

# FINANCE AND CORPORATE RESOURCES COMMITTEE

Minutes of meeting held in Committee Room 1, Council Offices, Almada Street, Hamilton on 7 August 2019

**Chair:**

Councillor Gladys Miller

**Councillors Present:**

Councillor Alex Allison, Councillor John Anderson, Councillor John Bradley (*substitute for Councillor Peter Craig*), Councillor Graeme Campbell, Councillor Margaret Cooper, Councillor Maureen Devlin, Councillor Isobel Dorman, Councillor Joe Fagan, Councillor Eric Holford, Councillor Graeme Horne (Depute), Councillor Eileen Logan, Councillor Joe Lowe, Councillor Hugh Macdonald, Councillor Monique McAdams, Councillor Catherine McClymont, Councillor Jim McGuigan, Councillor Collette Stevenson (Depute), Councillor Margaret B Walker (*substitute for Councillor Walter Brogan*), Councillor Jim Wardhaugh, Councillor Jared Wark

**Councillors' Apologies:**

Councillor Walter Brogan, Councillor Janine Calikes, Councillor Peter Craig, Councillor Geri Gray, Councillor Mark McGeever, Councillor Mo Razzaq, Councillor John Ross (ex officio)

**Attending:**

**Finance and Corporate Resources**

P Manning, Executive Director; G Bow, Administration Manager; C Fergusson, Head of Finance (Transactions); T Little, Head of Communications and Strategy; G McCann, Head of Administration and Legal Services; K McVeigh, Head of Personnel Services; J Taylor, Head of Finance (Strategy); B Teaz, Head of Information Technology Services

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## 1 Declaration of Interests

No interests were declared.

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## 2 Minutes of Previous Meeting

The minutes of the meeting of the Finance and Corporate Resources Committee held on 8 May 2019 were submitted for approval as a correct record.

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

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## 3 Minutes of Appeals Panel

The minutes of the meeting of the Appeals Panel held on 15 May 2019 were submitted for approval as a correct record.

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

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## 4 Revenue Budget Monitoring 2018/2019 – Finance and Corporate Resources

A report dated 10 July 2019 by the Executive Director (Finance and Corporate Resources) was submitted comparing actual expenditure for the period 1 April 2018 to 31 March 2019 against budgeted expenditure for 2018/2019 for Finance and Corporate Resources.

**The Committee decided:**

- (1) Finance and Corporate Resources' financial outturn position as at 31 March 2019 of an underspend of £0.112 million before transfers to reserves, and £0.034 million after transfer to reserves, as detailed in Appendix A to the report, be noted; and
- (2) that the proposed budget virements be approved.

*[Reference: Minutes of 8 May 2019 (Paragraph 4)]*

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## **5 Revenue Budget Monitoring 2019/2020 – Finance and Corporate Resources**

A report dated 10 July 2019 by the Executive Director (Finance and Corporate Resources) was submitted comparing actual expenditure for the period 1 April to 24 May 2019 against budgeted expenditure for 2019/2020 for Finance and Corporate Resources.

**The Committee decided:**

- (1) that the breakeven position on Finance and Corporate Resources' revenue budget, as detailed in Appendix A to the report, be noted;
- (2) that the forecast to 31 March 2020 of a breakeven position be noted, and
- (2) that the budget virements, as detailed in the appendices to the report, be approved.

*[Reference: Minutes of 8 May 2019 (Paragraph 4)]*

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## **6 Capital Budget Monitoring 2018/2019 – Finance and Corporate Resources**

A report dated 28 May 2019 by the Executive Director (Finance and Corporate Resources) was submitted advising of progress on Finance and Corporate Resources' capital programme for 2018/2019 and summarising the expenditure position at 31 March 2019.

**The Committee decided:** that Finance and Corporate Resources' capital programme of £1.592 million, and expenditure to 31 March 2019 of £1.436 million, be noted.

*[Reference: Minutes of 8 May 2019 (Paragraph 5)]*

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## **7 Capital Budget Monitoring 2019/2020 – Finance and Corporate Resources**

A report dated 10 July 2019 by the Executive Director (Finance and Corporate Resources) was submitted advising of progress on Finance and Corporate Resources' capital programme for 2019/2020 and summarising the expenditure position at 24 May 2019.

