



Council Offices, Almada Street
Hamilton, ML3 0AA

Monday, 14 January 2019

Dear Councillor

Community and Enterprise Resources Committee

The Members listed below are requested to attend a meeting of the above Committee to be held as follows:-

Date: Tuesday, 22 January 2019

Time: 14:00

Venue: Committee Room 1, Council Offices, Almada Street, Hamilton, ML3 0AA

The business to be considered at the meeting is listed overleaf.

Members are reminded to bring their fully charged tablets to the meeting

Yours sincerely

Lindsay Freeland
Chief Executive

Members

John Anderson (Chair), Isobel Dorman (Depute Chair), John Ross (ex officio), Maureen Chalmers, Gerry Convery, Margaret Cooper, Peter Craig, Joe Fagan, George Greenshields, Graeme Horne, Ann Le Blond, Martin Lennon, Hugh Macdonald, Monique McAdams, Ian McAllan, Kenny McCreary, Mark McGeever, Davie McLachlan, Lynne Nailon, Mo Razzaq, Graham Scott, Collette Stevenson, Margaret B Walker, Jared Wark, David Watson, Josh Wilson

Substitutes

Alex Allison, Jackie Burns, Stephanie Callaghan, Margaret Cowie, Maureen Devlin, Mary Donnelly, Fiona Dryburgh, Allan Falconer, Eric Holford, Mark Horsham, Colin McGavigan, Jim McGuigan, Richard Nelson, Jim Wardhaugh

BUSINESS

1 Declaration of Interests

2 Minutes of Previous Meeting

5 - 10

Minutes of the meeting of the Community and Enterprise Resources Committee held on 30 October 2018 submitted for approval as a correct record. (Copy attached)

Monitoring Item(s)

3 Community and Enterprise Resources - Revenue Budget Monitoring 2018/2019 11 - 20

Joint report dated 27 December 2018 by the Executive Directors (Finance and Corporate Resources) and (Community and Enterprise Resources). (Copy attached)

4 Community and Enterprise Resources - Capital Budget Monitoring 2018/2019 21 - 24

Joint report dated 20 December 2018 by the Executive Directors (Finance and Corporate Resources) and (Community and Enterprise Resources). (Copy attached)

5 Community and Enterprise Resources - Workforce Monitoring - September to November 2018 25 - 30

Joint report dated 12 December 2018 by the Executive Directors (Finance and Corporate Resources) and (Community and Enterprise Resources). (Copy attached)

6 Community and Enterprise Resource Plan 2018/2019 - Quarter 2 Progress Report 31 - 100

Report dated 5 November 2018 by the Executive Director (Community and Enterprise Resources). (Copy attached)

Item(s) for Decision

7 Centenary Fields Site Nomination 101 - 108

Report dated 27 December 2018 by the Executive Director (Community and Enterprise Resources). (Copy attached)

8 Proposal for Food Strategy 2019 to 2024 109 - 112

Report dated 27 December 2018 by the Executive Director (Community and Enterprise Resources). (Copy attached)

9 Allotments and Management Rules Update 113 - 124

Report dated 27 December 2018 by the Executive Director (Community and Enterprise Resources). (Copy attached)

10 Renewal of the Council Fairtrade Zone Status 125 - 128

Report dated 9 January 2019 by the Executive Director (Community and Enterprise Resources). (Copy attached)

11 Public Convenience Comfort Scheme Pilot 129 - 134

Report dated 27 December 2018 by the Executive Director (Community and Enterprise Resources). (Copy attached)

12 Parking Demand Management Review 135 - 144

Report dated 23 December 2018 by the Executive Director (Community and Enterprise Resources). (Copy attached)

- 13 East Kilbride Taskforce - Update and Financial Support** 145 - 150
Report dated 31 December 2018 by the Executive Director (Community and Enterprise Resources). (Copy attached)
- 14 New Enterprise Agency for the South of Scotland - South of Scotland Enterprise (SOSE) Bill** 151 - 154
Report dated 3 January 2019 by the Executive Director (Community and Enterprise Resources). (Copy attached)

Item(s) for Noting

- 15 Update on the Community and Enterprise Resources' Risk Register and Risk Control Action Plan** 155 - 162
Report dated 27 December 2018 by the Executive Director (Community and Enterprise Resources). (Copy attached)
- 16 Community and Enterprise Resources - Notification of Contracts Awarded - 1 April to 30 September 2018** 163 - 168
Report dated 30 November 2018 by the Executive Director (Community and Enterprise Resources). (Copy attached)

Urgent Business

- 17 Urgent Business**
Any other items of business which the Chair decides are urgent.

For further information, please contact:-

Clerk Name: Joyce McDonald

Clerk Telephone: 01698 454521

Clerk Email: joyce.mcdonald@southlanarkshire.gov.uk

COMMUNITY AND ENTERPRISE RESOURCES COMMITTEE

Minutes of meeting held in Committee Room 1, Council Offices, Almada Street, Hamilton on 30 October 2018

Chair:

Councillor John Anderson

Councillors Present:

Councillor Stephanie Callaghan (*substitute for Councillor David Watson*), Councillor Maureen Chalmers, Councillor Gerry Convery, Councillor Margaret Cooper, Councillor Peter Craig, Councillor Mary Donnelly (*substitute for Councillor Ian McAllan*), Councillor Isobel Dorman (Depute), Councillor Joe Fagan, Councillor George Greenshields, Councillor Graeme Horne, Councillor Ann Le Blond, Councillor Martin Lennon, Councillor Hugh Macdonald, Councillor Monique McAdams, Councillor Kenny McCreary, Councillor Mark McGeever, Councillor Jim McGuigan, Councillor Lynne Nailon, Councillor Mo Razzaq, Councillor Graham Scott (*substitute for Councillor Davie McLachlan*), Councillor Collette Stevenson, Councillor Margaret B Walker, Councillor Jared Wark, Councillor Josh Wilson

Councillors' Apologies:

Councillor Ian McAllan, Councillor Davie McLachlan, Councillor John Ross (*ex officio*), Councillor David Watson

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; I Ross, Project Manager

Finance and Corporate Resources

N Docherty, Administration Assistant; 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)

Chair's Opening Remarks

The Chair, on behalf of the Committee, welcomed Mr Brian Gillespie, Auditor, Audit Scotland to the meeting.

1 Declaration of Interests

No interests were declared.

2 Minutes of Previous Meeting

The minutes of the meeting of the Community and Enterprise Resources Committee held on 21 August 2018 were submitted for approval as a correct record.

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

3 Community and Enterprise Resources - Revenue Budget Monitoring 2018/2019

A joint report dated 26 September 2018 by the Executive Directors (Community and Enterprise Resources) and (Finance and Corporate Resources) was submitted comparing actual expenditure at 17 August 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.

[Reference: Minutes of 21 August 2018 (Paragraph 3)]

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

A joint report dated 26 September 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 17 August 2018.

The Committee decided: that the report be noted.

[Reference: Minutes of 21 August 2018 (Paragraph 4)]

5 Community and Enterprise Resources - Workforce Monitoring – July and August 2018

A joint report dated 17 September 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 July and August 2018:-

- ♦ attendance statistics
- ♦ occupational health statistics
- ♦ accident/incident statistics
- ♦ disciplinary hearings, grievances and Dignity at Work cases
- ♦ analysis of leavers

The Committee decided: that the report be noted.

[Reference: Minutes of 21 August 2018 (Paragraph 5)]

6 Renewable Energy Fund Community Benefit Fund – Proposed Update and Amendments

A report dated 27 September 2018 by the Executive Director (Community and Enterprise Resources) was submitted on an amendment to the Renewable Energy Fund (REF) Community Benefit Fund and the establishment of a Funding Framework.

The Council had an established mechanism for the collection and distribution of community benefits related to the 31 wind farm developments within South Lanarkshire. However, the development of an approach to neighbourhood planning by addressing inequality in the rural area had been considered.

The purpose of the REF Community Benefit Fund criteria was to:-

- ◆ secure investment, create employment, implement training and promote or secure sustainable development
- ◆ relieve poverty, advance education and other social purposes beneficial to a community
- ◆ preserve, protect or enhance the environment or heritage of Scotland, including any building
- ◆ promote and encourage environmental improvement or enhancement, including the provision or upgrading of infrastructure
- ◆ provide or assist in the provision of facilities for recreation or other leisure time activities

The above purposes were still relevant, however, it was proposed that those be refreshed and set within a new REF Funding Framework which would aim to support community led neighbourhood planning by detailing clear themes and priorities which would provide a basis to assess project funding.

In addition, a Funding Framework, attached as an appendix to the report, had been established which aimed to deliver the following:-

- ◆ improved targeting of funds to areas of need
- ◆ support the development of community led neighbourhood planning and local strategies
- ◆ improved leverage from other funders and additional investment
- ◆ the ability to measure the outcomes and outputs of the investments made against the fund priorities

It was proposed that the:-

- ◆ amendments to the REF Community Benefit Fund, to be effective from 1 April 2019 and as detailed in the report, be approved
- ◆ Funding Framework, detailed in the appendix to the report, be approved

Following discussion in relation to the effective date for implementation of the amendments to the REF Community Benefit Fund, it was agreed that the amendments be implemented with immediate effect.

The Committee decided:

- (1) that the amendments to the REF Community Benefit Fund, as detailed in the report, be endorsed;
- (2) that the establishment of a Funding Framework, as detailed in the appendix to the report, be endorsed; and
- (3) that the amendments to the REF Community Benefit Fund be implemented following approval by the Executive Committee.

The Committee recommended to the Executive Committee: that the REF Community Benefit Fund and Funding Framework be approved.

7 Adjustment to the Planning and Building Standards Service

A joint report dated 15 October 2018 by the Executive Directors (Community and Enterprise Resources) and (Finance and Corporate Resources) was submitted on proposed changes to the Building Standards Services' establishment within Community and Enterprise Resources.

Following the Grenfell fire and the Edinburgh school incident, the Scottish Government had reviewed aspects of the Scottish building standards regulatory framework. As a result, changes to the building and fire safety regulatory frameworks were proposed which would place a greater emphasis on ensuring completed buildings were constructed in accordance with the approved design and were compliant with the regulations. This would increase the current role of the Building Standards Services in relation to enforcement and compliance.

To meet the requirements of the new regulations, it was proposed that the following posts be established within Community and Enterprise Resources:-

- ◆ a 0.6 Full Time Equivalent post of Planning Enforcement Officer on Grade 3, Level 2, SCP 61-65 (£29,161 to £30,913)
- ◆ 2 permanent posts of Building Inspector on Grade 2, Level 3, SCP 44-48 (£22,683 to £24,070)
- ◆ 1 temporary post of Building Inspector on Grade 2, Level 3, SCP 44-48 (£22,683 to £24,070)

The costs associated with the establishment of the above posts would be met from within existing budgets.

The Committee decided: that the establishment of the above posts within the Building Standards Service of Community and Enterprise Resources be approved.

8 City Deal – Additional Economic Development Officers

A joint report dated 4 October 2018 by the Executive Directors (Community and Enterprise Resources) and (Finance and Corporate Resources) was submitted on the proposed increase to the staffing establishment within the Planning and Economic Development Service of Community and Enterprise Resources.

To meet the demands of the increased Economic Development activities associated with the Glasgow City Deal projects, it was proposed that 2 posts of Economic Development Officer on Grade 3, Level 8, SCP 77-80 (£36,881 to £38,614), for a fixed term 2 year period, be established within Community and Enterprise Resources.

The costs associated with the establishment of the above posts would be met from the City Deal budget allocation associated with the Council projects contained in the programme.

The Committee decided: that the establishment of the posts detailed above within Community and Enterprise Resources for a fixed term 2 year period, to meet the increased demands associated with the City Deal projects, be approved.

9 Hamilton Town Centre Strategy and Action Plan

A report dated 27 September 2018 by the Executive Director (Community and Enterprise Resources) was submitted on the Hamilton Town Centre Strategy and Action Plan.

The Hamilton Town Centre Strategy consultative draft, which had been prepared by external consultants for Hamilton Town Centre, had been issued for consultation for a period of 8 weeks.

The main feedback received from the consultation was detailed in the report and the full consultation response was detailed in Appendix 1 to the report. Following the consultation exercise, the Hamilton Town Centre Strategy and Action Plan, attached as Appendix 2 to the report, had been amended to reflect the key findings from the consultation exercise and it was proposed that the Strategy and Action Plan be approved.

To take forward the Hamilton Town Centre Strategy and Action Plan, it was further proposed that an appropriate forum be established to bring together business, community and residents' interests to oversee the implementation of the Strategy.

The Committee decided:

- (1) that the Hamilton Town Centre Strategy and Action Plan, attached as Appendix 2 to the report, be approved;
- (2) that the Executive Director (Community and Enterprise Resources) be authorised to consider proposals for the establishment of an appropriate forum to oversee the implementation of the Strategy; and
- (3) that a report on the proposals for the establishment of an appropriate forum be submitted to a future meeting of the Committee for approval.

[Reference: Minutes of 6 March 2018 (Paragraph 14)]

10 Child Burial and Cremation Charges and Development of a Respectful Funeral Package

A report dated 8 October 2018 by the Executive Director (Community and Enterprise Resources) was submitted on Child Burial and Cremation Charges and the development of a Respectful Funeral Package.

At its meeting on 21 August 2018, the Committee had approved 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.

Additional guidance had since been published and it was proposed that the charges for the purchase of lairs and headstone permits be provided free of charge for children aged 18 and under with effect from 12 October 2018.

To address the issue of Funeral Poverty, it was also proposed that a Respectful Funeral Package scheme, as detailed in the report, be developed to provide support in terms of affordable options.

The Committee decided:

- (1) that the removal of charges for the purchase of lairs and headstone permits for children aged 18 and under, with effect from 12 October 2018, be approved; and

- (2) that a Respectful Funeral Package be developed and submitted to a future meeting of the Committee for approval.

[Reference: Minutes of 21 August 2018 (Paragraph 16)]

Councillor Callaghan left the meeting during this item of business

11 South Lanarkshire Park and Ride Strategy

A report dated 9 October 2018 by the Executive Director (Community and Enterprise Resources) was submitted on the South Lanarkshire Park and Ride Strategy.

The South Lanarkshire Park and Ride Strategy Consultative Draft had been issued for consultation for a period of 8 weeks.

The main feedback received from the consultation was detailed in the report and the full consultation response was detailed in the Park and Ride Strategy. The Consultative Draft had been amended to reflect the key findings from the consultation exercise and it was proposed that the Park and Ride Strategy be approved.

The costs associated with the implementation of the projects detailed in the Strategy would be explored by the Head of Roads and Transportation Services in consultation with the Head of Finance (Strategy).

The Committee decided:

- (1) that the South Lanarkshire Park and Ride Strategy be approved;
- (2) that the Head of Roads and Transportation Services be authorised to make drafting and technical changes to the Strategy prior to its publication; and
- (3) that the Head of Roads and Transportation Services, in consultation with the Head of Finance (Strategy), be authorised to explore funding opportunities to progress the Strategy.

[Reference: Minutes of 6 March 2018 (Paragraph 7)]

12 Urgent Business

There were no items of urgent business.

Report

3

Report to:	Community and Enterprise Resources Committee
Date of Meeting:	22 January 2019
Report by:	Executive Director (Finance and Corporate Resources) Executive Director (Community and Enterprise Resources)

Subject:	Community and Enterprise Resources - Revenue Budget Monitoring 2018/2019
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide information on the actual expenditure measured against the revenue budget for the period 1 April to 9 November 2018 for Community and Enterprise Resources
- ◆ provide a forecast for the year to 31 March 2019

2. Recommendation(s)

2.1. The Committee is asked to approve the following recommendation(s):-

- (1) that the £0.300m underspend on the Community and Enterprise Resources' revenue budget as at 9 November 2018, as detailed in Appendix A of the report, currently being used to support the under recovery against the targeted surplus within Fleet Trading Operation, resulting in a breakeven position for the total Resource, and the forecast to 31 March 2019 of a breakeven position, be noted; and
- (2) that the proposed budget virements, as detailed in appendices B to F of the report, be approved.

3. Background

3.1. This is the third revenue budget monitoring report presented to the Community and Enterprise Resources Committee for the financial year 2018/2019.

3.2. The report details the financial position for Community and Enterprise Resources in Appendix A and the individual services' reports in appendices B to F, including variance explanation.

4. Employee Implications

4.1. None.

5. Financial Implications

5.1. As at 9 November 2018, there is an underspend of £0.300m against the phased budget. The forecast for the revenue budget to 31 March 2019 is a breakeven position.

- 5.2. As reported to the Executive Committee on 21 November 2018 the Committee is advised of the following financial management issues that are potential risks to the Resource and Council's outturn position.
- 5.3. Legal Costs: the Council has met legal costs in connection with the recent costs of a court case in relation to food safety. Following the findings of the court, the Council will be required to pay compensation and contribute towards the legal costs of the other party. Compensation has been agreed at £0.254m, and has been paid mid-December, however legal costs have still to be agreed. These figures will be included in future monitoring reports.
- 5.4. SLLC: a report has been presented to the Board of South Lanarkshire Leisure and Culture on 21 November 2018 which advises of the financial pressures experienced this year. The paper recognises that there may be a requirement for support from the Council of around £0.400 million. The position will continue to be monitored over the remainder of the year.
- 5.5. The resource position as outlined in Appendix A reflects transfers from reserves as detailed in the specific Service appendices.
- 5.6. Virements are proposed to realign budgets across budget categories and with other Resources. These movements are detailed in appendices B to F of this report.

6. Other Implications

- 6.1. The main risk associated with the Council's Revenue Budget is that there is an overspend. The risk has been assessed as low given the detailed budget management applied across the Resources. The risk is managed through four weekly Budget Monitoring Meetings at which any variance is analysed. In addition, the probable outturn exercise ensures early warning for corrective action to be taken where appropriate.
- 6.2 There are no implications for sustainability in terms of the information contained in this report.

7. Equality Impact Assessment and Consultation Arrangements

- 7.1. This report does not introduce a new policy, function or strategy or recommend a change to an existing policy, function or strategy and therefore no impact assessment is required.
- 7.2. There is also no requirement to undertake any consultation in terms of the information contained in this report.

Paul Manning

Executive Director (Finance and Corporate Resources)

Michael McGlynn

Executive Director (Community and Enterprise Resources)

27 December 2018

Link(s) to Council Values/Ambitions/Objectives

- ♦ Accountable, Effective, Efficient and Transparent

Previous References

- ◆ Community and Enterprise Resources Committee – 30 October 2018

List of Background Papers

- ◆ Financial ledger and budget monitoring results to 9 November 2018.

Contact for Further Information

If you would like to inspect the background papers or want further information, please contact:-

Louise Harvey, Finance Manager

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E-mail: louise.harvey@southlanarkshire.gov.uk

SOUTH LANARKSHIRE COUNCIL

Revenue Budget Monitoring Report

Community and Enterprise Resources: Period 9 Ended 9 November 2018 (No.9)

Community and Enterprise Resources Summary

	Annual Budget	Forecast for Year	Annual Forecast Variance	Budget Proportion 09/11/18	Actual 09/11/18	Variance 09/11/18		% Variance 09/11/18	Note
	£000	£000	£000	£000	£000	£000			
<u>Budget Category</u>									
Employee Costs	65,159	65,159	0	37,426	36,808	618	under	1.7%	
Property Costs	3,437	3,437	0	2,296	2,380	(84)	over	(3.7%)	
Supplies & Services	8,249	8,249	0	4,281	4,428	(147)	over	(3.4%)	
Transport & Plant	7,971	7,971	0	4,577	4,603	(26)	over	(0.6%)	
Administration Costs	689	689	0	464	536	(72)	over	(15.5%)	
Payments to Other Bodies	8,150	8,150	0	5,464	5,466	(2)	over	0.0%	
Payments to Contractors	53,268	53,268	0	32,896	32,911	(15)	over	0.0%	
Transfer Payments	563	563	0	422	421	1	under	0.2%	
Financing Charges	181	181	0	102	102	0	-	0.0%	
Total Controllable Exp.	147,667	147,667	0	87,928	87,655	273	under	0.3%	
Total Controllable Inc.	(32,184)	(32,184)	0	(20,217)	(20,244)	27	over recovered	0.1%	
Net Controllable Exp.	115,483	115,483	0	67,711	67,411	300	Under	0.4%	

Variance Explanations

Detailed within Appendices B to F.

Budget Virements

Budget virements are shown in Appendices B to F.

SOUTH LANARKSHIRE COUNCIL

Revenue Budget Monitoring Report

Community and Enterprise Resources: Period Ended 9 November 2018 (No.9)

Facilities, Streets and Waste (including Support)

Budget Category	Annual Budget	Forecast for Year	Annual Forecast Variance	Budget Proportion 09/11/18	Actual 09/11/18	Variance 09/11/18	% Variance 09/11/18	Note
	£000	£000	£000	£000	£000	£000		
Employee Costs	50,696	50,696	0	29,329	29,014	315	under	1.1% 1,a,c
Property Costs	2,498	2,498	0	1,616	1,679	(63)	over	(3.9%) 2,b
Supplies & Services	6,440	6,440	0	3,609	3,682	(73)	over	(2.0%) 3,a
Transport & Plant	7,541	7,541	0	4,366	4,390	(24)	over	(0.5%) a
Administration Costs	267	267	0	169	204	(35)	over	(20.7%) 4
Payments to Other Bodies	30	30	0	25	25	0	-	0.0%
Payments to Contractors	13,328	13,328	0	8,499	8,545	(46)	over	(0.5%) 5,a,b
Transfer Payments	0	0	0	0	0	0	-	n/a
Financing Charges	84	84	0	41	40	1	under	2.4%
Total Controllable Exp.	80,884	80,884	0	47,654	47,579	75	under	0.2%
Total Controllable Inc.	(17,853)	(17,853)	0	(12,618)	(12,708)	90	over recovered	0.7% 6,a
Net Controllable Exp.	63,031	63,031	0	35,036	34,871	165	Under	0.5%

Variance Explanations

1. The under spend is mainly due to vacancies within the service due to turnover and timing of recruitment, partially offset by overtime costs.
2. The over spend relates to rates associated with a civic amenity site, Muttonhole Road.
3. The over spend is mainly due to high level of bin purchase within Waste Services partially offset by lower than anticipated food costs within Facilities Management (Catering). The under spend within Facilities Management is offset by an under recovery of income.
4. The over spend is mainly due to the printing of Recycling/Blue Bin Campaign Flyers and medical costs.
5. The over spend is mainly due to the additional service requests which are capital in nature within Grounds. This is offset by an over recovery of income.
6. The over recovery of income relates to the sale of bins, scrap and clearances being greater than budget within Waste Services, additional service requests of a capital nature within Grounds and service movements mainly within the Concierge service. These over recoveries are partially offset by lower than budgeted cash income from school meals.

Budget Virements

- a. Realignment of budgets to reflect service delivery (Facilities, Streets and Waste). Net effect £0.000m: Employee Costs (£0.500m), Supplies & Services (£0.073m), Transport & Plant £0.490m, Payment to Contractor (£0.234m), Income £0.317m.
- b. Transfer from Reserves for St Kentigerns (Grounds), Allers Allotments (Ops) and Security Gates at Forrest Street (Ops). Net Effect £0.100m: Property Costs £0.070m, Payment to Contractor £0.030m.
- c. Transfer of budget from Education Resources for the provision of additional Cleaning services. Net effect £0.025m: Employee £0.025m

SOUTH LANARKSHIRE COUNCIL

Revenue Budget Monitoring Report

Community and Enterprise Resources: Period Ended 9 November 2018 (No.9)

Environmental (Incl Projects)

Budget Category	Annual Budget	Forecast for Year	Annual Forecast Variance	Budget Proportion 09/11/18	Actual 09/11/18	Variance 09/11/18		% Variance 09/11/18	Note
	£000	£000	£000	£000	£000	£000			
Employee Costs	3,728	3,728	0	2,132	2,005	127	under	6.0%	1
Property Costs	12	12	0	5	5	0	-	0.0%	
Supplies & Services	183	183	0	127	133	(6)	over	(4.7%)	2
Transport & Plant	132	132	0	82	81	1	under	1.2%	
Administration Costs	69	69	0	30	55	(25)	over	(83.3%)	3
Payments to Other Bodies	133	133	0	63	63	0	-	0.0%	
Payments to Contractors	868	868	0	507	476	31	under	6.1%	4
Transfer Payments	0	0	0	0	0	0	-	n/a	
Financing Charges	24	24	0	14	14	0	-	0.0%	
Total Controllable Exp.	5,149	5,149	0	2,960	2,832	128	under	4.3%	
Total Controllable Inc.	(1,186)	(1,186)	0	(759)	(767)	8	over recovered	1.1%	
Net Controllable Exp.	3,963	3,963	0	2,201	2,065	136	under	6.2%	

Variance Explanations

1. The under spend is mainly due to vacancies within the service and timing of recruitment.
2. The over spend is mainly due to storage costs of cheese relating to a food safety case.
3. The over spend is mainly due to legal costs relating to a food safety case. .
4. The variance is due to an underspend within projects for revenue consequences.

Budget Virements

No virements to report.

SOUTH LANARKSHIRE COUNCIL

Revenue Budget Monitoring Report

Community and Enterprise Resources: Period Ended 9 November 2018 (No.9)

Leisure and Culture

	Annual Budget	Forecast for Year	Annual Forecast Variance	Budget Proportion 09/11//18	Actual 09/11/18	Variance 09/11//18		% Variance 09/11//18	Note
	£000	£000	£000	£000	£000	£000			
<u>Budget Category</u>									
Employee Costs	4	4	0	2	3	(1)	over	(50.0%)	
Property Costs	238	238	0	176	175	1	under	0.6%	
Supplies & Services	0	0	0	0	1	(1)	over	n/a	
Transport & Plant	0	0	0	0	0	0	-	n/a	
Administration Costs	8	8	0	8	8	0	-	0.0%	
Payments to Other Bodies	80	80	0	8	8	0	-	0.0%	
Payments to Contractors	18,572	18,572	0	13,368	13,368	0	-	0.0%	a
Transfer Payments	0	0	0	0	0	0	-	n/a	
Financing Charges	0	0	0	0	0	0	-	n/a	
Total Controllable Exp.	18,902	18,902	0	13,562	13,563	(1)	over	0.0%	
Total Controllable Inc.	0	0	0	0	(1)	1	Over recovered	n/a	
Net Controllable Exp.	18,902	18,902	0	13,562	13,562	0	-	0.0%	

Variance Explanations

No major variances to report.

Budget Virements

a) Transfer to Housing and Technical Resources for maintenance contract at EK ice rink. Net Effect (£0.003m): Payment to Contractor (£0.003m).

SOUTH LANARKSHIRE COUNCIL

Revenue Budget Monitoring Report

Community and Enterprise Resources: Period Ended 09 November 2018 (No.9)

Planning and Economic Development

	Annual Budget	Forecast for Year	Annual Forecast Variance	Budget Proportion 09/11/18	Actual 09/11/18	Variance 09/11/18		% Variance 09/11/18	Note
	£000	£000	£000	£000	£000	£000			
<u>Budget Category</u>									
Employee Costs	4,754	4,754	0	2,728	2,725	3	Under	0.1%	
Property Costs	26	26	0	13	28	(15)	over	(115.4%)	1
Supplies & Services	81	81	0	69	70	(1)	over	(1.4%)	b
Transport & Plant	29	29	0	24	26	(2)	over	(8.3%)	
Administration Costs	66	66	0	50	55	(5)	over	(10.0%)	
Payments to Other Bodies	2,549	2,549	0	1,368	1,368	0	-	0.0%	
Payments to Contractors	4,652	4,652	0	4,502	4,502	0	-	0.0%	a
Transfer Payments	0	0	0	0	0	0	-	n/a	
Financing Charges	33	33	0	20	20	0	-	0.0%	
Total Controllable Exp.	12,190	12,190	0	8,774	8,794	(20)	over	(0.2%)	
Total Controllable Inc.	(9,250)	(9,250)	0	(4,665)	(4,685)	20	over recovered	0.4%	2,a,b
Net Controllable Exp.	2,940	2,940	0	4,109	4,109	0	-	0.0%	

Variance Explanations

1. This over spend relates to bad debt write off for irrecoverable debts.
2. The over recovery reflects increased income from planning and building warrant fees.

Budget Virements

- a) Creation of temporary budget to support restoration costs at Brokencross and Mainhill and is offset by income from bonds. Net effect: £0.000m: Payment to Contractors £1.844m, Income (£1.844m)
- b) Realignment of budget to reflect service delivery. Net effect: £0.000m: Supplies & Services £0.025m, Income (£0.025m).

SOUTH LANARKSHIRE COUNCIL

Revenue Budget Monitoring Report

Community and Enterprise Resources: Period Ended 9 November 2018 (No.9)

Roads Total

Budget Category	Annual Budget	Forecast for Year	Annual Forecast Variance	Budget Proportion 09/11/18	Actual 09/11/18	Variance 09/11/18		% Variance 09/11/18	Note
	£000	£000	£000	£000	£000	£000			
Employee Costs	5,977	5,977	0	3,235	3,061	174	under	5.4%	1,c
Property Costs	663	663	0	486	493	(7)	over	(1.4%)	a
Supplies & Services	1,545	1,545	0	476	542	(66)	over	(13.9%)	2,c
Transport & Plant	269	269	0	105	106	(1)	over	(1.0%)	c
Administration Costs	279	279	0	207	214	(7)	over	(3.4%)	
Payments to Other Bodies	5,358	5,358	0	4,000	4,002	(2)	over	(0.1%)	
Payments to Contractors	15,848	15,848	0	6,020	6,020	0	-	0.0%	
Transfer Payments	563	563	0	422	421	1	under	0.2%	
Financing Charges	40	40	0	27	28	(1)	over	(3.7%)	
Total Controllable Exp.	30,542	30,542	0	14,978	14,887	91	under	0.6%	
Total Controllable Inc.	(3,895)	(3,895)	0	(2,175)	(2,083)	(92)	under recovered	(4.2%)	3,b,c
Net Controllable Exp.	26,647	26,647	0	12,803	12,804	(1)	Over	0.0%	

Variance Explanations

1. The under spend mainly relates to employee turnover being higher than budgeted within the service.
2. The over spend relates to the price increases for electrical power within street lighting.
3. The under recovery is due to lower income than budgeted from car parks. This is a demand led service.

Budget Virements

- a) Transfer of funding from Finance and Corporate for rates. Net effect £0.012m: Property Costs £0.012m
- b) Transfer from Reserves for City Deal Income. Net effect £0.323m: Income £0.323m
- c) Realignment of budget to reflect service. Net effect £0.000m: Employees £0.075m, Supplies & Services (£0.009m), Transport & Plant (£0.008m), Income (£0.058m)

Report

4

Report to: **Community and Enterprise Resources Committee**
 Date of Meeting: **22 January 2019**
 Report by: **Executive Director (Finance and Corporate Resources)**
Executive Director (Community and Enterprise Resources)

Subject: **Community and Enterprise Resources - Capital Budget Monitoring 2018/2019**

1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide information on the progress of the capital programme for Community and Enterprise Resources for the period 1 April to 9 November 2018.

2. Recommendation(s)

2.1. The Committee is asked to approve the following recommendation(s):-

- (1) that the Community and Enterprise Resources' capital programme of £36.619 million and expenditure to date of £15.108 million be noted.

3. Background

3.1. This is the third capital monitoring report presented to the Community and Enterprise Resources Committee for the financial year 2018/2019. Further reports will follow throughout the year.

3.2. The budget reflects the approved programme for the year which was approved by the Executive Committee at its meeting on 28 February 2018, exceptions approved during 2017/2018 and monies carried forward for projects from 2017/2018. It also includes budget adjustments approved by the Executive Committee during 2018/2019 up to and including its meeting on 19 December 2018.

