **4 Community and Enterprise Resources - Capital Budget Monitoring 2018/2019**

A joint report dated 18 July 2018 by the Executive Directors (Community and Enterprise Resources) and (Finance and Corporate Resources) was submitted advising of progress on the Community and Enterprise Resources' capital programme 2018/2019 and summarising the expenditure position at 22 June 2018.

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

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#### **5 Community and Enterprise Resources - Workforce Monitoring - April to June 2018**

A joint report dated 25 July 2018 by the Executive Directors (Community and Enterprise Resources) and (Finance and Corporate Resources) was submitted on the following employee information for Community and Enterprise Resources for the period April to June 2018:-

- ◆ attendance statistics
- ◆ occupational health statistics
- ◆ accident/incident statistics
- ◆ disciplinary hearings, grievances and Dignity at Work cases
- ◆ analysis of leavers
- ◆ Staffing Watch as at 9 June 2018

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

*[Reference: Minutes of 22 May 2018 (Paragraph 5)]*

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#### **6 Community and Enterprise Resource Plan - Quarter 4 Progress Report 2017/2018 and Resource Plan 2018/2019**

A report dated 5 July 2018 by the Executive Director (Community and Enterprise Resources) was submitted on the Community and Enterprise Resource Plans 2017/2018 and 2018/2019.

Details were provided on:-

- ◆ progress made in implementing the priority projects identified in the Resource Plan 2017/2018, as detailed in the Quarter 4 Progress Report attached as Appendix 1 to the report
- ◆ the Resource Plan for 2018/2019, attached as Appendix 2 to the report, which outlined the:-
  - ◆ objectives and actions for 2018/2019
  - ◆ capital and revenue resources for 2018/2019
  - ◆ organisational structure of the Resource

In line with the Council's performance management arrangements, a mid-year progress report on actions identified in the 2018/2019 Resource Plan would be submitted to a future meeting of the Committee.

**The Committee decided:** that the Quarter 4 Progress Report for 2017/2018, attached as Appendix 1 to the report, together with the achievements made by the Service during 2017/2018, be noted.

**The Committee recommended to the Executive Committee:** that the Community and Enterprise Resource Plan for 2018/2019 be approved.

*[Reference: Minutes of 12 December 2017 (Paragraph 6)]*

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## **7 Community Benefit Funds - New Contributions**

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A report dated 29 June 2018 by the Executive Director (Community and Enterprise Resources) was submitted on the:-

- ♦ development of the Greenwall, Yards, Rench, JJ's Farm, Greenhall, High Blackwoodyards, Nether Kypeside, Letham, Netherfauldhouse and Galawhistle wind turbine and wind farm sites
- ♦ proposals for the associated community benefit payments from those wind turbine and wind farm sites to be managed through the Renewable Energy Fund (REF)

As part of the developments, the Council would receive community benefit payments for distribution to projects associated with the wind turbine and wind farm sites. It was proposed that the arrangements in place for the distribution of funds through existing Renewable Energy Funds be used as the basis for the administration of the Greenwall, Yards, Rench, JJ's Farm, Greenhall, High Blackwoodyards, Nether Kypeside, Letham, Netherfauldhouse and Galawhistle wind turbine and wind farm sites.

The eligible areas were shown in the appendices to the report and the criteria to regulate the distribution of funds through the Renewable Energy Fund for the wind turbine and wind farm sites grants were detailed.

### **The Committee decided:**

- (1) that the Council's Renewable Energy Fund incorporate provision for the receipt and disposal of community benefit payments in respect of the Greenwall, Yards, Rench, JJ's Farm, Greenhall, High Blackwoodyards, Nether Kypeside, Letham, Netherfauldhouse and Galawhistle wind turbine and wind farm sites developments; and
- (2) that the Executive Director (Community and Enterprise Resources) be authorised to conclude the necessary administrative arrangements in relation to the community benefit payments using the existing Renewable Energy Fund mechanism.

*[Reference: Minutes of the Executive Committee of 1 December 2010 (Paragraph 9)]*

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## **8 Whitelee Renewable Energy Fund - Grant Application - Community Links (South Lanarkshire)**

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A report dated 12 July 2018 by the Executive Director (Community and Enterprise Resources) was submitted on an application to the Whitelee Renewable Energy Fund which had been established to provide funding to suitable projects providing community benefits in eligible areas.

It was proposed that a grant of up to £27,389.90, towards eligible costs associated with Blairbeth Urban Greenspace Allotments project, be awarded to Community Links (South Lanarkshire), with match funding being provided by South Lanarkshire Council and Scottish Natural Heritage.