**The Committee decided:** that Finance and Corporate Resources' capital programme of £0.993 million, and expenditure to date of £0.020 million, be noted.

*[Reference: Minutes of 8 May 2019 (Paragraph 5)]*

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## **8 Finance and Corporate Resources – Workforce Monitoring – March to May 2019**

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A report dated 2 July 2019 by the Executive Director (Finance and Corporate Resources) was submitted on the following employee information for Finance and Corporate Resources for the period March to May 2019:-

- ◆ attendance statistics
- ◆ occupational health statistics
- ◆ accident/incident statistics
- ◆ disciplinary hearings, grievances and Dignity at Work cases
- ◆ analysis of leavers and exit interviews
- ◆ Staffing Watch as at 9 March 2019

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

*[Reference: Minutes of 8 May 2019 (Paragraph 6)]*

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## **9 Council-wide Workforce Monitoring – March to May 2019**

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A report dated 2 July 2019 by the Executive Director (Finance and Corporate Resources) was submitted on the following Council-wide employee information for the period March to May 2019:-

- ◆ attendance statistics
- ◆ occupational health statistics
- ◆ accident/incident statistics
- ◆ disciplinary hearings, grievances and Dignity at Work cases
- ◆ analysis of leavers and exit interviews
- ◆ Staffing Watch as at 9 March 2019

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

*[Reference: Minutes of 8 May 2019 (Paragraph 7)]*

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## **10 Treasury Management Activity – First Quarter Review**

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A report dated 1 July 2019 by the Executive Director (Finance and Corporate Resources) was submitted on the first quarter review of Treasury Management activity for 2019/2020.

Details were given on:-

- |  |                                  |
|--|----------------------------------|
| ◆ market performance                     | ◆ management of risk             |
| ◆ debt management and borrowing strategy | ◆ next quarter investment plans  |
| ◆ investment activity                    | ◆ treasury management indicators |

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

*[Reference: Minutes of the Executive Committee of 27 February 2019 (Paragraph 2)]*

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## **11 Finance and Corporate Resource Plan – Quarter 4 Progress Report 2018/2019 and Finance and Corporate Resource Plan 2019/2020**

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A report dated 9 June 2019 by the Executive Director (Finance and Corporate Resources) was submitted on the Finance and Corporate Resource Plans for 2018/2019 and 2019/2020.

Details were provided on:-

- ♦ progress made in implementing the priority projects identified in the Resource Plan 2018/2019, as detailed in the Quarter 4 Progress Report, attached as Appendix 1 to the report
- ♦ those measures which had changed in red/amber/green status, during the period from Quarter 2 to Quarter 4, as detailed in Appendix 2 to the report
- ♦ the Resource Plan for 2019/2020, attached as Appendix 3 to the report, which outlined the:-
  - ♦ objectives and actions for 2019/2020
  - ♦ capital and revenue resources for 2019/2020
  - ♦ organisational structure of the Resource

In line with the Council's performance management arrangements, a mid-year progress report on actions identified in the 2019/2020 Resource Plan would be submitted to a future meeting of the Committee.

**The Committee decided:**

- (1) that the Quarter 4 Progress Report for 2018/2019, attached as Appendix 1 to the report, together with the achievements made by the Resource during 2018/2019, be noted; and
- (2) that details of those measures which had changed in red/amber/green status, during the period from Quarter 2 to Quarter 4, as detailed in Appendix 2 to the report, be noted.

**The Committee recommended** that the Finance and Corporate Resource Plan for 2019/2020 be approved.  
**to the Executive Committee:**

*[Reference: Minutes of 20 February 2019 (Paragraph 9)]*

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## **12 Revenues Collection and Approval for Write-Offs**

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A report dated 12 July 2019 by the Executive Director (Finance and Corporate Resources) was submitted on:-

- ♦ collection performance for 2019/2020 on revenues income which comprised Council Tax, non-domestic rates, sundry debts and arrears
- ♦ performance against the Business Rates Incentivisation Scheme (BRIS) target
- ♦ the write-off of irrecoverable Council Tax, sundry debt and Housing Rent and associated charges