3.3. The report details the financial position for Community and Enterprise Resources in total in Appendix A.

4. Employee Implications

4.1. None

5. Financial Implications

5.1. The total capital programme for Community and Enterprise Resources for 2018/2019 is £36.619 million. Anticipated spend to date was £17.271 million and £15.108 million has been spent (41.26% of full budget). This represents spend of £2.163 million behind profile. This underspend relates to project programming and the timing of the actual spend on various projects.

6. Other Implications

- 6.1. The main risk associated with the Council's Capital Programme is that there is an overspend. The risk has been assessed as low given the detailed project management plans prepared and monitored for each project. The risk of an overspend is managed through four weekly Investment Management Meetings.
- 6.2. There are no implications for sustainability in terms of the information contained in this report.

7. Equality Impact Assessment and Consultation Arrangements

- 7.1. This report does not introduce a new policy, function or strategy or recommend a change to an existing policy, function or strategy and therefore no impact assessment is required.
- 7.2. There is also no requirement to undertake any consultation in terms of the information contained in the report.

Paul Manning

Executive Director (Finance and Corporate Resources)

Michael McGlynn

Executive Director (Community and Enterprise Resources)

20 December 2018

Link(s) to Council Values/Ambitions/Objectives

- ◆ Accountable, Effective, Efficient and Transparent

Previous References

- ◆ Executive Committee 28 February 2018
- ◆ Executive Committee 21 November 2018
- ◆ Executive Committee 19 December 2018

List of Background Papers

- Financial ledger to 9 November 2018

Contact for Further Information

If you would like to inspect the background papers or want further information, please contact:-

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**South Lanarkshire Council
Capital Expenditure 2018/2019
Community and Enterprise Resources Programme
For Period 1 April to 9 November 2018**

<u>Community and Enterprise Resources</u>	Base Budget £000	Budget Adjustments £000	Slippage £000	Total Budget £000	Budget to Date £000	Actual Expenditure £000
Fleet and Environmental	133	0	0	133	52	35
Facilities, Waste and Grounds	1,649	185	(630)	1,204	709	771
SLL and Culture	1,194	530	(750)	974	231	197
Support Services	528	(100)	0	428	174	43
Regeneration	8,866	359	(1,650)	7,575	2,027	1,894
Roads	24,937	1,963	(595)	26,305	14,078	12,168
RESOURCE TOTAL	37,307	2,937	(3,625)	36,619	17,271	15,108

For Information Only

Budget Adjustments approved at Executive Committee 21 November 2018

- Sustainable Transport Improvements – Clydesdale Area £0.050m
- Synthetic and Grass Pitches £0.080m
- Sustrans – East Kilbride Active Travel £0.050m
- Clyde and Avon Valley Landscape Partnership £0.120m
- Zero Waste Fund (£0.400m)
- Glasgow City Region – City Deal (£1.420m)

Budget Adjustments approved at Executive Committee 19 December 2018

- Accommodation Upgrades – Community Facility, Walston (£0.100m)
- Flood Prevention (£0.075m)
- Bin Storage Areas (£0.100m)
- Ballgreen Hall (£0.130m)
- Strathclyde Passenger Transport £0.400m

Report

5

Report to: **Community and Enterprise Resources Committee**
 Date of Meeting: **22 January 2019**
 Report by: **Executive Director (Finance and Corporate Resources)**
Executive Director (Community and Enterprise Resources)

Subject: **Community and Enterprise Resources – Workforce Monitoring – September to November 2018**

1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide employment information for September to November 2018 relating to Community and Enterprise Resources

2. Recommendation(s)

2.1. The Committee is asked to approve the following recommendation(s):-

(1) that the following employment information for September to November 2018 relating to Community and Enterprise Resources be noted:-

- ◆ attendance statistics
- ◆ occupational health
- ◆ accident/incident statistics
- ◆ discipline, grievance and Dignity at Work cases
- ◆ analysis of leavers and exit interviews
- ◆ staffing watch as at 8 September 2018

3. Background

3.1. As part of the Council's performance management arrangements, regular workforce monitoring reports are submitted to Committee. This report for Community and Enterprise Resources provides information on the position for September to November 2018.

4. Monitoring Statistics

4.1. Attendance Statistics (Appendix 1)

Information on absence statistics is analysed for the month of November 2018 for Community and Enterprise Resources.

The Resource absence figure for November 2018 was 6.0%. This figure has increased by 0.5% when compared to the previous month and is 0.9% higher than the Council-wide figure. Compared to November 2017, the Resource absence figure has increased by 0.1%.

Based on the absence figures at November 2018 and annual trends, the projected annual average absence for the Resource for 2018/2019 is 5.6%, compared to a Council-wide average figure of 4.4%.

For the financial year 2018/2019, the projected average days lost per employee equates to 13.7 days, compared with the overall figure for the Council of 10.0 days per employee.

4.2. Occupational Health (Appendix 2)

In terms of referrals to occupational health, which include medical examinations and physiotherapy, overall 430 referrals were made this period. This represents an increase of 59 when compared with the same period last year.

4.3. Accident/Incident Statistics

There were 30 accidents/incidents recorded within the Resource this period, a decrease of 7 when compared to the same period last year.

4.4. Discipline, Grievance and Dignity at Work (Appendix 2)

During the period, 19 disciplinary hearings were held within the Resource, a decrease of 7 when compared to last year. One appeal was heard by the Appeals Panel. No grievance hearings were held within the Resource. This figure remains unchanged when compared to the same period last year. Three Dignity at Work complaints were raised within the Resource. This figure has increased by 2 when compared to the same period last year.

4.5. Analysis of Leavers (Appendix 2)

There were 74 leavers in the Resource this period, an increase of 4 when compared with the same period last year. Five exit interviews were conducted.

5 Staffing Watch (Appendix3)

- 5.1. There was a decrease of 30 employees in post from 9 June 2018 to 8 September 2018.

6 Employee Implications

- 6.1. There are no implications for employees arising from the information presented in this report.

7. Financial Implications

- 7.1. All financial implications are accommodated within existing budgets.

8. Other Implications

- 8.1. There are no implications for sustainability or risk in terms of the information contained within this report.

9. Equality Impact Assessment and Consultation Arrangements

- 9.1. This report does not introduce a new policy, function or strategy or recommend a change to an existing policy, function or strategy and therefore no impact assessment is required.
- 9.2. There was no requirement to undertake any consultation in terms of the information contained in this report.

Paul Manning
Executive Director (Finance and Corporate Resources)

Michael McGlynn
Executive Director (Community and Enterprise Resources)

12 December 2018

Link(s) to Council Values/Ambitions/Objectives

- ◆ Accountable, effective, efficient and transparent
- ◆ Fair, open and sustainable
- ◆ Ambitious, self aware and improving
- ◆ Excellent employer
- ◆ Focused on people and their needs
- ◆ Working with and respecting others

Previous References

- ◆ Community and Enterprise Resources – 30 October 2018

List of Background Papers

- ◆ Monitoring information provided by Finance and Corporate Resources

Contact for Further Information

If you would like to inspect the background papers or want further information, please contact:-

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ABSENCE TRENDS - 2016/2017, 2017/2018 & 2018/2019
Community and Enterprise Resources

APT&C				Manual Workers				Resource Total				Council Wide							
	2016 / 2017	2017 / 2018	2018 / 2019		2016 / 2017	2017 / 2018	2018 / 2019		2016 / 2017	2017 / 2018	2018 / 2019		2016 / 2017	2017 / 2018	2018 / 2019				
April	4.0	3.9	3.2	April	5.8	5.2	5.4	April	5.3	4.8	5.0	April	4.3	3.9	4.1				
May	4.2	4.4	2.8	May	5.6	5.7	6.0	May	5.2	5.4	5.5	May	4.4	4.2	4.2				
June	3.4	4.2	3.8	June	5.5	5.1	5.8	June	4.9	4.9	5.5	June	4.1	3.9	4.3				
July	2.5	3.4	4.3	July	4.4	4.2	4.5	July	3.9	4.0	4.4	July	3.3	3.0	3.4				
August	2.9	3.6	4.8	August	5.0	4.5	5.3	August	4.4	4.3	5.2	August	3.6	3.2	3.6				
September	4.4	3.4	6.0	September	5.6	5.0	6.2	September	5.3	4.8	6.2	September	4.1	4.0	4.4				
October	4.8	3.8	3.8	October	5.8	5.6	5.8	October	5.5	5.3	5.5	October	4.4	4.1	4.4				
November	5.5	4.5	4.8	November	6.7	6.2	6.2	November	6.4	5.9	6.0	November	4.9	4.8	5.1				
December	5.3	3.6		December	6.2	6.4		December	6.0	5.9		December	4.9	5.1					
January	4.4	3.0		January	5.7	6.3		January	5.4	5.7		January	4.5	5.0					
February	4.5	3.0		February	6.4	6.8		February	5.9	6.1		February	5.0	5.0					
March	4.2	3.4		March	5.9	6.1		March	5.4	5.6		March	4.7	4.7					
Annual Average	4.2	3.7	3.9	Annual Average	5.7	5.6	5.9	Annual Average	5.3	5.2	5.6	Annual Average	4.4	4.2	4.4				
Average Apr-Nov	4.0	3.9	4.2	Average Apr-Nov	5.6	5.2	5.7	Average Apr-Nov	5.1	4.9	5.4	Average Apr-Nov	4.1	3.9	4.2				
No of Employees at 30 November 2018				536	No of Employees at 30 November 2018				2746	No of Employees at 30 November 2018				3282	No of Employees at 30 November 2018				15195

For the financial year 2018/19, the projected average days lost per employee equates to 13.7 days.

COMMUNITY AND ENTERPRISE RESOURCES

	Sep-Nov 2017	Sep-Nov 2018
MEDICAL EXAMINATIONS		
Number of Employees Attending	109	135
EMPLOYEE COUNSELLING SERVICE		
Total Number of Referrals	44	48
PHYSIOTHERAPY SERVICE		
Total Number of Referrals	149	149
REFERRALS TO EMPLOYEE SUPPORT OFFICER	66	81
REFERRALS TO COGNITIVE BEHAVIOUR THERAPY	3	17
TOTAL	371	430

CAUSE OF ACCIDENTS/INCIDENTS	Sep-Nov 2017	Sep-Nov 2018
Over 7 day absences	4	6
Over 3 day absences**	2	0
Minor	17	13
Near Miss	5	3
Violent Incident: Physical****	4	5
Violent Incident: Verbal*****	5	3
Total Accidents/Incidents	37	30

*A Specified Injury is any fracture (other than to the fingers, thumbs or toes), amputation, loss of sight, serious burns, crushing injury, scalping, loss of consciousness caused by asphyxiation/ head injury, a chemical or hot metal burn to the eye or penetrating injury as defined by the HSE.

**Over 3 day / over 7day absence is an injury sustained outwith specified injury category that results in a period of absence of absence as defined by the HSE.

***Near Miss - Any unexpected, unplanned occurrence (except Dangerous Occurrences) that does not lead to injury of persons, damage to property, plant or equipment but may have done so in different circumstance.

****Physical violent incidents are included in the "Specified" figures, where applicable, to provide the "Total Specified" figures.

****Physical violent incidents and ***** Verbal Violent Incidents are included in the "Over 3-day or Over 7-day" figures, where applicable, to provide the "Total Over 3-day or Over 7-day" figures.

****Physical Violent Incidents and ***** Verbal Violent Incidents are included in the "Minor" figures, where applicable, to provide the "Total Minor" figures.

RECORD OF DISCIPLINARY HEARINGS	Sep-Nov 2017	Sep-Nov 2018
Total Number of Hearings	26	19
Total Number of Appeals	2	1
Appeals Pending	0	0

Time Taken to Convene Hearing Sep-Nov 2018

0-3 Weeks
11

4-6 Weeks
8

Over 6 Weeks
0

RECORD OF GRIEVANCE HEARINGS	Sep-Nov 2017	Sep-Nov 2018
Number of Grievances	0	0

RECORD OF DIGNITY AT WORK	Sep-Nov 2017	Sep-Nov 2018
Number of Incidents	1	3
Number Resolved at Formal Stage	1	0
Still in Process	0	3

ANALYSIS OF REASONS FOR LEAVING	Sep-Nov 2017	Sep-Nov 2018
Career Advancement	1	0
Moving Outwith Area	0	1
Travelling Difficulties	0	1
Childcare/caring responsibilities	0	1
Other	0	2
Number of Exit Interviews conducted	1	5

Total Number of Leavers Eligible for Exit Interview	70	74
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Percentage of interviews conducted	1%	7%
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JOINT STAFFING WATCH RETURN
COMMUNITY AND ENTERPRISE RESOURCES

APPENDIX 3

1. As at 8 September 2018

Total Number of Employees									
MALE		FEMALE		TOTAL					
F/T	P/T	F/T	P/T						
1356	203	202	1328						
3089									
*Full - Time Equivalent No of Employees									
Salary Bands									
Director	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Fixed SCP	Teacher	TOTAL
1	1544.04	408.9	236.66	48.64	16.8	4	7	0	2267.04

1. As at 9 June 2018

Total Number of Employees									
MALE		FEMALE		TOTAL					
F/T	P/T	F/T	P/T						
1366	207	209	1337						
3119									
*Full - Time Equivalent No of Employees									
Salary Bands									
Director	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Fixed SCP	Teacher	TOTAL
1	1556.9	408.34	246.57	47.44	16.8	4	8	0	2289.05

Report

Report to:	Community and Enterprise Resources Committee
Date of Meeting:	22 January 2019
Report by:	Executive Director (Community and Enterprise Resources)

Subject:	Community and Enterprise Resource Plan 2018/2019 - Quarter 2 Progress Report
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1. Purpose of Report

1.1. The purpose of the report is to:-

- provide the Resource Plan Quarter 2 Progress Report 2018/2019, for the period 1 April 2018 to 30 September 2018

2. Recommendations

2.1. The Committee is asked to note the following recommendations:-

- (1) that the Quarter 2 Progress Report 2018/2019, attached as Appendix 2, be noted; and
- (2) that the achievements made by the Resource to date, as detailed in paragraph 5.3. of this report, be noted.

3. Background

- 3.1. The Community and Enterprise Resource Plan 2018/2019 sets out the objectives and actions to be managed and delivered by the Resource for the financial year 2018/2019.
- 3.2. The Resource Plan follows the agreed corporate structure and style. The Plan is a key element of the Council's performance management arrangements. It provides details of the context within which the Resource operates and establishes actions and measures for the year ahead based on the objectives set out in the Council Plan Connect 2017 to 2022.
- 3.3. Performance management is a keystone of Best Value, and ensures that the Council can demonstrate sound governance arrangements. The Resource Plan is one part of the Council's framework for planning and budgeting, and demonstrates how this leads to effective front line service delivery.
- 3.4. As part of this framework, the Resource Plan reflects the aspirations of the Council Plan, the Community Plan and the Neighbourhood Plans, as well as being complemented by the details of individual Service, Business and other Plans. Ultimately, these details are included in the key work objectives of individual officers. This demonstrates the 'Golden Thread' of performance management which ensures a clear understanding of the Council's vision, values, ambitions and objectives at all levels.

- 3.5. The current format for performance reporting has been established for several years and is used for Executive Directors' reports to the Chief Executive, Resource Management Teams and Resource Committees. The focus has been on reporting progress on Council objectives, statutory performance indicators, other key performance measures and high level Resource priorities.
- 3.6. In preparing the Plan, account has also been taken of the need to ensure a robust response to Risk Management and Control. Risks associated with delivery of the actions in this Resource Plan have been identified and evaluated and are listed in the Resource Risk Register. Where necessary, controls or further actions to mitigate these risks have been agreed. Such actions are tracked through the Resource Risk Control Plan which is kept under review by the Risk Sponsor for the Resource.
- 4. Resource Objectives 2018/2019**
- 4.1. The Resource has established a number of objectives to support the delivery of the Connect objectives in 2018/2019. These are detailed in Appendix 1.
- 5. Quarter 2 Progress Report 2018/2019**
- 5.1. Progress against all Resource Plan measures is contained in the Quarter 2 Progress Report 2018/2019, attached as Appendix 2. This report has been produced from the Council's performance management reporting system IMPROVe, and uses a traffic light format with the following definitions to give a status report on each measure:

Status	Definition
Green	The timescale or target has been met as per expectations
Amber	There has been minor slippage against timescale or minor shortfall against target
Red	There has been major slippage against timescale or major shortfall against target
Report later	The information is not yet available to allow us to say whether the target has been reached or not. These will be reported when available
Contextual	Included for 'information only', to set performance information in context

- 5.2. Measures with a 'red' status are considered in detail at section 5.4. of this report. To ensure adequate scrutiny of performance across all Resources, the Council's Performance and Review Scrutiny Forum may consider 'red' and 'amber' measures at a future meeting.

The overall summary of progress to date is as follows:

Status	Measures	
	Number	%
Green	100	67.6 %
Amber	16	10.8 %
Red	1	0.7 %
Report later/Contextual	31	20.9 %
Totals	148	100 %

5.3. Key achievements for quarter two, 2018/2019 are noted below:

5.3.1.

Connect Objective: Improve the road network, influence improvements in public transport and encourage active travel	
Resource Objective	Achievement
Implement the Roads Investment Programme	Continued to implement the Roads Investment Programme, with 99 carriageway schemes and 13 footway schemes undertaken to date, resulting in 2.6% of the road network being resurfaced.
	Continued our programme of street lighting improvements, with 151 lighting columns and 1,802 LEDs installed. Over the three year programme to October 2018, 7,253 lighting columns and 59,000 LEDs will have been installed.
Provide road and transportation infrastructure improvements to support new developments and to encourage greater use of public transport	Completed design of a roundabout project at Newton Community Growth Area and junctions at Hamilton Community Growth Area - works due to start in spring 2019 and summer 2019 respectively.
	Completed the draft Park and Ride Strategy consultation, with more than 320 responses received. Final draft strategy being presented to the Community and Enterprise Resources Committee in October 2018.

Connect Objective: Work with communities and partners to promote high quality, thriving and sustainable communities	
Resource Objective	Achievement
Provide Planning and Building Standards services which guide and control physical development and land use in the area	Processed major planning applications within an average timescale of 41.8 weeks and householder planning applications within an average timescale of 7.5 weeks (better than the 60 week and 8 weeks targets respectively); 98.5% of planning applications were granted approval, indicating that planning officers are ensuring proposed developments comply with Council policy.
Safeguard health through an effective environmental services regulation and enforcement service	Our Environmental Health team: <ul style="list-style-type: none"> – helped ensure 87% of local food businesses were broadly compliant with food safety standards (against the annual target of 85%); – attended to domestic noise complaints within 32.4 minutes, better than the service target of two hours; and – responded to 97.7% of dog fouling complaints within two working days, exceeding the annual target of 90%.
Provide consumer protection through the work of our Consumer Advice and Trading Standards Service	Our Consumer Advice and Trading Standards service dealt with 83% of consumer complaints within 14 days (against an annual target of 80%), resulting in £160,000 civil redress being returned to consumers and the local economy.

Connect Objective: Work with communities and partners to promote high quality, thriving and sustainable communities	
Resource Objective	Achievement
Provide services which help local communities to become more sustainable	Introduced red tagging of paper/cardboard bins to address contamination in recycling bins – an important step in improving recycling rates.
Improve the council's environmental performance and reduce its greenhouse gas emissions	Council wide vehicle emissions reduced by 17.5% in the first six months of 2018/2019, compared to the same period in 2014/2015, and Resource wide emissions reduced by 17.8%.

Connect Objective: Support the local economy by providing the right conditions for inclusive growth	
Resource Objective	Achievement
Support local businesses through the development and delivery of business support programmes	SLC, along with the seven other local authorities in the City Region, have participated in the development of the City Region Tourism Strategy and Action Plan, and this has now been launched. This strategy and action plan will ensure better connections across the City Region and more opportunities to enhance visitor expenditure in Lanarkshire. The new University of West of Scotland (UWS) campus opened on schedule, in September 2018. South Lanarkshire Council, recognising the importance of UWS in South Lanarkshire in terms of its educational, economic and social contributions, supported the university in its relocation, assisting with the negotiations with the owners of the Hamilton International Technology Park.

Connect Objective: Support our communities by tackling disadvantage and deprivation and supporting aspiration	
Resource Objective	Achievement
Lead partnership approaches to tackling the causes and effects of poverty and inequality	In spring/early summer 2018, 640 residents of all ages took part in Participatory Budgeting events in Hillhouse/Udston/Burnbank; Strutherhill; and Whitlawburn/Springhall. The aim was to determine how local Participatory Budgeting budgets of between £40,000 and £60,000 would be used to kickstart action in the areas. Working groups are being established to progress local projects, including improvements to play and recreational facilities; community clean ups; and other activity.

Connect Objective: Encourage participation in physical and cultural activities	
Resource Objective	Achievement
Provide quality leisure facilities and develop integrated community facilities within new primary schools	<p>Project to develop joint school and community facility to replace St Patrick's Primary School, Ballgreen Hall and Library complete, with doors opened to the public in May 2018.</p> <p>Various grass pitches have been upgraded during the summer months e.g. Kirktonholme, Tileworks and Raploch.</p> <p>On site starts: a new school in Elsrickle with adaptations for community facilities commenced Summer 2018, upgrading of pitches at Ballerup and Lanark commenced in August and September 2018 respectively.</p>
Maintain attendances at SLLC facilities by actively promoting the facilities to the local community and visitors to the area	<p>Within SLLC, 1.481 million attendances were recorded at facilities managed by the Sport and Physical Activity Section and 1.574 million attendances were recorded at facilities managed by Cultural Services and the Libraries and Museums Service.</p> <p>SLLC recorded 408,518 reduced rate attendances by under 16s at South Lanarkshire Leisure and Cultural facilities; and 243,400 attendances by residents over 60 using South Lanarkshire leisure facilities (on track to achieve annual targets of 870,000 and 470,000 respectively).</p>

- 5.3.2. Resources have established their own Resource objectives to support the delivery of Connect objectives. In addition to working towards these objectives, we recognise that the council will continually aim to improve and ensure effective and efficient use of resources, and that business will be conducted with integrity and transparency and will operate to the highest standards. In order to monitor and report progress against these values, Resource objectives have also been identified, under the heading Delivering the Plan and achieving Best Value.

Delivering the plan and achieving best value	
Resource Objective	Achievement
Provide sound financial stewardship for the council	Our Funding and Development Team assisted internal and external partners to apply for £0.734 million in external funding.

5.4. Areas for improvement

Measures that have been classified as “red” (major slippage against timescale or shortfall against target) are noted below, together with the reason why, and the management action now being taken, where required.

Support the local economy by providing the right conditions for inclusive growth		
Resource Objective: Support local businesses through the delivery of business support programmes		
Measure	Comments/Progress	Action by Manager
Chooselanarkshire.com website maintained and marketing strategy implemented	Future 'Choose Lanarkshire' actions and partnership approach to inward investment has been reviewed - partnership with North Lanarkshire Council (NLC) will cease, as NLC wish to solely promote North Lanarkshire.	South Lanarkshire inward investment promotion will continue through the development of a refreshed SLC website which is being developed with Corporate PR and IT teams. The 'Invest in South Lanarkshire' website will be live before the end of the financial year.

5.5. Report later

Measures included in the Resource Plan 2017/2018 Quarter 4 Progress Report can be assigned the 'report later' status. In order to catch up on the reporting of these measures and ensure a consistent application of status for all Resource Plan actions and measures, this information is now included at Appendix 3. Of the 25 measures identified as 'report later' as at Quarter 4 2017/2018, 21 of these are Local Government Benchmarking Framework indicators, for which results for 2017-2018 will not be published until January 2019. The status of the other 4 'report later' measures is now reported as: green for 2 measures, amber for 1 measure, report later for 1 measure.

6. Employee Implications

- 6.1. The objectives noted within the Resource Plan will inform the Service Action Plans, where applicable, and in turn the Performance Appraisal process for individual employees in 2018/2019.

7. Financial Implications

- 7.1. The objectives within the Resource Plan are reflected in the respective Resource Revenue and Capital budgets for 2018/2019 and, longer term, within the framework of the council's approved Financial Strategy.

8. Other Implications

- 8.1. The Community Plan 2017 to 2027 was agreed at the Community Planning Partnership Board on 11 October 2017. A significant element of the delivery of the outcomes in the Community Plan will come through the achievement of the actions contained within Connect.
- 8.2. Resource Plan actions are assessed as part of the Resource's risk management arrangements and relevant issues have been added to the Resource Risk Register.

8.3. The Resource Plan takes into account Resource responsibilities in relation to sustainable development and climate change.

9. Equality Impact Assessment and Consultation Arrangements

9.1. Many of the actions detailed within the Resource Plan reflect ongoing strategies and policies which will be or have been the subject of consultation and equality impact assessment.

Michael McGlynn

Executive Director (Community and Enterprise Resources)

5 November 2018

Link(s) to Council Values/Ambitions/Objectives

- ♦ The Resource Plan has been structured upon the Vision, Values, Ambitions and Objectives in the Council Plan Connect 2017 to 2022

Previous References

- ♦ Community and Enterprise Resources Quarter 4 Progress Report 2017/2018 – 21 August 2018

List of Background Papers

- ♦ Council Plan Connect 2017-2022 – endorsed by the Executive Committee on 8 November 2017 and approved by the full council on 6 December 2017
- ♦ Community and Enterprise Resources Plan 2018/2019 – approved by Community and Enterprise Resources Committee on 21 August 2018

Contact for Further Information

If you would like to inspect the background papers or want further information, please contact:-

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Community and Enterprise Resource Objectives 2018/2019

Connect Objective: Deliver better health and social care outcomes for all

Resource Objective:

- Provide opportunities for all school children to access nutritious school meals

Connect Objective: Improve the availability, quality, and access of housing

Resource Objective:

- Ensure an adequate supply of housing, industry and business land and green space is maintained

Connect Objective: Improve the road network, influence improvements in public transport and encourage active travel

Resource Objectives:

- Implement the Roads Investment Programme
- Provide road and transportation infrastructure improvements to support new developments and to encourage greater use of public transport
- Encourage active travel and recreational access to the outdoors

Connect Objective: Work with communities and partners to promote high quality, thriving and sustainable communities

Resource Objectives:

- Provide Planning and Building Standards services which guide and control physical development and land use in the area
- Sustain the quality of our town and neighbourhood centres
- Work with developers and public and private sector partners to deliver the Community Growth Areas City Deal project
- Reduce the number of road casualties through road safety improvements and initiatives
- Provide consumer protection through the work of our Consumer Advice and Trading Standards Service
- Improve the quality of streets, parks and other public areas
- Create high quality cemeteries and provide sustainable options for burial
- Provide services which help local communities to become more sustainable
- Improve the council's environmental performance and reduce its greenhouse gas emissions
- Safeguard health through an effective environmental services regulation and enforcement service
- Regenerate and bring back into use vacant and derelict and contaminated land
- Protect biodiversity and enhance green space in South Lanarkshire

Connect Objective: Support the local economy by providing the right conditions for inclusive growth

Resource Objectives:

- Implement the South Lanarkshire Economic Strategy and support the development and implementation of the Glasgow City Region Economic Strategy and City Deal
- Support local businesses through the delivery of business support programmes
- Implement the Lanarkshire Rural Development Strategy
- Support key voluntary organisations and help to develop the social economy

Connect Objective: Support our communities by tackling disadvantage and deprivation and supporting aspiration

Resource Objective:

- Lead partnership approaches to tackling the causes and effects of poverty and inequality

Connect Objective: Encourage participation in physical and cultural activities

Resource Objectives:

- Provide quality leisure facilities and develop integrated community facilities within new primary schools
- Maintain attendances at SLLC facilities by actively promoting the facilities to the local community and visitors to the area

Delivering the Plan and achieving Best Value

Resource Objectives:

- Provide sound financial stewardship for the council
- Deliver and communicate the Council Plan and ensure high standards of governance
- Develop improvement activity and promote scrutiny
- Promote equality and the wellbeing of staff
- Improve the skills, flexibility and capacity of the workforce
- Other actions in support of delivering the Plan and achieving Best Value

Community and Enterprise Resources

improve

Resource Plan

Performance Report 2018-19

Quarter 2 : April 2018 - September 2018

(This represents the cumulative position to September 2018)



How to use this performance report

This performance report is intended to be both informative and easy to use. The guide below is designed to help you get the most out of the report and to answer the most common questions you might have.

Council Plan objective

Resource Plan objective

Resource Plan action & associated measures.

Progress update against measure.

Measure Status – are we on course to achieve?
The “traffic light” codes are:

Green

Achieved, or due to achieve with no issues

Amber

There may be problems or minor slippage

Red

Not on course, major slippage anticipated

Measures which are to be reported later or which are “for information only” are not colour coded

Develop a sustainable Council and communities									
Provide services and infrastructure which help local communities to become more sustainable									
Action	Measures (non statistical measures shaded grey)	Comments/ Progress	Status	This Year		Last 3 Years			
				Target	To Date	2009/10	2010/11	2011/12	
	Council target achieved for waste tonnage per household (target is lower than 1.3 tonnes)	This figure is for quarter one (quarter two figure is not yet available, so will be reported in quarter three).	Green	1.3	0.3	1.3	1.2	1.2	
	Council target achieved for municipal waste collected during 2012/13 that was recycled or composted (40% or above)	This figure is for quarter one (quarter two figure not yet available, so will be reported in quarter three).	Green	40.0%	44.1%	40.1%	38.2%	40.5%	
Introduce new waste management services to reduce waste and increase recycling	Project for treatment facilities progressed by March 2013	A report is to be presented to the Executive Committee in December 2012 identifying options for a long term solution.	Amber	---	---	---	---	---	
Manage flooding priorities and deliver prioritised flood protection schemes	Prioritised flood protection projects delivered by March 2013 in line with available capital / revenue funding	Larch Grove, Hamilton - brief issued to consultant for ground investigation to inform design of works. Site investigation - boreholes complete, further investigation of existing culvert underway to locate buried manhole. Detailed design to be prepared when site investigations complete. Bellfield Road, Coalburn - culvert lining works completed 30 August 2012	Green	---	---	---	---	---	
	Preparation of prioritised 5 year programme of flood protection / management projects by March 2013	Currently analysing previous flood events, completed improvement works and known problem areas to allow a 5 year programme to be prepared.	Green	---	---	---	---	---	
	Options for aligning the management of flooding priorities reviewed across Community and Enterprise Resources by December 2012	Meeting held between Community and Enterprise Resources staff to discuss integrating response to flooding procedures and other opportunities. Follow up meeting to be scheduled for November.	Green	---	---	---	---	---	

Statistics for the current year. The **Target** shows what we want to achieve by the end of the year. The **To Date** column shows how much we have achieved so far.

Statistics for last 3 years, showing how we are doing over time.