**The Committee decided:** that Community Links (South Lanarkshire) be awarded a grant of up to £27,389.90, towards eligible costs associated with Blairbeth Urban Greenspace Allotments project, with match funding being provided by South Lanarkshire Council and Scottish Natural Heritage.

*[Reference: Minutes of 27 June 2007 (Paragraph 5)]*

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## **9 Fairtrade Status for Biggar**

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A report dated 7 August 2018 by the Executive Director (Community and Enterprise Resources) was submitted on the establishment of Biggar as a Fairtrade Town.

In order to become a Fairtrade Town, a number of criteria had to be met and those were detailed in the report.

The Council had shown its commitment to Fairtrade by using Fairtrade products in many of its catering outlets and school catering facilities and supporting other towns achieve Fairtrade status. Although the Council's Fairtrade status had lapsed, it did not prevent the Council from supporting communities to achieve Fairtrade Town status.

To achieve Fairtrade status, formal recognition from the local authority had to be sought and Biggar Fairtrade Town Steering Group had approached the Council seeking support to establish Biggar as a Fairtrade Town.

**The Committee decided:** that the Council support the Biggar Fairtrade Town Steering Group in establishing Biggar as a Fairtrade Town.

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## **10 Hamilton Towers Phase 6**

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A report dated 12 July 2018 by the Executive Director (Community and Enterprise Resources) was submitted on the procurement of a suitable development proposal for the site at Hamilton Towers Phase 6.

The site at Hamilton Towers Phase 6 was one of the key development opportunities for Hamilton Town Centre and had been identified as such in the Hamilton Town Centre Strategy and Action Plan consultative draft. The site was bounded by Keith Street, Bourne Street and Blackswell Lane and was outlined in the appendix to the report.

The site at Hamilton Towers Phase 6 had been the subject of a procurement exercise undertaken to identify a suitable partner to develop the site in a manner that would be commercially viable while creating additional town centre footfall and linkages between the more established sections of the town. While the procurement exercise did receive some interest from the market, it did not result in any firm proposals coming forward.

Following this exercise, negotiations were undertaken with the adjoining landowner, with a view to securing a mutually beneficial development proposal for both the Council owned site and the former Town Hotel. However, it had not been possible to reach agreement.

In order to deliver a suitable development proposal and demonstrate that the Council was achieving Best Value, it was proposed that the site at Hamilton Towers Phase 6 be placed on the open market and offers invited.

**The Committee decided:**

- (1) that the unsuccessful outcome of the negotiation process undertaken to secure a development partner for the Hamilton Towers Phase 6 site be noted; and
- (2) that the Executive Director (Community and Enterprise Resources) be authorised to progress a procurement exercise to identify development opportunities for the Hamilton Towers Phase 6 site, the details of which would be reported to a future committee meeting.

*[Reference: Minutes of the Executive Committee of 26 March 2014 (Paragraph 17)]*

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## **11 Parking/Road Safety at Schools**

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A report dated 13 July 2018 by the Executive Director (Community and Enterprise Resources) was submitted on the key issues associated with parking at schools.

At its meeting on 3 October 2017, the Committee agreed that the following key issues, in relation to parking and road safety around schools, be considered by the Roads Safety Forum:-

- ◆ statutory enforcement practicalities and capacity
- ◆ banning vehicles from school frontages
- ◆ encouraging active travel
- ◆ obstructive/dangerous parking

At its meeting on 5 December 2017, the Roads Safety Forum held initial discussions on those issues, the role of the Council and Police Scotland in addressing the issues and also agreed to include consideration of:-

- ◆ the effectiveness of school travel plans and the sharing of the survey information
- ◆ scope for Council employees or volunteers to assume the roles of Parking Attendants to take enforcement action/issue Penalty Charge Notices (PCNs)
- ◆ opportunities to use camera technology to assist in any enforcement action
- ◆ road safety projects and initiatives available
- ◆ school 'keep clear' markings

Information was then provided to the Roads Safety Forum at its meeting on 15 May 2018 on the measures and initiatives available to the Council in controlling parking and ensuring road safety at schools. As each school's situation was unique, there could not be one single solution to the problems being experienced. It was proposed, therefore, that:-

- ◆ Roads and Transportation Services liaise with Education Resources, Headteachers, Parent Councils and Police Scotland to encourage schools to complete a School Travel Plan which would include an action plan identifying objectives and targets for that school
- ◆ the initiatives and measures currently available to schools be re-launched and promoted

Discussion then took place in relation to schools being identified to take part in a pilot to introduce the various initiatives that could be implemented to assist in addressing the parking and road safety issues experienced at schools.