It was proposed that the following debts be written off:-

- ♦ irrecoverable Council Tax accounts from 1993/1994 to 2019/2020 to the value of £231,517.66 relating primarily to prescribed debt, sequestrations and estates of the deceased
- ♦ sundry debts to a value of £624,771.59
- ♦ former tenant rent arrears totalling £86,877.49, factoring arrears totalling £2,265.01 and Housing Benefit overpayments totalling £50,971.80

**The Committee decided:**

- (1) that the Council's performance in the collection of revenues be noted;

- (2) that the Council's performance against the Business Rates Incentivisation Scheme target be noted; and
- (3) that the write-off of the following irrecoverable debts be approved:-
- ◆ Council Tax debt from 1993/1994 to 2019/2020 to the value of £231,517.66
  - ◆ sundry debts to a value of £624,771.59
  - ◆ house rent and associated charges totalling £140,114.30

*[Reference: Minutes of 8 May 2019 (Paragraph 8)]*

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### **13 Prudential Indicators, Treasury Management Activity and Annual Investment Report 2018/2019**

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A report dated 5 July 2019 by the Executive Director (Finance and Corporate Resources) was submitted on:-

- ◆ Treasury Management activity and interim Prudential Code Indicators for 2018/2019
- ◆ the proposed Annual Investment Report for 2018/2019

The Chartered Institute of Public Finance and Accountancy (CIPFA) Code of Practice for Treasury Management required the Council to prepare an annual report on its Treasury Management activities. The introduction of the Prudential Framework in April 2004 required councils to prepare a series of financial indicators that demonstrated affordability, prudence and sustainability with regard to capital financing decisions.

The Council's Capital Programme included, within its funding package, planned borrowing. The Prudential Code provided a framework to assist the management of the financial implications and helped to demonstrate that borrowing was both affordable and prudent.

The Council's Treasury Management Activity Report for 2018/2019 and the Treasury Management and Prudential Code Indicators for 2018/2019 were attached as Appendices 1 and 2, respectively, to the report.

In terms of the Local Government Investments (Scotland) Regulations 2010, the Council was required to prepare an Annual Investment Strategy prior to the start of each financial year and an Annual Investment Report after the financial year end. Both documents required to be approved by the Council.

The Annual Investment Strategy for 2018/2019 had covered the following areas:-

- ◆ permitted investments
- ◆ risk management
- ◆ borrowing in advance

The Annual Investment Report, attached as Appendix 3 to the report, detailed the Council's activity in each of those 3 areas for 2018/2019 and Appendix 4 detailed the permitted investments that the Council had approved for the financial year 2018/2019.

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

- (1) that the Treasury Management Activity Report for 2018/2019 and the 2018/2019 Treasury Management and Prudential Code Indicators be noted and referred to the Executive Committee for noting; and

- (2) that the 2018/2019 Annual Investment Report be endorsed and referred to the Executive Committee prior to submission to the Council for formal approval in line with The Local Government Investments (Scotland) Regulations 2010.

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#### **14 Local Licensing Forum – Licensing (Scotland) Act 2005**

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A report dated 10 July 2019 by the Executive Director (Finance and Corporate Resources) was submitted on proposals to amend the membership of each Local Licensing Forum within South Lanarkshire.

The Licensing (Scotland) Act 2005 required each Council to establish a Local Licensing Forum for its area. As South Lanarkshire Council's Licensing Board was divisionalised, it had established separate Forums for each Division. The Act required those Forums to consist of a minimum of 5 members, with at least one member being a Licensing Standards Officer from the Council and one being a member nominated by the Health Board for the Forum's area.

At its meeting on 27 June 2007, the Corporate Resources Committee agreed that the membership of the Local Licensing Forums would be fixed at 12.

The number of persons wishing to become members of the Local Licensing Forums had decreased to the extent that it had become difficult to secure sufficient attendance to meet the quorum for meetings, leading some of the Forums to be unable to consider business for an extended period of time. Attempts had been made to raise public awareness of the Forums by advertising routinely to seek new members.

In order to facilitate business, it was proposed that the membership number for each Forum be set at a minimum of 6 members and a maximum of 12. This would set the quorum for those Forums at 3 and would allow them to function more effectively.

**The Committee decided:** that the membership of each Local Licensing Forum be amended to a minimum of 6 and a maximum of 12 members.