Summary - number of measures green, amber and red under each Council Plan objective/theme

Council Objective / Theme	Green	Amber	Red	To be reported later / Contextual	Total
<i>Improve services for older people</i>					
<i>Protect vulnerable children, young people and adults</i>					
Deliver better health and social care outcomes for all	1	2			3
Improve the availability, quality, and access of housing	1				1
Improve the road network, influence improvements in public transport and encourage active travel	15			6	21
Work with communities and partners to promote high quality, thriving and sustainable communities	44	5		15	64
Support the local economy by providing the right conditions for inclusive growth	15	2	1	2	20
Support our communities by tackling disadvantage and deprivation and supporting aspiration	2				2
<i>Improve achievement, raise educational attainment and support lifelong learning</i>					
<i>Ensure schools and other places of learning are inspirational</i>					
Encourage participation in physical and cultural activities	8	5		6	19
Delivering the plan and achieving best value	14	2		2	18
Total	100	16	1	31	148

Deliver better health and social care outcomes for all**Provide opportunities for all school children to access nutritious school meals**

Action	Measures (non statistical measures shaded grey)	Comments/ Progress	----- This Year -----			----- Last 3 Years -----		
			Status	Target	To Date	2015/16	2016/17	2017/18
Continue to provide nutritious school meals to South Lanarkshire Council pupils	Achieve target level of paid primary school meals (60%)	<p>The service will continue to evaluate menu options, and with a change in menu due from 29 October 2018, it is expected that meal uptake will rise. However the 60% target may still not be met.</p> <p>The decline in uptake of paid school meals was anticipated due to the impact of auto enrolment on free school meal uptake - leading to increased free meal uptake, but a corresponding decrease in the number of paid meals.</p>	Amber	60.00%	54.13%	68.59%	68.79%	58.56%
	Achieve target level of paid secondary school meals (52%)	<p>The service will continue to evaluate menu options, and with a change in menu due from 29 October 2018, it is expected that meal uptake will rise. However the 52% target may still not be met.</p> <p>The decline in uptake of paid school meals was anticipated due to the impact of auto enrolment on free school meal uptake - leading to increased free meal uptake, but a corresponding decrease in the number of paid meals.</p>	Amber	52.00%	44.16%	56.54%	52.25%	46.57%
	Achieve uptake of 75% in P1 - P3 school lunches	The service is on track to meet the annual target.	Green	75.0%	75.0%	-----	76.0%	74.0%

Improve the availability, quality, and access of housing**Ensure an adequate supply of housing, industry and business land and green space is maintained**

Action	Measures(<i>non statistical measures shaded grey</i>)	Comments/ Progress	Status	----- This Year -----		----- Last 3 Years -----		
				Target	To Date	2015/16	2016/17	2017/18
Monitor Local Development Plan policies for supply of housing, industry and business land and green space	Local Development Plan policies monitored during 2018-19 to ensure: at least a five year supply of housing land is maintained; an adequate supply of land is available for work and business activity; and an adequate supply of land is available for green space in the main urban communities of South Lanarkshire	Monitoring of the Local Development Plan policies has been completed for the period 2013-2018. Monitoring shows that an adequate supply of land for housing and work and business activity is available, and an appropriate provision of green space is available in the main urban communities.	Green	---	---	---	---	---

Improve the road network, influence improvements in public transport and encourage active travel**Implement the Roads Investment Programme**

Action	Measures(<i>non statistical measures shaded grey</i>)	Comments/ Progress	Status	----- This Year -----		----- Last 3 Years -----		
				Target	To Date	2015/16	2016/17	2017/18
Continue to undertake road and footway improvements	3.5% of the road network resurfaced by March 2019	During quarter two (July - September 2018), good progress has been made, which has allowed the Service to resurface a further 1.48% of the road network, resulting in 2.6% of the network resurfaced over the six month period. As a result, we are on track to achieve our annual target.	Green	3.5%	2.6%	6.2%	4.8%	4.7%
	150 carriageway schemes completed during 2018-19	During quarter two (July-September 2018), steady progress has been made, which has allowed the Service to complete a further 57 carriageway resurfacing schemes, resulting in 99 carriageway resurfacing schemes completed over the six month period. As a result, we are on track to achieve our annual target.	Green	150	99	243	215	178

Improve the road network, influence improvements in public transport and encourage active travel**Implement the Roads Investment Programme**

Action	Measures (non statistical measures shaded grey)	Comments/ Progress	----- This Year -----			----- Last 3 Years -----		
			Status	Target	To Date	2015/16	2016/17	2017/18
	25 footway schemes completed during 2018-19	During quarter two (July-September 2018), steady progress has been made, which has allowed the Service to complete a further 10 footway resurfacing schemes, resulting in 13 footway schemes completed during the six month period. As a result, we are on track to achieve our annual target.	Green	25	13	46	56	12
	Percentage of A class roads that should be considered for maintenance treatment	This is a Local Government Benchmarking Framework (LGBF) indicator. 2017-18 figures will be available in January 2019 and 2018-19 figures will be available in January 2020.	Report Later	-----	-----	22.2%	23.0%	-----
	Percentage of B class roads that should be considered for maintenance treatment	This is a Local Government Benchmarking Framework (LGBF) indicator. 2017-18 figures will be available in January 2019 and 2018-19 figures will be available in January 2020.	Report Later	-----	-----	23.7%	24.1%	-----
	Percentage of C class roads that should be considered for maintenance treatment	This is a Local Government Benchmarking Framework (LGBF) indicator. 2017-18 figures will be available in January 2019 and 2018-19 figures will be available in January 2020.	Report Later	-----	-----	36.8%	37.9%	-----
	Percentage of U class roads that should be considered for maintenance treatment	This is a Local Government Benchmarking Framework (LGBF) indicator. 2017-18 figures will be available in January 2019 and 2018-19 figures will be available in January 2020.	Report Later	-----	-----	36.8%	35.5%	-----

Improve the road network, influence improvements in public transport and encourage active travel**Implement the Roads Investment Programme**

Action	Measures (<i>non statistical measures shaded grey</i>)	Comments/ Progress	----- This Year -----			----- Last 3 Years -----		
			Status	Target	To Date	2015/16	2016/17	2017/18
	Maintain or reduce the percentage of our road network that requires maintenance treatment (e.g. red category)	This figure will not be available until later in the year, in quarters 3 or 4.	Report Later	31.8%	-----	33.5%	33.1%	31.8%

Improve the road network, influence improvements in public transport and encourage active travel**Implement the Roads Investment Programme**

Action	Measures <i>(non statistical measures shaded grey)</i>	Comments/ Progress	----- This Year -----			----- Last 3 Years -----		
			Status	Target	To Date	2015/16	2016/17	2017/18
	Cost of maintenance (expenditure) per kilometre of road	This is a Local Government Benchmarking Framework (LGBF) indicator. 2017-18 figures will be available in January 2019 and 2018-19 figures will be available in January 2020.	Report Later	-----	-----	£13,771	£17,943	-----

Improve the road network, influence improvements in public transport and encourage active travel**Implement the Roads Investment Programme**

Action	Measures (non statistical measures shaded grey)	Comments/ Progress	----- This Year -----			----- Last 3 Years -----		
			Status	Target	To Date	2015/16	2016/17	2017/18
Continue to undertake safety checks on bridges and implement a prioritised maintenance programme	Bridge improvement and maintainance projects progressed / delivered in line with agreed capital programme by March 2019	<p>Mousemill Rd. retaining wall strengthening – contract for design phase of project work awarded to Systra Ltd in quarter two. Design work progressing and due for completion in quarter three.</p> <p>Craigend Bridge by Coulter – ground investigation work complete and liaison with affected utility companies continuing. Detail of Scottish Water estimated cost for requisite diversion of water main awaited.</p> <p>Footway protection scheme for Network Rail bridge at Hunterfield Drive, Cambuslang – tenders submitted by Structures Maintenance Framework contractors in quarter one. Award of contract delayed by legal issues relating to Basic Asset Protection Agreement required for work on Network Rail structures. SLC and Network Rail legal advisors to commence dialogue with view to resolution of issues in quarter three.</p> <p>Containment upgrade at SLC structures – upgrade operations commenced at Wilson Place Bridge, East Kilbride and Gills Bridge by Carluke in quarter two. Work at Burnhead Bridge by Carluke to commence in quarter three. Tenders for containment upgrade at Halls Toll Bridge and Lochar Bridge issued in quarter two and due for return early in quarter three.</p>	Green	---	---	---	---	---

Improve the road network, influence improvements in public transport and encourage active travel**Implement the Roads Investment Programme**

Action	Measures (non statistical measures shaded grey)	Comments/ Progress	Status	----- This Year -----		----- Last 3 Years -----		
				Target	To Date	2015/16	2016/17	2017/18
Deliver prioritised traffic signal and pedestrian crossing maintenance improvements and new installations	Traffic signal and pedestrian crossing related improvements projects / schemes progressed / delivered in line with agreed 2018-19 capital and revenue programme	Traffic signal upgrade works are complete at Cambuslang Road / Bogleshall Road in Rutherglen. Alterations to the Bothwell Road / Caird Street junction in Hamilton to improve the geometry and capacity as well as ongoing accident issues are being scheduled to begin in February 2019. All design works are complete and the tender process is currently being taken forward.	Green	---	---	---	---	---
Continue programme of street lighting improvements	Lighting columns improved / renewed by the end of March 2019 in line with agreed programme	As of 18th September 2018, 87 lighting columns remained to be installed, out of 238 for 2018-19. The total number of columns to be installed within the three year programme, which will be completed by end October 2018, is 7,253.	Green	---	---	---	---	---
	Continued roll out of LED lighting technology in line with agreed investment programme	As of 18th September 2018, 610 LEDs remained to be installed out of a total target of 2,412 for the year. The total number of LEDs to be installed within the three year programme, which will be completed by end October 2018, is approximately 59,000.	Green	---	---	---	---	---
Deliver a winter maintenance service	Winter policy procedures and documents, including gritting routes, implemented and reviewed as necessary	Winter policy and procedures will be in place for commencement of winter season in October 2018.	Green	---	---	---	---	---

Improve the road network, influence improvements in public transport and encourage active travel**Provide road and transportation infrastructure improvements to support new developments and to encourage greater use of public transport**

Action	Measures (non statistical measures shaded grey)	Comments/ Progress	----- This Year -----			----- Last 3 Years -----		
			Status	Target	To Date	2015/16	2016/17	2017/18
Deliver road and transportation infrastructure improvements to support new development, including those undertaken as part of the City Deal	Prioritised road infrastructure progressed / delivered by March 2019 in line with available external and internal capital funding	<p>The design for the Newton Community Growth Area (CGA), Westburn Road Roundabout project has been completed. Tenders have been issued and returned. Full Business Case has been prepared for approval in November 2018. Works should start in March 2019.</p> <p>Design work for the Hamilton CGA junctions at Annsfield Rd / Strathaven Road and Sherry Drive / Woodfoot Road has been completed and contract documentation developed. This will be delivered summer 2019.</p> <p>Other junctions in the Hamilton CGA at; Woodfoot Road / Laighstonehall Road, Gateside Street / Johnstone Road have completed designs and contract documentation. No time frame for the delivery has been given. Junctions at Sydes Brae, Wellhall Road / Woodfoot Road / Hillhouse Road, Strathaven Road / Mill Street are under design development at present.</p>	Green	---	---	---	---	---
	Subject to completion of the relevant governance processes, progress / deliver Greenhills Road major transport infrastructure project in line with agreed programme / profiling	Greenhills Road / Strathaven Road – Outline/Full Business Cases have been approved by the Chief Executives Group and will be considered by Cabinet in early October 2018. Award of contract expected on 24th October 2018. Main works are expected to start on site March 2019.	Green	---	---	---	---	---

Improve the road network, influence improvements in public transport and encourage active travel**Provide road and transportation infrastructure improvements to support new developments and to encourage greater use of public transport**

Action	Measures <i>(non statistical measures shaded grey)</i>	Comments/ Progress	----- This Year -----			----- Last 3 Years -----		
			Status	Target	To Date	2015/16	2016/17	2017/18
	Subject to completion of the relevant governance processes, progress Stewartfield Way major transport infrastructure project in line with agreed programme / profiling	Stewartfield Way - the East Kilbride traffic modelling exercise has been largely completed. A revised programme has been developed which will see the main infrastructure works commence in summer 2023, continuing through to the end of spring 2025. Discussion has recommenced with affected landowners and we are reviewing the current design and considering the way forward for the Outline Business Case.	Green	---	---	---	---	---

Improve the road network, influence improvements in public transport and encourage active travel**Provide road and transportation infrastructure improvements to support new developments and to encourage greater use of public transport**

Action	Measures (non statistical measures shaded grey)	Comments/ Progress	----- This Year -----			----- Last 3 Years -----		
			Status	Target	To Date	2015/16	2016/17	2017/18
Encourage greater use of public transport by working with partners to improve public transport infrastructure	Prioritised improvements to bus and rail infrastructure (e.g. park and ride) progressed / delivered by March 2019 in line with agreed Park and Ride Strategy and available external funding	<p>Land was purchased at Carstairs Junction Park and Ride to allow a future expansion. Discussions with ScotRail Abellio and Strathclyde Partnership for Transport have been undertaken and a preferred option agreed. A detailed design will be concluded in autumn 2018, with a planning application submitted thereafter.</p> <p>Part 1 of the Cambuslang Park and Ride Study was concluded last year which identified the scale of parking required and a list of possible solutions. It is intended to take forward Part 2 of this Study in autumn 2018 which will establish a final project and its associated costs, with a view to submission of a future funding bid.</p> <p>In autumn 2018, proposals for a possible deck at Hamilton West station will be taken forward. This will involve the production of an outline design.</p> <p>Six advertising bus shelters will be replaced along the Main Street, Rutherglen corridor. These works are ongoing and scheduled to be complete in October 2018.</p> <p>The Draft Park and Ride Strategy consultation exercise was completed in June 2018. 321 responses were received and these have been assessed and considered. A final draft strategy will be presented to the Community and Enterprise Resources Committee in October 2018 for approval.</p>	Green	---	---	---	---	---

Improve the road network, influence improvements in public transport and encourage active travel**Encourage active travel and recreational access to the outdoors**

Action	Measures (non statistical measures shaded grey)	Comments/ Progress	Status	----- This Year -----		----- Last 3 Years -----		
				Target	To Date	2015/16	2016/17	2017/18
Encourage active travel and recreational access to the outdoors by extending network of cycle routes, upgrading, maintaining and promoting path networks, and extending Clyde Gateway	Walking and cycling projects / schemes progressed / delivered in line with agreed 2018-19 capital programme	<p>Funding has been granted from Sustrans to undertake an Active Travel Study in East Kilbride. This study will include consultation on the proposed identified cycle network of the town as well as identifying measures and initiatives to promote sustainable travel. A consultant will be appointed in the autumn.</p> <p>Meanwhile, expansion of the cycle network in East Kilbride continues. The design of the section between Whitemoss Roundabout and the town centre will be completed in October 2018, with a view to construction works commencing on completion of the Active Travel Study in early 2019.</p> <p>Cycle monitoring equipment as well as cycle shelters at various locations will be installed. Locations will be identified in the coming months with the installation of equipment and shelters following later in the year.</p>	Green	---	---	---	---	---
	Continue to deliver repairs programme to footbridges across the core path network by March 2019 in line with available external and internal capital funding	The Council's Outdoor Access Officers are currently developing a list of repairs to 'medium risk' (amber) footbridges which will be undertaken this year. Repairs to high risk (red) bridges have either been completed or the structures closed.	Green	---	---	---	---	---
	Continued investigation into partnership and external funding opportunities for extension of Clyde Walkway to link with neighbouring long distance routes	Discussions held with Community Councils and other stakeholders. Committee report has been prepared, to inform councillors of scope and proposed approach - will be tabled at the Community and Enterprise Resources Committee meeting early 2019.	Green	---	---	---	---	---

Work with communities and partners to promote high quality, thriving and sustainable communities**Provide Planning and Building Standards services which guide and control physical development and land use in the area**

Action	Measures (non statistical measures shaded grey)	Comments/ Progress	----- This Year -----			----- Last 3 Years -----		
			Status	Target	To Date	2015/16	2016/17	2017/18
Ensure council has development plans which promote sustainable economic growth and regeneration and guide decisions on location of new developments and regeneration initiatives	Proposed Local Development Plan published by August 2018	Proposed Local Development Plan 2 approved by Planning Committee in May 2018. Plan was then published for public consultation in July 2018 (consultation period ended in September 2018). Now dealing with representations received.	Green	---	---	---	---	---
Provide effective and efficient Planning and Building Standards service	Major planning applications determined within an average annual timescale of 60 weeks	Eight major applications were determined between 1st July – 30th September 2018, with an average timescale of 52.1 weeks. This figure is slightly higher than the quarter one figure of 42.1 weeks, but is still within the 60 week target. Although eight major planning applications were determined, two were subject to processing agreements and are therefore excluded from the figures (a processing agreement means that a specific timescale is agreed with the applicant for determining the application, not the statutory four month period). Year to date (April-September 2018), major planning applications were determined within an average timescale of 41.8 weeks.	Green	60.0	41.8	-----	-----	151.1

Work with communities and partners to promote high quality, thriving and sustainable communities**Provide Planning and Building Standards services which guide and control physical development and land use in the area**

Action	Measures (non statistical measures shaded grey)	Comments/ Progress	----- This Year -----			----- Last 3 Years -----		
			Status	Target	To Date	2015/16	2016/17	2017/18
	Householder planning applications determined within an average timescale of 8 weeks	From July to September 2018, householder applications were determined with an average timescale of 7.1 weeks. This is an improvement on the previous quarter's figure of 8.0 weeks, and falls within the eight week target. Year to date (April - September 2018), householder planning applications were determined within an average timescale of 7.5 weeks.	Green	8.0	7.5	-----	-----	6.7
	Local (non-householder) planning applications determined within an average timescale of 14 weeks	The average timescale for determining local (non-householder) applications in quarter two was 13.1 weeks. This is a slight improvement in performance on the previous quarter's figure of 15.4 weeks. Year to date (April - September 2018), local (non-householder) planning applications were determined within an average timescale of 14.2 weeks.	Amber	14.0	14.2	-----	-----	12.1
	Average time (weeks) per commercial planning application (16 weeks)	The average timescale for a commercial application in quarter two was 12.7 weeks, a significant improvement on the previous quarter's figure of 21.1 weeks. Year to date (April - September 2018), the average time to determine a commercial planning application was 15.8 weeks.	Green	16.0	15.8	10.3	9.9	12.2

Work with communities and partners to promote high quality, thriving and sustainable communities**Provide Planning and Building Standards services which guide and control physical development and land use in the area**

Action	Measures (non statistical measures shaded grey)	Comments/ Progress	Status	----- This Year -----		----- Last 3 Years -----		
				Target	To Date	2015/16	2016/17	2017/18
	95% of all applications granted (approval rates)	The quarter two figure of 97.7% of applications approved remains above the 95% target, although down slightly on the 99.1% figure for quarter one. Year to date (April - September 2018), 98.5% of all applications were approved.	Green	95.0%	98.5%	-----	-----	98.6%
	Cost per planning application	This is a Local Government Benchmarking Framework (LGBF) indicator. 2017-18 figures will be available in January 2019 and 2018-19 figures will be available in January 2020.	Report Later	-----	-----	£4,888	£3,930	-----
	Actions to successfully retain Customer Service Excellence award undertaken in preparation for reassessment of Planning service in September 2018	Evidence collection ongoing for 2018 assessment. Decision made to retain separate Planning and Building Standards submissions. Request for assessment submitted for 2018. Anticipated assessment likely to be December for Planning assessment.	Amber	---	---	---	---	---
	Actions to successfully retain Customer Service Excellence award undertaken in preparation for reassessment of Building Standards service in December 2018	Evidence collection ongoing for 2018 assessment. Decision made to retain separate Planning and Building Standards submissions. Request for assessment submitted for 2018. Anticipated assessment likely to be the end of November for Building Standards.	Green	---	---	---	---	---
	Planning service satisfaction target for applicants and agents (90%)	Year end results will be provided shortly after March 2019.	Report Later	90.0%	-----	93.0%	90.0%	86.0%
	Satisfaction levels with Building Standards service sustained or improved against baseline (90%)	Year end results will be provided shortly after March 2019.	Report Later	90.0%	-----	85.0%	92.0%	84.0%

Work with communities and partners to promote high quality, thriving and sustainable communities**Sustain the quality of our town and neighbourhood centres**

Action	Measures (non statistical measures shaded grey)	Comments/ Progress	----- This Year -----			----- Last 3 Years -----		
			Status	Target	To Date	2015/16	2016/17	2017/18
Deliver and encourage investment in our town and neighbourhood centres to maximise opportunities for growth and regeneration	Promote town centre development opportunities, provide support to Business Improvement Districts (BIDs), and work with the business community and partners to maximise opportunities for growth, investment and regeneration	<p>Continued support is given to Business Improvement Districts (BID) and other business led groups, including Lanark Development Trust and proposed Lanark BID which will go to ballot in February 2019.</p> <p>Hamilton town centre audit and consultation work completed and will be reported to Community and Enterprise Resources committee. Work progressing in relation to audits in Cambuslang, Blantyre and Lanark.</p> <p>Supporting number of private sector led investments, where appropriate, including Wetherspoons and other investments in Hamilton, Lanark and East Kilbride.</p>	Green	---	---	---	---	---

Work with communities and partners to promote high quality, thriving and sustainable communities**Work with developers and public and private sector partners to deliver the Community Growth Areas City Deal project**

Action	Measures <i>(non statistical measures shaded grey)</i>	Comments/ Progress	----- This Year -----			----- Last 3 Years -----		
			Status	Target	To Date	2015/16	2016/17	2017/18
Deliver Community Growth Areas City Deal project	Community Growth Area sites progressed in accordance with criteria and programme specified in South Lanarkshire Local Development Plan and City Deal	<p>Hamilton Community Growth Area (CGA) now begun on site.</p> <p>Larkhall CGA Phase 1 now has consent and Persimmon have begun on site.</p> <p>Good progress is being made at Newton and Ferniegair, with limited progress at Carluke.</p> <p>Conclusion of legal agreement for East Kilbride CGA expected by the end of 2018.</p> <p>Since 2015, around 900 houses have been built across these Community Growth Area sites (10% of the projected 9,000 units anticipated by around 2030). These figures represent the position as at March 2018.</p> <p>The Planning Service has been instrumental in this process in terms of master planning and project implementation.</p>	Green	---	---	---	---	---

Work with communities and partners to promote high quality, thriving and sustainable communities**Reduce the number of road casualties through road safety improvements and initiatives**

Action	Measures (non statistical measures shaded grey)	Comments/ Progress	----- This Year -----			----- Last 3 Years -----		
			Status	Target	To Date	2015/16	2016/17	2017/18
Deliver prioritised road safety infrastructure improvements and promote road safety	Road safety projects / schemes progressed / delivered in line with agreed 2018-19 capital programme	<p>In order to reduce accidents on the road network a number of projects are currently underway or proposed. These are listed below:</p> <p>a) B7071 Bothwell Road at the southern industrial access road – install traffic signals. A detailed design has been completed and signal equipment was purchased. Discussions with the Racecourse are ongoing and it is anticipated that construction will commence in October 2018.</p> <p>b) A71 between Drumclog and Cornsilloch – reduction of speed limit to 50mph. Promotion of Traffic Regulation Orders and works are complete.</p> <p>c) Newhousemill Road between Hamilton and East Kilbride – designs are complete with signing and road markings proposed. These works are programmed for December 2018.</p> <p>d) A73 at Station Road and Sherrifflats Road junctions – vehicle activated signs to warn drivers of emerging traffic from the side roads have been erected.</p> <p>e) Burnbank Road / Pollock Avenue, Hamilton – pedestrian refuge island. The designs are complete and works are programmed for December 2018.</p> <p>Other projects include engineering measures at schools and speed limit initiatives, as well as small signing and road marking schemes.</p>	Green	---	---	---	---	---

Work with communities and partners to promote high quality, thriving and sustainable communities**Reduce the number of road casualties through road safety improvements and initiatives**

Action	Measures(<i>non statistical measures shaded grey</i>)	Comments/ Progress	----- This Year -----			----- Last 3 Years -----		
			Status	Target	To Date	2015/16	2016/17	2017/18
	Contribute to the national casualty reduction targets, from a base of the average for 2004 to 2008, of a 40% reduction in fatal casualties and a 55% reduction in serious casualties amongst all age groups by 2020. For children the national target is a 50% reduction in fatalities and 65% reduction in serious casualties	Interim casualty figures for the first 6 months of 2018 indicate that there were 229 casualties. Of these there were 4 fatal casualties, 28 serious casualties and 197 slight casualties. There were 0 child fatal casualties, 5 children seriously injured and 39 children slightly injured. This compares with the corresponding period of 2017 of 4 fatalities, 41 serious casualties and 218 slight casualties. For children in the first 6 months of 2017 there were no child fatality, 6 children seriously injured and 36 children slightly injured.	Green	-----	32	75	98	93

Provide consumer protection through the work of our Consumer Advice and Trading Standards Service

Action	Measures(<i>non statistical measures shaded grey</i>)	Comments/ Progress	----- This Year -----			----- Last 3 Years -----		
			Status	Target	To Date	2015/16	2016/17	2017/18
Provide an effective and efficient Consumer Advice and Trading Standards Service	Support maintained for vulnerable groups and neighbourhood watch areas by responding to 100% of door step crime reports on the same or next working day	SLC Officer seconded to Police Scotland as part of Joint Working Initiative, responded to sixteen cases of doorstep crime within this quarter. 100% of cases reported were responded to within the time period specified.	Green	100%	100%	100%	100%	100%
	80% of consumer complaints completed within 14 days	Prioritising resources for this area of work to ensure target is achieved. Almost £160,000 in civil redress has been returned to citizens in South Lanarkshire.	Green	80.0%	83.0%	87.0%	82.0%	80.0%
	90% customer satisfaction with consumer complaints and business advice requests responded to by Trading Standards	This figure will be reported in quarter three.	Report Later	90.0%	-----	86.0%	100.0%	100.0%

Work with communities and partners to promote high quality, thriving and sustainable communities**Provide consumer protection through the work of our Consumer Advice and Trading Standards Service**

Action	Measures(<i>non statistical measures shaded grey</i>)	Comments/ Progress	----- This Year -----			----- Last 3 Years -----		
			Status	Target	To Date	2015/16	2016/17	2017/18
	Cost of Trading Standards per 1,000 population	This is a Local Government Benchmarking Framework (LGBF) indicator. 2017-18 figures will be available in January 2019 and 2018-19 figures will be available in January 2020.	Report Later	-----	-----	£3,624	£3,513	-----

Improve the quality of streets, parks and other public areas

Action	Measures(<i>non statistical measures shaded grey</i>)	Comments/ Progress	----- This Year -----			----- Last 3 Years -----		
			Status	Target	To Date	2015/16	2016/17	2017/18
Provide an effective and efficient street cleaning service	Local Environmental Audit and Management System (LEAMS) street cleanliness score (95% acceptable)	First report complete and scored. This inspection was completed by external auditor Keep Scotland Beautiful. Further audits should bring the figure back in line with target.	Amber	95%	92%	98%	96%	96%
	Net cost of street cleaning per 1,000 population	This is a Local Government Benchmarking Framework (LGBF) indicator. 2017-18 figures will be available in January 2019 and 2018-19 figures will be available in January 2020.	Report Later	-----	-----	£16,529	£15,929	-----
	Percentage of adults satisfied with street cleaning (results from Scottish Household Survey)	This is a Local Government Benchmarking Framework (LGBF) indicator. 2017-18 figures will be available in January 2019 and 2018-19 figures will be available in January 2020.	Report Later	-----	-----	74.7%	72.3%	-----
Provide an effective and efficient grounds maintenance service	Land Audit Management System (LAMS) score of 70 achieved	The June 2018 score was 70 and the August 2018 score was 73, with the cumulative 2018-19 score sitting at 71.5.	Green	70.0	71.5	72.0	74.0	72.8

Work with communities and partners to promote high quality, thriving and sustainable communities**Improve the quality of streets, parks and other public areas**

Action	Measures(<i>non statistical measures shaded grey</i>)	Comments/ Progress	----- This Year -----			----- Last 3 Years -----		
			Status	Target	To Date	2015/16	2016/17	2017/18
	Cost of parks and open spaces per 1,000 population	This is a Local Government Benchmarking Framework (LGBF) indicator. 2017-18 figures will be available in January 2019 and 2018-19 figures will be available in January 2020.	Report Later	-----	-----	£32,834	£28,480	-----
	Percentage of adults satisfied with parks and open spaces (results from Scottish Household Survey)	This is a Local Government Benchmarking Framework (LGBF) indicator. 2017-18 figures will be available in January 2019 and 2018-19 figures will be available in January 2020.	Report Later	-----	-----	75.7%	79.0%	-----

Create high quality cemeteries and provide sustainable options for burial

Action	Measures(<i>non statistical measures shaded grey</i>)	Comments/ Progress	----- This Year -----			----- Last 3 Years -----		
			Status	Target	To Date	2015/16	2016/17	2017/18
Provide an effective and efficient bereavement service	Increase burial ground capacity in and around existing South Lanarkshire cemeteries in line with available capital funding	Bereavement Services continue to investigate land availability in the areas where burial capacity is below the five year annual usage. This includes both Council owned and private land, with a number of ongoing discussions continuing to take place with private land owners. Areas under investigation at present include Douglas, Carstairs, Rutherglen and Strathaven.	Green	---	---	---	---	---
	Actions to successfully retain Customer Service Excellence award undertaken in preparation for reassessment of Bereavement Services	The Customer Service Excellence award was retained by Bereavement Services on 31st May 2018. Although fully compliant, work will continue in advance of the 2019 assessment.	Green	---	---	---	---	---
	95% customer satisfaction within Bereavement Services achieved	Current Bereavement Services customer satisfaction rate is 95%.	Green	95.0%	95.0%	85.0%	95.0%	95.0%

Work with communities and partners to promote high quality, thriving and sustainable communities**Provide services which help local communities to become more sustainable**

Action	Measures (non statistical measures shaded grey)	Comments/ Progress	----- This Year -----			----- Last 3 Years -----		
			Status	Target	To Date	2015/16	2016/17	2017/18
Ensure effective contribution to meeting the council's Sustainable Development and Climate Change objectives outlined in the Sustainable Development and Climate Change Strategy 2017-2022	Ensure sustainable development principles and climate change duties are incorporated in new or revised policies, plans, strategies and projects and initiatives, where appropriate (CER Resource only)	<p>The new Sustainable Development and Climate Change Strategy's Action Plan identifies the policies, plans and strategies that are being developed and revised for Community and Enterprise Resources (CER) during 2018-19. These include the Outdoor Access Strategy, Air Quality Strategy and Contaminated Land Strategy.</p> <p>The Sustainable Development Officer will work with relevant services to ensure that sustainable development principles and climate change duties have been considered within these policies, plans and strategies, and progress will be reported to the Corporate Management Team and Executive Committee in early 2019 as part of the Sustainable Development update reporting schedule.</p>	Green	---	---	---	---	---

Work with communities and partners to promote high quality, thriving and sustainable communities**Provide services which help local communities to become more sustainable**

Action	Measures (non statistical measures shaded grey)	Comments/ Progress	----- This Year -----			----- Last 3 Years -----		
			Status	Target	To Date	2015/16	2016/17	2017/18
	Ensure sustainable development principles and climate change duties are incorporated in new or revised policies, plans, strategies and projects and initiatives, where appropriate (council wide)	<p>The new Sustainable Development and Climate Change Strategy's Action Plan identifies relevant policies, plans and strategies that are being developed and revised, Council-wide, in 2018-19 that should include sustainable development and climate change principles. These include the Outdoor Access Strategy, Air Quality Strategy, Contaminated Land Strategy and Sustainable Procurement Policy.</p> <p>The Sustainable Development Officer will work with relevant services to ensure that sustainable development principles and climate change duties have been considered within these policies, plans and strategies, and progress will be reported to the Corporate Management Team and Executive Committee in early 2019 as part of the sustainable development update reporting schedule.</p>	Green	---	---	---	---	---
Ensure council's compliance with public sector climate change duties	Council's performance in complying with public sector climate change duties evaluated and annual statutory Climate Change Duties Report published by 30th November 2018	The Climate Change Duties report 2018 has been prepared and submitted to the Corporate Management Team for approval, prior to seeking approval from the Executive Committee on 21st November 2018. Following approval, the report will be submitted to the Scottish Government by the 30 November 2018 deadline.	Green	---	---	---	---	---
	Participate in 'Climate Ready Clyde' partnership during 2018-19	The main focus for the Climate Ready Clyde partnership for 2018-19 so far has been the development of the Risk and Opportunity Assessment which will be launched in October 2018. The Risk and Opportunity Assessment will be the foundation for the development of the City Region's Regional Climate Adaptation Strategy and action plan, due in early 2020.	Green	---	---	---	---	---

Work with communities and partners to promote high quality, thriving and sustainable communities**Provide services which help local communities to become more sustainable**