**The Committee decided:**

- (1) that the tools, techniques and initiatives to address parking and road safety at schools, as detailed in the report, continue to be used;

- (2) that the Executive Director (Community and Enterprise Resources) be authorised to liaise with Education Resources, Headteachers, Parent Councils and Police Scotland to encourage schools to develop a School Travel Plan; and
- (3) that schools be identified to participate in a pilot exercise, as detailed above, and the outcome reported to a future meeting of the Committee.

*[Reference: Minutes of 3 October 2017 (Paragraph 9) and Minutes of the Roads Safety Forum of 15 May 2018 (Paragraph 4)]*

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## 12 Pass Plus

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A report dated 11 July 2018 by the Executive Director (Community and Enterprise Resources) was submitted on the subsidised Pass Plus Scheme within South Lanarkshire.

The 'Pass Plus' road safety initiative, which had been launched by the Council in July 2007, aimed to assist newly qualified drivers gain driving experience. Details were provided on the number of newly qualified drivers who had participated in the Scheme to date and it was noted that the uptake had declined in recent years.

The current subsidy of £75 towards the total cost of Pass Plus training aimed to encourage more newly qualified drivers to participate in this initiative. However, the subsidy had remained the same since the Scheme was launched and it had been found that the initial cost of the Scheme had risen from £120 to £150.

In order to encourage more newly qualified drivers to participate in Pass Plus, it was proposed that the subsidy be increased from £75 to £100, with the costs being met from within the South Lanarkshire Community Safety Partnership budget.

**The Committee decided:** that an increase to the Pass Plus Scheme subsidy from £75 to £100 be approved.

*[Reference: Minutes of the Roads Safety Forum of 15 May 2018 (Paragraph 6)]*

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## 13 Review of Residents' Parking Permit Zones (RPPZ)

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A report dated 13 July 2018 by the Executive Director (Community and Enterprise Resources) was submitted on proposals to carry out a review of the current policy in relation to Residents' Parking Permit Zones (RPPZ).

The Executive Committee at its meeting on 5 October 2011 had approved the recommendations of the Member/Officer Task and Finish Group which had been established to review the policy in relation to RPPZ and, as a result, the introduction of further RPPZ had not been considered. However, demand for parking throughout the South Lanarkshire Council area continued to increase and it was considered appropriate to review the current policy.

It was proposed that the Roads Safety Forum be asked to review the current policy and report its findings to a future meeting of this Committee, as detailed in the Terms of Reference attached as an appendix to the report.

In addition, it was proposed that, in order to alleviate the significant parking issues at certain locations, the following action be taken:-

- ◆ that a Traffic Regulation Order (TRO) be promoted to extend the current RPPZ at Montrose Crescent, Hamilton

- ◆ that consultation be undertaken with local residents in relation to the extension of the current RPPZ at Cambuslang and Hairmyres Railway Stations

In terms of Standing Order No 38, the Chair decided that Councillor McLachlan could make a statement in relation to this item.

Councillor McLachlan then spoke in support of the proposals to address the parking issues at Montrose Crescent, Hamilton and thanked officers for their hard work and support.

**The Committee decided:**

- (1) that the Roads Safety Forum be authorised to review the current policy in relation to Residents' Parking Permit Zones, as detailed in the Terms of Reference attached as an appendix to the report;
- (2) that a report on the findings from the review of the current parking arrangements throughout the Council area be submitted to a future meeting of the Committee; and
- (3) that the proposed action to address the parking issues in Hamilton, Cambuslang and East Kilbride, as detailed above, be approved.

*[Reference: Minutes of the Executive Committee of 5 October 2011 (Paragraph 9)]*

*Councillor McLachlan left the meeting following consideration of this item of business*

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## **14 Transport (Scotland) Bill 2018 - Proposed Consultation Responses**

A report dated 1 August 2018 by the Executive Director (Community and Enterprise Resources) was submitted on the Scottish Government's consultation on the Transport (Scotland) Bill 2018.

The Transport (Scotland) Bill 2018 had been introduced to help make Scotland's transport network cleaner, smarter and more accessible. It aimed to empower local authorities and establish consistent standards in order to tackle current and future challenges while delivering a more responsive and sustainable transport system.

The Scottish Parliament's Rural Economy and Connectivity Committee and Finance and Constitution Committee had issued consultation documents seeking views from local authorities on the Transport (Scotland) Bill 2018 and its associated Financial Memorandum.