*[Reference: Minutes of Corporate Resources Committee of 27 June 2007 (Paragraph 6)]*

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#### **15 Alignment of Community Planning and Engagement**

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A report dated 22 July 2019 by the Executive Director (Finance and Corporate Resources) was submitted on the revised employee arrangements for the Community Engagement Team within Finance and Corporate Resources.

The Executive Committee had approved the creation of a Community Participation and Empowerment Team, located within Finance and Corporate Resources, on 27 June 2018.

The Team had now been in post for 6 months and was working with partners to build capacity and identify local priorities within communities. While this work was ongoing, it had become apparent that complementary work was taking place within the Tackling Poverty, Voluntary Sector and Community Planning teams. It was, therefore, proposed to bring those teams together under one coherent management structure which would enhance service delivery by ensuring consistency of approach.

**The Committee decided:**

- (1) that the revised employee arrangements for the Community Engagement Team within Finance and Corporate Resources be noted; and

- (2) that the changes in establishment, identified in Sections 4 and 5 of the report, be approved.

*[Reference: Minutes of the Executive Committee of 27 June 2018 (Paragraph 12)]*

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## **16 Efficiency Savings 2018/2019**

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A report dated 11 July 2019 by the Executive Director (Finance and Corporate Resources) was submitted on the Council's Efficiency Statement for 2018/2019.

Since 2006/2007, the Scottish Government had required councils to publish an annual Efficiency Statement, with the aim of improving local accountability, in terms of the efficiency process, and contribute to the sharing of best practice.

The level of efficiencies achieved across all Resources and the Lanarkshire Valuation Joint Board (LVJB) for 2018/2019 was £32.628 million.

Details of the Efficiency Statement for 2018/2019 were provided in the report and confirmation of the efficiencies delivered in 2018/2019 were provided in Appendix A to the report.

The Efficiency Statement 2018/2019 would be submitted to the Convention of Scottish Local Authorities (COSLA) by the deadline of 23 August 2019. A report on the Efficiency Statement would also be submitted to the Risk and Audit Scrutiny Committee at its meeting on 18 September 2019.

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

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## **17 Annual Procurement Report 2018/2019**

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A report dated 10 July 2019 by the Executive Director (Finance and Corporate Resources) was submitted on the Council's Annual Procurement Report for 2018/2019.

The Procurement (Scotland) Reform Act 2014 required contracting authorities to prepare and publish an Annual Procurement Report on their regulated procurement activities. The Act stated that the Report must include information under the following headings:-

- ◆ regulated procurement activity
- ◆ regulated procurement strategy and compliance
- ◆ community benefits
- ◆ supported businesses
- ◆ future planning
- ◆ any other relevant information

A summary of procurement activity was provided in the report and the Council's Annual Procurement Report for 2018/2019 was attached as Appendix 1 to the report.

**The Committee decided:** that the Annual Procurement Report for 2018/2019 be noted.

*[Reference: Minutes of 19 September 2018 (Paragraph 16)]*

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## **18 2019/2020 Information and Communication Technology (ICT) Asset Management Plan**

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A report dated 1 July 2019 by the Executive Director (Finance and Corporate Resources) was submitted on the 2019/2020 Information and Communication Technology (ICT) Asset Management Plan.

The ICT Asset Management Plan outlined the priorities and strategies required to develop and support the ICT asset estate, which supported the business objectives of the Council whilst ensuring business continuity. The Plan highlighted the key support work planned for the year ahead to ensure that the Council's ICT assets were fit for purpose.

Details of the key support work were provided in the report and a copy of the 2019/2020 Asset Management Plan was attached as Appendix 1 to the report.

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

*[Reference: Minutes of 19 September 2018 (Paragraph 18)]*

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## **19 Governance of Charitable Trust Funds – 2018/2019 Expenditure**

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A report dated 8 July 2019 by the Executive Director (Finance and Corporate Resources) was submitted on payments made to beneficiaries from the 69 Charitable Trust Funds administered by the Council which, at 1 April 2018, were valued at £1.192 million.