Action	Measures (non statistical measures shaded grey)	Comments/ Progress	Status	----- This Year -----		----- Last 3 Years -----		
				Target	To Date	2015/16	2016/17	2017/18
Provide an effective and efficient household waste and recycling collection service	Net cost of waste collection per premise	At this stage in the new financial year, Waste Services is on track to meet the annual target for net cost of waste collection.	Green	£73.75	£25.95	£66.26	£73.62	£76.30
	Net cost of waste disposal per premise	At this stage in the new financial year, Waste Services is on track to meet the annual target for net cost of waste disposal.	Green	£99.26	£41.55	£94.12	£92.62	£98.13
	Percentage of adults satisfied with refuse collection (results from Scottish Household Survey)	This is a Local Government Benchmarking Framework (LGBF) indicator. 2017-18 figures will be available in January 2019 and 2018-19 figures will be available in January 2020.	Report Later	-----	-----	83.7%	83.0%	-----
Introduce new waste management initiatives to reduce waste and increase recycling	Develop Waste Services policies to promote waste minimisation, reuse and recycling within local communities	Service standard has been approved by the Council to formally address contamination in recycling bins: interim yellow tagging has taken place for contamination in paper / cardboard bins; red tagging has now commenced (paper / cardboard bins with items in them which shouldn't be there have a red tag put on them and are not emptied until next collection day, by which time the contamination needs to have been removed).	Green	---	---	---	---	---
	Performance of waste and recycling contracts monitored and end of year procedures delivered for all relevant contracts	Monthly contract meetings on performance continuing to take place. In addition, separate meetings to review and update the procedures associated with the individual contracts are ongoing.	Green	---	---	---	---	---
	The percentage of total household waste that is recycled in line with the Government's 50% target	Year to date quarter two figure to be confirmed in quarter three.	Report Later	50.0%	-----	49.0%	53.0%	44.3%

Work with communities and partners to promote high quality, thriving and sustainable communities

Provide services which help local communities to become more sustainable

Action	Measures <i>(non statistical measures shaded grey)</i>	Comments/ Progress	----- This Year -----			----- Last 3 Years -----		
			Status	Target	To Date	2015/16	2016/17	2017/18
	A reduction in the amount of municipal waste that is sent to landfill in 2018-19 compared with 2017-18	Year to date quarter two figure to be confirmed in quarter three.	Report Later	40,000	-----	-----	-----	-----

Work with communities and partners to promote high quality, thriving and sustainable communities

Provide services which help local communities to become more sustainable

Action	Measures (non statistical measures shaded grey)	Comments/ Progress	----- This Year -----			----- Last 3 Years -----		
			Status	Target	To Date	2015/16	2016/17	2017/18
Manage flooding priorities and deliver prioritised flood protection schemes	Prioritised flood protection projects / studies progressed / delivered by March 2019 in line with available capital / revenue funding	<p>Station Gate, Netherburn - Flood relief channel through adjacent forest and two flood embankments. Outstanding works carried out in May-June 2018 and project now complete.</p> <p>Coulter - Flood protection works, including flood walls and other features, have been considered at this location to provide protection to vulnerable properties and infrastructure. Detailed hydraulic modelling and a cost/benefit analysis of various flood protection options have also been carried out, as well as liaison with local landowners. However, the progression of a traditional flood protection scheme at this location does not appear to be feasible. At this time, we are reviewing the potential for implementing a scheme of Property Level Flood Protection measures to individual properties at this location, as well as considering alternative priorities across the Service.</p> <p>Jerviswood Drive, Cleghorn - Flood protection works, including construction of flood embankment and re-establishing historical drainage features, are being considered to protect properties and infrastructure at risk of flooding. Drainage investigations carried out in June 2018 encountered an unknown historical drainage system. Further investigatory works are now being progressed to survey and trace the extent of this historical drain. Upon completion of these additional investigations, the options available to reduce flood risk will be assessed and preferred option identified and progressed (subject to available funding and landowner agreements where required).</p>	Green	---	---	---	---	---

Work with communities and partners to promote high quality, thriving and sustainable communities**Provide services which help local communities to become more sustainable**

Action	Measures (<i>non statistical measures shaded grey</i>)	Comments/ Progress	----- This Year -----			----- Last 3 Years -----		
			Status	Target	To Date	2015/16	2016/17	2017/18
Ensure Strategic Environmental Assessment of all appropriate policies, plans, programmes and strategies is undertaken	Strategic Environmental Assessments undertaken on all appropriate Council led policies plans and strategies, as statutorily required	Three plans have been pre-screened since April 2018. A further six plans are currently subject to SEA. All SEAs are regularly monitored by the Corporate SEA Working Group which met in August 2018.	Green	---	---	---	---	---
Monitor local environmental conditions through preparation and monitoring of the biennial update of the State of the Environment report	Production of updated biennial State of the Environment Report commenced by March 2019	A report on the key findings of the 2017 edition of the State of the Environment Report is to be given to the Community Planning Board in December 2018. Work will commence on the 2019 edition later in the year.	Green	---	---	---	---	---

Work with communities and partners to promote high quality, thriving and sustainable communities**Improve the council's environmental performance and reduce its greenhouse gas emissions**

Action	Measures (<i>non statistical measures shaded grey</i>)	Comments/ Progress	----- This Year -----			----- Last 3 Years -----		
			Status	Target	To Date	2015/16	2016/17	2017/18
Further implement the Carbon Management Plan to reduce greenhouse gas emissions from Council services (buildings, waste, transport etc)	10% reduction in the Council's greenhouse gas emissions achieved by March 2021, compared to 2015-16 (equivalent to 2% each year)	<p>Carbon emissions for 2018-19 will be reported around July 2019.</p> <p>As at the end of March 2018, carbon emissions have reduced by 5.1% compared with 2015-16, exceeding the 4% target for this two year period.</p> <p>Within the single year, 2017-18, however, emissions increased compared to the previous year. This is partly due to increased energy use throughout the second half of the year when cooler than usual temperatures were experienced. Carbon emissions also increased from increased levels of waste sent to landfill (which resulted from changes in the residual waste contract). The new contract, however, will ultimately convert waste to energy using a new treatment facility. The facility is not yet fully operational, but once it is, significant reductions in carbon emissions are anticipated.</p>	Report Later	6.0%	-----	-----	7.8%	5.1%

Work with communities and partners to promote high quality, thriving and sustainable communities**Improve the council's environmental performance and reduce its greenhouse gas emissions**

Action	Measures (non statistical measures shaded grey)	Comments/ Progress	Status	----- This Year -----		----- Last 3 Years -----		
				Target	To Date	2015/16	2016/17	2017/18
	Compliance with Carbon Reduction Commitment (CRC) scheme achieved within deadlines	Allowances for the 2017-18 compliance year have been purchased in the 2017 presale. The 2017-18 Carbon Reduction Commitment annual report was submitted to the Department for Energy and Climate Change by the deadline of 31st July 2018. Preparations for the 2018-19 compliance year are underway and on schedule.	Green	---	---	---	---	---
Lead on reducing the Council's reliance on avoidable single-use plastic items	Report progress on the list of applicable single-use plastic items and appropriate action to the Sustainable Development Member Officer Working Group at the first meeting in June 2018 (council wide measure)	<p>The meeting of the Sustainable Development member officer working group scheduled for June 2018 was cancelled. A progress report will be presented to the next meeting on 22nd October 2018.</p> <p>Progress in this area to date: various communication methods have been used to raise the profile and encourage people to reduce single use plastic items, an action plan of items in use by the Council has been collated and prioritised, and procurement reports are being created to establish baselines and progress so far.</p>	Amber	---	---	---	---	---
Contribute to reducing the Council's reliance on avoidable single-use plastic items	Contribute to the development and implementation of the Council's single-use plastic action plan, by prioritising items in use across the Resource. Progress will be reported to the Sustainable Development Member Officer Working Group in June and October 2018 (Resource wide measure)	<p>Single use plastic items used by Community and Enterprise Resources and SLLC have been identified. The focus for reduction has been within the catering service. Changes in the provision of hot and cold drinking cups, cutlery and straws has resulted in reduced numbers being used.</p> <p>An action plan of items in use by all Resources in the Council has been collated and prioritised and procurement reports are being created to establish baselines and progress so far.</p>	Amber	---	---	---	---	---

Work with communities and partners to promote high quality, thriving and sustainable communities**Improve the council's environmental performance and reduce its greenhouse gas emissions**

Action	Measures (non statistical measures shaded grey)	Comments/ Progress	Status	----- This Year -----		----- Last 3 Years -----		
				Target	To Date	2015/16	2016/17	2017/18
Deliver at least 10% reduction in vehicle emissions by March 2021 in accordance with the corporate carbon reduction target	Continue to reduce vehicle emissions in 2018-19 against the baseline of 2014-15 (council wide figure)	There has been a 17.5% reduction in Council wide vehicle emissions in quarters one and two, against the baseline year 2014-15.	Green	6.00%	17.50%	-----	6.03%	10.50%
	Continue to reduce vehicle emissions in 2018-19 against the baseline of 2014-15 (Resource wide figure)	There has been a 17.8% reduction in Community and Enterprise Resources vehicle emissions in quarters one and two, against the baseline year 2014-15.	Green	6.00%	17.80%	-----	6.30%	10.90%
	Engage with Community and Enterprise Resource's Fleet Services to agree service specific vehicle emissions reduction strategies for the period 2019-2021 in line with service delivery requirements (Council wide measure)	Fleet Services will engage with Resources in quarter three to reinforce the strategies that are currently delivering reduced vehicle emissions.	Green	---	---	---	---	---
	Engage with Community and Enterprise Resource's Fleet Services to agree service specific vehicle emissions reduction strategies for the period 2019-2021 in line with service delivery requirements (Resource wide measure)	Fleet will engage with Services in quarter three to reinforce the strategies that are currently delivering reduced vehicle emissions.	Green	---	---	---	---	---
Provide efficient and effective fleet management and maintenance service	Target achieved for percentage of council vehicles presented externally for an MOT passing without additional work being required (target 95%)	On track to achieve annual target.	Green	95.0%	96.0%	93.0%	95.0%	98.0%

Work with communities and partners to promote high quality, thriving and sustainable communities**Safeguard health through an effective environmental services regulation and enforcement service**

Action	Measures (non statistical measures shaded grey)	Comments/ Progress	Status	----- This Year -----		----- Last 3 Years -----		
				Target	To Date	2015/16	2016/17	2017/18
Provide an effective and efficient Environmental Health service	Implementation of the Air Quality Action Plan by March 2019	<p>Consultation responses on the draft air quality action plan have now been received and final amendments to the plan are being undertaken.</p> <p>South Lanarkshire is progressing a number of projects as funded via the air quality action plan grant fund. Projects include: sustainable active travel workshops within primary and secondary schools; Eco fleet advice for businesses that are based in, or travel through, South Lanarkshire; walking and cycling campaign; improvements in traffic light infrastructure to optimise traffic flow; and, expansion of the walking / cycling counter network (this latter project assesses current engagement with walking and cycling activity in the area).</p>	Green	---	---	---	---	---
	Broad compliance with food safety statutory requirements secured in 85% of premises	<p>87.1% of food businesses operating in South Lanarkshire and inspected by Environmental Services were found to be broadly compliant with food safety requirements in the second quarter of 2018-19 (July-September 2018), which equates to 2,185 food businesses. This compliance figure continues to exceed the annual target set for this measure, following on from a good performance in quarter one.</p> <p>Year to date compliance figure (April - September 2018) is 87%.</p>	Green	85.0%	87.0%	87.0%	86.9%	85.8%

Work with communities and partners to promote high quality, thriving and sustainable communities**Safeguard health through an effective environmental services regulation and enforcement service**

Action	Measures (non statistical measures shaded grey)	Comments/ Progress	Status	----- This Year -----		----- Last 3 Years -----		
				Target	To Date	2015/16	2016/17	2017/18
	Incidence of notified food borne infection reduced from 2006-07 baseline figures by 8.5% by March 2019	33 cases of foodborne infection were notified this quarter (July - September 2018). In total, this year, 76 notifications have been received, which is a 29% reduction on the same period in 2006-07.	Green	170	76	160	141	117
	90% of public health service requests responded to within five working days	<p>This measure relates to issues which have the potential to adversely impact on human health and / or the environment which we live in e.g. poor air quality, defective drainage systems resulting in the discharge of sewage or other pollutants onto land or into watercourses etc.</p> <p>During the period 1st July 2018 to 15th September 2018, the Service received 587 enquiries, of which 573 were responded to within the target response time of five working days.</p> <p>Between 1st April - 15th September 2018, the Service received a total of 1,256 enquiries, of which 96.89% were responded to on time.</p>	Green	90.00%	96.89%	-----	-----	-----
	90% fly tipping requests responded to within two working days	<p>482 illegal dumping enquiries were received in quarter two (July - 17th September 2018), 95.7% were responded to within two working days.</p> <p>1,093 fly-tipping complaints have been received to date (April - 17th September 2018), of which 95.9% were responded to within timescale.</p>	Green	90.0%	95.9%	99.6%	99.3%	80.8%

Work with communities and partners to promote high quality, thriving and sustainable communities**Safeguard health through an effective environmental services regulation and enforcement service**

Action	Measures (non statistical measures shaded grey)	Comments/ Progress	Status	----- This Year -----		----- Last 3 Years -----		
				Target	To Date	2015/16	2016/17	2017/18
	90% of dog fouling complaints responded to within two days	148 dog fouling enquiries were received in quarter two (July - September 2018), 98.6% were responded to within two working days. 300 dog fouling complaints have been received to date (April - September 2018), of which 97.7% were responded to within timescale.	Green	90.00%	97.70%	97.90%	96.90%	97.50%
	For all those noise complaints requiring attendance on site, the average time (hours) between the time of complaint and attendance on site (including both those dealt with and not dealt with under Part V of the Antisocial Behaviour Act 2004)	The average response time for complaints which required a visit by officers between 1st July 2018 and 24th September 2018 was 0.55 hours (33 minutes). The year to date figure (April - September 2018) is 0.54 hours (32.4 minutes).	Green	2.00	0.54	0.50	0.53	0.55
	Cost of Environmental Health per 1,000 population	This is a Local Government Benchmarking Framework (LGBF) indicator. 2017-18 figures will be available in January 2019 and 2018-19 figures will be available in January 2020.	Report Later	-----	-----	£14,002	£12,851	-----
	85% customer satisfaction achieved for Environmental Health	Customer care questionnaires for the Environmental Health service are issued at the end of each quarter and performance for quarters one and two will therefore be reported in quarter three.	Report Later	85.0%	-----	89.3%	85.0%	92.3%

Work with communities and partners to promote high quality, thriving and sustainable communities**Regenerate and bring back into use vacant and derelict and contaminated land**

Action	Measures (non statistical measures shaded grey)	Comments/ Progress	Status	----- This Year -----		----- Last 3 Years -----		
				Target	To Date	2015/16	2016/17	2017/18
Implement Contaminated Land Strategy and vacant derelict / contaminated land programme	Implement the Contaminated Land Strategy for South Lanarkshire	Implementation of the Contaminated Land Strategy is ongoing. Awaiting responses from SEPA regarding the waste management licence surrender applications that have been submitted for two historical landfill sites at Newlandsmuir and Markethill (both in East Kilbride). In the interim, SEPA have agreed to suspend waste management licence fees for this year, pending completion of their review of the licence surrender applications. Environmental Services continues to work in partnership with Housing and Economic Development colleagues on various projects. This work is being funded by 2018-19 Vacant and Derelict Land Fund monies.	Green	---	---	---	---	---
	Agree Vacant and Derelict Land Fund Programme with Scottish Government and implement projects within approved framework	Vacant and Derelict Land Fund Delivery Plan covering Glen Esk, East Kilbride was prepared, submitted to Scottish Government, and approved by Scottish Ministers. The Community and Enterprise Resources Committee approved remediation plans for Glen Esk on 12th December 2017. Site investigations were carried out in January 2018 and monitoring of the results are ongoing. Consultants appointed to deliver masterplan, and community consultation process in progress.	Green	---	---	---	---	---

Work with communities and partners to promote high quality, thriving and sustainable communities

Protect biodiversity and enhance green space in South Lanarkshire

Action	Measures (non statistical measures shaded grey)	Comments/ Progress	Status	----- This Year -----		----- Last 3 Years -----		
				Target	To Date	2015/16	2016/17	2017/18
In partnership with local communities, continue programme of restructuring council owned woodland and improving recreational access	Identify funding sources and specifications for phase 2 regeneration work at Greenhall and Millheugh, Blantyre including costed proposals for replacement river crossing	Draft funding proposal has been agreed with Forestry Commission Scotland. Still awaiting confirmation of match funding, which is dependant on projected cash flow and funding from the Section 75 Agreement related to the new housing development at Shotts Farm. After this, a consultant will be appointed to take forward the construction of a footbridge.	Green	---	---	---	---	---
	Funding applications completed for Management Plans for Bothwell and Blantyre Woods by March 2019, through liaison with community interests, David Livingstone Centre and other stakeholders	Funding secured for management plan. Currently assessing community interest to establish a group to work with on the project - meetings with community interests underway.	Green	---	---	---	---	---

Support the local economy by providing the right conditions for inclusive growth**Implement the South Lanarkshire Economic Strategy and support the development and implementation of the Glasgow City Region Economic Strategy and City Deal**

Action	Measures (non statistical measures shaded grey)	Comments/ Progress	----- This Year -----			----- Last 3 Years -----		
			Status	Target	To Date	2015/16	2016/17	2017/18
Implement South Lanarkshire Economic Strategy in conjunction with Community Planning Partnership and other partners	Promote South Lanarkshire Economic Strategy, implement associated actions in the Community Plan, and report activity and progress to the Sustainable Economic Growth Board	Consultant commissioned to lead midterm review of Economic Strategy. Reports and updates on Opportunities For All Strategy, Education Youth Employability Provision, South of Scotland Enterprise Agency, Town Centre Strategy, Economic Outcomes Programme and South Lanarkshire Economic Footprint presented to Sustainable Economic Growth Board at June and September 2018 meetings.	Green	---	---	---	---	---

Support the local economy by providing the right conditions for inclusive growth**Implement the South Lanarkshire Economic Strategy and support the development and implementation of the Glasgow City Region Economic Strategy and City Deal**

Action	Measures (non statistical measures shaded grey)	Comments/ Progress	----- This Year -----			----- Last 3 Years -----		
			Status	Target	To Date	2015/16	2016/17	2017/18
Support the Glasgow City Region City Deal development programmes	Provide strategic oversight of City Deal Place, Business and People themed programmes, with specific responsibility for progressing business case approvals for Roads and Community Growth Area projects and measurement of economic impact and outcomes	Attendance at the City Deal Lead Officer Group meetings is ongoing, with support provided to the Chief Executives Group (CEG) and Cabinet as necessary. Business case development ongoing: -full business case for Woodhead Primary School extension approved at August 2018 CEG; -East Kilbride Community Growth Area Outline Business Case approved at August 2018 Cabinet; and -augmentation of previously approved Outline Business Cases for Newton and Hamilton approved at August 2018 Cabinet.	Green	---	---	---	---	---

Support the local economy by providing the right conditions for inclusive growth**Implement the South Lanarkshire Economic Strategy and support the development and implementation of the Glasgow City Region Economic Strategy and City Deal**

Action	Measures (non statistical measures shaded grey)	Comments/ Progress	----- This Year -----			----- Last 3 Years -----		
			Status	Target	To Date	2015/16	2016/17	2017/18
Develop single door approach to economic development and inward investment activity which links employment, skills, business support and planning in such a way that ensures South Lanarkshire maximises its potential as key business and employment location	Undertake activity aimed at increasing the number of companies engaged with partners which lead to improved performance and turnover, increased employment, innovation, investment and internationalisation	<p>Ongoing liaison with partners (e.g. Scottish Enterprise, Scottish Development International, North Lanarkshire Council, Business Gateway, sector agencies) is aimed at improving connectivity of services and greater market reach.</p> <p>The Council is also: engaging in direct company liaison; producing new advisory leaflets for businesses (a Directory of Business Support has been completed and now developing complementary leaflets on key sectors and business resilience); and evaluating Lanarkshire Business Week with a view to further developing, with partners, an annual calendar of business engagement events.</p> <p>Regional Economic Strategy actions being developed in partnership with City Region Programme Management Office. Two actions SLC currently involved in, along with the seven other local authorities in the City Region, include: adopting the Regional Tourism Strategy and Action Plan; and the Enterprise group progressing the approach to business support and Business Gateway.</p>	Green	---	---	---	---	---

Support the local economy by providing the right conditions for inclusive growth**Implement the South Lanarkshire Economic Strategy and support the development and implementation of the Glasgow City Region Economic Strategy and City Deal**

Action	Measures (non statistical measures shaded grey)	Comments/ Progress	Status	----- This Year -----		----- Last 3 Years -----		
				Target	To Date	2015/16	2016/17	2017/18
	Chooselanarkshire.com website maintained and marketing strategy implemented	Future 'Choose Lanarkshire' actions and partnership approach to inward investment reviewed - partnership with North Lanarkshire Council (NLC) will end as NLC wish to solely promote North Lanarkshire. South Lanarkshire inward investment promotion to be progressed through new SLC website which is being developed with Corporate PR and IT teams.	Red	---	---	---	---	---

Support local businesses through the delivery of business support programmes

Action	Measures (non statistical measures shaded grey)	Comments/ Progress	Status	----- This Year -----		----- Last 3 Years -----		
				Target	To Date	2015/16	2016/17	2017/18
Support local businesses through effective company development activity and general business advice services and continue to invest in key business initiatives such as Clyde Gateway and the East Kilbride Task Force	Over 1,500 businesses assisted per annum with grants, loans or advice	On target at half year point. These Business Gateway figures are inclusive from April - August 2018. Up to date figures will be available in quarter three.	Green	1,500	774	1,560	1,879	1,637
	500 jobs created or sustained per annum as a direct result of Economic Development intervention	Below pro-rata target at present. However, given the pipeline of applications in progress, and subject to approval, it is expected that the target will be met over the remaining six months.	Amber	500	153	718	997	1,361
	Increase value of sales generated by businesses assisted by Economic Development by £10m	Below pro-rata target at present. However, given the pipeline of applications in progress, and subject to approval, it is expected that the target will be met over the remaining six months.	Amber	£10.00m	£2.58m	£10.10m	£15.69m	£23.03m

Support the local economy by providing the right conditions for inclusive growth**Support local businesses through the delivery of business support programmes**

Action	Measures (non statistical measures shaded grey)	Comments/ Progress	Status	----- This Year -----		----- Last 3 Years -----		
				Target	To Date	2015/16	2016/17	2017/18
	Percentage of procurement spend on local small/medium enterprises	This is a Local Government Benchmarking Framework (LGBF) indicator. 2017-18 figures will be available in January 2019 and 2018-19 figures will be available in January 2020.	Report Later	-----	-----	11.6%	11.5%	-----
	East Kilbride Task Force supported in the delivery of their Action Plan priorities	The Task Force have commissioned an economic consultant to undertake a review of its role and progress to date, in order to reassess its priorities and define its future role. Task Force continues to be supported by South Lanarkshire Council officer resource.	Green	---	---	---	---	---
	Undertake performance monitoring role of Business Gateway contract and review contract/approach	Steering group and operations group meetings are taking place as planned. Contract progress is positive. Year end meeting with the contractor has also taken place to discuss performance for previous and current year, and to address challenges and opportunities. Currently finalising variations to the original contract for additional Digital Boost funding.	Green	---	---	---	---	---

Support the local economy by providing the right conditions for inclusive growth**Support local businesses through the delivery of business support programmes**

Action	Measures (non statistical measures shaded grey)	Comments/ Progress	----- This Year -----			----- Last 3 Years -----		
			Status	Target	To Date	2015/16	2016/17	2017/18
	Number of business gateway start-ups per 10,000 population	This is a Local Government Benchmarking Framework (LGBF) indicator. 2017-18 figures will be available in January 2019 and 2018-19 figures will be available in January 2020.	Report Later	-----	-----	14.9	16.9	-----
	Oversee management of Supplier Development Programme, including strategic development and delivery of events, training and e-commerce	Economic Development Manager continues to provide oversight and assistance to Supplier Development Programme (SDP) manager and SDP team eg through weekly one to one meetings and through a monthly SDP budget review meeting. Recent activity has seen the inclusion of SDP as part of the South Lanarkshire Council SME (Small and Medium Sized Enterprises) Working Group, creating and facilitating the South Lanarkshire Council SME engagement plan. This plan looks at the involvement of small and medium enterprises in procurement and the steps being taken to increase engagement. One of the key deliveries of the plan is the SLC Meet the Real Buyer event which will take place on 27th November 2018.	Green	---	---	---	---	---

Support the local economy by providing the right conditions for inclusive growth**Support local businesses through the delivery of business support programmes**

Action	Measures (non statistical measures shaded grey)	Comments/ Progress	Status	----- This Year -----		----- Last 3 Years -----		
				Target	To Date	2015/16	2016/17	2017/18
	Tourism Strategy delivered via Lanarkshire Area Tourism Partnership	Lanarkshire Area Tourism Partnership and Association meetings have taken place as scheduled and attendance and discussions have been positive. SLC, along with the seven other local authorities in the City Region, have participated in the development of the City Region Tourism Strategy and Action Plan, and this has now been launched.	Green	---	---	---	---	---
	Provision of specialist support to food and drink companies through liaison with Scotland Food and Drink and other partners	The feasibility study on the food and drink hub project has now been completed by Connect Local and this is currently being reviewed with a view to considering future activity. Continuing to liaise with Scotland Food and Drink on the business opportunities and support available, including the new Regional Food Fund which offers grants up to £5,000.	Green	---	---	---	---	---
	Relocation of University of West of Scotland to new Hamilton International Park campus	The new University of West of Scotland (UWS) campus opened on schedule, in September 2018. South Lanarkshire Council, recognising the importance of UWS in South Lanarkshire in terms of its educational, economic and social contributions, supported the university in its relocation, through the development of economic impact and business case studies and throughout the negotiation and contractual process with the owners of the Hamilton International Technology Park.	Green	---	---	---	---	---

Support the local economy by providing the right conditions for inclusive growth**Implement the Lanarkshire Rural Development Strategy**

Action	Measures(<i>non statistical measures shaded grey</i>)	Comments/ Progress	----- This Year -----			----- Last 3 Years -----		
			Status	Target	To Date	2015/16	2016/17	2017/18
Manage delivery of EU LEADER and Community Benefit Funds programme	Implementation of LEADER programme activity with appropriate funding allocated and deployed	LEADER programme progressing satisfactorily and on target to have all funds committed within required timescales.	Green	---	---	---	---	---
	Community Benefit funds generated by windfarms promoted and disbursed	Continuing to assist applicants to develop eligible projects and applications with strong community outcomes. Preparing Rural investment framework to align criteria around Renewable Energy Funds to strategic priorities in the rural area. A report on this will be presented to the Community and Enterprise Resources Committee in October 2018.	Green	---	---	---	---	---

Support key voluntary organisations and help to develop the social economy

Action	Measures(<i>non statistical measures shaded grey</i>)	Comments/ Progress	----- This Year -----			----- Last 3 Years -----		
			Status	Target	To Date	2015/16	2016/17	2017/18
Improve volunteering opportunities for individuals and organisations	Work with VASLAN to support key voluntary organisations and improve volunteering opportunities and raise voluntary sector capacity	Discussions continue with VASLAN about the formal relationship with the council and the expected service delivery. Further report on this is being prepared for the Corporate Management Team.	Green	---	---	---	---	---
Implement South Lanarkshire Social Economy Partnership strategy and action plan	Social Economy support through Business Gateway implemented for ten social economy organisations by March 2019	12 organisations have been supported through the mainstream programme. A major governance event organised by Lanarkshire Social Enterprise Partnership (and led by South Lanarkshire Council) for Lanarkshire social enterprises took place on 3rd October 2018. The event aimed to promote good governance within the boards of social enterprises.	Green	---	---	---	---	---

Support the local economy by providing the right conditions for inclusive growth**Support key voluntary organisations and help to develop the social economy**

Action	Measures (non statistical measures shaded grey)	Comments/ Progress	----- This Year -----			----- Last 3 Years -----		
			Status	Target	To Date	2015/16	2016/17	2017/18
	Voluntary organisations interested in Community Asset Transfer process engaged with and supported	14 organisations being supported, and two full applications have now been validated by the Council and will be going to Committee in early 2019. Further meeting of the Community Asset Transfer Corporate Working Group was held on 6th September 2018.	Green	---	---	---	---	---

Support our communities by tackling disadvantage and deprivation and supporting aspiration**Lead partnership approaches to tackling the causes and effects of poverty and inequality**

Action	Measures (non statistical measures shaded grey)	Comments/ Progress	----- This Year -----			----- Last 3 Years -----		
			Status	Target	To Date	2015/16	2016/17	2017/18
Work with communities and partners to maximise awareness of, and commitment to, tackling poverty and local inequalities	Community Plan and Neighbourhood Plans are developed and reflect community needs and aspirations	Following the participation of 1,200 households across the three Our Place Our Plan areas in identifying community priorities, a further 640 residents of all ages have taken part in participatory budgeting events to determine how modest local Participatory Budgeting budgets of between £40,000 and £60,000 will be used to kickstart action. Working groups have progressed (and are being established to progress) local projects, including improvements to play and recreational facilities; community clean ups; and other activity.	Green	---	---	---	---	---
	A range of local networks and partnerships are in place to enable effective joined up working on key priorities/improvement areas linked to tackling poverty and inequalities	We continue to support and facilitate a number of local networks and working groups with a focus or interest in tackling poverty and inequalities, including the Financial Inclusion Network and sub groups looking at Digital Inclusion; Fuel Poverty; Poverty Awareness and Tackling Stigma; and Food Poverty. A new community planning working group, involving a wide range of key stakeholders, is now in place to develop the Child Poverty Action Report for South Lanarkshire.	Green	---	---	---	---	---

Encourage participation in physical and cultural activities**Provide quality leisure facilities and develop integrated community facilities within new primary schools**

Action	Measures (non statistical measures shaded grey)	Comments/ Progress	----- This Year -----			----- Last 3 Years -----		
			Status	Target	To Date	2015/16	2016/17	2017/18
Provide new or refurbished community facilities	Progress/complete development of community facilities by March 2019, including: replacement of Ballgreen Hall and Library with new integrated facility within St Patrick's Primary School; progressing community facilities within new build Primary School at Elsrickle; and upgrade of at least one synthetic pitch	<p>Project to develop joint school and community facility to replace St Patrick's Primary School, Ballgreen Hall and Library commenced on site in November 2016. The facility opened its doors to the public on Saturday 26th May 2018 and has been well used, with positive feedback.</p> <p>A new school in Elsrickle with adaptations for community facilities started on site in summer 2018, with completion expected summer 2019.</p> <p>Two synthetic pitches will be upgraded this financial year. Work to replace Ballerup 3G pitch commenced on site on 27th August 2018. Pitch at Lanark will be upgraded from sand based to 3G, started on site on 17th September 2018, with £80,000 external funding secured from the Renewable Energy Fund. Both projects should complete by the end of November 2018.</p> <p>Various grass pitches have also been upgraded during the summer months e.g. Kirktonholme, Tileworks and Raploch.</p> <p>Hamilton Palace Grounds 3G pitch replacement will be programmed for next financial year.</p>	Green	---	---	---	---	---

Encourage participation in physical and cultural activities**Maintain attendances at SLLC facilities by actively promoting the facilities to the local community and visitors to the area**