Responses were required to be submitted by 28 September 2018 and the Council's proposed response to the consultations was detailed in the appendices to the report.

**The Committee decided:** that the Council's response to the Scottish Government's consultation on the Transport (Scotland) Bill 2018, as detailed in the appendices to the report, be approved and submitted to the Scottish Government by 28 September 2018.

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## **15 Proposed Adjustment to Structure of Roads and Transportation Services**

A joint report dated 6 August 2018 by the Executive Directors (Community and Enterprise Resources) and (Finance and Corporate Resources) was submitted on the proposed adjustment to the Roads and Transportation Services' structure within Community and Enterprise Resources.

A review of Roads and Transportation Services had been undertaken with a view to the introduction of a consistent approach to the delivery of services across the 3 Area Offices. The review considered strategic and operational issues and recognised the scope for improvement in specific areas.

As a result of the review, it was proposed that:-

- ◆ a single Construction Unit be formed as detailed in Appendix B to the report
- ◆ the changes to the management structure, as detailed in Appendices E and F to the report, be approved
- ◆ 2 Full Time Equivalent posts of Engineering Officer on Grade 3, Level 2, SCP 61-74 (£29,161 to £35,311) be established within the Development Management Unit to be funded by Road Construction Consent income
- ◆ a Full Time Equivalent post of Assistant Engineering Officer – Bridges on Grade 2, Level 3, SCP 44-57 (£22,684 to £27,446) be established to be funded from the Bridges' Unit revenue budget
- ◆ 2 Full Time Equivalent posts of Engineering Officer on Grade 3, Level 2, SCP 61-74 (£29,161 to £35,311) be established within the Traffic and Transportation Team to be funded from Roads Construction Consent income

Councillor Anderson, seconded by Councillor Dorman, moved that the recommendations in the report be approved. Councillor Fagan, seconded by Councillor Convery, moved as an amendment that recommendations (1), (3), (4) and (5) be approved and that recommendation (2) in relation to proposed changes to the management structure be continued.

On a vote being taken by a show of hands, 6 members voted for the amendment and 16 for the motion which was declared carried.

**The Committee decided:** that the amendments to the Roads and Transportation Services' staffing establishment, as detailed in the report and above, be approved.

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## 16 Child Burial and Cremation Charges

A report dated 10 July 2018 by the Executive Director (Community and Enterprise Resources) was submitted on a proposal to extend the current age restrictions on charges for child burial internments and cremation from children aged 15 and under to 18 and under from 1 September 2018.

The Scottish Government and COSLA Leaders had agreed in principle that all child burial and cremation charges be removed. To achieve this, the Scottish Government would make funding available towards the additional costs associated with the implementation of the removal of charges.

Currently, South Lanarkshire Bereavement Services did not charge for child burial or cremation for children under the age of 15. It was now proposed that this arrangement be extended to children aged 18 and under with effect from 1 September 2018.

**The Committee decided:**

- (1) that the extension of the current age restrictions on charges for child burial internments and cremation from children aged 15 and under to 18 and under, with effect from 1 September 2018, be approved; and
- (2) that a report be submitted to a future meeting of the Committee outlining any further changes required following the issue of final guidance.



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## **17 Consultation on the Review of Nutrient Requirements for Food and Drink in Schools (Scotland) Regulations 2008**

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A report dated 13 July 2018 by the Executive Director (Community and Enterprise Resources) was submitted on the Scottish Government's consultation on the review of nutrient requirements for Food and Drink in Schools (Scotland) Regulations 2008.

The Food and Drink in Schools (Scotland) Regulations 2008 were introduced to ensure that all food and drink served at lunchtimes in schools met strict nutritional requirements and were based on the scientific and nutritional advice at that time. A review of the Regulations had been undertaken to ensure the current science and evidence in relation to diet and health were being met within schools.

The Scottish Government had issued a consultation document seeking views from local authorities on the review of nutrient requirements for Food and Drink in Schools (Scotland) Regulations 2008 by 29 August 2018.

The Council's proposed response to the consultation was detailed in the appendix to the report.

**The Committee decided:** that the Council's response to the Scottish Government's consultation on the review of the Food and Drink in Schools (Scotland) Regulations 2008, as detailed in the appendix to the report, be approved and submitted to the Scottish Government by 29 August 2018.

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## **18 Contamination in Kerbside Recycling**

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A report dated 11 July 2018 by the Executive Director (Community and Enterprise Resources) was submitted on the implementation of a formal service standard designed to improve the quality of recyclable material collected at the kerbside.