During 2018/2019, expenditure totalling £0.036 million had been distributed to beneficiaries of the Trust Funds. The expenditure was offset by income of £0.035 million from interest or dividends received from investments. In addition, funds of the Loudon Bequest, which were managed by Barclays Wealth, had been reinvested. This had resulted in a total closing balance on the Trust Funds, as at 31 March 2019, of £1.187 million.

Details of all active funds and payments made in 2018/2019, together with the balances of the funds as at 31 March 2019, were provided in Appendix 1 to the report.

The Committee, at its meeting on 25 April 2018, had approved proposals to modernise the charitable trust funds administered by the Council. Those proposals included alternative governance arrangements and the adoption of a formal constitution. Administration and Legal Services had commenced dialogue with the Office of the Scottish Charity Regulator (OSCR) regarding the formal adoption of the Trust Deeds.

OSCR had taken legal advice on the process for reorganisation of restricted funds and this, along with the complex nature of the reorganisation process and lack of available governing documents for the historic trust funds, meant that the process was still ongoing.

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

*[Reference: Minutes of 25 April 2018 (Paragraph 9)]*



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## **20 Safety at Sports Grounds – Re-issue of General Safety Certificates for Hamilton Park Racecourse and the Foys Stadium**

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A report dated 12 July 2019 by the Executive Director (Finance and Corporate Resources) was submitted on action taken, in terms of Standing Order No 36(c), in view of the timescales involved, by the Executive Director (Finance and Corporate Resources), in consultation with the Chair and an ex officio member, to re-issue General Safety Certificates for:-

- ◆ Hamilton Park Racecourse, Bothwell Road, Hamilton
- ◆ the North and West Stands, Hamilton Academical Football Club, Foys Stadium, Cadzow Avenue, Hamilton

The revised format of the General Safety Certificates for those premises had been approved by this Committee at its meetings on 3 February 2016 and 11 December 2013 respectively and the Certificates were required to be reviewed and re-issued annually.

Following the annual safety inspection, the Grandstand at Hamilton Park Racecourse had been found to be well maintained and in a good state of repair. The engineer's annual inspection concluded that the Grandstand was in a satisfactory structural condition. The report had identified some minor remedial and maintenance works which had been attended to.

The ground management and the South Lanarkshire Sports Grounds Safety Advisory Group had reviewed the revised General Safety Certificate and the safety management arrangements at the Racecourse. The following revisions had been made to the Certificate:-

- ◆ references to the Guide to Safety at Sports Grounds now referred to the updated sixth edition
- ◆ the operational manual had been reviewed and updated where necessary

Following the annual safety inspection, the North and West Stands at Foys Stadium had been found to be well maintained and in a good state of repair. The engineer's annual inspection report had identified a small number of minor defects which had been attended to.

A number of management actions and housekeeping issues had been identified during the inspections and stadium management were continuing to progress those while providing the Council with updates on the progress being made.

The stadium management and the South Lanarkshire Sports Grounds Safety Advisory Group had reviewed the revised General Safety Certificates and the safety management arrangements at Foys Stadium and the following revisions had been made to the Certificates:-

- ◆ the name of the stadium had been changed from Hope CBD Stadium to Foys Stadium
- ◆ references to the Guide to Safety at Sports Grounds now referred to the updated sixth edition
- ◆ the operational manual had been reviewed and updated where necessary

The Executive Director (Finance and Corporate Resources), in consultation with the Chair and an ex officio member, approved the reviewed General Safety Certificate for Hamilton Park Racecourse to allow it to be re-issued prior to the start of the new racing season which commenced on Sunday 5 May 2019 and approved the reviewed General Safety Certificates for the North and West Stands at the Foys Stadium to allow them to be re-issued prior to the start of the new football season which commenced on Saturday 13 July 2019.

**The Committee decided:**

that the action taken, in terms of Standing Order No 36(c), by the Executive Director (Finance and Corporate Resources), in consultation with the Chair and an ex officio member, to re-issue the General Safety Certificates for Hamilton Park Racecourse, Bothwell Road, Hamilton and the North and West Stands, Hamilton Academical Football Club, New Douglas Park, Cadzow Avenue, Hamilton, be noted.

*[Reference: Minutes of 20 June 2018 (Paragraph 13) and 19 September 2018 (Paragraph 20)]*

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**21 Urgent Business**

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There were no items of urgent business.