Action	Measures (non statistical measures shaded grey)	Comments/ Progress	Status	----- This Year -----		----- Last 3 Years -----		
				Target	To Date	2015/16	2016/17	2017/18
Maximise the number of attendances at leisure facilities	Achieve 2.9 million attendances at those facilities managed by the Sport and Physical Activity section of South Lanarkshire Leisure and Culture	The number of attendances managed by the Sport and Physical Activity section of South Lanarkshire Leisure and Culture has declined in quarter two (July - September 2018) by 31,807 (down 4.2%) compared to the same period last year. This was partly due to good weather and the World Cup which meant fewer participants undertaking indoor activities. Annual target may not be met in the remainder of the year.	Amber	2.900m	1.481m	3.156m	2.992m	2.965m
	Achieve target number of attendances for swimming pools (1.5 million)	The number of attendances at swimming pools have declined by 6,589 (down 1.5%) in quarter two (July - September 2018) compared to the same period in the previous year. This is partly due to the closure of Coalburn Leisure Complex for maintenance resulting in a drop in attendances in August 2018.	Green	1.500m	0.822m	-----	-----	1.563m

Encourage participation in physical and cultural activities**Maintain attendances at SLLC facilities by actively promoting the facilities to the local community and visitors to the area**

Action	Measures (non statistical measures shaded grey)	Comments/ Progress	----- This Year -----			----- Last 3 Years -----		
			Status	Target	To Date	2015/16	2016/17	2017/18
	Achieve target number of attendances for other indoor sports and leisure facilities (excluding pools) (1.4 million)	<p>The number of attendances for indoor sports and leisure facilities for quarter two (July - September 2018) is 25,218 lower (down 7.6%) compared to the same period last year.</p> <p>The loss of some regular lets at Blackwood and Kirkmuirhill Community Wing and Duncanrig Sports Centre, together with the partial closure of John Wright Sports Centre for maintenance, has resulted in a drop in attendances. However, this has been off-set by an increase at the Alistair McCoist Complex (due to some lets transferring from the John Wright Sports Centre) and an increase in general attendances at Larkhall Leisure Centre.</p>	Amber	1.400m	0.659m	-----	-----	1.402m
	Achieve target number of attendances at outdoor recreation and country parks (2.2 million)	<p>The number of attendances at outdoor recreation and country parks in quarter two (July - September 2018) increased by 16,579 (up 2.6%) compared to the same period in the previous year.</p> <p>Although attendances at golf courses continued to drop, attendances at Outdoor Recreation, Outdoor Learning and Adventure and Country Parks increased.</p>	Green	2.200m	1.362m	2.104m	2.226m	2.120m
	% of adults satisfied with leisure facilities	<p>This is a Local Government Benchmarking Framework (LGBF) indicator.</p> <p>2017-18 figures will be available in January 2019 and 2018-19 figures will be available in January 2020.</p>	Report Later	-----	-----	74.0%	72.3%	-----

Encourage participation in physical and cultural activities**Maintain attendances at SLLC facilities by actively promoting the facilities to the local community and visitors to the area**

Action	Measures (non statistical measures shaded grey)	Comments/ Progress	Status	----- This Year -----		----- Last 3 Years -----		
				Target	To Date	2015/16	2016/17	2017/18
	Cost per attendance at sports facilities	This is a Local Government Benchmarking Framework (LGBF) indicator. 2017-18 figures will be available in January 2019 and 2018-19 figures will be available in January 2020.	Report Later	-----	-----	£2.23	£2.21	-----
Maximise the number of attendances at cultural activities	Achieve 3.5 million attendances at facilities managed by Cultural Services and the Libraries and Museum Services	The number of attendances managed by Cultural Services and Libraries and Museum Services have dropped by 14,008 (down 1.9%) in quarter two (July - September 2018), against the same period in the previous year.	Amber	3.500m	1.574m	-----	-----	3.419m
	Achieve target number of attendances at Cultural Services facilities (2.2 million)	The number of attendances across our Cultural Services facilities in quarter two (July - September 2018) shows a decline of 11,542 (down 2.6%) on the same period last year. Although attendances at our halls and venues dropped by 3.5% and 8.5% respectively, school letting continued to show an increase of 10.1%.	Amber	2.200m	0.961m	-----	-----	2.185m
	Achieve target number of library physical and virtual visits (1.2 million)	The number of physical and virtual library visits has dropped over quarter two (July - September 2018) by 525 (down 0.2%) compared to the same period last year. Although the number of physical visits are down, virtual visits have risen.	Amber	1.200m	0.598m	-----	-----	1.204m
	Achieve target number of physical and virtual visits to council funded or part-funded museums (188,000)	The number of physical and virtual visits to council funded or part-funded museums has increased in quarter two (July - September 2018) by 5,821 (up 10.8%) on the same period in the previous year.	Green	188,000	116,247	-----	-----	188,470

Encourage participation in physical and cultural activities**Maintain attendances at SLLC facilities by actively promoting the facilities to the local community and visitors to the area**

Action	Measures (non statistical measures shaded grey)	Comments/ Progress	Status	----- This Year -----		----- Last 3 Years -----		
				Target	To Date	2015/16	2016/17	2017/18
	% of adults satisfied with libraries	This is a Local Government Benchmarking Framework (LGBF) indicator. 2017-18 figures will be available in January 2019 and 2018-19 figures will be available in January 2020.	Report Later	-----	-----	72.7%	69.3%	-----
	% of adults satisfied with museums and galleries	This is a Local Government Benchmarking Framework (LGBF) indicator. 2017-18 figures will be available in January 2019 and 2018-19 figures will be available in January 2020.	Report Later	-----	-----	67.3%	70.0%	-----
	Cost per library visit	This is a Local Government Benchmarking Framework (LGBF) indicator. 2017-18 figures will be available in January 2019 and 2018-19 figures will be available in January 2020.	Report Later	-----	-----	£3.72	£3.67	-----
	Cost of museums per visit	This is a Local Government Benchmarking Framework (LGBF) indicator. 2017-18 figures will be available in January 2019 and 2018-19 figures will be available in January 2020.	Report Later	-----	-----	£2.71	£3.14	-----

Encourage participation in physical and cultural activities**Maintain attendances at SLLC facilities by actively promoting the facilities to the local community and visitors to the area**

Action	Measures (non statistical measures shaded grey)	Comments/ Progress	----- This Year -----			----- Last 3 Years -----		
			Status	Target	To Date	2015/16	2016/17	2017/18
Deliver activity programmes which will support equitable access for all, including older people and under 16s groups	Achieve 870,000 under 16 reduced rates attendances at South Lanarkshire Leisure and Culture facilities by March 2019 (includes halls, school lets, outdoor and indoor leisure)	The number of under 16 reduced rate attendances at South Lanarkshire Leisure and Culture facilities increased in quarter two (July - September 2018) by 507 (up 0.3%) compared to the same period in the previous year. Although there was a slight reduction in outdoor leisure use, this was off-set with a rise of 7,034 (7.6%) in school and hall lets. Still expecting to meet this target based on quarters three and four performance last year.	Green	870,000	408,518	919,569	876,690	881,965
	Achieve 470,000 over 60's attendances by residents using South Lanarkshire leisure facilities	The number of over 60's attendances by residents using South Lanarkshire facilities in quarter two (July - September 2018) increased by 3,852 (up 3.2%) on the same period last year.	Green	470,000	243,400	418,734	433,099	465,870
	Achieve 8,600 registered members of 'Activage' scheme	The number of registered members of the Activage scheme in quarter two (July - September 2018) is 694 higher (up 8.5%) over the same period in the previous year. Our Activage Membership continues to grow, which is also reflected in the increased numbers of attendances by over 60's (see indicator above). The annual target for this indicator has already been met for the year.	Green	8,600	8,881	7,187	7,622	8,449
Deliver health specific intervention programmes which will support equitable access for all	Achieve 67,000 attendances by residents accessing SLLC health specific intervention programmes	Health intervention programmes continue to be very successful. On track to achieve annual target.	Green	67,000	45,446	-----	-----	-----

Delivering the plan and achieving Best Value**Provide sound financial stewardship for the council**

Action	Measures(<i>non statistical measures shaded grey</i>)	Comments/ Progress	----- This Year -----			----- Last 3 Years -----		
			Status	Target	To Date	2015/16	2016/17	2017/18
Attract external funding support of £3m from European Union, lottery and related sources to support corporate objectives	Annual target achieved resulting in £3m external funding invested in South Lanarkshire	Significant external funds have been secured, including £325,000 for the Caledonian System Change and £270,050 from Smarter Choices. The development of significant applications and projects is progressing and the progress towards the annual target is as expected.	Green	£3.000m	£0.734m	£13.200m	£8.134m	£4.192m

Deliver and communicate the Council Plan and ensure high standards of governance

Action	Measures(<i>non statistical measures shaded grey</i>)	Comments/ Progress	----- This Year -----			----- Last 3 Years -----		
			Status	Target	To Date	2015/16	2016/17	2017/18
Promote resilience / emergency preparedness for the council	Increase awareness of resilience / emergency preparedness initiatives / practices within and external to the council by March 2019	Progress is being made as a result of Council Emergency Management Team meetings, wider engagement with SLC employees, and SLC representation at (and facilitation of) multi agency resilience meetings and events at local, regional and national level. Notable updates include: SLC hosting Emergency Meeting Skills workshop for multi agency partners as facilitated by Scottish Government Resilience Learning and Development Team, emergency response to Storm Ali and ongoing review of Severe Weather Personnel Policy.	Green	---	---	---	---	---
Promote high standards of information governance	Information governance self assessment audit checklist to be completed annually and all relevant actions to be implemented	There are 14 actions in the Information governance self assessment action plan for the Resource. One action has been completed. No change from last quarter.	Green	---	---	---	---	---
Ensure that high standards of governance are being exercised	85% of risk control actions completed by due date	There are four live risk control actions. None were due for completion in quarter two. Two actions are due to be completed in quarter four and the remaining two are not due until 2020-21.	Green	85%	100%	82%	100%	100%
	90% of audit actions completed by due date	There were two audit actions due for completion by the end of quarter two. These were completed on time.	Green	90%	100%	88%	-----	100%

Delivering the plan and achieving Best Value**Deliver and communicate the Council Plan and ensure high standards of governance**

Action	Measures (non statistical measures shaded grey)	Comments/ Progress	----- This Year -----			----- Last 3 Years -----		
			Status	Target	To Date	2015/16	2016/17	2017/18
	Complete Resource Governance self assessment by due date and develop actions to address non-compliant areas	Work has commenced early on the Resource Governance self assessment this year. On track to complete by the start of 2019.	Green	---	---	---	---	---
Compliance with statutory response timescales for information in terms of the EI(S)Rs and FOISA and for subject access requests under the DPA	96% of Freedom of Information (FOISA) requests to be processed within the 20 working day period	Quarterly data is reported one period behind. In quarter one (April - June 2018), timescales were met for 98% of the 98 FOISA requests received in that quarter.	Green	96.0%	-----	97.5%	97.3%	98.3%
	96% of Environmental Information (Scotland) Regulations EI(S)R requests to be processed within the 20 working day period unless extended to 40 working days in exceptional circumstances	Quarterly data is reported one period behind. In quarter one (April - June 2018), timescales were met for 87.9% of the 58 EISR requests received in that quarter.	Amber	96.0%	-----	95.1%	97.2%	95.7%
	90% of Data Protection Act (DPA) requests to be processed within 30 calendar days	Quarterly data is reported one period behind. In quarter one (April - June 2018), timescales were met for 100% of the ten DPA requests received in that quarter.	Green	90.0%	-----	100.0%	94.1%	92.9%

Delivering the plan and achieving Best Value**Develop improvement activity and promote scrutiny**

Action	Measures (non statistical measures shaded grey)	Comments/ Progress	----- This Year -----			----- Last 3 Years -----		
			Status	Target	To Date	2015/16	2016/17	2017/18
Implement effective best value management arrangements to ensure continuous improvement and efficient and effective service delivery	Engage in self evaluation activity and take forward any improvement actions	New council self assessment schedule for 2018-19 approved by CMT on 13th September 2018. Schedule includes two CER assessments: one on the lettings process and one on the developer contributions process. Preliminary meetings to scope out the assessments have been undertaken with the key stakeholders involved, with more detailed work to follow. We continue to meet with service managers on a quarterly basis to identify improvements to the service as a result of complaints. The SMT have received complaints reports covering quarter one, 2018-19.	Green	---	---	---	---	---
	Use the results of benchmarking activity (including the Local Government Benchmarking Framework) to inform and improve service delivery	The council's 2016-17 LGBF web report, which provides analysis of the 2016-17 results, is available to view on the Council website; and a CMT report on the final results and action plan was presented to CMT on 5th July 2018. Meanwhile, the Resource continues to send delegates to the LGBF Benchmarking Group meetings. 2017-18 LGBF figures are due to be published by the Improvement Service around January 2019.	Green	---	---	---	---	---

Delivering the plan and achieving Best Value**Promote equality and the wellbeing of staff**

Action	Measures(<i>non statistical measures shaded grey</i>)	Comments/ Progress	Status	----- This Year -----		----- Last 3 Years -----		
				Target	To Date	2015/16	2016/17	2017/18
Develop and implement council wide equality performance measures and publish results in accordance with Public Sector Equalities Duties (PSED)	Number of equality impact assessments undertaken for all relevant new and reviewed policies and procedures	One Equality Impact Assessment was submitted within the EqlA system in quarter one. In quarter two, there were no Equality Impact Assessments submitted.	Green	-----	1	31	14	25
	Provide annual report to Equal Opportunities Forum on uptake of service, based on the agreed equality outcomes	Next Equal Opportunities Forum date for the Community and Enterprise annual report is Wednesday 6th March 2019.	Report Later	---	---	---	---	---

Improve the skills, flexibility and capacity of the workforce

Action	Measures(<i>non statistical measures shaded grey</i>)	Comments/ Progress	Status	----- This Year -----		----- Last 3 Years -----		
				Target	To Date	2015/16	2016/17	2017/18
Ensure our commitment to employees through the development and implementation of personnel policies and employee learning and development (L&D) opportunities	100% coverage of Performance Appraisals (PAs) of employees in scope	End of year position for 2017-18 will be reported in quarter four. 2018-19 figure will be reported in 2020.	Report Later	100.00%	-----	-----	93.50%	-----
	Resource labour turnover rate to be less than 5%	The labour turnover rate continues to be lower than the target rate, with no significant areas of concern.	Green	5.0%	2.2%	3.4%	4.0%	5.8%
Utilise the council workforce strategy toolkit to review and monitor Resource workforce plans and continue the cyclical reporting framework	Continue to review Resource workforce plans and monitor actions to respond to workforce changes and meet future needs	The workforce plan for the Resource has been reviewed and an updated report was presented to CMT on 13th September 2018.	Green	---	---	---	---	---

Delivering the plan and achieving Best Value**Other actions in support of delivering the Plan and achieving Best Value**

Action	Measures <i>(non statistical measures shaded grey)</i>	Comments/ Progress	----- This Year -----			----- Last 3 Years -----		
			Status	Target	To Date	2015/16	2016/17	2017/18
Progress the council's Digital Strategy within the Resource	Provide updates on digital transformation activities within the Resource	<p>Internal enquiries - initial workshops have been held with relevant services to scope out requirements for internal form to be used by housing officers to record service requests on behalf of tenants. Also agreed overview / training sessions for housing officers to promote use of external forms to tenants for their own use, where appropriate (ie where services are not re-charged to housing eg. request for bin liners which are free of charge and can be requested directly by tenants with no need for housing officer involvement). The aim of this is to avoid unnecessary hand offs and promote customer self service wherever possible. Business requirement documentation currently being finalised.</p> <p>External enquiries - Review of original 'report it' integrated forms, currently not a priority due to small number of forms received. Roads and Lighting Faults: workshops held to review the roads fault reporting form, now that the roads adoption layers have been signed off for publication. This will allow intervention and re-direction for faults outwith responsibility of SLC. Customers will be provided with contact details for relevant Trunk road operator. Form expected for User Acceptance Testing in quarter three.</p>	Green	---	---	---	---	---

Delivering the plan and achieving Best Value**Other actions in support of delivering the Plan and achieving Best Value**

Action	Measures (non statistical measures shaded grey)	Comments/ Progress	----- This Year -----			----- Last 3 Years -----		
			Status	Target	To Date	2015/16	2016/17	2017/18
Prepare Resource for implementation of replacement corporate EDRMS and workflow software	System familiarisation, document and data mapping and migration, fileplan set up, correspondence workflow specification developed and tested, procedures revised, and training delivered (all by August 2018)	<p>Migration trials 1 and 2 completed successfully. File plan access control and retention schedules to be finalised prior to live migration.</p> <p>Workflow specification document signed off and phase 1 of testing due to complete end of quarter two. Minimal issues arising from technical User Acceptance Testing. Detailed discussions required in quarter three in relation to procedural set up for correspondence allocation to meet local service requirements. Core system specification to be signed off and User Acceptance Testing scheduled for quarter three.</p> <p>System Administration and Resource lead training commenced. Corporate trainers being trained to provide end user training to complement electronic training material provided by supplier.</p> <p>Procedures being discussed by key groups (eg FOISA / Complaints lead officers), to inform local training sessions and ensure corporate reports are fully tested during quarter two.</p> <p>Live date now scheduled 1st December 2018, project plan re-aligned.</p>	Amber	---	---	---	---	---

Report later

– update of Resource Plan 2017/2018 Quarter 4 Progress Report

Measure	Comments at Quarter 4 2017/2018	Updated status At Quarter 2 2018/2019	Updated comments
Percentage of A class roads that should be considered for maintenance treatment	The 2017/2018 LGBF results will not be published by the Improvement Service until January 2019.	Report later	Information still not yet available. The draft 2017/2018 LGBF results will not be published by the Improvement Service until January 2019. At that stage, the draft results and explanatory narrative will be reported to the Executive Committee and will be available on the Performance pages on the council's website.
Percentage of B class roads that should be considered for maintenance treatment			
Percentage of C class roads that should be considered for maintenance treatment	The latest published results (2016/2017) are included in the 2016/2017 column with explanatory narrative in the comments column.		
Percentage of U class roads that should be considered for maintenance treatment			
Cost of maintenance per kilometre of road			
Cost per planning application			
Cost of Trading Standards per 1,000 population			
Net cost of street cleaning per 1,000 population			
Percentage of adults satisfied with street cleaning			
Cost of parks and open spaces per 1,000 of the population			
Percentage of adults satisfied with parks and open spaces			
Percentage of adults satisfied with refuse collection			
Cost of Environmental Health per 1,000 population			
Percentage of procurement spend on local small/medium enterprises			
Number of business gateway start-ups per 10,000 population			
% of adults satisfied with leisure facilities			
Cost per attendance at sports facilities			
% of adults satisfied with libraries			
% of adults satisfied with museums and galleries			
Cost per library visit			
Cost of museums per visit			

Measure	Comments at Quarter 4 2017/2018	Updated status At Quarter 2 2018/2019	Updated comments
Planning service satisfaction target for applicants and agents (85%)	Year end survey results are normally prepared during April and reported during May. With the service priority currently on the implementation of the IDOX project, it is anticipated that the 2017/2018 survey results will not be available until the end of June 2018.	Green	Planning service satisfaction in quarter 4 was 86%.
Satisfaction levels with Building Standards service sustained or improved against baseline (87%)		Amber	Building Standards service satisfaction was 84%.
10% reduction in the Council's greenhouse gas emissions achieved by March 2021, compared to 2015/2016 (equivalent to 2% each year)	The 2017/2018 position will be reported around June/July 2018, but it is anticipated that the target of 10% over 5 years will be met early and exceeded by the target date of 2020/2021.	Green	As at the end of March 2018, carbon emissions reduced by 5.1% compared with 2015/2016, exceeding the 4% target for this two year period (on track to meet 10% target by March 2021).
100% coverage of Performance Appraisals (PAs) of employees in scope	Managers and employees in Resource are currently closing off 2017/2018 Performance Appraisals at the moment. This information will not be available until later this year.	Report later	Information still not yet available. End of year position for 2017/2018 will be reported in quarter 4, 2018-19.

Report

7

Report to: **Community and Enterprise Resources Committee**
 Date of Meeting: **22 January 2019**
 Report by: **Executive Director (Community and Enterprise Resources)**

Subject: **Centenary Fields Site Nomination**

1. Purpose of Report

1.1. The purpose of the report is to:-

- propose that the Council participate in the 'Centenary Fields' programme

2. Recommendations

2.1. The Committee is asked to approve the following recommendations:-

- (1) that Crawfordjohn Play Area and Law Recreation Ground are put forward as the Council's submission to Centenary Fields to evaluate the most appropriate site for inclusion as South Lanarkshire participation in the Centenary Fields programme; and
- (2) that a report be submitted to a future meeting of the Community and Enterprise Resources Committee to provide an update on the outcome of the evaluation of the sites.

3. Background

- 3.1. South Lanarkshire Council has been approached by Centenary Fields, which was launched in 2014 by Fields in Trust President, The Duke of Cambridge and who work in partnership with Poppyscotland and the Royal British Legion. Fields in Trust is a British charity which protects parks and green spaces and promotes the cause of accessible spaces for play, sports and recreation in British cities and towns.
- 3.2. Centenary Fields aims to protect at least one green space in every local authority area across England, Wales, Scotland and Northern Ireland to commemorate the centenary of World War 1 (WW1).
- 3.3. These protected sites could be war memorial parks or recreation grounds, memorial gardens, parks or recreational grounds that contain a WW1 war memorial, or other valued green space that has some significance to WW1 either existing or planned.
- 3.4. The programme aims to safeguard these sites to create a living UK-wide legacy in commemoration of the sacrifice made by those who lost their lives in WW1.
- 3.5. Centenary Fields' dedication is aligned with the value of the Armed Forces Community Covenant and the programme aims to be recognised by local communities as a clear and visible commitment to the importance of these spaces now and in the future.

4. Sites Considered for Inclusion

- 4.1. During research into potential locations, it was identified that the Council already has one site, Kirkton Park, Blantyre registered under the Fields in Trust Scheme. However, given the importance of this year in terms of the 100 year anniversary, it was considered appropriate to consider a further site.
- 4.2. Following consultation with the Council's Estates and Grounds Services, two sites which meet the criteria were identified, both having links to WW1. The sites identified are as follows;
- 4.3. Crawfordjohn Play Area
Through research, it is understood that this site has historical links to WW1 as a proclamation and muster point for outlying dwellings and farms, although there is limited written records to validate this claim. The site, which has recently seen significant investment in a new children's play area, is in the heart of the village of Crawfordjohn, with the war memorial located across the road in the grounds of the cemetery. The evaluation by Centenary Fields would consider if the evidence available meets the criteria to make this a suitable site.
- 4.4. Law Recreation Ground
This site, within the village of Law, has a WW1 war memorial located in it, which was erected in May 1920 and commemorates those who were killed or missing in the Great War. The site also has a changing pavilion, football pitches and a fixed play area.
- 4.5. Location plans for both sites are attached at Appendix 1 and 2.
- 4.6. To allow the Council to participate in the scheme, the proposal would be to request Centenary Fields to consider both sites, Crawfordjohn Play Area and Law Recreation Ground, and then take forward their recommended location. A further report will be submitted to a future meeting of the Community and Enterprise Resources Committee to provide an update on the outcome of the evaluation of the sites.
- 4.7. Other sites were considered which also have links to WW1, however, these had existing restrictions (e.g. common good land) and initial discussions with Centenary Fields suggested these would not be appropriate locations to be considered as part of the programme as the preference is to have sites which do not have any pre-existing restrictions.

5. Employee Implications

- 5.1. There are no employee implications.

6. Financial Implications

- 6.1. There are no immediate financial implications, however, sites within Centenary Fields' determination will have a burden placed on them which could restrict future development and consequently the opportunity of future income to the Council through sale or development. However, the scope of this is limited given the current use of the sites and local plan designation.

7. Equality Impact Assessment and Consultation Arrangements

- 7.1. This report does not introduce a new policy, function or strategy nor recommend a change to an existing policy, function or strategy and, therefore, no impact assessment is required.

- 7.2. There is also no requirement to undertake any consultation in terms of the information contained in this report.

Michael McGlynn
Executive Director (Community and Enterprise Resources)

27 December 2018

Link(s) to Council Values/Ambitions/Objectives

- ◆ Focused on people and their needs' and 'Working with and respecting others

Previous References

- ◆ None

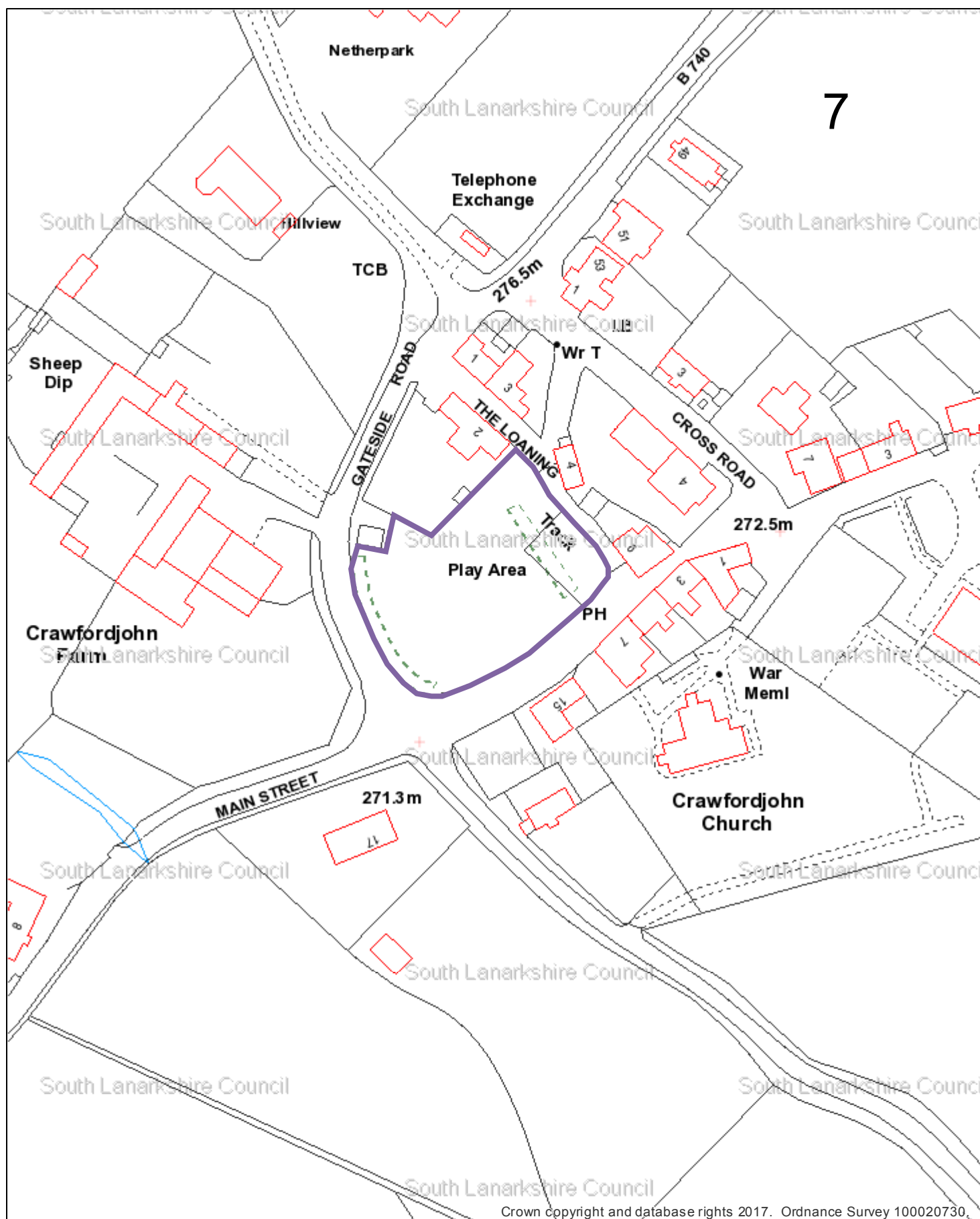
List of Background Papers

- ◆ None

Contact for Further Information

If you would like to inspect the background papers or want further information, please contact:-

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Title: Crawfordjohn Play Area

Notes: Gateside Road Crawfordjohn



South Lanarkshire Council

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Report

8

Report to:	Community and Enterprise Resources Committee
Date of Meeting:	22 January 2019
Report by:	Executive Director (Community and Enterprise Resources)

Subject:	Proposal for Food Strategy 2019 to 2024
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1. Purpose of Report

1.1. The purpose of the report is to:

- ♦ approve the proposed plan for the development of a Food Strategy covering the period 2019 to 2024.

2. Recommendation(s)

2.1. The Committee is asked to approve the following recommendation(s):

- (1) that the proposed plan for the development of a Food Strategy for 2019 to 2024 be approved.

3. Background

- 3.1. The Community and Enterprise Resources Committee on 22 May 2018 approved the establishment of a Food Development Policy Officer for a period of 18 months. The post was created to ensure the adoption of a co-ordinated and comprehensive approach to tackle food issues, to connect Council initiatives to an overall strategy, and deliver them within a strategic framework. To do this, it is envisaged that the main task of the officer would include the development of a Council Food Strategy.
- 3.2. The Council has been active on food issues for many years with activities including: improvement of food hygiene and standards; implementation of food waste collection; development of school breakfast clubs, healthy eating and nutrition programmes; the development of initiatives tackling food poverty; the provision of allotments and food growing opportunities; and support to food businesses.
- 3.3. In September 2018, the Scottish Government published the Good Food Nation Programme of Measures which identifies five key areas of work: Health, Social Justice, Knowledge, Environmental Sustainability and Prosperity. The programme reinforces the commitment of the Government to the concept and reality of Scotland as a Good Food Nation and offers a framework of actions and guidelines for the development of local food strategies.
- 3.4. In addition, the Community Empowerment (Scotland) Act 2015, Part 9 has introduced new rights, duties and responsibilities regarding the provision of allotments and food growing opportunities for local authorities.
- 3.5. The development of local food strategies is part of a recent global trend. It echoes the increasing willingness to embark on a process of transition towards more sustainable food systems to tackle health, social, economic and environmental challenges which

are related to food. This trend also demonstrates the significant potential of local authorities - as places of empowerment and innovation - to deal with food issues.

4. Proposed Food Strategy 2019 to 2024

- 4.1. The Food Strategy will cover the period 2019 to 2024 and propose a vision for the development of a sustainable food system for the Council, its partners and its communities. It will also set out the objectives, outputs, activities and expected outcomes.
- 4.2. The Food Strategy will define the Council and the community's approach to address food related challenges, needs and demands. The strategy will encompass social, health, economic and environment concerns. In particular, it will represent a commitment to address food poverty and food related health issues and ensure the sustainability of the food system.
- 4.3. The Food Strategy will build on the current initiatives of the Council and identify future opportunities within a single and comprehensive strategic framework with common and agreed objectives. The strategy will enable higher horizontal and vertical policy integration and co-ordination between Resources and services and with Council's partners and other stakeholders. The strategy will offer a systemic approach to deal with the various and interrelated food challenges and take food as an opportunity to promote higher quality, thriving and sustainable communities.
- 4.4. Involvement of relevant Resources and services, partners as well as community engagement will be key aspects of the strategy formulation so as to ensure that food related challenges are fully addressed and needs and wants captured. Stakeholder representation will also enable higher commitment to the strategy implementation.

5. Proposed Plan for the development of the Food Strategy 2019 to 2024

- 5.1. The proposed timeline below provides the next steps for the development of the Food Strategy 2019 to 2024.