The Scottish Government had introduced a Framework designed to increase the amount of high quality recyclable material collected in Scotland. As part of the Framework, the Waste (Scotland) Regulations 2012 required local authorities to collect certain key material separately to minimise contamination.

Following a review of the material being collected, issues in relation to contamination had been identified which resulted in contaminated loads of recyclable material being sent to landfill. To address this, it was proposed that a formal service standard, as detailed in the appendix to the report, be introduced with effect from 1 October 2018 to address the issues of contamination and improve the quality of recyclable material being collected at the kerbside.

**The Committee decided:** that a formal service standard, as detailed in the appendix to the report, to improve the quality of recyclable material being collected at the kerbside be introduced with effect from 1 October 2018.

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## **19 Consultation on Part 9, Community Empowerment (Scotland) Act 2015 - Allotment and Food Growing Opportunities**

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A report dated 7 August 2018 by the Executive Director (Community and Enterprise Resources) was submitted on the Scottish Government's consultation on Part 9 of the Community Empowerment (Scotland) Act 2015.

Part 9 of the Community Empowerment (Scotland) Act 2015 placed new duties and responsibilities on local authorities in relation to the provision of allotments and food growing opportunities.

In December 2017, the Scottish Government had issued a consultation document seeking views from local authorities in relation to the Act. Following feedback from that consultation, a subsequent consultation document had been issued by the Scottish Government seeking views from local authorities in relation to the updated points within the Act.

Responses to the consultation were to be submitted to the Scottish Government by 20 August 2018 and the Council's response to the consultation, as detailed in the appendix to the report, had been submitted to the Scottish Government by the deadline, subject to Committee approval.

**The Committee decided:** that the Council's response to the Scottish Government's Consultation on Part 9 of the Community Empowerment (Scotland) Act 2015, as detailed in the appendix to the report, be approved.

*[Reference: Minutes of 12 December 2017 (Paragraph 8)]*

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## **20 Proposed Renaming of Forth Sports and Community Centre and Erection of Willie Waddell Memorial Plinth**

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A report dated 10 July 2018 by the Executive Director (Community and Enterprise Resources) was submitted on the renaming of the Forth Sports and Community Centre and the erection of a memorial plinth in the grounds of the Centre.

In recognition of the football achievements of Willie Waddell, who was born in Forth, the Willie Waddell Memorial Committee had requested permission from the Council to change the name of the Forth Sports and Community Centre to the Willie Waddell Sports and Community Centre. In addition, permission had also been requested to erect a memorial plinth to Willie Waddell in the grounds of the Centre.

The Memorial Committee had undertaken an extensive consultation exercise and it was proposed that the Forth Sports and Community Centre be renamed the Willie Waddell Sports and Community Centre and a memorial plinth be erected in the grounds of the Centre.

The works associated with the proposals would be met by the Willie Waddell Memorial Committee.

**The Committee decided:**

- (1) that the Forth Sports and Community Centre be renamed the Willie Waddell Sports and Community Centre; and
- (2) that a memorial plinth to Willie Waddell be erected in the grounds of the Community Centre.

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## **21 Roads Asset Management Plan - 2018 Update**

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A report dated 12 July 2018 by the Executive Director (Community and Enterprise Resources) was submitted on the Roads Asset Management Plan (RAMP) 2018.

The principles of asset management had been developed, at both a national and local level, to provide a basis for associated investment decisions and to ensure that a sound understanding of investment needs was available.

The main purpose of developing the RAMP was to ensure:-

- ◆ a knowledge of the extent and condition of main asset groups
- ◆ an understanding of where gaps existed to allow consideration of how those might be addressed
- ◆ an understanding on the level of current investment on each asset group and the associated condition trend

Details of the Council's main asset groups were provided in the report.

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

*[Reference: Minutes of 3 October 2017 (Paragraph 10)]*

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## **22 Fleet Asset Management Plan 2018**

A report dated 9 July 2018 by the Executive Director (Community and Enterprise Resources) was submitted on the Fleet Asset Management Plan 2018.

The Fleet Asset Management Plan provided information and direction on the Council's fleet of vehicles and was key in determining strategic decisions and defining how the fleet assets were efficiently and effectively utilised. This ensured that vehicles provided resilient services to meet the changing needs of the Council.

As at January 2018, 1,411 vehicles were managed and maintained by the Council's Fleet Services, the details of which were contained in the appendix to the report.

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

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## **23 Urgent Business**

There were no items of urgent business.