Next steps	Proposed Timeframe
Definition of the vision and objectives of the Food Strategy: <ul style="list-style-type: none"> - Identification of food related challenges and opportunities (health, social, environmental and economic) as well as the needs and wants through consultations and engagement with Services and employees, partner organisations, private sector, third sector and existing forum; - Identification of EU, national and local priorities through policy review and consultations; - Development of a Media Engagement Plan with the Corporate Communication team; - Development of a Community Engagement Plan with the Community Engagement team; - Production of an intermediate report compiling and synthesizing the vision and objectives of the strategy. 	December 2018 to April 2019
Consultations (internal and key external stakeholders) to share and discuss the Food Strategy's vision and objectives.	March 2019
Definition of the governance and reporting mechanisms of the Food Strategy: <ul style="list-style-type: none"> - Definition of internal reporting mechanisms (cross-resources 	April 2019

coordination group, members working group); - Establishment of a Food Partnership and potential sub-working groups based on needs (e.g. Fairtrade steering committee, Food growing sub-group, etc).	
Definition of the expected outcomes and outputs as well as activities for the first year through consultations with Resources and employees, the Food Partnership and sub-groups and proposition of a monitoring system. It is proposed that activities of the Strategy will be defined on an annual basis and a midterm review of the strategy will be conducted.	May – June 2019
Consultations (internal and key external stakeholders) to share and discuss the Food Strategy's outcomes, outputs and activities. Public consultation (surveys) to share and discuss the overall Food Strategy.	July 2019
Submission of the Food Strategy to Committee	September 2019
Application to join the national Sustainable Food Cities Network (considering applications to other international networks/labels).	September 2019
Launch of the Food Strategy with the organisation of a Food Forum (public event) and media engagement.	October 2019
Integration of strategy actions into Resource and Service Plans for 2020/2021	February/March 2020

6. Strategic Environmental Assessment

- 6.1. In January 2019, the Pre-screening exercise will be undertaken in order to assess whether a Strategic Environmental Assessment (SEA) is required. This exercise is expected to last from 3 to 4 weeks. Moreover, a Screening might be carried out depending on the results of the Pre-screening.
- 6.2. If the Screening concludes that an SEA is required, the timeline for the development of the strategy indicated above will be modified to take into account the deadlines and stages imposed by the SEA process. In that case, it is expected to have the final version the Food Strategy in December 2019 rather than September with later dates also affected.

7. Employee Implications

- 7.1. Development of the strategy will be one of the key tasks of the Policy Officer for Food Development. In addition, all Resources will need to contribute to the development of the Food Strategy to ensure that a co-ordinated and comprehensive approach is adopted. Implication of Resources and services will vary depending on the relevance of their activities with regards to food.
- 7.2. In addition to developing the Food Strategy, the Policy Officer for Food Development will champion and report on wider issues relating to the food agenda such as the development of the Council's approach to Fair Trade, and monitor food initiatives with regular dissemination of Food Watch bulletins to the Council and its partners. Further, the officer will also represent the Council's interests in food related matters.

8. Financial Implications

- 8.1. There are no financial implications at this stage.

9. Other Implications

- 9.1. The Food Strategy will support the outcomes of the current Sustainable Development and Climate Change Strategy.

10. Equality Impact Assessment and Consultation Arrangements

- 10.1. A consultation and an equalities impact assessment will be carried out as part of the development of the strategy.

Michael McGlynn

Executive Director (Community and Enterprise Resources)

27 December 2018

Link(s) to Council Values/Ambitions/Objectives

- ♦ Work with communities and partners to promote high quality, thriving and sustainable communities
- ♦ Support the local economy by providing the right conditions for inclusive growth
- ♦ Support our communities by tackling disadvantage and deprivation, and supporting aspiration

Previous References

- ♦ Community and Enterprise Resources Committee report on Food Development – Policy Officer - 22 May 2018

List of Background Papers

- ♦ None

Contact for Further Information

If you would like to inspect the background papers or want further information, please contact:-

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Report

9

Report to: **Community and Enterprise Resources Committee**
 Date of Meeting: **22 January 2018**
 Report by: **Executive Director (Community and Enterprise Resources)**

Subject: **Allotments and Management Rules Update**

1. Purpose of Report

1.1. The purpose of the report is to:

- ◆ provide an update on the development of further food growing opportunities, including allotment provision across South Lanarkshire
- ◆ provide an update on revised rules and regulations and charges

2. Recommendation(s)

2.1. The Committee is asked to approve the following recommendation(s):

- (1) that the development of further food growing opportunities, including allotment provision, across South Lanarkshire be noted;
- (2) that the revised rules and regulations, set out in Appendix 1, be approved; and
- (3) that the proposed allotment charges, set out in Appendix 2, be approved.

3. Background

3.1. The Community Empowerment (Scotland) Act 2015 has been introduced and brings new rights, duties and responsibilities regarding the provision of allotments and food growing opportunities. Part 9 of the Act governing the provision of allotments and food growing was enabled on 1 April 2018 and Councils have two years to publish information on how they intend to meet their legislative obligations via a Food Growing Strategy.

3.2 Part 9 of the Act places the following statutory obligations on local authorities:

- Offer to lease allotment plots of 250sqm, or lower on request
- Duty to maintain waiting list for allotments
- Duty to provide allotments:
 - Maximum waiting list must not exceed 50% of number of plots available
 - Person on list does not wait more than 5 years for an allotment
 - Allotments to be within 3 mile radius or within 30 minute journey from where people on the waiting list reside
- Access to allotments and allotment sites (disability compliant)
- Allotment site regulations must be developed in consultation and contain core information
- Duty to prepare Food growing strategy which includes consultation and requirement for annual report on food growing activity on Council land
- Legislative obligation to publish a food growing strategy by 1 April 2020
- Duty to review Food growing strategy

- Delegation of management of allotment sites
- Promotion and use of allotments

- 3.3 It was anticipated that detailed government guidance covering Part 9 would be published in 2016. However, further consultation was carried out in August 2018 and whilst final guidance has been issued on the requirements for the Food Growing Strategy, detailed guidance on how the Council manage its waiting list and sites is still awaited. Nonetheless, the Resource continues to bring forward food growing proposals that are consistent with the draft guidance.
- 3.4 Currently, the Council has 123 plot holders accommodated at the two existing sites in East Kilbride and Rutherglen and there are a further 426 applicants on the waiting list as at December 2018.
- 3.5 As well as having a need to increase the number of formal allotment sites, the Council is legally required to identify sites for alternative food growing opportunities such as individual plots, raised beds or community gardens. Amenity Services are working with Estates Services to create a list of potential sites and are in discussion with other Resources including Education and Social Work Resources regarding various ongoing/proposed food growing pilots e.g. eco schools
- 3.6 The delivery of the obligations within Part 9 of the Act will be included within the actions of the proposed Food Strategy for the Council which is subject to a separate report to this Committee.

4. Allotment Update

- 4.1 As part of the ongoing review by Amenity Services to identify opportunities to expand allotment and food growing opportunities within the Council area, a number of projects are currently progressing as outlined below.

Former Blairbeth Golf Course (Cambuslang)

- 4.2 Through local consultation undertaken by Planning and Economic Development Services on the redevelopment of the former Blairbeth Golf Course, an opportunity was identified to provide local food growing facilities as part of the redevelopment.
- 4.3 The agreed design included a fully serviced area for food growing and work is currently underway to create 50 x 100m² plots, some of which may be divided into 50m² plots depending on individual requirements and the provision of raised beds to accommodate disabled users. This development will allow the Council to offer up to 100 applicants on the waiting list access to a plot.

Murray Recreation (East Kilbride)

- 4.4 Work is also ongoing to develop a raised bed site at Murray Recreation area in East Kilbride, with the site programmed to be available by Spring 2019. This development will allow the Council to offer up to 70 applicants on the waiting list access to a raised bed.

Allers (East Kilbride)

- 4.5 The Council currently operates a fully serviced allotment site at Allers in East Kilbride and work is underway to extend the site to create up to 69 additional plots plus 12 raised beds. Timescale for completion has still to be confirmed as discussions are ongoing with SEPA in terms of any additional compliance works required, e.g. ground conditions, but it is envisaged that this site would be available by Summer 2019. This development will allow the Council to offer up to 81 applicants on the waiting list access to an allotment or raised bed.

- 4.6 These projects will provide an additional 250 opportunities to applicants on the waiting list to participate in food growing within South Lanarkshire and contribute to the Council to move towards compliance with Part 9 of the Act.
- 4.7 Amenity Services has also highlighted that investment in food growing will be required over the next few years and this was highlighted in the recent Future Capital Investment Strategy report approved at the Executive Committee on 21 November 2018.

5. Rules and Regulations including Charges

- 5.1 Part 9 of the Act highlights the requirement for allotment site regulations to be developed in consultation and contain core information. During the summer of 2018, Amenity Services issued a questionnaire to the existing plot holders and applicants on the waiting list. This questionnaire asked current plot holders to provide additional information to ensure the Council held the “core Information” outlined in the Act, including confirming contact details, size/type of plots they would consider, distance willing to travel and included specific questions on the rules and regulations and how charges should be developed.
- 5.2 Following the introduction of the Community Empowerment (Scotland) Act 2015, revised rules and regulations were developed in conjunction with Legal Services to meet the requirements of the guidance issued in relation to Part 9 of the Act. These were circulated to existing plot holders for comment and subsequently amended to reflect feedback. A copy of the amended rules and regulations are attached as Appendix 1. The main changes included as a result of the Act guidance were:
- If an existing applicant/tenant wishes to change the size of their plot, they must re-apply and be added to the end of the waiting list
 - Formally recognises joint applications
 - Formally recognises that if primary applicant withdraws, secondary applicant can remain on the list
- 5.3 In addition the Council, based on concerns raised by existing plot holders, streamlined the warning system which deals with persistent offenders who do not comply with the rules and regulations. The main change is to deal with warnings on a 12 month rolling period, taking account of previous issues.
- 5.4 If approved, these Rules and Regulations will be implemented from January 2019 to existing and any new allotment sites.
- 5.5 Given that there will now be the option for applicants to request a variety of different plot sizes, up to 250sqm and also to request alternative growing spaces such as a raised bed, the service requires to review the existing charges. Historically, allotment charges have been based on 50 and 100sqm plots increased by Retail Price Index each year. As a result, there is some disparity between the two current sites as one was formerly under Glasgow District Council and the other East Kilbride District Council as set out below:

DESCRIPTION	per annum
Allers Allotment East Kilbride (full plot)	£27.35
Allers Allotment East Kilbride (full plot concession)	£17.70
Allers Allotment East Kilbride (half plot)	£14.00
Allers Allotment East Kilbride (half plot concession)	£8.70
Richmond Allotments Rutherglen (full plot, no concessions)	£8.40

- 5.6 As part of the questionnaire, plot holders and applicants on the waiting list were asked to comment on the most appropriate way for future charges to be structured. 88.5% of respondents agreed that a m2 rate was fairer rather than based on plot, particularly now that applicants can request any size of plot up to 250m2.
- 5.7 The proposed charging structure is based on the Council recovering the recurring estimated revenue costs for operating these facilities and these are identified in Appendix 2. A concession scheme for applicants who qualify for benefits has also been included.
- 5.8 Charges based on m2 would be applied with immediate effect to any new sites, e.g. Blairbeth but charges for existing plot holders at Allers and Richmond, would only be subject to a 3% rise for 2019/2020 as agreed as part of the Council Charging Policy and Proposals report to the Executive Committee on 21 November 2018. The proposal to align all allotment charges to the new charging structure will be considered as part of the 2020/2021 annual charges review process.
- 6. Employee Implications**
- 6.1 There are no employee implications at this time, however, as the number of sites expands through increased uptake in food growing across the Council area, the resources required to deal with applications, plot allocations, inspections, disciplinary issues will require to be reviewed.
- 7. Financial Implications**
- 7.1 The expansion of allotments and food growing as outlined in section 4 is being funded from within existing budgets but further capital investment is identified as outlined in the Future Capital Investment Strategy report to the Executive Committee on 21 November 2018.
- 7.2 The proposal to align all allotment charges to the new charging structure will be considered as part of the 2020/2021 annual charges review process
- 8. Other Implications**
- 8.1 There is a risk that even with the development of the three identified sites, the Council may still not meet the legislative requirements outlined in the Community Empowerment (Scotland) Act 2015 as demand could again increase once new sites are publicised and waiting times reduce. To mitigate this risk, the service continues to work with Estates Services to identify further options to promote food growing activities within South Lanarkshire.
- 9. Equality Impact Assessment and Consultation Arrangements**
- 9.1 An equality impact assessment relating to rules and regulations and revised charges has been prepared and based on consultation feedback, there is no evidence that these will have a negative impact on specific equality groups.

Michael McGlynn
Executive Director (Community and Enterprise Resources)

27 December 2018

Link(s) to Council Values/Ambitions/Objectives

- ◆ Make communities safer, stronger and sustainable

Previous References

- ◆ Community and Enterprise Resources Committee 21 August 2018 - Consultation on part 9 Community Empowerment (Scotland) Act 2015- Allotment and Food Growing Opportunities
- ◆ Community and Enterprise Resources Committee 12 December 2017 - Consultation on part 9 Community Empowerment (Scotland) Act 2015- Allotment and Food Growing Opportunities

List of Background Papers

- ◆ Community and Enterprise Resources Committee Report – Redevelopment of Former Blairbeth Golf Course Site

Contact for Further Information

If you would like to inspect the background papers or want further information, please contact:-

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RULES AND REGULATIONS FOR ALLOTMENT PLOTS ON COUNCIL MANAGED LAND 2019

South Lanarkshire Council ("the Council") has a statutory duty to provide allotments in terms of Part 9 of the Community Empowerment (Scotland) Act 2015 ("the 2015 Act"). These rules are made in support of this statutory function and to support those leasing allotment plots ("tenants") understand their responsibilities. Where there is a contradiction between these rules and the 2015 Act the terms of the 2015 Act including any regulations ("Regulations") shall apply. These rules will be subject to review once Part 9 of the 2015 Act has been fully enabled.

1 Allotment Plot Letting

- (a) For allotment plots on Council owned land, an allotment plot application form must be completed and submitted in writing either via the Council's website or send to the Landscape Support Officer, Community & Enterprise Resources, 18 Forrest Street, Blantyre, G72 0JP or such other address as is publicised by the Council.
- (b) The Council will maintain a waiting list and will offer available plots to the first person on the list based on what has been requested or the next available size. Applicants may remain on the list until the prescribed size of plot has been offered however, if a valid offer is refused due to personal circumstances, applicants will be moved to the end of the waiting list if the five year time limit prescribed by the Community Empowerment (Scotland) Act 2015 will or has been exceeded.
- (c) Allotment tenancies will only be granted to residents, 18 years or over who reside within the South Lanarkshire Council area. Individuals who live outside or move outwith South Lanarkshire shall not be entitled to retain an allotment tenancy and South Lanarkshire Council or the relevant association shall be entitled to require that any such tenancy be brought to an end in accordance with the termination provisions herein.
- (d) The Council reserves the right to inspect any allotment sites and records without giving prior notice to ensure that allotment plots are being managed in accordance with these rules.
- (e) All tenants are required to sign an agreement in terms of the Allotment Tenancy Agreement annexed hereto annually in advance agreeing to lease an allotment plot for that year and that they shall adhere to these rules and any that may pertain to the particular allotment site and/or any Regulations.
- (f) The tenant shall ensure that any change of address or contact details are notified as soon as reasonably practicable to the Landscape Support Officer at the address specified in 1(a) above. The Council / Association shall not be held responsible for any losses resulting from a failure by a tenant to provide information.
- (g) Should an existing tenant wish to increase the size of his/her allotment plot he/she shall submit a new application form and will be added to the end of the waiting list of applicants wishing to let an allotment tenancy.
- (h) Any applicant who accepts a smaller allotment plot than requested will be removed from the waiting list. Should the tenant wish a larger plot at a later date, a new application must be submitted to join the waiting list.
- (i) Where a person (or joint applicant) who has had an allotment tenancy previously terminated by the Council or Association makes an application for an allotment tenancy it shall be considered taking into account the circumstances of the previous termination and any Regulation that may apply at that time.
- (j) A tenant shall not be sub-let or share occupation of any part of his/her allotment plot with any other person.
- (k) The Council will consider the transfer of an allotment tenancy to a joint applicant, 18 years or over, should the existing tenant be permanently unfit or deceased. If approved, the Council will require written proof to be submitted and a new tenancy agreement shall be signed.
- (l) If an allotment tenancy is terminated, there will be no refund made other than for the refundable key deposit when keys are returned.
- (m) The first named person on joint applications shall be considered the lead applicant. Should the lead applicant withdraw, the second named applicant will remain on the

waiting list unless advised in writing that both wish to withdraw. Further applicants cannot be added and second named applicants will remain on the list as a single applicant.

2 Charges

- (a) For Council managed allotment sites the annual subscription of the allotments will be due on 1 April each year. The annual subscription shall be set by the Council at its sole discretion.
- (b) The Council shall consider any subscription not paid in full within 30 days of the invoice date as an indication that the tenant of that allotment plot wishes to give up the allotment tenancy. Following a defined timescale, the Council shall be entitled to enter upon the allotment plot and remove all items and building or erections and make the allotment plot available for re-letting to another person
- (c) Changes to circumstances that affect your ability to pay, must be advised in writing to the Landscape Support Officer. The Council will review specific circumstances and offer support and guidance.
- (d) Annual subscriptions and any other charges that may be payable are subject to annual review and Tenants will be notified of any increase in advance. To cover costs, charges will be based on a rate per m2 and what services are provided which may vary from site to site.
- (e) When an allotment plot is allocated in a secure site, a key will be issued to the tenant upon payment of a refundable deposit.
- (f) A tenant shall notify the Landscape Development Officer of any lost/stolen keys. Replacement keys are chargeable and shall not be issued to a tenant until paid in full.
- (g) Concessions (where available) are only applicable to the lead applicant. Lead applicants shall only be changed where written proof is provided that the lead applicant is deceased or permanently infirm.

3 Allotment Plot Management

- (a) All tenants shall be responsible for keeping their allotment plots in a clean and tidy condition at all times of year to the standard outlined in the rules and regulations at the Council's sole discretion. Allotment sites will be regularly inspected by the Council and/or Association.
- (b) An allotment plot must be used for the sole purpose of growing vegetables, fruit and other produce and tenants may sell such produce grown (other than with a view to making a profit). At least 50% of individual allotment plots should be used for growing purposes.
- (c) All tenants shall be responsible for ensuring that weed growth is controlled and their allotment plots are cultivated by the end of April prior to the growing season all to a standard outlined in the rules and regulations at the Council's sole discretion, e.g. the allotment plot should either be: well underway in the process of being prepared for crops; in readiness for growing; or be well stocked with growing produce and seed heads should be removed before they set and pernicious weeds such as couch grass, ground elder, brambles or mares tail must be controlled.
- (d) A tenant shall be responsible for keeping the boundaries and paths adjacent to his/her allotment plot in a clean and tidy condition. Where a path is adjacent to two allotment plots, the respective tenants shall come to an agreement as to how it is to be kept clear of weeds and any obstructions failing which the Council or Association shall direct the tenants as to how this is to be done.
- (e) The prior written consent of the Council or Association shall be obtained by a tenant regarding the location and size of any buildings to be erected within his/her allotment plot, which consent will not be unreasonably withheld if the proposals do not unduly shade adjacent allotment plots or take up more than 25% of the said plot. The Council or Association will be entitled to ask for whatever information it considers necessary in order to reach a decision as to whether such consent is to be given.
- (f) A tenant shall not allow trees on the allotment plot, with the exception of fruit trees which must be maintained within the allotment plot and which shall not grow into or cause shade to be cast on neighbouring allotment plots. Fruit bushes are permitted to be grown.

- (g) A tenant shall be responsible for ensuring that appropriate pest and disease control is carried out on the allotment plot.
- (h) A tenant must not allow his/her allotment plot to be used for the storage of glass, timber, refuse or any other material deemed unsuitable by the Council.
- (i) A tenant shall not do anything to adversely affect other allotment plots, including, but not limited to, spray damage, fertiliser run off, spreading/seeding weeds or any other activity that may cause damage and/or nuisance.
- (j) Crops, structures, etc on individual allotment plots are the responsibility of the tenant and the Council and/or Association shall not be liable for any incidents that take place and/or damage occurring to said items save where such incidents and/or damage are as a result of the actions of their employees or authorised representatives.
- (k) Tenants are encouraged to practice good housekeeping and sustainable practices, e.g. composting green waste on the allotment plot, the use of water butts for collecting water and responsible disposal of waste material.
- (l) Where waste disposal facilities are provided, this is strictly for recyclable green garden waste only. Tenants are responsible for the removal of all other waste lawfully from their allotment plot by the following methods:
 - Suitable vegetable/green waste shall be composted within the allotment plot.
 - Other green waste should be disposed in green waste magazine (if provided).
 - If waste magazine is not provided, waste must be removed from allotment site by the tenant.
 - All non-compostable waste material must be removed from allotment site by the tenant.
 - Any breach of these conditions may be deemed as fly tipping and will result in the termination of a tenant's allotment tenancy.
- (m) Small scale burning using a closed vessel such as a chimenea is permitted however must be controlled and must not compromise adjacent allotment plots.
- (n) To increase sustainability and keep charges manageable, tenants are encouraged to harvest water within their allotment plots to supplement mains water provision where provided. It is not permitted to install additional water taps.
- (o) Where no mains water is provided, plot holders must harvest water within their allotment plot.

4 Structures/Property

- (a) No greenhouse, polytunnel, shed or storage hut shall be erected on an allotment plot or in an allotment site by a tenant without the prior written consent from the Council who will advise of a suitable location to minimise or eradicate shading to other allotment plots. Caravans are not permitted on any allotment site.
- (b) Prior to the erection of a greenhouse, shed or other building / structure, the tenant shall provide construction details to the Council or Association for approval. Details shall include: type of structure; size of structure; height of structure; building materials; location on allotment plot (in order that it shall not result in any adverse affect on neighbouring allotment plots) and any other information considered necessary
- (c) Tenants are solely responsible for the safety and maintenance of any structure as well as boundary fences on their allotment plots. Tenants are not permitted to plant boundary hedges.
- (d) When any structure is to be demolished the tenant shall ensure that all waste materials are removed from the allotment plot and allotment site and disposed of lawfully.
- (e) No more than 25% of an allotment plot shall be used for non growing structures such as sheds, seating, storage.
- (f) The Plot Holder shall indemnify the Council against all claims and liabilities which may be made against the Council arising directly or indirectly from any breach or non-performance by the Plotholder of his obligations under the Allotment Agreement or from any act, omission or negligence of the Plotholder or any person acting expressly or implied with the authority of the Plotholder in relation to the Plot or so arising from the presence of any of the Plotholder's property and from the expenses of proceedings arising therefrom.

- (g) South Lanarkshire Council and its employees cannot accept responsibility for any claims, loss or damage which may arise from using this facility, except so far as provided by statute.
- (h) Plotholders are responsible for the removal of any structures as requested by the Council following the end of a lease. Failure to do so, may result in charges being levied to cover the cost of any costs incurred by the Council.

5 Livestock

- (a) Dogs are allowed on allotment sites. The tenant shall be responsible for keeping or, if not the owner, ensuring that the dogs are kept under control at all times and that they are kept on a lead.
- (b) Tenants who bring their dogs on to or permit a visitor to bring dogs on to an allotment site are responsible for the safe disposal of any dog waste and for any damage that be caused by said dogs.
- (c) Tenants shall not kennel animals/poultry overnight nor permit the same on any part of an allotment site.
- (d) No livestock shall be permitted on an allotment site without the written consent of the Council whose decision shall be final.

6 Security/Maintenance

- (a) All Tenants share responsibility for the security of an allotment site at all times and shall enter and leave the allotment site only through the authorised boundary gates. Children must be supervised by an appropriate adult at all times.
- (b) Each of the boundary gates of an allotment shall be padlocked and tenants shall lock these at all times on entering and leaving. Each tenant shall ensure that keys are retained securely.
- (c) The key to the allotment site remains the property of the Council and/or Association and is issued to a tenant strictly for the purposes of access to and egress from an allotment site and is not transferable to any other person.
- (d) Each tenant shall be required to pay a deposit of £20.00 (or such other sum as set by the Council or Association) for the key to the allotment site which is refundable to the tenant on the termination of the allotment tenancy and return of the key.
- (e) A tenant is responsible for the security of any greenhouse, shed, property etc, on his/her allotment plot.
- (f) Each tenant shall not enter an un-let allotment plot or one let to another person or remove any item or materials from said allotment plots.
- (g) Issues relating to general site maintenance on Council managed allotments must be reported to the Landscape Support Officer or via the Association where appropriate.

7 Monitoring

- (a) The Landscape Support Officer and/or where appropriate, members of the Association shall be entitled to carry out general inspections (at their discretion) of all allotment plots. The purpose of these inspections will be to assess whether sufficient progress is being made to reach and maintain the agreed cultivation and maintenance standards, as well as noting any non-conformance of rules and regulations.
- (b) Tenants who fail to meet the required standards will receive a first warning letter advising that issues must be rectified within 21 days. If the issue is not rectified within the specified deadline, the Council or Association shall issue a final warning letter to the tenant giving him/her 14 days to rectify the matter. Failure to rectify the matter to the satisfaction of the Council or Association will result in the allotment tenancy being terminated in accordance with these rules.
- (c) The tenant will be notified in writing to vacate their allotment plot and return their key(s) to the Landscape Support Officer.
- (d) The tenant is responsible for any remediation work or waste disposal and the costs thereof required to be undertaken by the Council and/or Association.
- (e) Any tenant who has been issued with a previous warning in a 12 month rolling period, will immediately be issued with a final warning on the second occasion.

- (f) Any tenant who has been issued with two prior warnings within a 12 month rolling period will automatically have their allotment tenancy terminated on the third occasion.
- (g) Issues relating to a Tenant's gross misconduct such as theft or inappropriate behaviour will be referred to the Landscape Support Officer. In such circumstances the Council reserves the right to terminate the allotment tenancy.
- (h) In the event of any dispute regarding the interpretation of these rules, the matter shall be referred to the Landscape Support Officer. The Council shall have regard to the 2015 Act and any Regulations in arriving at its decision.

Notes to Allotment Plot Holders

These rules are made to help ensure that every tenant gets the best results and enjoyment from his/her allotment plot. It is in the tenant's interests to ensure that these are adhered to.

For information and assistance, tenants are encouraged to join the onsite allotment association where one is provided and seek advice/guidance from other professional gardening bodies where appropriate. Additionally, the Council's Landscape Support Officer within Community & Enterprise Resources and/or the relevant management committee will be pleased to help with any queries you may have.

Holidays / illness

In the event of longer term holidays or illness, please notify the Landscape Support Officer or management committee in advance as there may be someone willing to tend your allotment plot in your absence. If you are unable to cultivate your allotment in accordance with the rules because of illness or personal difficulties, the Council will, where possible take personal situations into account. However, we are obliged to ensure that plots are being managed appropriately for the sake of neighbouring ploholders or those on the waiting list and any action can only be deferred for up to one calendar month to ensure that allotment plots do not fall into a poor state or have a detrimental impact on neighbouring plots. It is a tenant's responsibility to seek assistance to keep an allotment plot in an acceptable condition otherwise there is a risk of having the tenancy agreement terminated.

Contact Details

Telephone 0303 123 1020 or email ffgs@southlanarkshire.gov.uk

South Lanarkshire Council reserves the right to amend the Rules and Regulations in accordance with the requirements of the Community Empowerment (Scotland) Act 2015.

Allotments / Raised Bed - Proposed Charges**Proposed Charges (Concessions @ 75%)**

Allotment Type (Full price)	<i>Per m2</i>	50m2	100m2	250m2
Fully Serviced (multiple services e.g. Water + portaloo)	£0.60	£30.00	£60.00	£150.00
Part Serviced (1 service e.g. water)	£0.45	£22.50	£45.00	£112.50
Unserviced	£0.30	£15.00	£30.00	£75.00

Allotment Type (Concession)	<i>Per m2</i>	50m2	100m2	250m2
Fully Serviced (multiple services e.g. Water + portaloo)	£0.45	£22.50	£45.00	£112.50
Part Serviced (1 service e.g. water)	£0.34	£16.88	£33.75	£84.38
Unserviced	£0.23	£11.25	£22.50	£56.25

Raised Bed Type (full price per annum)	
Fully Serviced (multiple services e.g. Water + portaloo)	£10.00
Part Serviced (1 service e.g. water)	£7.50
Unserviced	£5.00

Raised Bed Type (concession per annum)	
Fully Serviced (multiple services e.g. Water + portaloo)	£7.50
Part Serviced (1 service e.g. water)	£5.62
Unserviced	£3.75

Report

10

Report to: **Community and Enterprise Resources Committee**
 Date of Meeting: **22 January 2019**
 Report by: **Executive Director (Community and Enterprise Resources)**

Subject: **Renewal of the Council Fairtrade Zone status**

1. Purpose of Report

1.1. The purpose of the report is to:

- seek approval of the proposed plan for the renewal of the Council's Fairtrade Zone status.

2. Recommendation

2.1. The Committee is asked to approve the following recommendation(s):

- (1) that the proposed plan to prepare the Council for the renewal of its Fairtrade Zone status be approved; and
- (2) that a report on the outcome of the bid for the Council to achieve Fairtrade Zone status be submitted to a future meeting of the Community and Enterprise Resources Committee.

3. Background

3.1. Fairtrade is an alternative approach to conventional trade between developing and developed countries which seeks to promote responsible trade. Principles of Fairtrade include:-

- Payment of fair prices to producers as well as a premium to improve their social, economic and environmental conditions;
- Transparent commercial relationships;
- Good working conditions;
- No child labour, no forced labour and no discrimination including gender equity;
- Conservation and preservation of the environment.

3.2. Communities (town, city, zone or any other geographical areas) can apply to achieve Fairtrade status. It shows the communities' commitment in supporting Fairtrade principles and using licensed products with the Fairtrade Mark. Over 600 communities across the UK have achieved Fairtrade status.

3.3. In South Lanarkshire, the following towns either have achieved the Fairtrade status or have been supporting Fairtrade: Blantyre, Biggar, Cambuslang, Carluke, East Kilbride, Hamilton, Lanark, Stonehouse, Strathaven (1st Fairtrade town in Scotland), Rutherglen, Uddingston.

- 3.4. South Lanarkshire Council achieved the Fairtrade Zone status in 2013 following an application made by the South Lanarkshire Fairtrade Steering Group. The application was supported by the Council with the Executive Committee of 13 February 2013 noting the successful application of the Council as Fairtrade Zone.
- 3.5. Despite the fact that the Council continues to support Fairtrade principles by serving Fairtrade tea and coffee, its status since has not been renewed. Renewal has to be carried out one year after the status is achieved and then every two years.
- 3.6. It is considered that the timing to renew the Council's Fairtrade status is appropriate for the following reasons:-
- The Council's Fairtrade Zone status would provide a mechanism to support and engage with the business community and town centres as they progress their Fairtrade ambitions.
 - The Fairtrade Zone status will support the achievement of the Procurement Strategy objectives regarding ethical trading.
 - The development of the Council's Food Strategy and the creation of the post of Policy Officer for Food Development represent an opportunity to apply again for the status. Supporting Fairtrade principles would align with the developing the Council's Food Strategy and the regular renewal of the status could be integrated in its action plan.

4. **Renewal of the Fairtrade Zone status and implications**

- 4.1. The Scottish Fairtrade Forum is the liaison organisation supporting Fairtrade communities with the achievement of the status.
- 4.2. To renew the Fairtrade Zone status, five goals, as defined by the Fairtrade Foundation, have to be achieved. The goals, actions to achieve them and timeframe are presented in the table below.

Goals	Proposed Timeframe	Current Status / Action required
<u>1. Local Council Resolution</u> Pass a resolution through committee approval to renew the support to Fairtrade and confirm that Fairtrade tea and coffee are served at meetings, in offices and canteens.	22 January 2019	This 'goal' would be achieved if the recommendations within this report are approved. Use of Fairtrade products within the Council is already in place and future purchasing through contracts will continue to target Fairtrade products as appropriate. Catalogues will be modified if needed.
<u>2. Fairtrade in Local Work Places and Organisations</u> Update the list of workplaces and community organisations using Fairtrade products and identify a flagship employer. Targets for this goal are indicative.	April 2019	Substantially complete The list of workplaces and community organisations is already available and will be updated with the help of the members of the steering group A flagship employer will have to be identified. See more details below (4.3).

<u>3. Fairtrade Products Available Locally</u> Update the list of Fairtrade products available in the area's retail outlets and served in local catering outlets. The target (estimated on the basis of the population size) is the following: 43 products available in retail and 22 in catering.	April 2019	Substantially complete. The list of Fairtrade products is already available and will be updated with the help of the members of the steering group.
<u>4. Attract Media Coverage</u> Work with Corporate Communications on a publicity campaign on approval of the report which will include social media.	22 January 2019 and further media coverage along the process	To be progressed Media coverage will be undertaken following approval by the Community and Enterprise Resources Committee on 22 January 2019.
<u>5. Establish a Steering Group</u> Establish steering group with Council representatives, Fairtrade towns and other people representing the community.	First meeting in February or March 2019 (after Community and Enterprise Resources Committee)	To be progressed See more details below (4.4).

- 4.3 The identification of a flagship employer is a requirement for Fairtrade Zone with population over 100,000 inhabitants. The flagship employer is a significant local workplace that uses Fairtrade products and promotes Fairtrade to staff, clients and contacts. The Fairtrade Foundation requires that the flagship employer differs from the employer involved in Goal 1 i.e. the Council. Several workplaces were previously identified when the Council applied for the status in 2013 and some of them could be considered as flagship employers. Moreover, Council partners using Fairtrade products can also be accepted as flagship employer by the Fairtrade Foundation.
- 4.4. The role of the steering group will be to ensure that the Fairtrade zone continues to develop. In particular, the group will contribute to actions around the Fairtrade Zone goals and will have the responsibility for ensuring that events are organised during the Fairtrade Fortnight each year. Members of the group will include representatives from the Council, Fairtrade towns, private sector and the community.
- 4.5 Terms of reference of the steering group will include the role and responsibility, membership and dissolution rules, frequency of meetings, ways of working and financial arrangements if needed. The steering group will be chaired by a member of the group.
- 4.6. By progressing the actions noted above, it is expected that the Council will achieve Fairtrade Zone status by summer 2019. It takes approximately 6 weeks for the Fairtrade Foundation to examine applications. The outcome of the application will be reported to a future meeting of the Community and Resources Committee at an appropriate time.

- 4.7. Once the status is achieved, it will have to be renewed the following year. This implies monitoring and recording progress around the goals (list of Fairtrade products, list of Fairtrade places, media coverage and organisations of meetings). Such actions could be integrated in the action plan of the Council Food Strategy.

5. Employee Implications

- 5.1. The Policy Officer for Food Development, on behalf of the Fairtrade steering group, will be responsible for renewing the Fairtrade Zone status.
- 5.2. It is envisaged that support will be required to be provided by Council staff to submit the application and during the early stages of the creation of the Fairtrade Zone but it is envisaged that thereafter the steering group will be self-sustaining.

6. Financial Implications

- 6.1. There are no financial implications associated with this report, at this stage but this will be monitored through the application process and implications reported through future update reports.

7. Other Implications

- 7.1. There are no risk in terms of the proposals contained within this report and the Council achieving Fairtrade status would further enhance the Councils sustainability ambitions

8. Equality Impact Assessment and Strategic Environmental Assessment

- 8.1. This report does not introduce a new policy, function or strategy or recommend a change to an existing policy, function or strategy and, therefore, no impact assessment is required.

Michael McGlynn

Executive Director (Community and Enterprise Resources)

9 January 2019

Link(s) to Council Values/Ambitions/Objectives

- Work with communities and partners to promote high quality, thriving and sustainable communities.

Previous References

- Executive Committee report on Fairtrade Zone on 13 February 2013
- Community and Enterprise Resources Committee on Fairtrade Status for Biggar on 21 August 2018

List of Background Papers

- None

Contact for Further Information

If you would like to inspect the background papers or want further information, please contact:-

Hélène Gourichon, Policy Officer for Food Development

Ext: 5717 (Tel: 01698 455717)

E-mail: helene.gourichon@southlanarkshire.gov.uk

Report

11

Report to:	Community and Enterprise Resources Committee
Date of Meeting:	22 January 2019
Report by:	Executive Director (Community and Enterprise Resources)

Subject:	Public Convenience Comfort Scheme Pilot
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1. Purpose of Report

1.1. The purpose of the report is to:

- ♦ outline a proposed pilot Public Convenience Comfort Scheme.

2. Recommendation(s)

2.1. The Committee is asked to approve the following recommendation(s):

- (1) that Lanark is agreed as the pilot town for the Public Convenience Comfort Scheme and that the Lanark Business Improvement District (BID) be used to promote the scheme; and
- (2) that a report be submitted to a future meeting of the Community and Enterprise Resources Committee outlining the findings of the pilot.

3. Background

- 3.1. Historically, the Council operated 21 public conveniences and made an annual payment of £2,000 to the New Lanark heritage site as a contribution to the operation of their toilets.
- 3.2. During the period 2013 to 2016, the Council, through the annual efficiency programme, approved the removal of all public conveniences, the only remaining costs being in relation to the annual contribution to the New Lanark heritage facility.
- 3.3. A number of discussions were held during this period with groups expressing an interest in operating local public conveniences. As a consequence, two local community groups took on the operation and management of the former public conveniences in the towns of Larkhall and Biggar.
- 3.4. Facilities Management Services also considered the introduction of a comfort scheme as an alternative to the closure of public conveniences. However, at that time, due to the level of efficiencies required, the service was not a core function or a legislative requirement and, due to the required capital investment required to keep the buildings operational, a full closure programme was submitted and approved by the Council as part of the budget setting process for 2014/2015 and 2015/2016.

4. Comfort Scheme Pilot

- 4.1 A comfort scheme is where a local business, e.g. hotel, café, pub or shop, offers its toilet facilities to the public to use at no cost, regardless of whether they are a customer or not. In exchange, the business will receive an annual payment from the Council for doing so.

- 4.2 To evaluate the potential benefit and local interest in the provision of local public conveniences, Facility Management Service would propose piloting a Comfort Scheme in Lanark for a period of one year.
- 4.3 The main reason for selecting Lanark for a pilot include:-
- The town is a well-established tourist destination
 - The Council previously provided public conveniences within the town
 - The Council has been approached by a number of local groups, most recently from the Lanark Development Trust, requesting the Council reinstate the public conveniences or about how they could take on the provision of a local facility.
 - Provision of public conveniences are included in the Lanark BID objectives
 - Information is readily available on businesses most likely interested in participating , through the Lanark BID
 - Working with Lanark BID would provide a mechanism to promote and collate interest in businesses wishing to participate
 - In conjunction with the other proposals for the town contained within the Lanark BID this will contribute to vitality and footfall within the town centre
- 4.4 On the basis Lanark is accepted as the pilot, Facility Management Services would propose to liaise with the Lanark BID manager through Planning and Economic Development Services to issue a leaflet outlining the proposed Comfort Scheme. The leaflet would be issued by the BID manager during their face to face meetings with local businesses to promote the BID, the leaflet would ask interested parties to contact the Council if they were interested in participating. The benefits of this process are:-
- BID hold details of businesses that might be interested
 - By asking interested parties to contact the Council, Data Protection issues are addressed
 - Supports an objective already identified in the BID as being supported locally
 - Additional promotion through face to face discussions will supplement the promotional campaign outlined in paragraph 4.5. below.
- 4.5 In addition to the promotion of the scheme through the BID, the Council will also promote the scheme through local papers, social media and the Council web site.
- 4.6 Facility Management Services have reviewed a number of other Councils' comfort schemes, including Edinburgh City Council, Stirling Council and Highland Council, to create a scheme for South Lanarkshire. The wording documentation will be agreed with Legal Services and risk and insurance before any final paperwork is issued. However the scheme will cover the following areas:-
- Eligibility Criteria to join the scheme
 - Standards For Participating (cleaning, facilities to be provided including consumables)
 - Opening Hours
 - Financial Contribution
- 4.7 Facility Services are targeting, subject to approval of the pilot, to have a scheme in Lanark operational on 1 April 2019 and to operate for one year.

- 4.8 A report will be submitted to a future meeting of the Community and Enterprise Resources Committee in early 2020 to provide an update on the pilot. The evaluation will consider the following areas:-
- Providers' survey
 - Users' survey
 - Feedback from Lanark BID

- 4.9 This will inform whether the Council consider the pilot to be a success and would contribute towards a recommendation to a future Committee on whether the scheme should be continued and rolled out to further towns and areas

5. Financial Implications

- 5.1. The financial payment to any successful application would be £500, £750 or £1,000 per annum depending on the level of facilities provided, the opening hours and the location. Each application would be scored against criteria and the resulting score will dictate the annual payment. Appendix 1 provides details of the scoring criteria.
- 5.2. The financial implications will be determined by the number of locations selected but it is anticipated that the pilot would cost in the region of £10,000. This is based on the costs of promoting the scheme, making payment to the businesses and the production of business and local signage. Previously a number of facilities were funded and managed within Lanark (manned and automatic facilities) at a cost of approximately £100,000 per annum.
- 5.3. Funding has been identified in the current year's budget for Community and Enterprise Resources which will allow the pilot to be progressed for 1 year. Any funding requirements beyond this will require to be considered within the revenue budget.
- 5.4. The Service will also, where appropriate, use a minimum "walking distance" criteria if the level of interest is significant e.g. the Council should not support multiple requests if they are within a 10-15 minute walk of an existing facility or a preferred business. A preferred business would be the applicant receiving the highest score against the criteria.

6. Employee Implications

- 6.1. Given the pilot will be limited to one town, there will be no Employee Implications at this time.

7. Other Implications

- 7.1. The main risk in developing a Comfort Scheme provided by 3rd parties is in relation to reputational risk, especially if the operators do not comply with the agreed standards or there are issues with users of the facilities. The use of Facilities staff to undertake unannounced site visits and an annual evaluation of those on the scheme, should minimise this risk.
- 7.2 There are no sustainability issues arising from this report.

8. Equality Impact Assessment and Consultation Arrangements

- 8.1 Further guidance is being sought on whether, given this is a pilot, that an EIA is required. No consultation is being considered in advance of the pilot but an exercise would be undertaken to evaluate the benefit towards the end of 2020.

Michael McGlynn

Executive Director (Community and Enterprise Resources)

27 December 2018

Link(s) to Council Values/Ambitions/Objectives

- ◆ Work with communities and partners to promote high quality, thriving and sustainable communities
- ◆ Support the local economy by providing the right conditions for inclusive growth

Previous References

- ◆ None

List of Background Papers

- ◆ None

Contact for Further Information

If you would like to inspect the background papers or want further information, please contact:-

Alistair McKinnon, Head of facilities, Waste and Grounds

Ext: 4700 (Tel: 01698 454700)

E-mail: alistair.mckinnon@southlanarkshire.gov.uk

Standards Scoring (Away from Home Toilet Charter)	Basic Standard	Meets expectations	Exceeds Expectation
Adequate directions to the toilets for both foot and car users. (Where appropriate).	✓	✓	✓
Proper signage, both outside and inside the toilets, including name of Location, facilities available, person/authority responsible and how to contact if required.	✓	✓	✓
Adequate facilities for female toilet users. (No. Of male cubicles + no. Of urinals x 2 = required no. Of female cubicles).	✓	✓	✓
Hot and cold running water to wash basins in all facilities provided, with adequate provision for soap.	✓	✓	✓
Adequate provision for hand drying, preferably choice of two types.	✓	✓	✓
Lockable toilet tissue dispensers, preferably with spare rolls/tissue.		✓	✓
Sanitary towel disposal units inside all ladies cubicles.		✓	✓
Properly designed and equipped accessible toilets, to include adequate sanitary disposal facilities.			✓
Basic Baby Change Facility within either Disabled Facility or in both Male and Female Facility	✓	✓	✓
Dedicated and properly equipped baby change facilities in both male and female toilets - or as a unisex facility, to include adult toilet Facilities and room for double pushchairs.			✓
Child/family friendly cubicles and/or family toilets, properly equipped.			✓
Older child/adult fixed or height adjustable changing bench in accessible or dedicated cubicle(s).			✓
Effective cleaning regime and management, to ensure proper Standards of cleanliness at all times.	✓	✓	✓
Score	1	2	3

Appendix 1

Availability Scoring (Opening Hours)	
Basic Standard 07:00 - 18:00	1
Meets expectations 06:00 - 21:00	2
Exceeds Expectation 24/7	3

Predicted Usage (customers using toilets only)	
Rural (Low)	1
Urban (Medium)	2
Tourist Location (High)	3

Score	Yearly Payment
1 to 3	£ 500.00
4 to 6	£ 750.00
7 to 9	£ 1,000.00

Report

12

Report to: **Community and Enterprise Resources Committee**
 Date of Meeting: **22 January 2019**
 Report by: **Executive Director (Community and Enterprise Resources)**

Subject: **Parking Demand Management Review (PDMR)**

1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ set out the background to Parking Demand Management in South Lanarkshire and to propose a first stage review in Hamilton Town Centre and surrounding area as set out in the terms of reference in Appendix 3 to the report.

2. Recommendation(s)

2.1. The Committee is asked to approve the following recommendation(s):-

- (1) that the first stage of the Parking Demand Management review, utilising the Terms of Reference detailed at Appendix 3 of the report, be agreed, in principle, subject to approval of the funding by the Finance and Corporate Resources Committee at its meeting on 20 February 2019.

3. Background

- 3.1 Prior to going into the detail of this proposed Parking Demand Management Review it is worth highlighting a couple of points. First, as approved at Community and Enterprise Resources Committee on 21 August 2018 Members may recall that a review of Residents' Parking Permit Zones (RPPZs) is presently underway and that initial consultation has commenced with regards to new RPPZs at Hairmyres in East Kilbride and in the area surrounding Cambuslang Station. This is in addition to the extension of the RPPZ in the Montrose Crescent area of Hamilton and in The Murray area of East Kilbride. The RPPZ review is scheduled to conclude by early summer 2019. Second, the proposal set out in this report to extend the review of car parking generally, is related to and will be informed by the ongoing review RPPZ. In effect there would be two review processes being undertaken in parallel and it is important that these are considered together. This is explicitly recognised in the proposed terms of reference for the review (appendix 3), which is discussed further in the report.
- 3.2. Effective Management of parking on the road network allows streets to be kept clear of inappropriately parked vehicles to ensure that traffic can flow more freely, buses can use the bays provided, deliveries can be made on time and available parking spaces have an appropriate level of turnover.
- 3.3. Car parking within town centres is balanced between the supply of parking facilities both on and off street and by managing demand for parking to ensure that accessibility is maintained for all road users facilitating economic growth and employment opportunities.

- 3.4. There are many, often conflicting, issues that the Council must seek to balance in managing car parking, such as:
- Increasing car ownership in some high density residential areas built at a time when there was not the need to accommodate the numbers of cars today;
 - The need for parking for shoppers;
 - The need for loading space for businesses who do not have off-street loading areas;
 - The safe and comfortable movement of cars, buses, pedestrians and cyclists, which can be impeded by parked vehicles, particularly if inconsiderately or dangerously parked;
 - The link between the amount of parking available, parking charges and retail vitality;
- 3.5. South Lanarkshire Council has made progress in managing the challenges of parking across the area. Since the introduction of the Council's Parking Charter (CPC) in 1998 there have been significant improvements to the number and quality of car parking spaces available within South Lanarkshire including at rail stations.
- 3.6. The CPC sought to promote a turnover of parking spaces within key town centres (i.e. Hamilton and East Kilbride) by promoting the attractiveness of short stay trips through either limiting waiting time or through a pricing structure. The management of car parking in this way is an important mechanism in limiting the number of drivers seeking to park all day
- 3.7. Through this and the provision of improved facilities for sustainable travel, the Council's actions have sought to encourage commuters, in particular, to use public transport or to walk or cycle. It is also important in enhancing retail vitality, since it keeps spaces that are close to shopping centres available for shoppers who wish to stay for a shorter period than commuters.
- 3.8. Appendix 1 and 2 sets out the current charging regime across the current town centres, both on and off street.
- 3.9. The Council's use of parking controls as a demand management tool was taken a stage further in February 2005 with the introduction of Decriminalise Parking Enforcement (DPE). The aim of DPE is to keep streets clear of illegally parked vehicles to ensure that traffic can flow more freely, buses can use the bays provided, deliveries can be made on time and free of charge short stay parking spaces are not inappropriately used.
- 3.10. DPE has been delivered by increasing the number of hours (compared to the previous Police approach) spent on enforcement through a dedicated team of 14 Parking Attendants (PAs) whose sole purpose is enforcement of on and off street waiting, loading and parking restrictions. The benefit of this increased enforcement is seen through an increase in compliance levels within all towns and villages. The revenue raised through DPE goes toward providing the service.
- 3.11. All Traffic Regulation Orders have been standardised and Residents' Parking Permit Zones (RPPZs) have been introduced in Hamilton, East Kilbride and on a smaller scale in Rutherglen. In addition to these measures, the charging system has been revised and charges introduced to ensure a turnover of short stay spaces.

4. Review

- 4.1. Over the last number of years, proposals have been developed to deliver parking demand management differently or more efficiently. This included:
- Reducing the size of controlled parking zones;
 - Parking charges introduced at several park and ride facilities (i.e. Hamilton West, Hairmyres, Rutherglen);
 - Increased charges at on and off street locations;
 - Changing several car parks from 'pay on foot' operation to 'pay and display';
 - Additional / revised waiting and loading restrictions.
- 4.2. It is some 3 years since there was any amendments to parking demand management (e.g. parking charge changes) and given that in many areas, in particular around our town centres, it remains a focus of attention, it is considered appropriate to initiate a phased review at this time.
- 4.3. Parking demand management measures can be complex and in some areas a sensitive and challenging issue. To meet competing and diverse demands, the Council has differing approaches of demand management in place across our towns, villages and several rail station car parks. This ranges from the major towns of East Kilbride and Hamilton where well developed demand management measures are in place, including waiting and loading restrictions and preferential pricing. For our other towns of Lanark, Cambuslang, Rutherglen, Strathaven, Blantyre, Larkhall, Biggar and Carluke, parking demand management is delivered in the form of waiting and loading restrictions. Smaller towns and villages also have waiting and loading restrictions in place, but on a much smaller scale. Each of these approaches is designed to reflect the particular characteristics of the town and the associated parking issues.
- 4.4. As noted in paragraph 4.2, it is accepted that the time is now right to undertake a review of parking, however, at the same time the scale car parking resources across the Council area is significant and has a wide geographic spread. As such, it is considered that, in undertaking a review, this should be on phased basis for three main reasons: (1) resources/officer time to undertake a single review of all the parking areas would be significant, (2) lessons learned from each phase will inform subsequent phases and (3) as noted in section 7, there is a review of residents parking zones which involves the same officers undertaking this wider review. Also, from experience, parking in our smaller settlements, such as Abington, Douglas, Law does not raise significant issues that would merit being part of a formal review but rather as issues arise are dealt with on a case by case basis. In terms of phasing, and bearing in mind that current focus is on town centres, a proposed initial phasing programme would comprise:
- Phase 1, Hamilton Town Centre and surrounding areas
 - Phase 2, East Kilbride Town Centre and surrounding areas
 - Phase 3, Lanark, Cambuslang, Rutherglen, Strathaven, Blantyre, Larkhall, Biggar and Carluke
- 4.5. The reason for proposing Hamilton Town Centre as phase 1 of the review, reflects the approved Town Centre Plan in which a review of parking management was identified as a priority. In turn the review will consider:-
- Principle of car park charges as a demand management tool;
 - Appropriate level of charging;
 - Extent of on-street, off-street public parking and RPPZs;

- Preferential parking initiatives;
- Comparison of neighbouring/similar town centres across Scotland;
- Consistency across public/private sector;
- Impact of parking charges on the economic vitality of a town;
- Innovation/technology opportunities;
- Consultation/view from businesses, traders and residents.

4.6. The Terms of Reference for this first stage review are set out in Appendix 3 with provisional timescales identified. As noted above, lessons learned and emerging conclusions from this review will influence the scope and development of future parking review phases, and this will be reflected in future reports to Committee. The overall phased review of parking could take up to five years to conclude, given the scale and issues discussed above.

5. Employee Implications

5.1 There are no employee implications associated with undertaking Phase 1 of this review.

6. Financial Implications

6.1 The estimated costs for the first phase of works is estimated at £30,000. In addition, there may be potential capital and/or additional administrative costs associated with introducing revised parking demand management measures or initiatives, however, this will be considered and evaluated as part of the review and reported back to Committee. Funding exists within the common good fund for Hamilton which could be considered to fund this initial exercise. As the approval of Common Good fund expenditure lies with the Finance and Corporate Committee, the works would be subject to approval of funding by the Finance and Corporate Resources Committee.

7. Other Implications

7.1. There are no significant risks associated with this report, nor any environmental implications. There are no implications for sustainability in terms of the information contained within this report.

7.2. It is highlighted that there are number of interrelated work streams underway and need to be considered with regards to resourcing and timescales.

7.3. Officers are currently progressing with the statutory process for the introduction of the expanded zone at Montrose Crescent, Hamilton and the Murray, East Kilbride and the initial consultation for Hairmyres and Cambuslang will conclude at the end of January 2019. This exercise is already generating significant interest from the public, commuters and local businesses.

7.4. Officers are also progressing the wider RPPZ review with a special meeting of the Road Safety Forum held on 15 January 2019 to explore the issues. As agreed at the Community and Enterprise Resource Committee of 21 August 2018, the RPPZ review is scheduled to conclude by early summer 2019.

7.5. With the above resourcing demands and to facilitate reporting timescales, it is proposed to commission an external consultant to conduct this Parking Demand Management Review. It is anticipated that a consultant will be in place to commence the review towards the end of February 2019, with an indicative 8 month reporting timescale proposed.

8. Equality Impact Assessment and Consultation Arrangements

8.1. This report does not introduce a new policy, function or strategy or recommend a

change to an existing policy, function or strategy and therefore, no impact assessment is required

- 8.2. There is no requirement to undertake any consultation at this time in terms of the information contained in this report, but as the review progresses consultation will be undertaken at an appropriate time with businesses, traders and residents.

Michael McGlynn
Executive Director (Community and Enterprise Resources)

23 December 2018

Link(s) to Council Values/Ambitions/Objectives

- ◆ Improve the quality of life of everyone in South Lanarkshire
- ◆ Improve the road network, influence improvements in public transport and encourage active travel
- ◆ Work with communities and partners to promote high quality, thriving and sustainable communities

Previous References

- ◆ Community and Enterprise Resources Committee 21 August 2018

List of Background Papers

- ◆ Community and Enterprise Resources Committee 21 August 2018 Item 12 “Review of Residents’ Parking Permit Zones (RPPZs)”
- ◆ Community and Enterprise Resources Committee 30 October 2018 Hamilton Town Centre Strategy and Action Plan.

Contact for Further Information

If you would like inspect any of the background papers or want any further information, please contact: -

Colin Park, Roads and Transportation Services
Ext: 3653 (Tel: 01698 453653)
E-mail: colin.park@southlanarkshire.gov.uk

OFF STREET CHARGES**Rates**

Up to 1 hour	£0.80
Up to 2 hours	£1.20
Up to 3 hours	£1.60
Up to 4 hours	£2.20
Up to 5 hours	£2.80
Up to 6 hours	£3.40
Up to 7 hours	£4.60
Up to 24 hours	£5.80

Locations rates apply to:

Auchingramont Road car park, Hamilton
 Brandon Street car park, Hamilton
 Church Street car park, Hamilton
 Civic Centre car park, East Kilbride
 Duke Street car park, Hamilton
 Keith Street car park, Hamilton
 Low Patrick Street car park, Hamilton
 Lower Auchingramont Road car park, Hamilton

Charges apply 7.30 am – 7.30pm Monday - Sunday

Rates

Up to 30 mins	£0.50
Up to 1 hour	£0.80
Up to 2 hours	£1.20
Up to 3 hours	£1.60
Up to 4 hours	£2.20
Up to 5 hours	£2.80
Up to 6 hours	£3.40
Up to 7 hours	£4.60
Up to 24 hours	£5.80

Locations rates apply to:

Ballerup Hall car park, East Kilbride

Charges apply 7.30 am – 7.30pm Monday - Sunday

Rates

Up to 10 hours in any day	£1.00
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Locations rates apply to:

Hairmyres Station car park, East Kilbride
 Wellhall Road car park, Hamilton
 Regent Drive car park, Rutherglen

Charges apply 8am – 6pm Monday – Saturday

Rates

Up to 24 hours in any day	£1.00
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Locations rates apply to:

Palace Grounds Public car park, Hamilton

Charges apply 7.30 am – 7.30pm Monday – Sunday

Rates

Up to 1 hour	£0.20
Up to 2 hours	£0.50
Up to 3 hours	£0.80
Up to 4 hours	£2.20
Up to 5 hours	£2.80
Up to 6 hours	£3.40
Up to 7 hours	£4.60
Up to 24 hours	£5.80

Locations rates apply to:

Glebe Street car park, East Kilbride
 Kitch Street car park, East Kilbride
 Main Street car park, East Kilbride
 Montgomery Place car park, East Kilbride
 Old Mill Road car park, East Kilbride
 Village Theatre car park, East Kilbride

Charges apply 8am – 6pm Monday to Friday, and 8am – 1pm Saturday

Rates

Up to 1 hour	£0.20
Up to 2 hours	£0.50
Up to 3 hours	£0.80

Locations rates apply to:

Kittoch Place car park, East Kilbride

Charges apply 8am – 6pm Monday to Friday, and 8am – 1pm Saturday

ON STREET CHARGES**Rates**

Up to 15 mins	£0.30
Up to 30 mins	£0.50
Up to 45 mins	£0.70
Up to 60 mins	£0.90

Locations rates apply to:

Avon Street, Hamilton
 Back O Barns, Hamilton
 Back Row, Hamilton
 Burnside Lane, Hamilton
 Campbell Lane, Hamilton
 Campbell Street, Hamilton
 Church Street, Hamilton
 Fore Row, Hamilton
 Grammar School Square, Hamilton
 High Patrick Street, Hamilton
 John Street, Hamilton
 Kemp Street, Hamilton
 Lamb Street, Hamilton
 Miller Street, Hamilton
 Millerfield Place, Hamilton
 Orchard Place, Hamilton
 Orchard Street, Hamilton
 Park Road, Hamilton
 Portwell, Hamilton
 Postgate, Hamilton
 Quarry Street, Hamilton
 South Park Road, Hamilton
 Strathmore Road, Hamilton
 Woodside Walk, Hamilton

Charges apply 8am – 6pm Monday to Saturday, and 1pm – 6pm Sunday

Rates

Up to 15 mins	£0.30
Up to 30 mins	£0.50
Up to 45 mins	£0.70
Up to 60 mins	£0.90
Up to 2 hours	£1.50
Up to 3 hours	£2.10

Locations rates apply to:

Auchingramont Road, Hamilton
 Cadzow Street, Hamilton
 Graham Street, Hamilton
 Hope Street, Hamilton
 Kemp Street, Hamilton
 Muir Street, Hamilton

Charges apply 8am – 6pm Monday to Saturday, and 1pm – 6pm Sunday

Rates

Up to 30 mins	free
Up to 60 mins	£0.50

Locations rates apply to:

Glebe Crescent, East Kilbride
 Glebe Street, East Kilbride
 Kirkton Park, East Kilbride
 Kitch Street, East Kilbride
 Main Street, East Kilbride
 Maxwell Drive, East Kilbride
 Stuart Street, East Kilbride

Charges apply Charges apply 8am – 6pm Monday to Saturday, and 1pm – 6pm Sunday

Terms of Reference

Parking Demand Management Review (PDMR)

1. Objective

The objective of the review is to examine current parking demand management arrangements within Hamilton Town Centre area and surrounding areas.

2. Scope of Review

The review will assess and consider the following:

- ◆ Principle of car park charges as a demand management tool;
- ◆ Appropriate level of charging;
- ◆ Extent of on-street, off-street public parking and RPPZs;
- ◆ Preferential parking initiatives;
- ◆ Comparison of neighbouring / similar town centres across Scotland;
- ◆ Consistency across public / private sector;
- ◆ Impact of parking charges on the economic vitality of a town;
- ◆ Innovation / technology opportunities;
- ◆ Emerging conclusions from RPPZs review.

3. Consultation

Consultation will be undertaken, at a suitable point during the review, with businesses and residents

4. Timescales

The review will commence in April 2019 and report around the end of 2019.

5. Resourcing

The review will be undertaken utilising external consultants managed by existing staff resources.

6. Oversight

Updates will be provided to the Road Safety Forum throughout the course of the Review.

Report

13

Report to:	Community and Enterprise Resources Committee
Date of Meeting:	22 January 2019
Report by:	Executive Director (Community and Enterprise Resources)

Subject:	East Kilbride Taskforce – Update and Financial Support
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ inform and provide an update on the activities of the East Kilbride Taskforce
- ◆ seek approval to provide financial support to the Taskforce, along with partner organisations, to employ a project development manager to deliver the Taskforce's objectives

2. Recommendation(s)

2.1. The Committee is asked to approve the following recommendation(s):-

- (1) that the progress made by the East Kilbride Taskforce in restructuring and defining its future role and strategy be noted; and
- (2) that the provision of financial support to the Taskforce, along with partner organisations, to employ a project development manager to deliver the Taskforce's objectives be approved.

3. Background

- 3.1 The East Kilbride Taskforce was established in the autumn of 2012 in response to declining manufacturing employment levels in East Kilbride, as a result of a number of high profile closures, starting with Freescale in 2008 through to Rolls Royce's announcement in autumn 2012 that they would relocate their operations from the town by the end of 2015. The Council agreed to establish and lead an East Kilbride Taskforce with key partners and stakeholders to ensure that the town continued to play an important and pivotal role in the South Lanarkshire and the West of Scotland economies. Following an initial period of establishing the group and preparing the strategy and action plan, the Executive Committee of 4 December 2013 gave approval to the Council's formal involvement in the group and the delivery of the objectives set out in the action plan.
- 3.2 The Taskforce includes elected representatives from South Lanarkshire Council, MSPs and MPs, Scottish Enterprise, Skills Development Scotland, South Lanarkshire College, Business Gateway, The Lanarkshire Chamber of Commerce, Federation of Small Businesses and the owners of East Kilbride Town Centre, East Kilbride Investments Limited and representation from the local business community.
- 3.3 The initial work programmes of the taskforce focused on gaining an evidential basis on the challenges facing the town while building links and exploring funding opportunities. This work programme includes:-

- East Kilbride Taskforce Action plan South Lanarkshire Council (2013)
- Socio-economic study by EKOS, Economic Consultants (2013)
- Commercial property reviews by Ryden (2014, 2015)
- Feasibility study on the potential for a centre of excellence for low carbon technologies by Ironside Farrar (2015)
- Business survey by Ryden (2016)
- Report on the future direction of Scottish Enterprise Technology Park (SETP)/Langlands by Ryden (2017)
- Property Market Update, Langlands by Ryden (2018)

3.4 The information provided by these studies has informed the direction and focus of the Taskforce's activities in terms of the projects under delivery and of funding bids. Due to the challenging nature of securing grant funding as a result of the high levels of competition versus relatively limited funds, the projects delivered under the remit of the Taskforce have generally been projects linked to established programmes of work supported by its members.

4. Current Proposal

4.1 In 2017, the Taskforce refreshed its activities and the following project themes were established:

- Low Carbon – exploring the range of potential low carbon projects considering both the challenges presented by existing properties and opportunities to move into new sectors and markets.
- Town Centre and Retail – focusing on a range of town centre development proposals and the challenges facing the retail sector
- HMRC – assessing the decision made by the UK Government to relocate the HMRC offices from East Kilbride to Glasgow and the impact on the town.
- East Kilbride Projects/Developments – assessing the opportunities related to the developments being delivered:
 - City Deal
 - Residential developments
 - Langlands
 - SETP
 - Burns Stewart
 - Redevelopment of the Rolls Royce site

4.4 Whilst the restructured project groupings have brought a more focused approach to the work of the Taskforce, there remains the underlying challenge around the delivery of the projects objectives and in particular the shortage of resources and funding. In this regard, one of the key resourcing issues has been the lack of a dedicated, officer to focus on the work of the Taskforce, rather than being part of an officers other duties whether they are employed by the Council, Scottish Enterprise or another public sector body.

4.5 In recognition of these issues the Taskforce commissioned Smart Consultants, through financial support from Scottish Enterprise, to bring forward proposals to address these issues. In summary, the outcome from this work recommended that the Taskforce becomes a fully constituted body which can: (a) apply for funding in its own right to deliver projects (b) own property and assets as appropriate and (c) employ staff as a dedicated resource to take forward the work of the Taskforce.

4.6 In recognising these recommendations, there was a consensus amongst the partners that, in the short term, there was a need to employ a Project Development Manager to provide the necessary dedicated resource for a fixed period of 2 years. The person specification for this officer and key tasks are set out in appendix 1. The projected budget for this is c. £80 k p.a. (£50-60k in salary and £20k development funds). In this respect, a number of partners have provided the following commitments:

- Lanarkshire Enterprises Services Limited - will be the employing organisation for the project development manager and provide necessary back office support.
- Scottish Enterprise - have agreed to provide £30,000 p.a.
- South Lanarkshire College - have agreed to provide £20,000 p.a. and an office base within the college

4.7 It is therefore proposed that the Council provides £30,000 p.a. support for a 2 year period. In addition to this approaches will be made by the Taskforce to Zero Waste Scotland and Scottish Power Electricity Network to seek funding support as projects are developed.

4.8 In terms of next steps and timescales, the priority is to complete the recruitment process of the Project Development Manager to allow the successful candidate to take forward the management of delivering the Taskforce's priorities. It is anticipated the Programme Manager should be in place by the end of March 2019 with the recruitment process being taken forward by appropriate members of the Taskforce. In parallel to the recruitment of the manager, legal advice will be taken on the most suitable company structure to achieve the aims of the Taskforce. This exercise is being led and paid for by Lanarkshire Enterprise Services Limited. The completion of these two initial pieces of work will allow the manager to put in place a suitable structure to maximise the effectiveness of the programme delivery. The involvement of the Council in any legal agreements of this type will be subject to a future report to Committee as appropriate.

5. Employee Implications

5.1 As the Project Development Manager will not be employed by the Council there are no direct employee implications in relation to this proposal. Nonetheless, Personnel Services has provided advice on the appropriate grading/salary for the post based on the person specification and this is reflected in the proposed salary range.

6. Financial Implications

6.1 Funding has been identified in the current year's budget for Community and Enterprise Resources which will allow a contribution to be made to the Taskforce for a 2 year period. Any funding requirements beyond this will require to be considered within the revenue budget.

7. Other Implications

7.1 The risks associated with the Council not supporting this proposal are that the Taskforce will be unlikely to meet their aims and objectives and the Economy of East Kilbride will be less able to meet the challenges ahead. Were this to happen there will be increased demand on a number of Council services from a range of sectors of the economy.

7.2. There are no issues in terms of sustainability contained within this report.

8. Equality Impact Assessment and Consultation Arrangements

8.1 This report does not introduce a new policy, function or strategy and, therefore, no impact assessment is required.

8.2 Consultation has been undertaken with the Partners as appropriate.

Michael McGlynn
Executive Director (Community and Enterprise Resources)

31 December 2018

Link(s) to Council Values/Ambitions/Objectives

- ◆ Accountable, effective, efficient and transparent

Previous References

- Executive Committee 4 December 2014

List of Background Papers

- None

Contact for Further Information

If you would like to inspect the background papers or want further information, please contact:-

Iain Ross, Project Manager (Planning and Economic Development Services)

Ext: 4227 (Tel: 01698 454227)

E-mail: iain.ross@southlanarkshire.gov.uk

Programme Manager – Key tasks and person specification

Key tasks

This post will be expected to lead and coordinate wider specialist resources and be the main person project managing initial projects including:-

- Development of a time-lined Action Plan – based on a Strategic Plan
- Development of full business cases for initial projects
- Project management of priority developments
- Identification and applications for project investment/funding
- Identification and co-ordination of additional in-kind partner supports
- Identification and development of potential additional projects consistent with the Taskforce vision and objectives
- Establishment and secretariat support to the new governance structures
- Development of full performance framework
- Extensive engagement and promotion with stakeholders – including key local public sector agencies, Scottish and UK Governments, private sector companies, the local community, elected representatives etc
- Design and delivery of the initial promotional strategy

Person Specification

The key competencies and skills required for the Project Manager include:-

- A strong track record of 'end to end' leadership and management of infrastructure/capital projects
- Experience of successfully accessing funding/investment for capital projects
- Experience of partnership working in the public and private sectors
- Stakeholder engagement skills – working at various levels across the public and private sectors
- Knowledge of the low carbon sector and relevant policies and strategies
- A good understanding of the Scottish Economic Development landscape and local and national policy and strategic priorities
- Relevant degree level qualification or equivalent experience
- Strong communication and negotiating skills.

Report

14

Report to: **Community and Enterprise Resources Committee**
 Date of Meeting: **22 January 2019**
 Report by: **Executive Director (Community and Enterprise Resources)**

Subject: **New Enterprise Agency for the South of Scotland - South of Scotland Enterprise (SOSE) Bill**

1. Purpose of Report

1.1. The purpose of the report is to:-

- advise Committee of the progress towards the establishment of a new South of Scotland Enterprise Agency (SOSE); and
- note the Scottish Government invitation for comments on the Parliamentary Bill

2. Recommendation(s)

2.1. The Committee is asked to approve the following recommendations:-

- (1) that the formation of a new South of Scotland Enterprise Agency (SOSE) be noted;
- (2) that the response to the consultation, detailed as section 5 of the report, submitted to the Scottish Government by 7 January 2019 be approved as the formal Council submission; and
- (3) that the progress in the establishment of the new agency be monitored and an update report submitted to a future meeting of the Committee as appropriate.

3. Background

- 3.1. In May 2016, the first Minister announced an 'end to end' review of Enterprise and Skills support in Scotland. The review included the creation of a new Enterprise Agency for the South of Scotland to meet the distinct economic needs of the region and its communities. The new agency would cover Dumfries and Galloway and Borders Councils.
- 3.2. The Scottish Government made a commitment that the South of Scotland should have its own Enterprise Agency. The aim of the agency is to drive the economy forward with growth that creates opportunities for all, to sustain and grow communities and capitalise on the people, resources and assets which will drive inclusive growth, increase competitiveness and tackle inequality across the South of Scotland. The Scottish Government subsequently carried out a consultation in 2018 to inform the shape of the new Enterprise Agency.
- 3.3. A South of Scotland Economic Partnership interim board was formed in 2018 to lead the development and formation of the new Agency chaired by Professor Russell Griggs. Through dialogue with Professor Griggs and Scottish Government officials, it is understood that the new Agency will not seek to replicate existing structures such as Scottish Enterprise (SE) and Highland and Islands Enterprise (HIE) but rather will deliver services that take on board the views of all respondents to the consultation

and seek to ensure the agency was most suited to the businesses and communities of its area of operation. However, the details of how that would operate was not clear at that time.

- 3.4 The main issues raised in the consultation and dialogue with the Scottish Government was: (1) how this new agency would impact on the business and communities in the southern part of this Council's area, and (2) whilst recognising that South Lanarkshire Council would not be covered by the new agency, requested that the Council be kept informed as matters progress. In this regard the significance of cross local authority border cooperation and the economic importance and relationship of the new agency with Borders and Dumfries and Galloway and business to the southern, rural area of South Lanarkshire was acknowledged by the Scottish Government.

4. South of Scotland Enterprise Bill 2018

- 4.1. Following on from the above, the South of Scotland Enterprise Bill was introduced by the Cabinet Secretary for the Rural Economy, Fergus Ewing MSP, on 24 October 2018. The Bill initiates the formal process which will create a new Enterprise Agency with the goal of supporting the economic and social development of the South of Scotland, which is defined in the Bill as the Scottish Borders and Dumfries and Galloway Council areas. It is proposed the SOSE Agency will become operational in April 2020 with the South of Scotland Economic Partnership preparing the way for the new agency, bringing a different approach to economic development. The Government considers this development, alongside a range of other measures, is necessary for Scotland to achieve a "transformational step change" in its economic performance.
- 4.2. The Bill maintains the previously agreed position that the Agency will be restricted to the combined areas of the Scottish Borders and Dumfries and Galloway Councils. In responding to the consultation, the Scottish Government acknowledges some respondents - for example South Lanarkshire Council, Foundation Scotland and Galloway and Southern Ayrshire Biosphere - argue that other areas of Scotland out-with the Central Belt and the HIE area share many of the characteristics and economic challenges faced by the proposed South of Scotland Enterprise area. However, the Government remains of the view a consensus has emerged that the new organisation should operate in the local authority areas of the Scottish Borders and Dumfries and Galloway. Further, as the Enterprise and Skills review leads the Government to commit to Regional Economic Partnerships, the existence of the Glasgow City Region and South Lanarkshire's role therein forms part of the justification to maintain the proposed SOSE boundary.
- 4.3. The Bill states the top level aims of the new Agency are to:-
- further the economic and social development of the South of Scotland,
 - improve the amenity and environment of the South of Scotland,
 - supporting inclusive economic growth,
 - providing, maintaining and safeguarding employment,
 - enhancing skills and capacities relevant to employment,
 - encouraging business start-ups and entrepreneurship,
 - promoting commercial and industrial— efficiency, innovativeness and international competitiveness,
 - supporting community organisations to help them meet their communities' needs.

- 4.4 The implementation of this Bill emphasises the community development aim and confirms the Government's hope that the new Agency will have a similar role in the south of Scotland as HIE has across the Highlands and Islands. The Government insists that the new body should "sustain and grow communities – building and strengthening communities with joined up economic and community support". This is a key function of HIE - it spends around 7% of its budget on "strengthening communities", providing services such as supporting social enterprises, promoting and supporting community-asset ownership, helping develop community energy opportunities and supporting communities as they commercialise their various cultural and heritage opportunities.
- 4.5 The new Agency will assume responsibility for much of what Scottish Enterprise (SE) currently does in the south of Scotland. The Bill makes provision for the transfer of properties and liabilities from SE to the new Agency and these decisions will be made by the Government following consultation with SE and SOSE. What will be transferred, and when, will therefore be determined by regulation, requiring the agreement of Parliament. Some staff from existing organisations may transfer to the new body and the Scottish Government will engage with potential organisations impacted to establish what staff transfers will be required.

5. Next Steps and Implications for South Lanarkshire

- 5.1. As set out in section 4 above, the Bill was introduced on 24 October 2018 and the Government is now inviting comments on the Bill to be submitted by 7 January 2019. In this regard, much of the Bill relates to the legal details of establishing the new agency and as such, from a Council's perspective, there are no comments to make. Nonetheless, the issues raised at the consultation stage referred to in paragraphs 3.3 – 3.4 remain valid in the sense that geography, communities and business within the new agency boundaries are similar in nature to those that sit within rural South Lanarkshire. As such, it is important that this is recognised and ensure that collaboration across boundaries is built into the operating ethos of the new agency. It is proposed that this position, subject to Committee approval, is communicated as part of the invitation for comments on the Bill. As the closing date for comments was 7 January 2019, officers have submitted these views on the basis that any further comments made at this Committee would be sent on to the Scottish Government for consideration.
- 5.2. Following on from the above, officers will continue to maintain an oversight of the emergence of the new agency and seek to establish relations with the new agency where appropriate. As part of this approach officers have and will attend one of the two information sessions, Monday 14 January 2019 at Easterbrook Hall, Bankend Road, Dumfries from 4:00pm to 5:30pm and Wednesday 23 January 2019 at the Scottish Borders Campus, Nether Road, Galashiels from 7:15pm to 8:45pm.

6. Employee Implications

- 6.1. There are none associated with this report.

7. Financial Implications

- 7.1. There are no financial implications for South Lanarkshire Council.

8. Other Implications

- 8.1. There are no implications in terms of risk and sustainability.

9. Equality Impact Assessment and Consultation Arrangements

9.1. There is no requirement for Equality Impact Assessments or Consultations.

Michael McGlynn

Executive Director (Community and Enterprise Resources)

3 January 2019

Link(s) to Council Values/Ambitions/Objectives

- ◆ Promote economic growth and tackle disadvantage
- ◆ Make communities safer, stronger and sustainable
- ◆ Support the local economy by providing the right conditions for inclusive growth
- ◆ Work with communities and partners to promote high quality, thriving and sustainable communities

Previous References

- ◆ None

List of Background Papers

- ◆ Scottish Government - South of Scotland Enterprise Bill
<http://www.parliament.scot/parliamentarybusiness/Bills/109840.aspx>
- ◆ Online survey:
<https://www.smartsurvey.co.uk/s/87WVV/>

Contact for Further Information

If you would like to inspect the background papers or want further information, please contact:-

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Report

15

Report to:	Community and Enterprise Resources Committee
Date of Meeting:	22 January 2019
Report by:	Executive Director (Community and Enterprise Resources)

Subject:	Update on the Community and Enterprise Resources' Risk Register and Risk Control Action Plan
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ♦ provide an update on the risk register for Community and Enterprise Resources

2. Recommendation(s)

2.1. The Committee is asked to approve the following recommendation(s):-

- (1) that the contents of the Resource Risk Register be noted; and
- (2) that it be noted that the outstanding Risk Control actions will be progressed by relevant officers.

3. Background

- 3.1. The Council's Risk Management Strategy promotes consideration of risk in service delivery, planning and decision making processes. The strategy requires Resources to record and review risks and control actions regularly. Community and Enterprise Resources follow the Council guidance in developing, monitoring and updating the Risk Register on an ongoing basis.
- 3.2. The purpose of the Register is to ensure that the Resource is fully aware of the main risks that it has, prioritise these risks and have controls in place to eliminate or minimise the impact of the risk.
- 3.3. The Resource scores the risks in accordance with the Council scoring mechanism which scores risks based on likelihood and impact of risk. This results in risks being scored between 1 – 9 (low – high).
- 3.4. Risks are scored on their inherent risk (risk if we do nothing) and their residual risk (risk after applying controls).
- 3.5. The last update of the Community and Enterprise Resources' Risk Register was reported to the Community and Enterprise Resources Committee on 12 December 2017.
- 3.6. The Council's top risk register and top risk control plan has been reviewed.

- 3.7 The Central Risk Management Team annually review Resource compliance with the Risk Management Strategy. The outcome of the 2017/2018 review identified that Community and Enterprise Resources achieved 100% compliance.
- 4. Resource Risk Management Group**
- 4.1 The Resource Risk Management Group meets twice per year. The group has responsibility for the promotion and management of risk and ensuring compliance with the Risk Management Strategy. The group is chaired by the Support Manager who acts as the Resource Risk Sponsor and each service is represented on the group by a senior officer.
- 4.2 The work of the group over the last year has focused on the review and update of Resource Risk register and ensuring that the register reflected the Council Plan and individual Service Plans.
- 5. Risk Register**
- 5.1 Work has been completed by the Resource Risk Group to finalise the review of the Resource Risk Register. The update gave consideration to risks at a Service level, as well as strategic Council risks, as reported to the Executive Committee on 19 December 2018.
- 5.2 The Resource Risk Register will be monitored on an ongoing basis to allow new risks to be added and for the control measures and scores of the existing risks to be reviewed in light of new information.
- 5.3 Risks can result from internal or external influences, with examples being the impact of projected funding cuts or legislative changes or the impact of internal service changes.
- 5.4 The development process for the Resource Plan requires a risk assessment process to be undertaken as appropriate resulting in some actions within the Resource Plan having a corresponding risk identified within the risk register.
- 5.5 The main changes to the register are summarised below:
- Five new risks have been added to the register;
 - Failure to reduce vehicle emissions (All Services)
 - Potential changes to service delivery following review could impact on costs (Waste Services)
 - Impact of waste management market changes (Waste Services)
 - Failure to implement Planning Bill (Planning and Economic Development Services)
 - Impact of the UK leaving the European Union (Brexit) (All Services)
 - Two of these risks have been identified as high risk, Impact of waste management market changes and impact of the UK leaving the European Union (Brexit).
 - Risk scorings and control measures have been reviewed and updated as required
 - Top risk descriptions have been updated following a review
- 5.6 Risks scored seven to nine are considered to be high risks and these are monitored closely. The top risks identified for the Resource, that is, those that are residually scored as being high, are attached at Appendix One.
- 5.7 A clear link has now been made to the Council's top risks. Resource specific risk implications are noted within the appendix.

5.8 Risks evaluated residually as being medium or low risk will be monitored to ensure that they continue to be adequately managed.

6. Insurance Hotspots

6.1 The current hotspot action plan identified six actions for the Resource. Four of the six actions have been completed and the two remaining actions are ongoing in conjunction with the Council's Security Manager.

7. Scope and appetite for risk

7.1 South Lanarkshire Council aims to be risk embracing, meaning that it will accept a tolerable level of risk in seeking service efficiencies and in agreeing control measures.

7.2 The level of risk facing the Council is measured both before (inherent risk) and after (residual risk) consideration of controls. The Council should never carry a high residual risk exposure as this would indicate instability but a low residual risk exposure should also be avoided as this indicates lack of innovation.

7.3 South Lanarkshire Council's ideal risk exposure should be consistent with an acceptable tolerance of:

- No more than 20 per cent of residual risks at a high level
- Around 40 percent to 50 percent of residual risks at a medium level
- Around 30 per cent to 40 per cent of residual risks at a low level

7.4 Community and Enterprise Resources' risk exposure is detailed in the table below

Residual risk score	Number of risks	Percentage of risks
High (7, 8 or 9)	10	16%
Medium (4, 5, or 6)	34	56%
Low (1, 2, or 3)	17	28%
	61	100%

7.5 The table shows that Community and Enterprise Resources' risk exposure is broadly in line with the profile outlined at 7.3.

7.6 Community and Enterprise Resources has ensured that all inherent risks scored at high level have cost effective control measures in place. Where further control measures are required, these are included within the Resource risk control plan.

8. Risk Control Actions

8.1 Three actions due for completion during 2017/2018 have been completed. 100 percent of these risk control actions were completed on time against an overall Resource target of 85 percent.

8.2 Details of the completion of risk control actions during 2017/2018 and 2018/2019 to date are contained in the table below.

	2017/2018	2018/2019 (as at 30 September 2018)
Total number of actions due	3	7
Completed on time	3	4
Completed late	0	0
Due to be completed at a later date	0	3

9. Major Projects, Partnerships or Change

- 9.1 The Community and Enterprise Resource partnership register contains details of 29 partnership arrangements and all have been assessed in accordance with the guidance. Two new partnerships, Business Loans Scotland and Climate Ready Clyde Partnership have been added to the register. Five of the partnerships are considered to be high risk in terms of their relative importance to Council business. These are the Sustainable Economic Growth Board, Clyde Gateway, West of Scotland Loan Fund, SPT and City Deal. The remaining 24 partnerships have been assessed as being low risk.
- 9.2 Appropriate risk management arrangements are in place for the high level partnerships

10. Next Steps

- 10.1. The Resource Risk Management Group will continue to meet regularly. The risk register will be reviewed on an ongoing basis by the group to ensure that risks remain valid for the appropriate Service areas and to identify new areas of risk that affect the Resource. An update report will be provided to Committee on an annual basis.

11. Employee Implications

- 11.1. Time will be required by the Resource Risk Sponsor and the Resource Risk Management Group to manage the Resource Risk Register and Risk Control Plan.

12. Financial Implications

- 12.1 During the year if any new initiatives are identified which would help mitigate any particular risk faced by the resource, some financial assistance may be available from the Risk Management Fund. This is managed through a bid being submitted and assessed against set criteria.
- 12.2 During 2017/2018 the Resource made the following successful risk management bids:
- Grounds Services received £20,000 for upgrade of security at their Strathaven Depot and £1,235 for installation of an intruder alarm system at Quay Road Depot.

13 Other Implications

- 13.1. Failure to demonstrate that risk is actively considered and managed can not only lead to avoidable financial loss but could also affect service delivery and could affect the Resource's reputation.
- 13.2 There are no implications for sustainability in terms of the information contained in this report.

14. Equality Impact Assessment and Consultation Arrangements

- 14.1. This report does not introduce a new policy, function or strategy or recommend a change to an existing policy, function or strategy and therefore, no impact assessment is required.
- 14.2 Consultation on the content of this report has been undertaken with members of the Community and Enterprise Resources' Risk Management Group.

Michael McGlynn

Executive Director (Community and Enterprise Resources)

27 December 2018

Link(s) to Council Values/Ambitions/Objectives

- Accountable, effective, efficient and transparent.

Previous References

- Community and Enterprise Resources Committees – 12 December 2017 - Annual update on Resource Risk Register and Risk Control Action Plan
- Executive Committee – 19 December 2018 – Review of the Council Top Risks

List of Background Papers

- Figtree extracts (risk register and risk control action plan)

Contact for Further Information

If you would like to inspect the background papers or want further information, please contact:- Linda Burnett, Support Manager

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E-mail. linda.burnett@southlanarkshire.gov.uk

Risk Description	Inherent Risk Score	Sample Controls	Residual Risk Score	Service
Reduction in external funding and fees/income received by the Council as well as increased demand for Services, results in savings difficulties <ul style="list-style-type: none"> Fluctuations in income from Planning & Building Standards applications Council Top Risk	9	<ul style="list-style-type: none"> Regular monitoring of income v budget projections Ongoing review of resources and control of general spending 	8	Planning and Economic Development
Failure to meet sustainable development and climate change objectives <ul style="list-style-type: none"> Failure to mitigate carbon emissions and fully embed sustainable development into the culture of the Council Council Top Risk	9	<ul style="list-style-type: none"> Sustainable development principles and climate change duties incorporated in new/revised policies, plans, strategies and projects where appropriate. Compliance with public sector climate change duties evaluated Annual statutory climate change duties report published Participation in Climate Ready Clyde Partnership Development and implementation of single use plastic action plan 	8	Facilities Waste & Grounds
Failure of unrestricted substandard bridges /bridges showing deterioration <ul style="list-style-type: none"> Injury to people, damage to assets and network interruption/disruption 	9	<ul style="list-style-type: none"> Implement and maintain enhanced structural monitoring Maintain list of qualifying structures Implement appropriate reactive mitigation measures when need for repair identified. Option to close if absolutely necessary 	8	Roads and Transportation
Increase in settled Public Liability Claims <ul style="list-style-type: none"> Failure to effectively manage and maintain existing structures on the SLC core path network 	8	<ul style="list-style-type: none"> Defect reporting procedures implemented Database of relevant bridges established Inspection arrangements now in place 	8	Facilities Waste & Grounds
Failure to achieve outcomes of Local Outcome Improvement Plan <ul style="list-style-type: none"> Failure to effectively manage the processes and practices to reduce the impact of welfare reform relative to the Scottish Index of Multiple Deprivation domains Council Top Risk	9	<ul style="list-style-type: none"> Single Outcome Agreement Tackling Poverty Programme Council and key partners to implement inclusive partnership economic strategy Economic Growth Board Regular progress reporting to SMT/CMT/Ctee 	7	Planning and Economic Development
Increasing levels of adverse weather <ul style="list-style-type: none"> Disruption to the transport network 	9	<ul style="list-style-type: none"> Duty Manager, standby rota and weather forecasting systems in place 	7	Roads and Transportation

Risk Description	Inherent Risk Score	Sample Controls	Residual Risk Score	Service
<ul style="list-style-type: none"> Funding arrangements not sufficient to respond to adverse weather events Failure to deliver prioritised flood protection schemes Failure to comply with legislation Increase in volume/value of insurance claims (including property claims) resulting in financial loss Long term erosion impacts on roads related infrastructure Adverse affect to health within communities affected by flooding <p>Council Top Risk</p>		<ul style="list-style-type: none"> Effective management of existing budget resources through regular reporting and dialogue with Exec Dir Finance and Corporate Dedicated Flood Risk Management team Council wide Emergency Planning arrangements Investment in flooding infrastructure Flood cameras/telemetry in high risk areas Remote monitoring of high risk flood sites using telemetry solutions Winter weather procedures, Winter Service Policy and Ops manual Pothole inspection and pro-active rectification programme using sub contractors during extended severe weather 		
<p>Increased costs in providing winter maintenance services</p> <ul style="list-style-type: none"> Failure to provide essential services during periods of extreme winter weather 	9	<ul style="list-style-type: none"> Effective management of existing budget resources through regular reporting and dialogue with Exec Dir Finance and Corporate. Salt stocks and storage capacity Winter weather procedures, winter service policy and ops manual Daily winter task force meetings held during periods of extreme weather to ensure service delivered in most efficient and effective way. 	7	Roads and Transportation Services
<p>Information Management not subject to adequate controls</p> <ul style="list-style-type: none"> Ineffective records management practices could lead to data breaches <p>Council Top Risk</p>	9	<ul style="list-style-type: none"> Completion of annual Information Governance checklist Implementation of Information Governance action plan Compliance with Info Gov Strategy Retention schedules Electronic Document Records Management System (EDRMS) Resource IT and Information Governance Working Group 	7	All Services

Risk Description	Inherent Risk Score	Sample Controls	Residual Risk Score	Service
Impact of Waste Management market changes <ul style="list-style-type: none"> Changes to global economic policy changes resulting in market collapse and inability to dispose of recycled products 	9	<ul style="list-style-type: none"> Market changes monitored through waste industry network groups and via meetings with contractors Contracts include contingency arrangements including back up provision for alternative suppliers Operational monitoring process in place Waste Awareness Team – ongoing initiatives to promote and improve levels of domestic recycling 	7	Facilities Waste & Grounds
The Council is significantly affected by the impact of the UK leaving the European Union (Brexit) <ul style="list-style-type: none"> Limited procurement options and contract restrictions Loss of EU funding Implications of changes to free movement of trade and people Demand on business support services could be affected Council Top Risk	9	<ul style="list-style-type: none"> Goods and services procured from Europe closely monitored for potential risks All contracts and grants finalised by 30 March 2019 will be guaranteed by UK Government Work ongoing with Convention of Scottish Local Authorities, Scottish Local Authority Economic Development Group, West of Scotland European Forum, International Compliance Association to lobby and raise concern regarding future funding Work ongoing to ensure all grants covering ESF, ERDF activity up to December 2022 are approved by 30 March 2019 	7	All Services

Report

16

Report to:	Community and Enterprise Resources Committee
Date of Meeting:	22 January 2019
Report by:	Executive Director (Community and Enterprise Resources)

Subject:	Community and Enterprise Resources – Notification of Contracts Awarded – 1 April to 30 September 2018
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ♦ provide notification in line with Standing Orders on Contracts to Committee of all contracts awarded by Community and Enterprise Resources during the period 1 April to 30 September 2018.

2. Recommendation(s)

2.1. The Committee is asked to approve the following recommendation(s):-

- (1) that details of the contracts awarded be noted.

3. Background

3.1. It is a requirement of Clauses 21.8 and 22.5 of the Standing Orders on Contracts that details of the acceptance of all tenders above £50,000 be reported retrospectively to the relevant Committee for noting, other than those under Clause 21.3 where the award is not the lowest in a price only tender, or costs exceed the approved financial provision. In these instances a report is submitted to the appropriate Committee and subsequent authority to award is granted by that Committee.

4. Contract Awards

4.1. A full list of contracts awarded during the period 1 April to 30 September 2018 on the basis of lowest offer and/or most economically advantageous offer submitted, is provided at Appendix 1.

5. Employee Implications

5.1. Contracts management including performance appraisal will be undertaken by both the main user Services and Procurement.

6. Financial Implications

6.1. There are no financial implications associated with this report which is for information purposes only. Appropriate budgetary provision is available for each of the contracts awarded.

7. Other Implications

7.1. There is a risk that failure to report awards may lead to contracts being awarded that do not represent best value, breach statutory procurement obligations and Standing Orders or do not follow internal processes which mitigate the risk.

8. Equality Impact Assessment and Consultation Arrangements

- 8.1. This report does not introduce a new policy, function or strategy nor recommend a change to an existing policy, function or strategy and therefore, no impact assessment is required.
- 8.2 There is also no requirement to undertake any consultation in terms of the information contained in this report.

Michael McGlynn
Executive Director (Community and Enterprise Resources)

30 November 2018

Link(s) to Council Values/Ambitions/Objectives

- ◆ Accountable, Effective, Efficient and Transparent

Previous References

- ◆ Community and Enterprise Resources Committee 22 May 2018

List of Background Papers

- ◆ Standing Orders on Contracts

Contact for Further Information

If you would like to inspect the background papers or want further information, please contact:-

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Community and Enterprise Resources
Contracts Awarded over £50,000 in value

Period: 1 April to 30 September 2018

Contract	Awarded Contractors	Contract Value	Commencement Date	Period of Contract
Receipt and Processing of Recyclable Waste	Viridor Waste Management Ltd, Levenseat Ltd and Smurfit Kappa	£2,696,744.00	01/04/18	01/04/18 – 31/03/20(22)
Supply and Delivery of Coated and Uncoated Roadstone and Readymix Concrete	Various Suppliers (x10)	£24,000,000.00	09/04/18	09/04/18 – 31/03/20 (22)
Supply and Delivery of Grounds Maintenance Materials	Various Suppliers (x4)	£2,087,252.00	23/04/18	23/04/18 – 31/03/20 (22)
Mini Comp SXL – Vehicle and Plant Hire Framework for Provision of Road Planers	John McGeady Ltd	£932,200.00	14/05/18	14/05/18 - 14/05/19
Scotland Excel Framework for Heavy Vehicles – 2 x Direct Awards	Western Commercial	£301,260.78	08/05/18	05/05/18 (One off Purchase)

Contract	Awarded Contractors	Contract Value	Commencement Date	Period of Contract
Installation of Lighting Columns and Lanterns – Mini Comp from SXL Lighting Maintenance Framework	Various (x3)	£600,000.00	01/06/18	01/06/18 – 31/05/19
NEC3 Engineering and Construction Short Contract for Ballerup 3G Pitch – Mini Comp from SXL Outdoor Play Equipment and Artificial Surfaces Framework	Ecosse Sports Ltd	£238,516.49	02/07/18	02/07/18 - 24/08/18
Mini Comp SXL - Water Infrastructure Work	Enviro-Clean Scotland Ltd	£138,715.60	05/07/18	05/07/18 – 30/06/19
Construction of Blairbeth Urban Park – Mini Comp from Installation of Play Park Equipment Framework	Caley Construction	£600,875.73	10/07/18	10/07/18 – 31/12/18
Repairs & Refurbishment of Auchintibber War Memorial	Covanburn Contracts Ltd	£60,000.00	13/07/18	13/07/18 - 31/10/18
A749 Glasgow Road, Cambuslang for Carriageway Resurfacing - Direct Award from Play Park Framework	Jospeh Leckie and Sons (Contracts) Ltd	£69,213.27	30/07/18	30/07/18 - 03/08/18

Contract	Awarded Contractors	Contract Value	Commencement Date	Period of Contract
East Main Street, Rutherglen for Carriageway Resurfacing - Direct Award from Play Park Framework	Jospeh Leckie and Sons (Contracts) Ltd	£81,971.17	06/08/18	06/08/18 - 10/08/18
ECO Stars Fleet Recognition Scheme - Direct Award from City of Edinburgh Framework–	Transport Research Laboratory T/A TRL	£120,000.00	16/08/18	16/08/18 – 31/07/22
NEC3 Engineering and Construction Short Contract for Spittal 3G Pitch – Mini Comp from SXL – Outdoor Play Equipment and Artificial Surfaces Framework	Allsports Construction and Maintenance Ltd	£261,981.03	03/09/18	03/09/18 - 03/12/18

